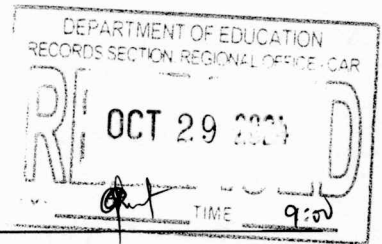




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



28 October 2024

**REGIONAL MEMORANDUM**

No. 768.2024

**SUBMISSION OF REPORT ON THE UTILIZATION OF 2024 SPECIAL NEEDS EDUCATION (SNED) FUND EVERY LAST WEEK OF EACH QUARTER**

To: Assistant Regional Director  
Schools Division Superintendents  
All Schools Division Offices  
All Others Concerned

1. In accordance with DM-CT-2024-22, titled "Recipients and Priority Expenditures of the FY 2024 Special Needs Education Program Support Fund," dated June 25, 2024, this Office requests the Schools Division Offices (SDOs) to **submit a report on the utilization of the 2024 Special Needs Education (SNED) Fund at the end of each quarter**, following the template provided in Enclosure 1.
2. Each SDO SNED Focal Person shall facilitate the submission process and consolidate the reports from recipient schools. The signed reports must be submitted to the CLMD email address: [car.clmd@deped.gov.ph](mailto:car.clmd@deped.gov.ph) on or before October 30, 2024, for Quarter 3 and December 28, 2024, for the last quarter.
3. For inquiries and/or clarifications, kindly contact Jennifer P. Ande, Chief-CLMD, via email address at [car.clmd@deped.gov.ph](mailto:car.clmd@deped.gov.ph).
4. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director

CLMD/JPA/dot  
October 28, 2024



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