



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

1 December 2025

DIVISION MEMORANDUM
No. 750, s. 2025

**ADMINISTRATION AND SCHEDULE OF SPECIAL NEEDS
EDUCATION ASSESSMENT FOR PUBLIC SCHOOLS**

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads/OICs (Public Elementary Schools)
All Others Concerned

1. Pursuant to Republic Act (RA) No. 11650, known as the "Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act," this Office is committed to strengthening the provision of support services for our Learners with Disabilities (LWDs). In coordination with the Local Council for the Protection of Children (LCPC) of Local Government of Imus City, all public schools are hereby directed to observe and follow the schedule for the assessment of their LWDs as officially stipulated in the attached Memorandum.

2. The primary objective of this assessment is to facilitate the proper evaluation of Learners with Disabilities and/or Learners with Difficulties (LWDs). Successful identification and assessment are essential for providing these learners with the necessary and appropriate educational and support services. This activity is scheduled to officially commence on December 2, 2025.

3. All schools are requested to ensure the following preparations are complete prior to the scheduled assessment:



- A minimum of three (3) separate rooms for the effective conduct of the assessment. If these rooms are not available, a single, large room with proper divisions or partitions must be prepared.
- Teacher-Advisers are required to prepare and compile the anecdotal records, previous assessment reports, and/or medical diagnosis of the identified learners for presentation to the specialists.
- Learners must be accompanied by their parents or legal guardians.
- All other specific protocols and guidelines required prior to, during and post-assessment will be explained by the assigned specialists during the activity.



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4. All expenses related to the assessment and other incidental costs shall be charged against the Local Council for the Protection of Children (LCPC) funds, subject to the usual accounting and auditing rules and regulations. The complete schedule of assessment per public school is attached herewith.
5. For inquiries, please contact Ms. Riza C. Garcia, Education Program Supervisor at 419-8450 local 221.
6. Immediate and wide dissemination of this Memorandum is earnestly desired.


HOMER N. MENDOZA
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent


Encl.: As stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:
SPECIAL EDUCATION

cid/recg 11/27/2025

Enclosure No. 1 to Division Memorandum No.750.s. 2025

SCHEDULE OF ASSESSMENT

School	Date	Time
E. Villanueva ES	December 2, 2025	AM Session
Gov. D. M. Camerino IS		PM Session
Toclong ES	December 3, 2025	AM Session
Gov. Juanito Reyes Remulla SHS		PM Session
Carsadang Bago ES	December 4, 2025	AM Session
Cayetano Topacio ES		PM Session
Tanzang Luma ES	December 9, 2025	AM Session
Imus Pilot ES		PM Session
Palico ES	December 10, 2025	AM Session
GEANHS		PM Session
Bayan Luma I ES	December 11, 2025	AM Session
Bayan Luma II ES		PM Session
Anabu I ES	December 12, 2025	AM Session
Anabu II ES		PM Session
Alapan II ES	December 15, 2025	AM Session
Hipolito Saquilayan NHS		PM Session
Pasong Buaya I ES	December 16, 2025	AM Session
Gen. Juan Castaneda SHS		PM Session
Bukandala ES	January 12, 2026	AM Session
Imus NHS		PM Session
Pasong Santol ES	January 13, 2026	AM Session
Gen. Tomas Mascardo NHS		PM Session
Alapan I ES	January 14, 2026	AM Session
Gen. Pantaleon Garcia SHS		PM Session
PSES-Golden City	January 15, 2026	AM Session
Malagasang III ES		PM Session
Malagasang I ES	January 16, 2026	AM Session
Malagasang II ES		PM Session
City of Imus IS	January 19, 2026	AM Session
Francisca Tirona Benitez IS		PM Session
Anastacio Advincula IS	January 20, 2026	AM Session
Tinabunan ES		PM Session
BNTES-Maharlika Annex	January 26, 2026	AM Session
Buhay na Tubig ES		PM Session
Pasong Buaya II ES	January 27, 2026	AM Session
Pasong Buaya III ES		PM Session
Gen. Licerio Topacio NHS	January 28, 2026	AM Session
Gen. Flaviano Yengko SHS		PM Session