



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 27 2026

MEMORANDUM

**REQUEST FOR DATA ON ENROLLED LEARNERS WITH SPECIAL
EDUCATIONAL NEEDS (SNED) IN PUBLIC AND PRIVATE SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance & Operations Division
Public and Private Elementary and Secondary School Heads/OICs
All Others Concerned

1. This Office in coordination with the Persons with Disability Affairs Office (PDAO), City Government of Muntinlupa, requests the submission of updated data on enrolled learners with Special Educational Needs (SNED) in all public and private schools in Muntinlupa City.

2. The data will be used to support the development and updating of the city's SNED database and to determine the overall number and profile of learners with special educational needs in Muntinlupa City.

3. All public and private schools are requested to accomplish the prescribed SNED Data Capture Form and provide the following information:

a. **Enrollment Breakdown by Sector and Sex**

- Total number of enrolled SNED learners
- Number of male learners
- Number of female learners
- Sector classification: Public or Private

b. **Breakdown by Disability Classification/Special Educational Need**

- Number of learners according to their disability classification or identified special educational need.

c. **Breakdown by Grade Level**

- Number of SNED learners per grade level, including **NG Elementary (NG Elem)** and **NG Junior High School (NG JHS)**, as applicable.

d. **Inclusive Learning Resource Center (ILRC)**

- Number of SNED learners currently included in or undergoing programs and services under the Inclusive Learning Resource Center (ILRC).

4. School Heads/Administrators are requested to ensure that the data submitted are complete, accurate, updated, and based on official school records. The required data shall be submitted through the following online data capture form:

<https://tinyurl.com/MO7-SNED-LEARNER>. The accomplished form shall be submitted on or before September 11, 2026.

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UN-2026-341



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5. All information submitted shall be treated with utmost confidentiality and shall be used strictly for legitimate planning, monitoring, database development, and program implementation purposes. Schools are reminded to observe the applicable provisions of Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, and its implementing rules and regulations. Only aggregated data necessary for planning and reporting purposes shall be consolidated, and personally identifiable information shall not be included unless specifically authorized and legally required.
6. All School Heads and Private School Administrators are enjoined to give this request their immediate attention and ensure the timely submission of the required data.
7. For questions and clarifications, schools may coordinate with the SGOD - Planning & Research Section or the designated Division Office focal person for SNED.
8. Immediate and wide dissemination of this Memorandum is desired.

For:

VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

By:


MA. REGAELE A. OLARTE
Chief Education Supervisor, SGOD
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: none

References: as stated

To be indicated in the Perpetual Index
under the following subjects:

LEARNER
SPECIAL NEEDS EDUCATION

JDN/DM/ Request for Data on Enrolled Learners with Special Educational Needs (SNED) in Public and Private
Schools
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Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA
Persons with Disability Affairs Office



PDAO Communications Tracker: PDAO-2026-242

AUGUST 26, 2026

DR. VIOLETA M. GONZALES
School Division Superintendent
Centennial Avenue, Laguerta
Barangay Tunasan, Muntinlupa City

Dear **Dr. Gonzales:**

Magandang Buhay po!

We would like to respectfully request data regarding enrolled SNED students in public and private schools in Muntinlupa. Specifically, we kindly request the following data:

- **Total Count and Sex Breakdown:** The total number of SNED students in public and private schools in Muntinlupa, broken down by sex (Male and Female).
- **Disability Types:** The breakdown of students according to their disability classification or special needs.
- **Grade Levels:** The distribution of students per grade level.
- **Included in Inclusive Learning Resource Center:** The specific number of SNED students per school who are currently included in undergoing programs and services under the Inclusive Learning Resource Center.

Please be assured that all gathered data will be used strictly for building and updating our database to determine the overall number of SNED students in Muntinlupa City.

All information provided will be handled with utmost confidentiality in compliance with the Data Privacy Act of 2012.

Thank you very much for your unwavering support to our team

With all due respect and admiration,


RHODORA V. MANDAP LPT, MAT
Acting Head, Muntinlupa PDAO Team

