



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

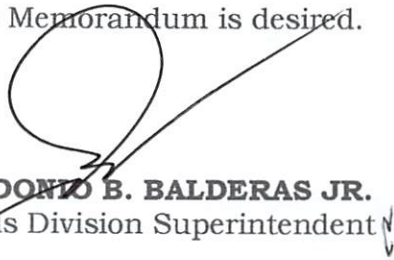
06 October 2026

DIVISION MEMORANDUM
No. **658** s. 2026

**CONDUCT OF MONITORING ON THE IMPLEMENTATION OF
SPECIAL CURRICULAR PROGRAMS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to **DepEd Order No. 46, s. 2012** titled **Policy Guidelines on the Implementation of Special Curricular Programs at the Secondary Level**, this Office announces the conduct of **Division Monitoring on the Implementation of Special Education Programs and Services** to the different schools with SCPs from **October 7 to October 16, 2026**.
2. This activity aims to:
 - a. Monitor the implementation of SCPs in the different public elementary and secondary schools;
 - b. Gather suggestions and best practices on the implementation of Special Education Programs for continuous improvement; and
 - c. Provide technical assistance and recommendations to strengthen its implementation, monitoring, documentation, and sustainability of each specific program.
3. The monitoring team include the EPS-SGOD, EPS-CID in charge of the SEPs, and the SEPS-SMME.
4. Attached in this Memorandum are the Enclosure 1 and 2, Monitoring Tool for Special Curricular Program in Sports and the Monitoring Tool for Special Program in Journalism respectively.
5. For inquiries and concerns about this matter, please contact **Montano L. Agudilla Jr.**, SEPS-SMME through email at montanoagudillajr@deped.gov.ph.
6. Widest dissemination of and compliance to this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

References: DepEd Order No. 46, s. 2012

To be indicated in the Perpetual Index
under the following subjects:

MONITORING
SPECIAL CURRICULAR PROGRAMS
TECHNICAL ASSISTANCE

SGOD- conduct of monitoring on the implementation of special curricular programs
SGOT4SQN-005699/October 06, 2026

Enclosure 1

PROGRAM MONITORING AND EVALUATION FOR SPECIAL PROGRAM IN JOURNALISM

School: _____

School Head:_____

SPJ Coordinator: _____

Indicator						
1.Enrolment		Grade level	SY 2022-2023	SY 2023-2024	SY 2024-2025	SY 2025-2026
		7				
		8				
		9				
		10				
		TOTAL				
	2.Curriculum Design		Grade Level	Additional Subject	Time Allotment per week	
		Grade 7				
		Grade 8				
		Grade 9				
		Grade 10				

3. Requirements and qualifications

TEACHERS PROFILE

[illegible]

RESOURCES

Inventory of Available Facility	Inventory of available equipment

4. Competition and Awards Received (3 years record)

Level of Competition	Awards Received
Division Press Conference	
Regional Press Conference	
National Press Conference	
Other invitational Competition	

5. Admission to the Program Students of SPJ have:	Evident	Not Evident	REMARKS
5.1 Participated in journalism competition with recommendation from the school paper Adviser			
5.2 Passed the qualifying examination			
5.3 Submitted the following documents upon enrolment			
5.3.1 Proficiency rating of at least (85) in both English and Filipino and acquired a general weighted average of at least 85% in Grade 6.			
5.3.2 Certificate of good moral character certified by the elementary School Head			
5.4. The school has organized committee on admission to conduct screening			
5.6 There is a separate section for students under SPJ.			
6. Retention to the Program: Students retained;			
6.1 Maintain a Proficient level of assessment in the specialized subject.			
6.2 Do not incur absences more than 20% of the total number of school days			
6.3 Exhibit moral behavior at all times			
7. Student Support: The school observes the following:			
7.1 Remedial/mentoring program on life skills and academic subjects			
7.2 Regular parent-teacher conference to discuss school			

performance			
7.3 Flexible learning delivery in case of training and competition			
7.4 Provision of uniform, meals, transportation allowance and safety during competition			
8. Evaluation of student's performance			
8.1 Observe D.O. No. 8, s. 2015			
8.2 Conduct pre and post assessment performance profile of every student-athlete per sports discipline every School Year.			
8.3 Observe DepEd order in recognizing learners.			
10. Class program complies with DM-LS No. 313, s. 2026			
11. Class size observe a maximum of 35 students.			
12. Teaching load of teachers follow RA 4670 (Magna Carta for Teachers)			

Commendable Practice/s:

