



Republic of the Philippines  
**Department of Education**  
REGION I  
**SCHOOLS DIVISION OFFICE OF PANGASINAN II**

03 JAN 2024

Division MEMORANDUM

No. 004, s. 2024

**SUBMISSION of 2023 YEAR-END ACCOMPLISHMENT REPORT  
in SPECIAL NEEDS EDUCATION**

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

1. The Department of Education (DepEd) adheres to the organization, management, and implementation of appropriate programs, services, and interventions for learners with disabilities in inclusive setting.
2. In line with the implementation of DepEd Order No. 44, s. 2021, "Policy Guidelines on the Provision of Educational Programs and Services for Learners with Disabilities in the K to 12 Basic Education Program" for Calendar Year 2023, DepEd conducts monitoring and evaluation (M&E) in accordance with the Basic Education Monitoring and Evaluation Framework (BEMEF).
3. M&E is aimed at ensuring that the plans, policies, systems and processes are geared towards the achievement of organizational outcomes. It sets the performance measures for the implementers of the expected outcomes in the implementation of the programs, projects and activities (PPAs) for learners with disabilities in the K to 12 Basic Education Program.
4. SDO Pangasinan II through the Curriculum Implementation Division informs the implementers of the submission of the 2023 Year-End Accomplishment Report in SNEd not later than **January 23, 2024** at the **CID Office** c/o **Dr. Jupiter L. Petilla**, Education Program Supervisor in-charged of SNEd.
5. The accomplishment report shall have the following contents;
  - A. Preliminaries**
    1. Introduction
    2. Profile of the School
      - Brief History including timelines when Inclusive Education/ SNEd was implemented)
    3. Profile of the School Head
    4. Profile of the Teachers
      - General Education Teachers
      - SPED Teachers (if applicable)
  - B. The Report**
    - A. ACCESS**
      1. Enrollment for School Years 2022-2023 and 2023-2024
        - General Education Classes
        - Inclusive Classes
        - Non-Graded Classes
    - B. EQUITY**
      1. **Child Find Report**
        - One-Page Narrative Report
        - Photo Documentation
        - Annex 1 – List of LWDs that Underwent Child Find Activities
      2. **Multi-Factored Assessment Report (MFAT)**
        - One-Page Narrative Report

Republic of the Philippines  
**Department of Education**

REGION I

**SCHOOLS DIVISION OFFICE OF PANGASINAN II**

- Photo Documentation
- MFAT Consolidated Results
- 3. **Provision of Assessment Services for LWDs**
  - List of Learners who have undergone formal assessment
- 4. **Utilization of 2023 SNED Program Support Fund**
  - Copy of WFP
  - Photocopy of Liquidation Papers on the utilization of SNED PSF
  - Photo documentation
- 5. **Sample Class Program**
  - Inclusive Classes
  - Non-Graded Classes (if applicable)
  - Transition Class (if applicable)
- 6. **Sample Classroom Observation of SPED and Receiving Teachers**
  - Inclusive Classes
  - Non-Graded Classes
  - Transition Class

**C. QUALITY**

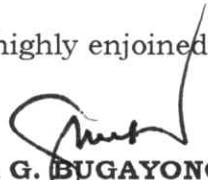
1. **Innovations/ Initiatives in SNED/ Inclusive Education**
  - Brief description/ Narrative Report - photo documentation
2. **List of Program/ Projects/ Activities in SNED/ Inclusive Education**
  - Photocopy of Project Proposal - copy of program
  - Narrative Report - Photo Documentation
3. **List of Training/ Seminars/ Conferences/ LAC Sessions Conducted and Attended**
  - Title of Training/ Seminars/ Conferences/ LAC Sessions
  - Inclusive Dates
  - Venue
  - Personnel/ Teacher who attended
  - MOVs: Training Proposal, LAC Plan/ Proposal, Narrative Report, Program, Matrix, Photo Documentation
4. **List of Learning Resources Developed and Utilized**
  - print and non-print materials

**D. RESILIENCY & WELL-BEING/ ENABLING MECHANISMS - GOVERNANCE**

1. Best Practices/ Sustainable Practices
  2. List of Researches/ CBP/ IGP in SNED and Inclusive Education
  3. Other significant accomplishments
6. Mechanics of the report include;
- soft bound color coding: Blue for SPED Centers  
Green for Inclusive Schools
  - A4 size bond paper
  - font style: Bookman Old Style
  - font size: 11
7. 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