



Republic of the Philippines  
**Department of Education**

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

**CID-2023-0989**

To: Rebecca C. Sagot, CESO VI – Assistant Schools Division Superintendent  
Eduard C. Amoguis, EdD –Chief -CID  
Exelsis Deo A. Deloy, PhD-EPS, Special Needs Education(SNEd) Program  
Eric P. Indie, EdD-PSDS, Sto. Tomas West District  
Jocelyn C. Candiente, EdD-Principal IV-Sto. Tomas CES-SC

Subject: **REQUEST FOR TECHNICAL ASSISTANCE IN ASSESSING LEARNERS WITH DIFFICULTIES (UNDER WITH MANIFESTATIONS CATEGORY) AT PANTARON ELEMENTARY SCHOOL AND KINAMAYAN INTEGRATED SCHOOL**

Date: November 22, 2023

1. Attached are the letters of request from Pantaron Elementary School and Kinamayan Integrated School requesting this office for technical assistance in assessing their pre-identified learners with difficulties. Names of the pre-identified learners attached in the letters are kept hidden for data privacy).
2. With this, the following teachers under the Special Needs Education (SNEd) Program are requested to assist the said schools in orienting the teachers and assessing the learners only under the **'WITH MANIFESTATIONS'** classification:

|   | <b>Name</b>        | <b>Position</b> | <b>School</b>                                    | <b>District</b> |
|---|--------------------|-----------------|--|-----------------|
| 1 | Leny M. Nasayao    | SPET-III        | Sto. Tomas Central Elementary School-SPed Center | Sto. Tomas West |
| 2 | Erlinda E. Sunogan | SPET-III        | Sto. Tomas Central Elementary School-SPed Center | Sto. Tomas West |
| 3 | Jonah T. Gonzaga   | SPET-III        | Sto. Tomas Central Elementary School-SPed Center | Sto. Tomas West |
| 4 | Jeneth A. Decoy    | SPET-III        | Sto. Tomas Central Elementary School-SPed Center | Sto. Tomas West |
| 5 | Emily V. Gador     | SPET-III        | Sto. Tomas Central Elementary School-SPed Center | Sto. Tomas West |
| 6 | Sheena C. Albite   | SPET-III        | Sto. Tomas Central Elementary School-SPed Center | Sto. Tomas West |
| 7 | Alicia Q. Omlang   | MT-I            | Sto. Tomas Central Elementary School-SPed Center | Sto. Tomas West |
| 8 | Rizza P. Rasucay   | MT-I            | Sto. Tomas Central Elementary School-SPed Center | Sto. Tomas West |

3. Moreover, this is to reiterate that the above-mentioned teachers shall only assess and identify the learners with manifestations and shall only recommend them for accurate diagnoses by the proper health professionals/authorities.
4. The orientation and assessment by the SNEd teachers to recipient schools shall be done on weekends and holidays to avoid disruption of classes, adhering to the policy of *"No disruption of classes, pursuant to the provision under DepEd Order (DO) 9 s. 2005, Instituting Measures to Increase/Engaged Time on Task and Ensuring Compliance Therewith"*.





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5. Travel expenses of the teachers are chargeable against MOOE, PSF-SPEd, or any local funds subject to the usual accounting rules and auditing regulations. Further, Service Credits shall be granted to the teachers (DepEd Order No. 53, s. 20023) for the services rendered during weekends, and holidays.
6. Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.
7. Immediate dissemination of this Memorandum is desired.

  
**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent *per*

CID edad





Republic of the Philippines  
DIVISION OF DAVAO DEL NORTE  
Region XI  
Santo Tomas East District  
**Kinamayan Integrated School**  
Kinamayan, Santo Tomas, Davao del Norte



27-51950

November 12, 2023

TO: **REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent  
DepEd – Davao del Norte

Thru: **DR. EXELSYS DEO A. DELOY**  
EPS Focal-SpEd/SNEd  
DepEd – Davao del Norte

Greetings!

Kinamayan Integrated School of Santo Tomas East District would like to request assistance for the assessment of our identified learners who are at-risk of having special needs. This request is made for the following reasons and purposes:

1. the school do not have the necessary tools used by our division to assess children at-risk of having special needs,
2. to provide proper and appropriate placement of learners, and
3. to open and offer SNED services to our community and other neighboring barangays,

The school would also preferably like to conduct the said assessment before the Christmas break of this year so that by January 2024, the learners will already be ready for their new schedules and placements. This is intended for the immediate action on this undertaking.


Attached on this letter is the list of names of learners who are recommended to take the assessment for SNED.

We hope that you will grant our request and we look forward for your response. Thank you.

Sincerely,

  
**SHARRY ANN D. DECOY**  
SNED-School Coordinator

Noted by:

  
**ENER M. JUDIT**  
Principal II



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Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE  
STO. TOMAS EAST DISTRICT  
PANTARON ELEMENTARY SCHOOL  
*Purok 1, Brgy. Pantaron, Sto. Tomas, Davao del Norte*

October 19, 2023

**EXELSIS DEO A. DELOY**  
EPS-Special Needs Education  
Division of Davao del Norte  
Tagum City

Thru: **JOCELYN C. CANDIENTE, Ed. D.**  
Principal IV

Sir /Madame :

Good day!


In line with the advocacy of bringing all children to school regardless of individual differences, our school wholeheartedly wants to help and cater to all these unique learners with manifestations. However, due to a lack of knowledge, limited training, and equipment to facilitate, we are not able to handle these learners properly. We come to seek assistance from your expertise.

With this, we humbly ask your good office to help us assess our learners with special needs manifestations. The skills and expertise of your Special Education Teachers will greatly help us in understanding these learners.

Attached in this letter is the list of learners who have manifestations. We are hoping that you will allow your SPED teachers to be with us in their most convenient time.

Thank you and more power!

Respectfully,

  
**MICHELLE A. ESPINOSA**  
SPED Coordinator

Noted :

  
**CANDELARIA A. BRUCAL**  
Elementary School Principal II