



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
UL Complex, Meralco Avenue  
Pasig, Metro Manila

**TANGGAPAN NG KALIHIM**  
**(OFFICE OF THE SECRETARY)**

October 16, 1997

**DECS MEMORANDUM**  
No. 419, s. 1997

**RE-LAUNCHING OF THE NATIONAL REGISTRATION  
OF PERSONS WITH DISABILITIES**

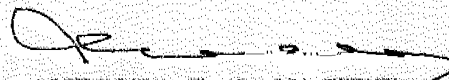
**TO : Bureau Directors**  
**Regional Directors**  
**Schools Division Superintendents**  
**Heads of Public and Private Elementary Schools**

1. The first National Registration of Persons with Disabilities (PWDs) conducted last December 1995 has not gathered the targetted data. Hence, the Office of the President of the Philippines issued a Memorandum on the Re-Launching of the National Registration of Persons with Disabilities in all barangays on November 17-21, 1997. However, this project will continue till the first quarter of 1998 to enable PWDs nationwide to register. This project aims to:

- a. establish a National Disability Profile;
- b. register the estimated 7.1 million Filipinos with various disabilities;
- c. identify school-age children with disabilities; and
- d. develop a more effective and comprehensive delivery of programs and services to PWDs.

2. The DOH which is the lead agency will be supported by the DILG, DSWD DOLE, PIA, DECS, Sectoral Representatives for Persons with Disabilities and Business Sector and Leagues of Local Government Units. Task Forces will be organized at the National, Regional, Provincial City/Municipal and Barangay Levels. The collaborating agencies will be represented in all levels.

3. Relative to collaborative working, the DECS is tasked to:
  - a. participate in the information dissemination campaign;
  - b. assist in the registration of PWDs by:
    - \* providing for teachers as members of the barangay registration committees;
    - \* making the barangay schools available as venue for the registration whenever necessary, without disrupting classes; and
  - c. monitor the conduct of the National Registration Week.
4. The roles and responsibilities of the DECS Staff in all levels are contained in the Inclosure.
5. Strict and immediate dissemination and compliance of this Memorandum is desired.

  
ANTONIO E. B. NACHURA  
Undersecretary  
Officer-In-Charge

Incl.:  
As stated

Reference:  
DECS Memorandum: No. 391, s. 1995

Allotment: 1—(D.O. 50-97)

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

CAMPAIGN  
OFFICIALS  
PROJECTS  
SCHOOLS  
SPECIAL EDUCATION  
TEACHERS

(Inclosure to DECS Memorandum No. 419, s. 1997)

**RE-LAUNCHING OF REGISTRATION FOR  
PERSONS WITH DISABILITIES (PWDs)**

**ROLES AND FUNCTIONS  
OF THE COLLABORATING AGENCIES**

**BARANGAY LEVEL:**

**Chairperson = Barangay Captain**

**Roles and Functions**

- ✓ Organizes the barangay registration committees.
- ✓ Oversees the conduct of the registration.
- ✓ Designates registration area.
- ✓ Assigns duties/functions to the different members of the committee.
- ✓ Designates responsible persons to collect, collate raw data (Individual Registration Form/PWD Form #1 and Summary Sheet/PWD Form #2.
- ✓ Collects PWD Form #1 and accomplishes Summary Sheet/PWD Form #2. and submit to Municipal Local Gov't Officer.

**Co-chairperson = Kagawad on Health**

**Roles and Functions**

- ✓ Assists the chairperson in the discharge of his/her role/functions.
- ✓ Performs the functions of the chairperson in his/her absence.
- ✓ Supervises the information campaign: before, during and after the Registration Week.
- ✓ Performs other functions designated by the chairperson.

**Members of sub-committee on Information Campaign**

- = Active Religious Group
- = Teachers
- = Midwives
- = PWDs Leaders
- = Association of Senior Citizen
- = Active Socio-Civic Group

### **Roles and Functions**

- ✓ Conducts information campaign, before, during and after the registration week.
- ✓ Identifies PWDs in their respective areas.
- ✓ Performs other functions that may be assigned by chairperson.

### **Members of sub-committee on Actual Registration**

- = Teachers
- = Nurses
- = Midwives
- = Barangay Health Workers
- = Barangay Nutrition Volunteers

### **Roles and Functions**

- ✓ Conducts actual registration for PWDs
- ✓ Validates the PWD Forms by the Public Health Nurses and Midwives
- ✓ Submits accomplished PWD Forms (Individual Form/PWD Form #2) to the Barangay Chairperson.
- ✓ Performs other functions that may be assigned by chairperson.

### **MUNICIPAL LEVEL:**

**Chairperson:** City/Municipal Mayor

### **Roles and Functions**

- ✓ Organizes the City/Municipal Registration Council.
- ✓ Oversees the conduct of registration.
- ✓ Augments funds for the successful conduct of the registration.
- ✓ Assigns duties and functions of the committees.
- ✓ Ensures the submission of the Tally Sheet/PWD Form 3 and Summary Sheet/PWD Form 2 to the Provincial Health Office.
  
- ✓ Furnishes the barangays with accomplished PWD Form 2.

