

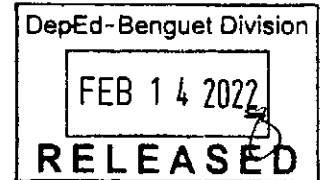


Republic of the Philippines
Department of Education
Schools Division of Benguet

February 09, 2022

DIVISION MEMORANDUM

No. 043, s.2022



TO:

Public Schools District Supervisors and District Coordinating Principals
Elementary School Heads and Teachers
All Others Concerned

SUBJECT: Inclusion of Data on LWDs in the School Form 4 (SF4) Monthly Learners' Movement and Attendance

1. Pursuant to DO 44, s. 2021 titled Policy Guidelines on the Provision of Educational Programs and Services to Learners with Disabilities (LWDs) in the Basic Education Program, there is a need to establish a data on the number of learners with disabilities and manifestation of difficulties in the schools division.
2. Schools shall report the assessed disabilities or manifestations of difficulties with the corresponding number under notes or remarks in their School Form 4, Monthly Learners' Movement and Attendance ((SF4). This is to facilitate the collection of data from the schools.
3. It is also expected that these data on LWDs and Learners with Manifestations of Difficulty/ies are properly tagged in the LIS of the schools by the class advisers or assigned school personnel.
5. The tagging of learners as LWDs in the LIS could be done when formal assessment results of the status of the learner re: disability/ies from a licensed medical specialist, psychologist, occupational or physical therapist or institutions like Philippine Mental Health Association (PMHA) is already available.
6. For manifestations of difficulty/ies exhibited by learners and observed to be consistently displayed by the learner, the teacher need to conduct informal assessment. This may include but not limited to the administration of the ECCD checklist for learners in kindergarten, MFAT for learners grade 1 and use of the anecdotal records to the learners in grades 2



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onwards. Based on the results, they could be tagged in the LIS under manifestations of difficulty/ies.

7. The schools are enjoined to provide appropriate programs, interventions and services to help their LWDs and learners with manifestation of difficulties. These are to be incorporated in their SIP and AIP.
8. Immediate dissimulation of this memorandum is desired.


GLORIA B. BUYA-AO
Schools Division Superintendent


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