Monitoring Officials

Name and Signature

Date: _____

Conformed by:

Name and Signature

Designation: _____

Date: _____

Enclosure 2

PROGRAM MONITORING AND EVALUATION FOR SPECIAL PROGRAM IN SPORTS

INDICATOR											
1.Enrolment		Grade level	SY 2022-2023		SY 2023-2024		SY 2024-2025		SY 2025-2026		
		7									
		8									
		9									
		10									
		TOTAL									
2.Curriculum Design	Sports	Grade 7		Grade 8		Grade 9		Grade 10		Total	
		M	F	M	F	M	F	M	F		
	Athletics										
	Arnis										
	Badminton										
	Boxing										
	Chess										
	Table Tennis										
	Taekwondo										
	Lawn Tennis										
	Gymnastic										
	Karatedo										
	Baseball										
	Volleyball										
	Football										
	Futsal										
	Swimming										
	TOTAL										
3. Time Allotment	Sports	Number of Hours per week				Total					
		Lecture		Training							
	Athletics										
	Arnis										
	Badminton										
	Boxing										
	Chess										
	Table Tennis										
	Taekwondo										
	Lawn Tennis										
	Gymnastic										
	Karatedo										
	Baseball										
	Volleyball										

	Football			
	Futsal			
	Swimming			

4. Requirements and qualifications

TEACHERS PROFILE

Sports	Name of Teacher	Record of Athlete/Sports competition participated	Sports Training Attended (for the past 3 years)
Athletics			
Arnis			
Badminton			
Boxing			
Chess			
Table Tennis			
Taekwondo			
Lawn Tennis			
Gymnastic			
Karatedo			
Baseball			
Volleyball			
Football			
Futsal			
Swimming			

RESOURCES

Sports	Inventory of Available Facility	Inventory of available equipment
Athletics		
Arnis		
Badminton		
Boxing		
Chess		
Table Tennis		
Taekwondo		
Lawn Tennis		
Gymnastic		
Karatedo		
Baseball		
Volleyball		
Football		
Futsal		
Swimming		

5. Competition and Awards Received (3years record)

Sports	City Meet	RAAM	Palarong Pambansa	Other Sports Competition Participated
Athletics				

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Arnis			
Badminton			
Boxing			
Chess			
Table Tennis			
Taekwondo			
Lawn Tennis			
Gymnastic			
Karatedo			
Baseball			
Volleyball			
Football			
Futsal			
Swimming			

6. Admission to the Program Students of SPS have:	Evident	Not Evident	REMARKS
6.1 Learner's Profile that reflect the learner's potential potential/skills in more than one of the school sports offered			
6.2 Participated in sports competition as attested by the elementary School Head			
6.3 Passed the physical fitness test			
6.4 Submitted the following documents upon enrolment			
6.4.1 Form 138 (with an Approaching Proficiency level in P.E and Developing level in any subject			
6.4.2 Medical certificate administered by a government physician.			
6.4.3 Parental consent stating that the student may undergo rigid training in specialized sports			
6.4.4 Certificate of good moral character certified by the elementary School Head			

6.5 The school has organized a committee on admission to conduct screening			
6.6 There is a separate section for students under SPS.			
7. Retention to the Program: Students retained			
7.1 Maintain a Proficient level of assessment in the specialized subject and an Approaching Proficiency level in all other subjects.			
7.2 Do not incur absences of more than 20% of the total number of school days			
7.3 Are physically and mentally fit as evident by a medical certificate			
7.4 exhibit good behavior at all times			
8. Student Support: The school observed the following:			
8.1 Remedial/mentoring program on life skills and academic subjects			
8.2 Regular parent teacher conference to discuss school performance			
8.3 Flexible learning delivery in case of training and competition			
8.4 provision of uniform, meals, transportation allowance and safety during competition			
9. Evaluation of student's performance			
9.1 Observe D.O. No. 8, s.2015			
9.2 Conduct pre and post assessment performance profile of every student-athlete per sports discipline every School Year.			
9.3 Observe DepEd			

order in recognizing learners.			
10. Class program complies with DM-LS No. 313, s. 2026			
11. Number of Classes/ Size			
10.1 Class size observe a maximum of 45 students.			
10.2 There are at least two classes per year level.			
12. Teaching load of teachers follow RA 4670 (Magna Carta for Teachers)			

Other Significant Practice/s:

Monitoring Officials

Name and Signature
Date: _____

Conformed by:

Name and Signature
Designation: _____
Date: _____