



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 25 2025

MEMORANDUM

**PREPARATION OF WORK AND FINANCIAL PLAN OF RECIPIENT SCHOOLS
FOR SPECIAL NEEDS EDUCATION (SNED) SUPPORT FUNDS**

TO: OIC - Office of the Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Principals / OICs
All Others Concerned

1. Pursuant to DepEd Order No. 042, s. 2021, titled "Guidelines on the Release, Use, Reporting, and Monitoring and Evaluation of Program Support Funds for the Printing and Dissemination of Information, Education and Communication Materials and Conduct of Learning Sessions on the Rights of the Child in Basic Education for School Year 2021-2022", this Office, through the Curriculum Implementation Division, shall facilitate the review and validation of the aforementioned plan.

2. In line with this, the identified recipient schools are required to submit their Work and Financial Plan (WFP), which should include the following eligible expenses.

- a. Formal assessment or rehabilitation of LWDs by Medical or Allied Medical specialist
- b. Acquisition of specialized materials, devices and equipment that are intended for instructional purposes of learners with disability/difficulty instructional purpose provided that the amount does not exceed Php15,000.00
- c. Attendance of SPED teachers and receiving teachers and other concerned school personnel in specialized training on inclusive and special education conducted by NEAP accredited service providers
- d. Immersion of LWDs to different work industries for possible employment and their participation in sports, academic and co-curricular activities towards holistic development
- e. Communication expenses of SPED implementers subject to reimbursement and/or liquidation expense

3. Particular attention is invited to the attached list of recipient schools.

4. School Heads are advised to conduct an initial review and validation of the proposed Work and Financial Plan for FY 2026.

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5. The viewed plan must be submitted to SDO CID, attention Dr. Liliosa B. Palce on or before September 30, 2025, at 5:00 p.m.
6. Immediate dissemination and strict compliance of this memorandum is desired.


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl.: as stated

References: as stated

To be indicated in the Perpetual Index

Under the following subjects:

SPECIAL EDUCATION

INCLUSIVE EDUCATION

lbp/Guidelines on the Utilization of Support Funds for Special Education (SNED) Program
387 / Sept. 5, 2025

UN-2025-387



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LIST OF RECIPIENTS SCHOOLS

NCR	Muntinlupa City	Muntinlupa City District I	136899	Bayanan ES - Main	12	35,000.00
NCR	Muntinlupa City	Muntinlupa City District I	136900	F. De Mesa ES	25	35,000.00
NCR	Muntinlupa City	Muntinlupa City District I	136901	Itaas ES	133	155,000.00
NCR	Muntinlupa City	Muntinlupa City District I	136903	Muntinlupa ES	153	175,000.00
NCR	Muntinlupa City	Muntinlupa City District I	136904	Putatan ES	15	35,000.00
NCR	Muntinlupa City	Muntinlupa City District I	136905	Soldiers' Hills ES	141	155,000.00
NCR	Muntinlupa City	Muntinlupa City District I	136906	Tunasan ES	15	35,000.00
NCR	Muntinlupa City	Muntinlupa City District I	136907	Victoria Homes ES	61	75,000.00
NCR	Muntinlupa City	Muntinlupa City District I	228501	Poblacion ES	73	95,000.00
NCR	Muntinlupa City	Muntinlupa City District I	500438	Lakeview Integrated School	55	75,000.00
NCR	Muntinlupa City	Muntinlupa City District II	136908	Alabang ES	222	235,000.00
NCR	Muntinlupa City	Muntinlupa City District II	136909	Bagong Silang ES	5	3,000.00
NCR	Muntinlupa City	Muntinlupa City District II	136910	Bayanan ES - Unit I	53	75,000.00
NCR	Muntinlupa City	Muntinlupa City District II	136911	Buli ES	33	55,000.00
NCR	Muntinlupa City	Muntinlupa City District II	136912	Cupang ES - Main	70	75,000.00
NCR	Muntinlupa City	Muntinlupa City District II	136913	Cupang ES - Annex	23	35,000.00
NCR	Muntinlupa City	Muntinlupa City District II	136914	Sucat ES - Main	11	35,000.00
NCR	Muntinlupa City	Muntinlupa City District II	136915	Sucat ES Sitio Pagkakaisa - Annex	4	3,000.00
NCR	Muntinlupa City	Muntinlupa City District II	228502	Filinvest Alabang ES	50	55,000.00



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NCR	Muntinlupa City	Muntinlupa City District I	305468	Muntinlupa NHS	11	15,000.00
NCR	Muntinlupa City	Muntinlupa City District I	305469	Muntinlupa Science HS	1	3,000.00
NCR	Muntinlupa City	Muntinlupa City District I	320701	Poblacion National HS	22	15,000.00
NCR	Muntinlupa City	Muntinlupa City District I	320704	Tunasan National HS	14	15,000.00
NCR	Muntinlupa City	Muntinlupa City District I	500438	Lakeview Integrated School	32	35,000.00
NCR	Muntinlupa City	Muntinlupa City District II	305470	Pedro E. Diaz HS	57	55,000.00
NCR	Muntinlupa City	Muntinlupa City District II	30571	Muntinlupa Business HS Main	11	15,000.00
NCR	Muntinlupa City	Muntinlupa City District II	320702	Muntinlupa Business HS Annex	10	4,000.00
NCR	Muntinlupa City	Muntinlupa City District I	305468	Muntinlupa NHS-SHS	1	3,000.00
NCR	Muntinlupa City	Muntinlupa City District I	320704	Tunasan NHS SHS	4	3,000.00