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

06 FEB 2024

Division MEMORANDUM

No. 070, s. 2024

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

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

1. In line with the mandates of **DepEd Order No. 23, s. 2022** titled, “**Child Find Policy for Learners with Disabilities Towards Inclusive Education**,” SDO Pangasinan II shall conduct 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. The **Child Find Program** is in consonance with Paragraph V, Enrollment Procedure of DepEd Order (DO) No. 03. s. 2018 titled “Basic Education Enrollment Policy,” DepEd said the conduct of the Early Registration in public schools shall start from the last Saturday of January to the last Friday of February of each year.
3. Anent to these, **SDO Pangasinan II** undertakes its advocacy on Child Find Year 2.0 titled, “**ABC of SDOP2**” where, A is providing **acceptance and access**, B is creating opportunities for **belongingness** and C is manifestation of **compassion** towards LWDs.
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 **January 27 to February 23, 2024** as mandated by a memorandum signed by Undersecretary for Administration Nolasco Mempin and Assistant Secretary for Administration and Planning Service Officer-in-Charge Noel Baluyan dated January 22, 2024. Enclosure No. 1 provides guide on specific activities to be complied with.
6. 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.
7. All schools are hereby expected to submit the following reports (in both soft and printed copies) on or before **March 8, 2024** c/o **Dr. Jupiter L. Petilla, Education Program Supervisor** in charge of Special Needs Education (SNED);

For all Schools
For Elementary


For Secondary

One-Page Narrative Report with photo documentation
Consolidated List of Learners with Disabilities that Underwent Child Find Activities (Enclosure No. 2)
List of Learners with Disabilities that Underwent Child Find Activities (Enclosure No. 3)



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8. 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.
9. For detailed information and processes of the child find policy, please refer to **DO No. 23, s. 2022**.
10. Immediate dissemination of this memorandum is highly enjoined.


VIVIAN LUZ S. PAGATPATAN PhD, CESO IV ✓
Assistant Schools Division Superintendent
Officer in Charge, Office of the Schools Division Superintendent

APPROVED FOR TRANSMISSION:

ARVIN R. JURISIMA
ADMINISTRATIVE OFFICER V





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Enclosure No. 1 to Division Memorandum No. 070 , s. 2024

As per DepEd Order No. 23, s. 2022, 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

Below is the list 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
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c. Reporting

- Prepare summary reports on the implementation/ conduct of Child Find Program for submission to SDO



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Enclosure No. 3 to Division Memorandum No. 070 , s. 2024

**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