



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
IPHO Building, Sudlon, Lahug, Cebu City



August 8, 2017

Division Memorandum
No. 510, s. 2017

CONFERENCE OF ELEMENTARY AND SECONDARY SPED TEACHERS

To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary School Heads

1. This Office announces the conduct of a **Conference of Elementary and Secondary SPED Teachers on August 18, 2017 at Applied Nutrition Center, Banilad, Cebu City.**
2. SPED centers with more than 3 SPED teachers may send at least 3 SPED teachers to attend the conference but for schools with 3 or less than 3 SPED teachers, all are required to attend.
3. Agenda of the conference are the following:
 - a. Finalization of the date, venue, and different activities/contests to be conducted during the SPED Olympics and Cultural Contests;
 - b. Creation of different Working Committees for the above-mentioned activity;
 - c. Identification of participants of the Inclusive Education Seminar;
 - d. Other matters
4. Participants are requested to bring soft and hard copies (in excel format, 1 page per report) of the following reports, viz:
 - a. SPED F1a and SPED F1b (Pls refer to attached sheets)
 - b. SPED F2a to SPED F2c (Pls refer to attached sheets)
5. A registration fee of **Php 500.00** (for venue rental, 2 snacks and lunch) and travelling expenses shall be chargeable against **school MOOE/SEF funds**, subject to the usual auditing and accounting rules and regulations.
6. This Memorandum serves as **Authority to Travel.**
7. Immediate and wide dissemination of this Memorandum is directed.


RHEA MAR A. ANGTUD, Ed. D., CESO VI
Schools Division Superintendent

SpedF1a – Enrolment

Division: _____

SPED Enrolment: Male: _____ Female: _____ Total: _____

ENROLMENT BY SCHOOL			
School	Boys	Girls	Total

Prepared by:

Division SPED Coordinator

SpedF1b – Enrolment

Division: _____

SPED Enrolment: Male: _____ Female: _____ Total: _____

ENROLMENT BY EXCEPTIONALITY/IES				
School	EXCEPTIONALITY/IES	Male	Female	Total
	1.			
	2.			
	3.			
	4.			

Prepared by:

Division SPED Coordinator

SpedF2a – SPED Personnel/Teachers

Division: _____ Name of Division Supervisor: _____

of Districts: _____

DISTRICT	NAME OF DISTRICT SUPERVISOR	# OF SCHOOLS	# OF SPED CLASSES	CONTACT NUMBER	EMAIL ADDRESS

Prepared by:

Division SPED Coordinator

SpedF2b – SPED Personnel/Teachers

Division: _____ Name of Division Supervisor: _____

of Districts: _____

DISTRICT	SCHOOLS	EXCEPTIONALITY/IESS	NAME OF SPED TEACHERS	CONTACT NUMBER	EMAIL ADDRESS
		1.	1.		
		2.	2.		
		3.	3.		

Prepared by:

Division SPED Coordinator

SpedF2c – SPED Personnel/Teachers

Division: _____ Name of Division Supervisor: _____

of Districts: _____

DISTRICT	SCHOOLS	SCHOOL HEAD	CONTACT NUMBER	EMAIL ADDRESS

Prepared by:

Division SPED Coordinator

SpedF3a – SPED CENTERS

Division: _____ Name of Division Supervisor: _____

of Districts: _____

DISTRICT	NUMBER OF SPED CENTERS	
	RECOGNIZED	NOT RECOGNIZED

Prepared by:

Division SPED Coordinator