



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

DIVISION MEMORANDUM
 No. 409, s. 2026

02 JUN 2026

**Dissemination of the Guidelines on the Deployment, Duties, and Monitoring
 of LGU-Hired SNED Itinerant Teachers for Learners with Disabilities
 in SDO Vigan City for SY 2026-2027**

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

1. The Schools Division Office of Vigan City recognizes the need to strengthen inclusive education services for Learners with Disabilities (LWDs) through the deployment of three LGU-hired and funded SNED itinerant teachers who shall provide support from June to December of School Year 2026-2027.
2. In this regard, the enclosed guidelines are issued to provide clear procedures on the deployment, duties, time-in and time-out, school coordination, monitoring, and reporting of the said teachers.
3. All concerned school heads are directed to support the implementation of the itinerant SNED services by coordinating with the assigned teacher, through the School SNED Coordinator, and by ensuring that learner data, intervention schedules, space, and required documentation are properly provided.
4. Immediate dissemination of and strict compliance with this Memorandum is directed.

Jun 1
VILMA D. EDA, CESO V
 Schools Division Superintendent

Encl.: Guidelines on Deployment
 Reference: None
 CID-eca/DM/2026DisseminationGuidelinesSNEDItinerantTeachers





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Enclosure to Division Memorandum No. 409 s. 2026

Guidelines on the Deployment, Duties, and Monitoring of LGU-Hired SNED Itinerant Teachers for Learners with Disabilities in SDO Vigan City for SY 2026–2027

I. Rationale

The Schools Division Office of Vigan City remains committed to providing appropriate, responsive, and inclusive education services to Learners with Disabilities (LWDs). In the previous school year, the enrolment of LWDs increased from **392** in SY 2024–2025 to **539** in SY 2025–2026, reflecting an increase of **147** learners or approximately **37.5%**. This significant increase placed greater demand on the existing SNED teachers, thereby limiting their capacity to provide regular itinerant teaching and support service

To address this gap, three LGU-hired and funded SNED itinerant teachers shall be deployed from June to December of School Year 2026–2027. Their deployment shall expand access to SNED services, support schools without permanent SNED teachers, and ensure that learners with disabilities receive needed interventions, guidance, and monitoring.

II. Objectives

These guidelines aim to:

1. define the deployment scheme of the three LGU-hired SNED itinerant teachers;
2. clarify their duties, responsibilities, attendance procedures, and expected outputs;
3. guide schools in coordinating with the assigned itinerant teachers;
4. ensure regular monitoring of services provided to LWDs; and
5. strengthen collaboration among the SDO, LGU, school heads, teachers, parents, and other stakeholders.

III. Coverage and Deployment

1. These guidelines shall apply to the three LGU-hired and funded SNED itinerant teachers assigned to support LWDs in SDO Vigan City for SY 2026–2027.
2. The three teachers shall provide itinerant SNED services to LWDs enrolled in the 21 schools of Vigan City. Each teacher shall be assigned to one cluster of schools, which shall serve as her official area of responsibility.
3. The assignment of schools per cluster shall be based on the approved clustering of the SDO, considering the number of LWDs, type and severity of learner needs, location of schools, and frequency of required intervention.



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4. Schools with more LWDs or learners requiring intensive support may be visited more frequently, subject to the approved weekly itinerary and monitoring of the SDO SNED focal person.

IV. General Implementation Guidelines

1. The LGU-hired SNED teachers shall function as itinerant teachers and shall not be permanently assigned to only one school, classroom, or learning center.
2. Each SNED itinerant teacher shall follow an approved weekly itinerary indicating the school/s to be visited, date and time of visit, learners to be served, activities to be conducted, and expected outputs.
3. Schools with a higher number of Learners with Disabilities (LWDs) or learners requiring intensive support may be visited more frequently, subject to the approved itinerary and identified needs of the learners.
4. The School Head shall serve as the primary contact person of the LGU-hired SNED itinerant teacher and shall ensure proper coordination of the scheduled visits and services in the school.
5. The school shall provide a suitable space for learner assessment, intervention, consultation, and documentation to ensure the proper delivery of SNED support services.
6. The LGU-funded SNED itinerant teachers shall record their daily time-in and time-out at the Schools Division Office. Their Daily Time Record (DTR) shall be checked and validated by the Curriculum Implementation Division (CID) and signed by the Schools Division Superintendent (SDS).
7. The school concerned shall certify or acknowledge the actual services rendered by the SNED itinerant teacher during the scheduled visit through a logbook, attendance sheet, accomplishment form, or other prescribed documentation.
8. Any change in schedule, school assignment, or planned activity shall be communicated immediately to the SDO SNED Focal Person and the school head/s concerned for proper coordination, monitoring, and documentation.
9. All learner information, assessment results, intervention records, and related documents shall be treated with utmost confidentiality, respect, and professionalism, in accordance with existing DepEd policies and data privacy standards.

