



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

15 December 2025

DIVISION MEMORANDUM
No. 877 s. 2025

SUBMISSION OF REQUIRED DOCUMENTS FOR PSYCHOEDUCATIONAL ASSESSMENT FUNDED BY THE LOCAL GOVERNMENT UNIT (LGU) THROUGH THE CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE (CSWDO)

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

1. In preparation for the conduct of the **Psychoeducational Assessment** funded by the Local Government Unit through the City Social Welfare and Development Office (CSWDO), all concerned schools are hereby directed to ensure the complete submission of the required documents of identified learners on or before **February 27, 2026**.

2. The required documents are as follows:

- a. Letter request address to Mayor Anthony A. Lim
- b. Certificate of Indigency
- c. Birth Certificate or Valid ID of the learner/child
- d. Recommendation from teacher
- e. Cedula (Community Tax Certificate) 2026
- f. COMELEC Certification of Voter's ID (parent)
- g. PWD ID (if applicable)
- h. General Intake Sheet (Enclosure 1)

3. All documents shall be submitted to the Persons with Disability Affairs Office (PDAO) through **Ms. Lilibeth C. Tadiosa**. Processing and assessment slots will be **accommodated on a first come, first served basis**.

4. School Heads are instructed to ensure the timely collection and submission of the above documents to facilitate smooth processing and scheduling of the assessment.

5. For clarification and queries, contact MILDRED Z. GALLENO, Education Program Supervisor at mildred.galleno@deped.gov.ph or EDWIN R. RODRIGUEZ, Chief, CID at tayabas.city@deped.gov.ph.

6. Immediate dissemination of this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


EDWIN R. RODRIGUEZ
Chief Education Supervisor – CID
Officer-in-Charge

Encl: None

Reference: None

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

SPECIAL NEEDS EDUCATION
ASSESSMENT
LEARNERS
TEACHERS

CID – submission of required documents for psychoeducational assessment funded by the local government unit (lgu) through the city social welfare and development office (cswdo)
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