



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



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December 2, 2024

DIVISION MEMORANDUM

No. 2-317 s. 2024

FORMAL ASSESSMENT OF CHILDREN WITH SPECIAL NEEDS

TO: Asst. Schools Division Superintendent
Chiefs CID and SGOD
EPSs/ PSDSs
Principals/School Heads
SNED/SPED Teachers
This Division

1. Assessment is crucial for Children with Special Needs not only to clearly establish the goals for their learning and development areas but also to continually monitor their progress in all domains of development, namely, the cognitive, socio-emotional, physical, motor, and moral-spiritual domains. It plays a critical role in placement for students with disabilities, as well as designing instruction and setting goals.
2. In view of the prevailing statement, the Division of Siargao through the Curriculum Implementation Division shall conduct Formal Assessment to all Children with Special Needs who are currently enrolled in identified SNED Implementing Schools which will be scheduled on **December 15-16, 2024** at Dapa Central Elementary School and SPED Center.
3. This two-day formal assessment primarily aims to:
 - a. provide individualized formal assessment done by medical expert to diagnose a child's specific learning strengths and needs, and to determine whether a child is eligible for special education services.
 - b. gather information/ data to ascertain the learner's current level of functioning as basis for designing and/or adjusting the Individualized Educational Plan (IEP) of the SNED teachers.
 - c. conduct the appropriate action/response after the diagnosis for the LWDs (intervention, accommodation, modification; and
 - d. authentically collaborate with the parents and the multi-disciplinary team of the school to design intervention program that would address the needs of the learners.
4. For the record, there are eighty-one (81) learners with special needs who are officially recommended to undergo formal assessment per submission by their SNED teacher and school principal. (please refer to Enclosure 1 re: List of SNED learners recommended for Assessment).
5. To ensure systematic and orderly conduct of formal assessment, the registered SNED learners shall be divided into two batches as shown in the table below:



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| Schedule of Assessment | Name of School | No. of SNED learners for Formal Assessment |
|-------------------------------|------------------------------------|--|
| First Batch Dec. 15, 2024 | San- Isidro ES | 3 |
| From 8:00 | Montserrat Elementary School | 1 |
| To 5:00 or beyond | Bagacay Elementary School | 6 |
| | San Benito Central Ele. School | 5 |
| | Gen. Luna Central Elem. School | 20 |
| | Atoyay Elementary School | 4 |
| | Antipolo Elementary School | 1 |
| | TOTAL | 40 |
| Second batch Dec. 16, 2024 | Dapa Central E.S and SPED Center | 16 |
| | Socorro Central ES and SPED Center | 20 |
| | Pilar Central Elementary School | 1 |
| | Katipunan Elementary School | 4 |
| | TOTAL | 41 |

- It is highly recommended that parents of the SNED learners shall accompany their children during the assessment and teachers shall likewise secure Parents' Consent before they will go to the venue.
- The host school shall also provide properly ventilated classroom for assessment and waiting area for the SNED learners, teachers and parents.
- Food, snacks, accommodation and medical services by the specialist shall be charged against the SNED Program Support Fund FY 2024 (PSF) while the transportation of the SNED learners and teachers shall be charged against their school MOOE or PTA fund subject to the usual accounting rules and procedures.
- This memorandum serves as Travel Authority of the participants.
- Immediate dissemination of this memorandum is earnestly desired.

KAREN L. GALANIDA, CESO V
Schools Division Superintendent

Reference: As stated,
To be indicated in the Perpetual Index
Under the following subjects:

| | | | | |
|-------------------|--------------------|------------------|-------------|-----------------|
| ASSESSMENT | DEVELOPMENT | PLACEMENT | SNED | LEARNERS |
| CID/EGB/12-2-2024 | | | | |