**Vice-Chairperson:**

1. City Health Officer/Municipal Health Officer
2. City/Municipal Local Gov't Officer

**Roles and Functions = City Health Officer/Municipal Health Officer**

- ✓ Collates all accomplished forms.
- ✓ Leads in the orientation on the conduct of the registration at the city/municipal level.
- ✓ Designates persons to accomplish Tally Sheet Form 3 to be submitted to Provincial Health Officer.
- ✓ Distributes forms.
- ✓ Provides other logistic supports.
- ✓ Endorses accomplished forms (Summary Sheet/PWD 2 and Tally Sheet/Form 3) to the Provincial Health Office thru DOH Representative.
- ✓ Performs other duties designated by the chairperson.

**Roles and Functions = City/Municipal Local Gov't Officers**

- ✓ Monitors the conduct of registration.
- ✓ Ensures the distributions of PWD forms (#1 & #2) to the respective barangays.
- ✓ Retrieves all the accomplished forms from the barangays (Individual Registration Form/PWD Form #1 and Summary Sheet/PWD Form #2) and submit to the MHO for validation.
- ✓ Assists in the distribution of forms.
- ✓ Performs other duties designated by the chairperson.

**Members of Committee on Information Campaign**

- = Leagues of Barangay Captains
- = Federation of BHWs
- = Socio-Civic Group
- = Active Religious Group
- = PWD Organization

**Roles and Functions**

- ✓ Conducts information campaign: before, during and after the Registration Week.
- ✓ Identifies PWDs in their respective areas.
- ✓ Performs other functions designated by chairperson.

**Members of Committee on Orientation**

- = Municipal Health Center
- = Municipal/City/District Health Officer
- = Municipal/City Welfare Officer
- = DECS District Supervisor

### **Roles and Functions**

- > Coordinates with the City/Municipal Health Center on the conduct of Orientation to their respective level down to the barangay level.
- > Performs other duties designated by the chairperson.

### **Members of Committee on Ways and Means (optional)**

- = Business Sectors
- = Municipal/City Planning Officer
- = Municipal/City Vice Mayor
- = Socio-Civic Group
- = Religious Sectors

### **Roles and Functions**

- > Taps existing resources to fund the activities re: Conduct of Registration Week.
- > Performs other duties designated by the chairperson.

### **PROVINCIAL LEVEL:**

**Chairperson = Provincial Governor**

### **Roles and Functions**

- > Organizes the Provincial Registration Council.
- > Oversees the conduct of registration.
- > Assigns duties and functions to the committees.

**Vice-chairperson = Provincial Health Officer  
Provincial Director (DILG)**

### **Roles and Functions**

- > Monitors the conduct of registration.
- > Ensures the distributions of forms and other materials.
- > Retrieves all accomplished forms (Summary Sheet/PWD Form #2 and Tally Sheet/PWD Form #3).
- > Performs other duties designated by the chairperson.

### **Members of Committee on Information Campaign**

- ✓ PWD Association
- ✓ Information Center Manager (PIA)

#### **Roles and Functions**

- ✓ Conducts information campaign before, during and after the Registration Week.
- ✓ Identifies PWDs in their respective areas.
- ✓ Performs other duties designated by the chairperson.

### **Members of Committee on Orientation Seminars**

- = DOH Representative
- = DECS - School Division Superintendent
- = DSWD

#### **Roles and Functions**

- ✓ Coordinates with the Provincial Health Officer on the conduct of Orientation to their respective areas (municipal/city/district level).
- ✓ Performs other duties designated by the chairperson.

### **REGIONAL LEVEL:**

**Chairperson = DOH Regional Director**

#### **Roles and Functions**

- ✓ Organizes the Regional Registration Council.
- ✓ Ensures the reproduction and distribution of forms.
- ✓ Provides logistic supports.
- ✓ Oversees the implementation of the project.

**Vice-Chairperson = Regional DSWD Director  
DILG Directors**

#### **Roles and Functions**

- ✓ Conducts monitoring and supervises the conduct of registration.
- ✓ Ensures the retrieval of accomplished forms (Summary Sheet/PWD Form #2 and Tally Sheet/PWD Form #3).
- ✓ Performs other duties designated by the chairperson.

### **Members of Committee on Information Campaign**

- = PWDs Association
- = RDC Committee on Social Services
- = Regional Committee on the Welfare of Disable Persons
- = SRC Council
- = PIA-Regional Director

### **Roles and Functions**

- > Coordinates with Philippine Information Agency.
- > Conducts information campaign before, during and after Registration Week.
- > Performs other duties designated by the chairperson.
- > Monitors the successful conduct of the registration.

### **Members of Committee on Orientation Seminars**

- = Regional CBRP Coordinators
- = PAF/SRA Coordinators
- = DSWD Coordinators
- = DECS Coordinators
- = DOLE Coordinators
- = DILG Coordinators

### **Roles and Functions**

- > Conducts orientation, re: Conduct of Registration Week at the provincial/district level.
- > Retrieves the accomplished forms (Summary Sheet/PWD Form #2 and Tally Sheet/PWD Form 3) from provincial DOH Representative to be Submitted to the Regional Health Director.
- > Collates all the accomplished forms (PWD Forms #2 and #3) for computer entry and data analysis at the Regional Health Office, to be submitted at the DOH Central Office for national profile analysis.
- > Assists the Regional Director in the performance of his/her functions.