



Republic of the Philippines  
**Department of Education**  
Region III  
Division of City Schools



Office of the Schools Division  
Superintendent

April 25, 2022

**DIVISION MEMORANDUM**

No: 159 s. 2022

**IN PERSON MEETING OF SPED COORDINATORS/TEACHERS OF ELEMENTARY  
AND SECONDARY LEVELS**

To: Division SPED Focal Person  
Concerned School Principals  
SPED Coordinators  
SPED Teachers

1. Please be informed that there will be a meeting of SPED Coordinators and teachers on April 27, 2022 (Wednesday) at 1:00 p.m. at ILRC-Assessment Service Area at Angeles Elementary School (AES).

2. The participants are as follows:

Alice M. Maglalang	AES
Editha C. Pena	AES
Bianca F. Dimabuyu	AES
Lovely Kathleen A. Garcia	AES
Camille D. Fuertez	AES
Mark Phiel G. Dizon	SES
Jo-An Marti Lopez	GBES
Rhen Tuazon	ANES
Regine M. Martin	FGNMHS

3. The following are the agenda:

- enrollment procedures/guidelines for the SY 2022-2023;
- proposed referral and anecdotal templates/forms;
- pertinent documents to be included in the learner's portfolio;
- creation of Transition Team; and
- drafting of Training Proposal for Inclusive Education

4. Immediate and wide dissemination of and strict compliance to this memorandum is highly enjoined.

  
**MA. IRELYN P. TAMAYO PhD, CESO V**  
Schools Division Superintendent *152*