

## Republic of the Philippines Department of Education

Region VII, Central Visayas

## DIVISION OF CEBU PROVINCE

Sudlon, Lahug, Cebu City



**DIVISION MEMORANDUM** No. <u>328</u> s. 2012

JUL 03 2013

## DIVISION CONFERENCE FOR ALL SPECIAL EDUCATION (SPED) TEACHERS AND PRINCIPAL OF SCHOOLS OFFERING SPED PROGRAMS

OIC. Assistant Superintendents To: **Education Supervisors/Coordinators District Supervisors/OICs Elementary and Secondary School Heads** 

- There will be a Division Conference for All Special Education (SPED) Teachers and Principal of Schools Offering SPED Programs on Monday, July 8, 2012 from 8:00 o'clock in the morning to 5:00 o'clock in the afternoon at the DepED Ecotech Center, Sudion, Lahug, Cebu City.
- 2. The conference aims to:
  - gather data on updated enrolment;
  - b. confirm status on the organization of Headstart classes;
  - c. plan for the Echo-Training on the Adjusted SPED Kindergarten Curriculum;
  - d. discuss the guidelines in the proper utilization of the SPED subsidy;
  - e. deliberate on the accomplishment of guarterly, physical, financial and other SPED reports;
- 3. Each participant is requested to bring the following:
  - **Updated Enrolment Report**
  - b. Accomplishment Report
  - Data on SPED Teacher Items

| Name of Teacher | School/District | SPED Teacher Item Number | Date Granted |  |  |
|-----------------|-----------------|--------------------------|--------------|--|--|
|                 |                 |                          |              |  |  |
|                 |                 |                          |              |  |  |

SPED Teachers' Profile

|                    |        |     | No. of Years<br>Experience |                              |         |      | Data<br>(Item)                   |                                  |      |         |              |
|--------------------|--------|-----|----------------------------|------------------------------|---------|------|----------------------------------|----------------------------------|------|---------|--------------|
| Name of<br>Teacher | School | Age | Civil<br>Status            | Educational<br>Qualification | Regular | SPED | Exceptionality Presently Handled | Trained/<br>Untrained<br>In SPED | SPED | Regular | Reclassified |
|                    |        |     |                            |                              |         |      |                                  |                                  |      |         |              |

School Administrator's Profile

| Name of School | Designation | SPED Trainings/   | MA Units in SPED | Years of Experience in |  |  |
|----------------|-------------|-------------------|------------------|------------------------|--|--|
| Administrator  |             | Seminars Attended |                  | SPED                   |  |  |
|                |             |                   |                  |                        |  |  |

- 4. The District Supervisors are requested to inform their SPED teachers to ensure 100% attendance.
- Traveling and other allowable expenses of the participants shall be chargeable against School MOOE/PTA 5. Funds/SPED Downloaded Funds subject to the availability and the usual accounting and auditing rules and guidelines. Venue rental, snacks and lunch of the participants shall be charged to Division Inset Funds.
- This Memorandum shall serve as Authority to Travel. 4.

5. Immediate and wide dissemination of this Memorandum is desired.

> ARDEN D. MONISIT, Ed. D. Schools Division Superintendent

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