



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

April 30, 2025

**REGIONAL MEMORANDUM**

No. **482** s. 2025

**DOWNLOADING OF FUNDS TO SUPPORT THE CONDUCT OF VARIOUS  
ACTIVITIES UNDER THE SPECIAL NEEDS EDUCATION  
PROGRAM IN THE DIVISIONS**

To: Schools Division Superintendents  
All Others Concerned

1. To ensure that the conduct of all required activities under the Special Needs Education Program are accomplished and properly supported, this Office, through the Curriculum and Learning Management Division (CLMD) and Finance Division shall download funds to the 13 Schools Division Offices.
2. In view of this, a total amount of **Twelve Million Two Hundred Forty-Six Thousand Pesos (Php 12,246,000.00)** charged against the 2024 SNED Program Support Fund under SARO No. OSEC-8-24-5157 dated July 18, 2024 shall be downloaded to the Divisions based on this allocation:

Division	Amount
Baybay City	942,000.00
Biliran	942,000.00
Borongan City	942,000.00
Calbayog City	942,000.00
Catbalogan City	942,000.00
Eastern Samar	942,000.00
Leyte	942,000.00
Maasin City	942,000.00
Northern Samar	942,000.00
Ormoc City	942,000.00
Samar	942,000.00
Southern Leyte	942,000.00
Tacloban City	942,000.00
	12,246,000.00

3. To keep track proper utilization of the downloaded funds, each SDO, through the Division SNED Supervisor, is advised to revisit DO No. 42 s. 2021 (Guidelines on the Utilization of the Program Support Funds for Special Education Program) and regularly update the tracking and utilization templates attached in the enclosure.
4. Each division is also tasked to submit a financial report detailing the utilization of the downloaded fund to [clmd.region8@deped.gov.ph](mailto:clmd.region8@deped.gov.ph) not later than December 19, 2025.

5. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director

Enclosures: Financial Report Template

Reference: As stated

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

DOWNLOADING OF FUNDS      INCLUSIVE EDUCATION      SNED

CLMD-DME



Enclosure 1 to Regional Memorandum No. **482**s. 2025



Republic of the Philippines  
Department of Education  
Office of the Undersecretary for Curriculum and Teaching

PHYSICAL AND FINANCIAL ACCOMPLISHMENT REPORT  
FY 2024  
Region \_\_\_\_\_

Quarter:

Amount of SNED PSF Received (FY 2024)	Eligible Items of Expenditures	Planned (Based on WFP)		Accomplished		Utilization Rate	Remarks
		Physical	Financial	Physical	Financial		
Php _____							
SARO No. _____							

Prepared by:

Regional/Division SNED Coordinator

Noted:

CLMD/CID Chief

Approved:

Schools Division Superintendent/Regional Director