V. Duties and Responsibilities of the SNED Itinerant Teacher

The LGU-hired SNED itinerant teacher shall:

- Assist in the identification, profiling, observation, and assessment of Learners with Disabilities.
- Provide individual or small-group learning interventions based on identified learner needs.
- Assist in the preparation, implementation, and updating of learner intervention plans or IEPs, when applicable.
- Monitor learner progress, participation, attendance, behavior, and response to interventions.



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- Provide classroom-based support when pull-out intervention is not necessary, including shadow teaching, lesson adaptation, assessment modification, behavior support, and feedback to teachers on learner needs and progress.
- Coordinate with the School Head, School SNED Coordinator, teachers, parents, and other concerned personnel through consultations, case conferences, and school-based discussions, and provide simple home-based support suggestions when necessary.
- Prepare and submit the approved weekly itinerary of school visits.
- Maintain records of learners served, interventions conducted, consultations, and learner progress.
- Accomplish the school visit and attendance log during every school visit.
- Submit monthly accomplishment reports and other required reports to the SDO SNED Focal Person.

VI. Roles of Concerned Personnel and Offices

A. SDO/CID/SNED Focal Person. The SDO/CID/SNED Focal Person shall:

1. oversee the overall implementation and monitoring of the itinerant SNED services;
2. review and approve the weekly itinerary of the LGU-hired SNED itinerant teachers;
3. provide technical assistance and guidance to the itinerant teachers and schools;
4. consolidate reports and data on learners with disabilities served; and
5. coordinate with the LGU, school heads, and other concerned offices on matters affecting the program.

B. School Head. The School Head shall:

1. ensure school-level support for the implementation of itinerant SNED services;
2. designate and guide the School SNED Coordinator in coordinating with the assigned itinerant teacher;
3. provide a suitable space and schedule for learner intervention, consultation, and documentation;
4. certify the attendance and services rendered by the itinerant teacher during school visits; and
5. act on school-level concerns affecting the welfare, participation, and learning of Learners with Disabilities.

C. School SNED Coordinator/Class Adviser. The School SNED Coordinator, in coordination with the concerned class adviser, shall:

1. serve as the primary contact person of the assigned SNED itinerant teacher at the school level;
2. provide updated learner data, schedules, and relevant information needed for intervention;
3. coordinate the conduct of learner assessment, intervention sessions, teacher consultation, and parent coordination;



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4. assist in monitoring learner attendance, participation, progress, and concerns; and
5. relay recommendations of the itinerant teacher to concerned teachers and parents for proper follow-through.

VII. Monitoring and Evaluation

The implementation of the itinerant teaching program shall be monitored by the SDO through the CID/SNED focal person, in coordination with school heads.

Monitoring shall focus on:

1. regularity of school visits;
2. number of learners served;
3. type and quality of interventions provided;
4. support given to teachers and parents;
5. learner progress and participation;
6. completeness of documentation and reports;
7. issues and concerns requiring SDO or LGU action.

A quarterly review may be conducted to assess the effectiveness of the deployment arrangement. Adjustments in cluster assignments, frequency of visits, or schedule may be made based on monitoring results and learner needs.

IX. Effectivity

These guidelines shall take effect June – December of **School Year 2026–2027** and shall remain in force unless amended, revised, or superseded by subsequent instructions from the Schools Division Office of Vigan City or the Local Government Unit.

VILMA D. EDA, CESO V
Schools Division Superintendent