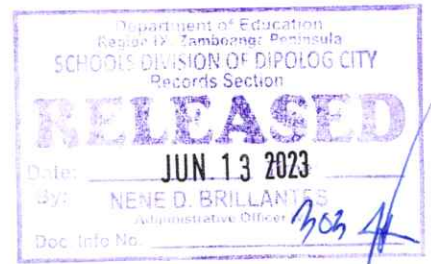




Republic of the Philippines
Department of Education
REGION IX - ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



June 13, 2023

DIVISION MEMORANDUM

No. 307, s. 2023

DESIGNATION OF SCHOOL SPED FOCAL PERSON

To: Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All Others Concerned
This Division

1. In accordance with **DepEd Order No. 44, s. 2021-Policy Guidelines on the Provision of Educational Programs and Services for Learners with Disabilities in the K to 12 Basic Education Program**, every school is directed to designate **School SPED Focal Person** whose duties and responsibilities are in Enclosure No.1.
2. Furthermore, School Heads are advised to fill out the SPED Focal Person Information template and upload a scanned copy of the designation order to the link below **before June 29, 2023**.
<https://tinyurl.com/3f472fkr>
3. The designation shall take effect effective School Year 2023-2024.
4. For your information, guidance, and compliance.


MA. LIZA R. TABILON EdD, CESO V
Schools Division Superintendent



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Enclosure 1

Duties and Responsibilities of School SPED Focal Person

1. Attend training and workshops on Special Education Program.
2. Serve as the resource person of the school during LAC sessions on inclusive/special education program.
3. Assist the School Head in initiating, designing, and implementing programs for LWDs.



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