



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

27 June 2025

**SCHOOLS DIVISION MEMORANDUM**

No. 265, s. 2025

**ADMINISTRATION OF SPECIAL NEEDS ASSESSMENT TOOLS FOR LEARNERS  
WITH SPECIAL EDUCATION NEEDS (LSENs)**

To: Assistant Schools Division Superintendent  
CID Chief Education Supervisor  
Schools Division Coordinator in Inclusive Education  
All Public Elementary and Secondary Schoolheads  
All Others Concerned

1. This Office announces the administration of the Special Needs Assessment Tools for Learners with Special Education Needs (LSENs), using the SNED Assessment Tools developed by the Department of Education Regional Office III. The assessment shall be conducted after at least six (6) weeks of classroom observation to ensure accurate and appropriate evaluation.
2. The tools consist of Behavioral Assessment Tool (BAT), Developmental Assessment Tool (DAT) and Learning Competencies Checklist (LCC).
3. The assessment aims to:
  - a. provide Special Needs Education Teachers (SNET) and SNED Receiving Teachers with valuable insights into the unique needs, strengths and challenges of each learner including academic skills, cognitive abilities, social-emotional development and adaptive functioning;
  - b. guide SPET and receiving SPED teachers in developing personalized plans that address the specific needs of each learner;
  - c. identify specific areas where learners may require additional support or accommodations and select evidence-based interventions that align with the learner's individualized needs and learning objectives; and
  - d. make informed decisions about instructional adjustments, modify goals as needed and ensure that learners are making meaningful progress toward achieving their educational objectives.
4. The first tool to be utilized is the BAT which may be administered initially within the six (6) weeks of the opening of classes and at any time the behavior is manifested/exhibited.



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5. The DAT shall be administered to learners who may exhibit developmental delays or have manifestations particular to specific difficulty/ies, while the LCC shall only be given after the BAT and DAT were administered.
6. School SNED Coordinators and SNED Receiving Teachers who attended the orientation held on July 19, 2024 must assist the regular/general education teachers and other receiving teachers in their school, who will also utilize the tools for learners exhibiting special needs.
7. The assessment tools may be accessed through the Google Drive link <https://surl.li/bjoytu>.
8. All schools are required to submit a consolidated result on or before August 8, 2025 through the Google link that will be provided.
9. For queries and concerns, you may contact the Schools Division Coordinator in Inclusive Education, Ms. Joanna Marie D. Torda, through her email address [joannamarie.torda@deped.gov.ph](mailto:joannamarie.torda@deped.gov.ph) or her cellphone number 09171529632.
10. Immediate dissemination of this Memorandum is earnestly desired.



**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

Reference: RM No. 369, s. 2024

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

SNED ASSESSMENT TOOLS

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