



Republic of the Philippines  
**Department of Education**

REGION I

**SCHOOLS DIVISION OFFICE OF PANGASINAN II**

25 MAY 2023

Division MEMORANDUM

No. 235, s. 2023

**CHILD FIND PROGRAM FOR LEARNERS WITH DISABILITIES  
TOWARDS INCLUSIVE EDUCATION**

To: Public Schools District Supervisors  
School Heads (Elementary/Secondary)

1. In line with the mandates of DepEd Order No. 23, s. 2023 titled, "Child Find Policy for Learners with Disabilities Towards Inclusive Education," SDO Pangasinan II shall undertake child find activities which will ensure that learners with disabilities (LWDs) are **identified, located, and evaluated** to facilitate their **inclusion** in the general basic education system.

2. Likewise, the **Child Find Program** is in accordance with the Early Enrollment Policy of DepEd wherein schools must endeavor to register and actively involve Out of School Children and Youth (OSCY) in the community who may be characterized as disadvantaged and marginalized learners.

3. Anent to this, SDO Pangasinan II launches its advocacy on child find titled, "**ABC of SDOP2**" where, A is providing **acceptance and access**, B is creating opportunities for **belongingness** and C is manifestation of **compassion** towards the least, lost and last learners.

4. The advocacy campaign is geared towards implementing the process of locating and gathering basic information on children at risk or those with disabilities to facilitate registration and attendance to school ensuring that **nobody shall be left behind**.

5. The Child Find activities should be conducted prior to the scheduled Early Registration but can be proceeded from **May 10, 2023 to June 9, 2023** as per DO No. 10, s. 2023.

6. The following **Child Find activities** shall be organized by the public schools to be spearheaded by the school heads with the teachers;

I. Disability Advocacy Campaign

a. Inter-Agency Coordination

b. Raising Awareness

II. Locating

III. Screening

IV. Referral

7. Below is the matrix of responsibilities lodged to the schools;


a. Public Awareness

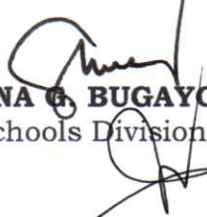
- Implementation of Child Find Programs with reference to established guidelines as stated in the CO memo

- Designate a Teacher in Charge to accommodate the needs of children with disabilities or developmental delays

- The school head or the SPED Coordinator shall orient all school personnel updates on proper data reporting of enrolled learners with disabilities
  - b. Inter-Agency Collaboration
    - Collaborate with LGU and community organizations as partners in the conduct of Child Find Activities
  - c. Reporting
    - Prepare summary reports on the implementation/ conduct of Child Find Program for submission to SDO
8. Pre-Registration of incoming **non-graded enrollees** shall be included in the early registration and shall be encoded by the LIS/ ICT Coordinator in the LIS under the Early Registration Module and monitored by the school head. However, **there will be no late enrollees for LWDs** since they shall be accepted and encoded by the LIS/ ICT Coordinator in the LIS anytime of the school year.
9. All schools are hereby expected to submit the following reports (in both soft and printed copies) on or before **June 23, 2023** c/o **Dr. Jupiter L. Petilla, Education Program Supervisor** in charge of Special Needs Education (SNED);
- |                        |  |
|------------------------|--|
| <b>For all Schools</b> | One-Page Narrative Report with photo documentation   |
| <b>For Elementary</b>  | Consolidated List of Learners with Disabilities that Underwent Child Find Activities (Enclosure No. 1) |
| <b>For Secondary</b>   | List of Learners with Disabilities that Underwent Child Find Activities (Enclosure No. 2)              |
10. The Division Report on Child Find shall be consolidated by the SNED Division Consolidator, **Ms. Joan B. Cayabyab**, SPET III of Mangaldan IS SPED Center,
11. For detailed information and processes of the child find policy, please refer to DO No. 23, s. 2021.
12. Immediate dissemination of this memorandum is highly enjoined.

APPROVED FOR TRANSMISSION:

  
**ARVIN R. PURISIMA**  
 ADMINISTRATIVE OFFICER V

  
**LORNA G. BUGAYONG PhD, CESO V**  
 Schools Division Superintendent

Enclosure No. 1 to Division Memorandum No. 235, s. 2023

**LIST OF LEARNERS WITH DISABILITIES THAT  
UNDERWENT CHILD FIND ACTIVITIES**

**Directions:** Kindly fill in the appropriate information for each column

Name of the Child	Gender	Age	Date Located	Date Screened	Date Referred

Prepared by:

\_\_\_\_\_  
School SNED Coordinator

**NOTED:**

\_\_\_\_\_  
School Head

**CONSOLIDATED LIST OF LEARNERS WITH DISABILITIES THAT UNDERWENT CHILD FIND ACTIVITIES**

Name of School	Summary Number of Learners					
	Located		Screened		Referred	
	Male	Female	Male	Female	Male	Female

**Prepared by:**

\_\_\_\_\_  
**District SNED Coordinator**

**NOTED:**

\_\_\_\_\_  
**Public Schools District Supervisor**