



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
Canarvacanan, Binalonan, Pangasinan

Office of the Schools Division Superintendent

FEBRUARY 3, 2025

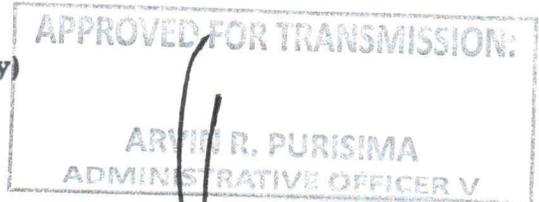
DIVISION MEMORANDUM

No. DFE, s. 2025

TO: Public Schools District Supervisors
School Heads (Elementary & Secondary)
SNEd Coordinators

FROM: VIVIAN LUZ S. PAGATPATAN, CESO VI
Schools Division Superintendent

SUBJECT: CHILD FIND PROGRAM FOR LEARNERS WITH DISABILITIES
TOWARDS INCLUSIVE EDUCATION



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 conducts child find activities so 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** simultaneously undertakes its advocacy on Child Find titled, **ABC of SDOP2 Year 3** 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 25 to February 15, 2025** as mandated by a numbered DepEd memorandum. Enclosure No. 1 provides guide on specific activities to be complied with.



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6. Pre-Registration of incoming **non-graded enrollees** shall be included in the early registration and 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.

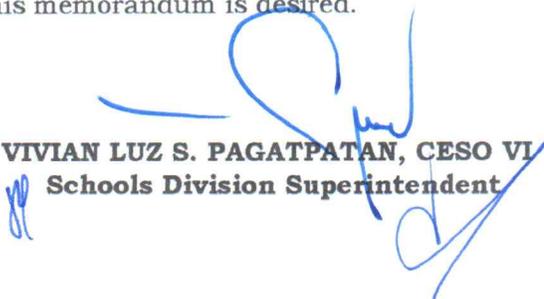
7. All schools are hereby expected to submit the following reports on or before **February 28, 2025** thru a link to be sent to group chats of coordinators and school heads;

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

8. The Division Report on Child Find shall be consolidated by **Dr. Jocelyn P. Corpuz**, Principal III of Anolid Elementary School, Mangaldan District I.

9. For detailed information and processes of the child find policy, please refer to **DO No. 23, s. 2022**.

10. Immediate and wide dissemination of this memorandum is desired.


VIVIAN LUZ S. PAGATPATAN, CESO VI
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. _____, s. 2025

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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