



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DE ORO



Office of the Schools Division Superintendent

November 4, 2024

DIVISION MEMORANDUM
 CID – 2024 – 1046

PARTICIPATION ON ORIENTATION OF DEPED OFFICIAL ON NEW SPECIAL NEEDS EDUCATION PROGRAM, ACTIVITIES, POLICIES, AND GUIDELINES

TO : **ANDY P. CABODOC EdD**
 Education Program Supervisor
 Division Special Needs Education Focal

CHARMAIN JAY A. REFUERZO EdD
 School Principal IV
 New Bataan National High School

1. Herewith is a *Regional Memorandum CLMD-2024-703 dated October 28, 2024*, re: Participation on Orientation of DepED Official on New Special Needs Education Program, Activities, Policies and Guidelines on November 7-9, 2024 within Metro Cebu.
2. Anent to this and as identified participants, you are hereby directed to attend.
3. Service credits/Compensatory Overtime Credits shall be granted to the teachers and non-teaching personnel participants for the services rendered on Saturdays, Sundays, holidays, and summer vacation based on DO No. 53, s. 2003, on the updated guidelines on the grant of vacation service credits to teachers and CSC-DBM Joint Circular No. 2, s. 2004, or non-monetary remuneration for the overtime services rendered.
4. Travel and incidental expenses shall be chargeable against FY 2024 SNED Program Support Funds (PSF) downloaded to Schools Division Offices and local funds (in case the downloaded funds are insufficient), subject to the usual government accounting and auditing rules and regulations.
5. Other provisions of the said Regional Memorandum are hereby enforced.
6. This **Memorandum will serve as your Authority to Travel** on official business.
7. Immediate dissemination of this memorandum is desired.

By the Authority of the
 OIC – Schools Division Superintendent

NORBERTO S. MANLANGIT CE MPA
 Administrative Officer V
 Officer In-Charge



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Republic of the Philippines
Department of Education
DAVAO REGION

October 28, 2024

REGIONAL MEMORANDUM
CLMD-2024-703

**PARTICIPATION ON ORIENTATION OF DEPED OFFICIAL ON NEW SPECIAL
EDUCATION PROGRAM, ACTIVITIES, POLICIES AND GUIDELNES**

To: Schools Division Superintendents
Chief Education Supervisors
CLMD, FTAD, and HRDD

1. This is in pursuance to DM-CT-2024-371, from the Bureau of Learning Delivery-Student Inclusion Division (BLD-SID shall conduct a cluster-based Orientation of DepEd Official on New Special Needs Program, Activities, Policies and Guidelines on November 7-9, 2024 within Metro Cebu.

The activity aims to:

- familiarize school heads and supervisors with the new SNED program, activities, policies and guidelines;
- conduct simulation activities to assess proficiency managing various SNED programs and Activities; and
- gather feedback on different DepEd policy issuances concerning the implementation of SNED programs.

2. Participants are advised to bring laptop. See attached enclosure for the list of participants.

3. This Office advises Schools Division Superintendent to grant COC to non-teaching personnel for the services during the conduct of orientation on November 9, 2024 pursuant to CSC-DBM JC No. 2, 2004 and Deped order No. 53, s. 2003. It is emphasized that the COC is subject to the existing CSC-DBM Joint Circular no. 2, 2004 or non-monetary remuneration for overtime service.

4. The school heads must designate Officer-In-Charge with limited powers confined to functions of administration and ensure that the office continues its usual activities.

5. Travel and incidental expenses shall be chargeable to the FY 2024 SNED Program Support Funds (PSF) downloaded to School Division Offices and Local Funds and in case the downloaded funds insufficient, subject to the usual government and accounting and auditing rules and regulations.

6. Immediate dissemination of this Memorandum is desired.


Digitally signed by Farnazo
Allan Gabriel
Date: 2024.11.04 09:45:58
ALLAN G. FARNAZO
Director IV

ROC3/jbdc



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Republic of the Philippines
Department of Education
 DAVAO REGION

Enclosure 1: List of Participants

OFFICE	NAME	POSITION		
CLMD	Jeselyn B. dela Cuesta	Education Program Supervisor		
	Michael S. Añoda	Education Program Supervisor		
HRDD	Mariane Bitacura	Education Program Specialist II		
FTAD	Aida P. Placencia	Education Program Supervisor		
DIVISION			SCHOOL HEADS	POSITION
Davao City	Johnito O. Galan	PSDS	Riza P. Lovitos	Principal III
Davao del Norte	Adones P. Layaguin	EPS		
Davao de Oro	Andy P. Cabodoc	EPS	Charmain A. Refuerzo	Principal IV
Davao Oriental	Luis G. Culaba	EPS	Girlic J. Balante	Principal IV
Davao del Sur	Rovelyn M. Moreno	EPS		
Davao Occidental	Irine C. Mahinay	EPS	Ignacia Guillermo	Principal III
Digos City	Zandria M. Sy	EPS		
IGACOS	Lourdes C. Manlapus	EPS		
Mati City	Leah B. Fariolen	EPS		
Panabo City	Jaime C. Carlom	EPS		
Tagum City	Nila L. Digal	EPS		

Prepared by: ✓

JBC
JESELYN B. DELA CUESTA
 EPS-SNED

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