



**DIVISION MEMORANDUM**

No. 182 s. 2017

To: OIC-Assistant School Division Superintendent  
Chiefs – CID and SGOD  
Education Program Supervisors  
School Heads Public Elementary and Secondary Schools  
All Others Concerned

From: **CATHERINE P. TALAVERA, Ph. D.**  
OIC-Schools Division Superintendent

By: **EDWIN PAUL M. NAVARRO**  
OIC-Assistant Schools Division Superintendent

Subject: **CONDUCT OF SPECIAL EDUCATION (SPED) PROGRAM ACTIVITIES AND OTHER REPORTS TO BE SUBMITTED**

Date: July 20, 2017

1. Please be informed of the following activities/reports that need to be conducted and accomplished. Be guided with the following schedule:

Activity	Date
A. Conduct of regular Monthly Meeting	every 2 <sup>nd</sup> Friday of the month
B. Conduct of Assessment	Quarterly of every year
C. Project i-CARE (Intensive Child Mapping)	April – May 2018
D. Conduct of Summer Assessment	May 2018
<b>REPORTS to submit:</b>	
1. Quarterly Assessment result	
2. Culminating Activity (celebration of different activities – monthly celebration)	

2. Immediate and widest dissemination of this Memorandum is desired

CID-SPED/ CONDUCT OF SPECIAL EDUCATION (SPED) PROGRAM ACTIVITIES AND OTHER REPORTS TO BE SUBMITTED

DM 182 /07202017

We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

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