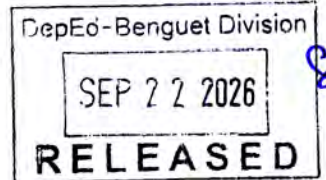




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet



17 September 2026

DIVISION MEMORANDUM

No. 376, s.2026

**PROVISION OF SPECIAL NEEDS EDUCATION (SNED PROGRAM
SUPPORT FUND FOR THE ESTABLISHMENT OF SDO BENGUET
CLUSTER-BASED SNED TRANSITION LEARNING HUBS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In support of the implementation of the Special Needs Education (SNED) Program, this Office informs all concerned on the utilization of a shall utilize a portion of the Program Support Fund (PSF) for SNED for the establishment of the Benguet Transition Learning Hubs, a cluster-based initiative intended to provide shared resources, facilities, equipment, and transition support services for learners with disabilities (LWDs).

2. A total amount of One Million One Hundred Sixty-Six Thousand One Hundred Ninety-Three Pesos and Twenty-Five Centavos (Php 1,166,193.25) shall be allocated for the establishment and initial implementation of the four pilot SNED Transition Learning Hubs, as follows:

Pilot Transition Hubs	Amount
La Trinidad District - La Trinidad Central School	₱276,548.30
Atok District - Celo Hights ES	₱276,548.30
Bakun District - Ampusungan NHS	₱276,548.30
Mankayan – Mankayan NHS	₱276,548.30
One time Launching of the Four SNED Transition Hubs at La Trinidad Central School	₱60,000.05
Total	₱1,166,193.25

3. The identified schools shall serve as **Cluster-based SNED Transition Learning Hubs** that will provide and share specialized resources, equipment, learning materials, and transition-related services with schools within their respective clusters.

4. School Heads of the identified hub schools shall ensure the proper utilization of the allocated funds exclusively for the start-up and

operationalization of the SNED Transition Learning Hubs, subject to existing budgeting, accounting, auditing, and procurement rules and regulations.

5. The identified transition hub schools shall prepare and submit their Work and Financial Plan (WFP) and School Operating Budget (SOB) based on the approved allocation and their respective Annual Implementation Plans. These shall be submitted to the Division SNED Focal Person for review, monitoring, and consolidation on or before September 23, 2026.

6. School Heads of the identified hub schools shall ensure that the allocated funds are utilized exclusively for the establishment, start-up requirements, operationalization, and enhancement of the SNED Transition Hubs, subject to existing budgeting, accounting, auditing, procurement, and other applicable government rules and regulations.

7. The identified hub schools shall maintain an inventory of all equipment, instructional materials, assistive devices, and other resources procured through the SNED Program Support Fund. These resources shall be made accessible to schools within their respective clusters in accordance with established utilization and sharing mechanism

8. Consequently, an online orientation shall be conducted with the PSDS/PSDI, School Heads, PDO, Admin Personnel of the identified schools on October 6, 2026, at 9:30 a.m. onwards.

9. Immediate dissemination of and strict compliance with this Memorandum is directed.

sgd

CARMEL F. MERIS
OIC-Schools Division Superintendent


CID/AMD/FFP/RND