



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON



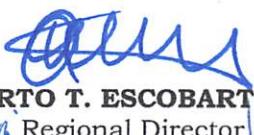
01 December 2025

**Regional Memorandum**  
No. 902, s. 2025

## NOTICE OF MEETING

To **Schools Division Superintendents**  
**Special Needs Education Program Supervisors/Focal Persons**

1. In relation to the upcoming SNED Activities and Year-end PIR, there shall be an **emergency meeting** on December 3, 2025 at 10:00 in the morning via Microsoft Teams.
2. The primary objective of this activity is to clarify significant concerns about the conduct of the various SNED events and to address specific concerns in the field and other matters.
3. The agenda are as follows:
  - a. SNED BUR & WAP for 2025-2026
  - b. SNED Activities – FSL Scholarship, Year-end PIR, RFOT & RAAM
  - c. SNED Program Support Funds (PSF) Report (2025-2026), and
  - d. Other matters.
4. The following SNED EPSs are assigned to:
  - a. Preliminaries: SNED EPS PIO
  - b. Minutes of the meeting: SNED EPS Secretary
  - c. Documentation & Narrative: SNED EPS Vice-President
  - d. Monitoring & Evaluation: SNED EPS Auditor
5. Participants in this activity are Division Education Program Supervisors (EPSs) in-charge of Special Needs Education (SNED) in every Schools Division Office.
6. Meeting link will be sent to the DepEd e-mail/ Group chats of the EPS 30 minutes before the meeting starts.
7. For questions, clarifications, and concerns, you may contact **PHILIPS T. MONTEROLA**, EPS of SNED via e-mail at [philips.monterola@deped.gov.ph](mailto:philips.monterola@deped.gov.ph).
8. Immediate dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

02/ROC18



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