

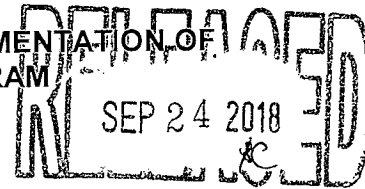


September 20, 2018

Regional Memorandum  
 No. 315-2018

**REQUEST FOR REPORTS ON THE IMPLEMENTATION OF  
 SPECIAL EDUCATION PROGRAM**

To: **Schools Division Superintendents  
 All Divisions**

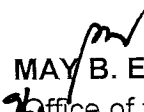


DEPED-CAR

1. The Department of Education-CAR, through the Curriculum and Learning Management Division, requests all Division Focals for SPED to submit needed reports necessary in tracking the current status of this program's implementation in the field.
2. The following reports are hereby requested with templates attached as annexes:

<b>Report No.</b>	<b>Title of Report</b>	<b>Template (see Annex)</b>
1	Division Training on MFAT for Grade 1 Teachers	A
2	Division Training on SPED	B
3	Regular Schools Implementing SPED Program	C
4	Existing SPET Items in the Division	D
5	Graduates of OAS-SPED Scholarship Program (Organization, Administration, and Supervision in SPED)	E
6	Issues, Gaps, and Challenges of Program Implementation	F

3. Please submit duly signed reports on or before **October 5, 2018** through email at [clmd.depedcar@gmail.com](mailto:clmd.depedcar@gmail.com)
4. Immediate dissemination of and strict compliance to this Memorandum is directed.

  
**MAY B. ECLAR, PhD, CESO V**  
 Office of the Regional Director

## TEMPLATE A

## DIVISION TRAINING ON MFAT FOR GRADE 1 TEACHERS

- I. Title of Training
- II. Date Conducted/Venue
- III. Amount Utilized and Source of Funds
- IV. Insights
- V. Participants

	Number
Grade 1 Teachers	
School Heads	
PSDS (if any)	
Supervisors (if any)	
Others (Please specify)	
TOTAL	

Prepared by:

(SPED Focal)

Certified Correct:

(CID Chief)

## TEMPLATE B

## DIVISION TRAINING ON SPED FOR REGULAR TEACHERS

- I. Title of Training
- II. Date Conducted/Venue
- III. Amount Utilized and Source of Funds
- IV. Insights
- V. Participants

	Number
Regular Teachers	
Grade 1	
Grade 2, etc....	
School Heads	
PSDS (if any)	
Supervisors (if any)	
Others (Please specify)	
<b>TOTAL</b>	

Prepared by:

(SPED Focal)

Certified Correct:

(CID Chief)

TEMPLATE C

REGULAR SCHOOLS IMPLEMENTING SPED PROGRAM

NAME OF SCHOOL	SCHOOL HEAD	TYPE OF DISABILITY BEING CATERED TO	GRADE/LEVEL	ENROLMENT/NUMBER OF LEARNERS

Issues/Gaps/Challenges of Program Implementation:

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Initiatives Undertaken to Address Issues/Gaps/Challenges:

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Prepared by:

(SPED Focal)

Certified Correct:

(CID Chief)

TEMPLATE D  
EXISTING SPET ITEMS

NAME OF TEACHER WITH SPET ITEM	SCHOOL	DESIGNATION (SPET I, SPET II, SPET III)	TYPE OF DISABILITY BEING CATERED TO	GRADE/ LEVEL	ENROLMENT/ NUMBER OF LEARNERS

Prepared by:  
(SPED Focal)

Certified Correct:

(CID Chief)

TEMPLATE E

Graduates of OAS-SPED Scholarship Program (Organization, Administration, and Supervision in SPED)

DIVISION	NAME OF SCHOLAR	YEAR GRADUATED	OAS SCHOLARSHIP SERVICE PROVIDER	PRESENT DESIGNATION (MT/PRINCIPAL/HT/SPET)	CURRENT WORK STATION	CONTACT NUMBER AND EMAIL ADDRESS

Prepared by:  
(SPED Focal)

Certified Correct:  
(CID Chief)

## TEMPLATE F

## Issues, Gaps, and Challenges of Program Implementation

ISSUES/GAPS/CHALLENGES	SUGGESTED ACTIONS
On Policy	e.g. For RO to craft a policy on....
On Governance	
On Teachers	
On Monitoring, Evaluation, Assessment	
On Learning Resources	
On Facilities	
Others...	

Prepared by:

(SPED Focal)

Certified Correct:

(CID Chief)