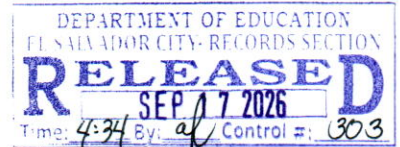




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



September 17, 2026

DIVISION MEMORANDUM
NO. 303, s. 2026

**PRIORITIZATION OF FORMAL ASSESSMENT OF LEARNERS WITH
DISABILITIES USING SNED PROGRAM SUPPORT FUNDS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Education Program Supervisors
All Public Elementary and Secondary School Heads
SNED Teachers
All Others Concerned

1. To strengthen the implementation of the **Special Needs Education (SNED) Program**, all recipient schools are hereby directed to **prioritize the formal assessment of identified learners with disabilities (LWDs)** in the utilization of their downloaded **Program Support Funds (PSF)**.
2. The assessment shall help determine learners' specific educational and support needs and guide appropriate interventions, accommodations, referrals, and provision of specialized learning resources.
3. School Heads shall:
 - a. identify and prioritize learners requiring formal assessment based on appropriate school-based screening, teacher observations, and available learner records,
 - b. coordinate with parents/guardians and appropriate specialists or service providers, and
 - c. maintain records of assessments, referrals, interventions, and fund utilization.
4. This Memorandum is guided by **DepEd Order No. 42, s. 2021**, *Guidelines on the Utilization of Program Support Funds for the Special Education Program*, as amended by **DepEd Order No. 18, s. 2022**, and other applicable DepEd issuances on the provision of educational programs and services for learners with disabilities.
5. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
6. All concerned are directed to ensure the immediate dissemination and strict compliance of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the perpetual Index
Under the following subject:
CURRICULUM SNED ASSESSMENT FOR LWDs
CID/lcb