



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



30 June 2026

DIVISION MEMORANDUM

No. 439-2026

**DOWNLOADING OF SNED PROGRAM SUPPORT FUND TO SELECT SCHOOLS
FOR FORMAL ASSESSMENT OF LEARNERS WITH DIFFICULTIES**

To: Chief ES, Curriculum Implementation Division
Public Schools District Supervisors
School Heads
Others concerned

1. In line with the downloaded additional SNED support fund for the Division per Regional Memorandum No. 450, s. 2026, schools listed in the **Enclosure 1** shall receive funds to facilitate timely conduct of formal assessment for their learners manifesting special education needs.
2. The funds to be provided shall augment the schools' SNED Program Support Fund and will be downloaded in accordance with eligible expenses under DepEd Order No. 42, s. 2021 (Guidelines on the Utilization of Program Support Funds for the Special Education Program).
3. Allocation was based on an equity-driven methodology, prioritizing the number of learners requiring formal assessment as reported by SNED Program coordinators at the beginning of the school year, while considering each school's existing Special Needs Education fund allocation for SY 2026-2027.
4. School heads, under the guidance of their PSDS, are required to prepare and submit their respective Project Procurement Management Plan (PPMP) and School Operating Budget (SOB) of the fund to be submitted to the Budget Section **on or before July 17, 2026**.
5. As the fund is exclusively intended for the formal assessment of learners exhibiting difficulties, the technical specifications for market scoping, as reflected in the Purchase Request, must be comprehensive and clearly defined to ensure the proper delivery of required goods and services. See **Enclosure 2** for the suggested technical requirements.
6. The utilization, obligation and liquidation of the downloaded funds shall be subject to existing accounting and auditing rules and regulations. To ensure timely and efficient utilization of the fund, schools are advised to liquidate their funds before the end of December 2026.
7. For queries and clarifications, please contact CES Juliet C. Sannad of the Curriculum Implementation Division at 619- 3491.



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8. Immediate and wide dissemination of this Memorandum is desired.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent 



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Enclosure 1 to Division Memorandum No. 439-2026

LIST OF SCHOOLS TO BE DOWNLOADED WITH SNED FUND FOR FORMAL ASSESSMENT

School	Allocation
Tabora Elementary School	4,004.00
Mabini Elementary School	12,000.00
Kias Elementary School	12,000.00
Pinget Elementary School	12,000.00
E. Quirino Elementary School	16,000.00
Roxas National High School	16,000.00
Lindawan National High School	16,000.00
Brookspoint Elementary School	16,000.00
San Vicente National High School	16,000.00
Don Mariano Marcos Elementary School	16,000.00
Baguio City National Science High School	16,000.00
Aguinaldo Elementary School	16,000.00
Happy Hollow Elementary School	20,000.00
Lindawan Elementary School	20,000.00
Bakakeng National High School	20,000.00
Pinsao Elementary School	20,000.00
DAHVES	20,000.00
Mil-an National High School	20,000.00
Josefa Carino Elementary School	20,000.00
Manuel Quezon Elementary School	20,000.00
Loakan Elementary School	20,000.00
Doña Nicasia Puyat Elementary School	24,000.00
Hillside National High School	24,000.00
Quirino Hill Elementary School	24,000.00



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Fairview Elementary School	24,000.00
Camp 7 Elementary School	24,000.00
Dominican-Mirador Elementary School	28,000.00
Irisan National High School	28,000.00
Pacday Quinio Elementary School	28,000.00
Roxas Elementary School	28,000.00
Magsaysay Elementary School	28,000.00
Adiwang Integrated School	28,000.00
JP Laurel Elementary School	28,000.00
Rizal National High School	28,000.00
Sto. Tomas National High School	28,000.00
Crystal Cave Integrated School	28,000.00
Guisad Valley National High School	28,000.00
Happy Hollow National High School	28,000.00
Quezon Hill National High School	32,000.00
Magsaysay National High School	32,000.00
Baguio Country Club Elementary School	32,000.00
San Carlos Heights Elementary School	32,000.00
Joaquin Smith National High School	32,000.00
Irisan Elementary School	36,000.00
Springhills Integrated School	36,000.00
Doña Aurora National High School	36,000.00
Dominican-Mirador National High School	36,000.00
Doña Aurora Elementary School	36,000.00



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Enclosure 2 to Division Memorandum No. **439-2026**

MARKET SCOPING / TECHNICAL SPECIFICATIONS

Procurement of Formal Assessment Services for Learners Manifesting Special Needs and/or Difficulties

MINIMUM TECHNICAL REQUIREMENTS

The service provider shall:

1. Utilize standardized, norm-referenced (where applicable), and professionally accepted assessment tools and evaluation methods appropriate to the learner's age and presenting concerns.
2. Conduct formal assessments, as appropriate, to determine the learner's educational functioning in one or more of the following domains:
 - Cognitive/Intellectual Functioning
 - Academic Achievement and Learning
 - Adaptive Behavior
 - Behavioral and Socio-emotional Functioning
 - Developmental Functioning
 - *Communication and Language*
 - Sensory-Motor and Functional Performance
 - Other disability-related domains affecting educational functioning, as deemed necessary.
3. Provide an individual assessment report containing, as applicable:
 - Assessment results and interpretation;
 - Diagnostic impression or clinical findings;
 - Functional strengths and identified areas of need;
 - Level of functioning, severity, and/or support needs, where appropriate;
 - Educational implications and recommendations to support intervention planning, accommodations, modifications, related services, educational placement considerations, and school-based decision-making; and
 - Recommendations for referral to appropriate licensed specialist(s), when further evaluation is warranted.
4. Conduct a feedback session with the learner's parent(s) or legal guardian(s) regarding the assessment findings and recommendations.
5. Submit an authenticated assessment report signed by the licensed professional who conducted or supervised the assessment, indicating the professional's name, profession, signature, and Professional Regulation Commission (PRC) license number.