DIVISION MEMORANDUM
No 349 s. 2015

TO: DATU ROGER A. MANAPOL, MAEM
Secondary School Principal IV
Digos City National High School

ATTN: SECONDARY PHYSICAL EDUCATION (PE) TEACHERS
HANDLING STUDENTS WITH SPECIAL NEEDS AND SPED
COORDINATOR

FROM: DEE D. SILVA, DPA, CESO VI
Assistant Schools Division Superintendent
Officer – In – Charge

RE: TRAINING OF REGULAR TEACHERS ON HANDLING STUDENTS
WITH SPECIAL NEEDS (HI, VI, ID, LD) AND ON ADAPTED PHYSICAL
EDUCATION (PE) AND MONITORING OF SELECTED SECONDARY
SCHOOLS OFFERING SPED PROGRAM

1. Herewith is the URGENT INDOREMENT LETTER from the Regional Director Atty.
Alberto T. Escobarte, CESO IV, the Unnumbered DepED Memorandum from the Office of
the Undersecretary for Programs and Projects Dina S. Ocampo, Department of Education,
Miralco Avenue, Pasig City, requiring Physical Education (PE) Teachers and Special
Education (SPED) Coordinators to attend the Training of Teachers handling students with
special needs (HI, VI, ID, LD) on November 9-13 at Teachers Camp, Baguio City and to the 5th
Secondary Level SPED National Conference on December 9-11, 2015 at IBP, Los Baños,
Laguna respectively, with the advice that only secondary schools with support funds are allowed
to send their delegates.

2. Registration of participants shall be charged against BSE Policy Funds and transportation
expenses shall be charged against local funds subject to accounting and auditing rules and
regulations.

3. Immediate dissemination of this memorandum is desired.