



Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
Quezon City, Metro Manila



July 09, 2012

**MEMORANDUM TO:**

Assistant Schools Division Superintendents  
Division/District Supervisors  
Elementary/Secondary School Principals  
Head Teachers and Teachers In-Charge

Subject: **MONITORING THE SPECIAL EDUCATION PROGRAMS**

Attached is Regional Letter No. 184, dated July 4, 2012, re: Monitoring the Special Education Programs, the contents of which is explanatory, for the information and guidance of all concerned.

Please extend the usual courtesies due them.

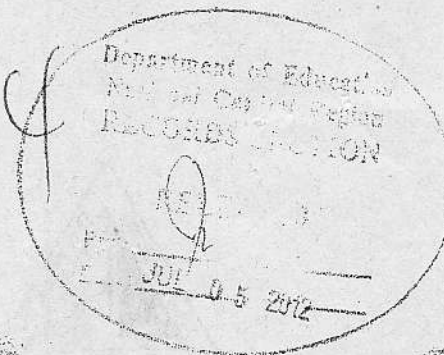
Immediate dissemination of this Memorandum is desired.

**CORAZON C. RUBIO, CESO VI**  
Schools Division Superintendent

*meno/vargas*



**Republika ng Pilipinas**  
(Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
(DEPARTMENT OF EDUCATION)  
**PAMBANSANG PUNONG REHIYON**  
(NATIONAL CAPITAL REGION)  
Bago Bantay, Lungsod Quezon  
(Misamis Bago Bantay, Quezon City)



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JUL 06 2012  
BY: **RECORDS SECTION**

July 4, 2012

To: Schools Division Superintendents

Dear Sir / Madam:

The SPED Unit, Elementary Education Division will monitor the Special Education Program in your Division starting July 25, 2012 to November 25, 2012. Specifically, the monitoring will focus on:

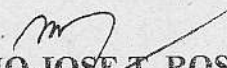
- Operation of the SPED Centers
- Management of downloaded SPED Fund
- Follow-up of trained SPED Supervisor, Administrators and Teachers

In line with this, the following supervisors are authorized to directly proceed to the SPED Centers in their assigned schools divisions.

Name of Supervisor	Division(s)
1. DR. ELVIRA P. ROCAL	Las Piñas City, Muntinlupa City, Manila (District III, V, VI)
2. DR. JUANITA V. TOLENTINO	Manila (District I, II, III), Malabon, Navotas, Quezon City (District III, IV)
3. MRS. JINGLE L. SERGOTE	Makati City, Pasay City, Parañaque City, Valenzuela City
4. MRS. ARSENIA C. LARA	San Juan City, Taguig-Pateros, Quezon City (District I), Caloocan City
5. DR. ROLAND D. MONTES	Mandaluyong City, Marikina City, Quezon City (District II), Pasig City

Thank you for your continued support to the education of children with special needs.

Very truly yours,

  
**RIZALINO JOSE T. ROSALES**  
OIC, Office of the Assistant Regional Director  
Officer-In-Charge

Regional Letter No. 184

Reg'l ltr (SPED MONITORING)





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Daang Misamis, Bago Bantay, Lungsod Quezon  
(Misamis St., Bago Bantay, Quezon City)

**MONITORING OF SPED PROGRAM**

1. Name of Center : \_\_\_\_\_  
2. Name of School : \_\_\_\_\_  
3. Address : \_\_\_\_\_  
4. Division : \_\_\_\_\_  
5. Name of Principal : \_\_\_\_\_

5.1 With SPED Training [ ] Where : \_\_\_\_\_

5.2 Without SPED Training [ ]

6. Supervisor-In-Charge : \_\_\_\_\_

7. Statistical Information

Area of Exceptionality Served	No. of Teacher/s		No. Classes	No. of
	W/ Training	W/O Training	Organized	Enrolment
a. _____	_____	_____	_____	_____
b. _____	_____	_____	_____	_____
c. _____	_____	_____	_____	_____
d. _____	_____	_____	_____	_____
e. _____	_____	_____	_____	_____
f. _____	_____	_____	_____	_____
g. _____	_____	_____	_____	_____
h. _____	_____	_____	_____	_____
i. _____	_____	_____	_____	_____

8. Programs/ Services Offered

8.1 Self-contained : \_\_\_\_\_

8.2 Mainstreaming : \_\_\_\_\_

1. Partial Mainstreaming : \_\_\_\_\_

2. Full Mainstreaming : \_\_\_\_\_

8.3 Inclusion : \_\_\_\_\_

8.4 Transition Program : \_\_\_\_\_

8.5 Work Center : \_\_\_\_\_

9. Instructional and Classroom Management

(Please check if present in the monitoring)

[ ] Make the classroom environment attractive and conducive to learning by:

[ ] Making variations in the arrangement of chairs and tables

[ ] Structuring the bulletin boards

[ ] Putting up learning stations/corners

- ☐ Prepare lesson plans
  - ☐ Daily ☐ Weekly
- ☐ Use IEP in the teaching and learning process
- ☐ Integrate and emphasize values formation/ development in the teaching learning process in areas and lessons where integration is possible
- ☐ Closely monitor the behavior of children
- ☐ Use concrete/ real objects, visual and other instructional materials to develop concepts and to unlock difficulties

10. Special equipment *(Please check if available)*

- ☐ Braille ☐ Play Apparatus
- ☐ Speech Trainer ☐ Science Equipment
- ☐ Computer ☐ Others, please specify: \_\_\_\_\_

11. Linkages for the support and improvement of the SPED program

Support/Assistance

- ☐ Barangay Officials \_\_\_\_\_
- ☐ Local Government \_\_\_\_\_
- ☐ NGO's *(local or international)* \_\_\_\_\_
- ☐ Others, please specify: \_\_\_\_\_

12. Problem/s encountered and recommendation/s

- ☐ On Training \_\_\_\_\_
- ☐ On Curriculum \_\_\_\_\_
- ☐ On Facilities \_\_\_\_\_
- ☐ On Programs and Services \_\_\_\_\_
- ☐ On Instructional Materials \_\_\_\_\_
- Others, please specify \_\_\_\_\_

13. Innovations done:

Monitored by:

\_\_\_\_\_

Noted by:

Date: \_\_\_\_\_

\_\_\_\_\_  
Principal/Head Teacher

Date: \_\_\_\_\_