



Republic of the Philippines  
**Department of Education**  
REGION VI WESTERN VISAYAS  
**SCHOOLS DIVISION OF AKLAN**

March 17, 2026

**DIVISION MEMORANDUM**

No. 177, s. 2026

**PROJECT PROPOSAL ON THE ESTABLISHMENT OF A  
DEDICATED ROOM FACILITY FOR ART THERAPY  
SESSIONS FOR CHILDREN WITH AUTISM**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Legal Officer III  
Senior Education Program Specialists for Social Mobilization and  
Networking  
Public School District Supervisors (PSDSs) / Principals In-Charge of  
the District (PIDs) / Head Teacher In-Charge of the District (HTID)  
School Heads (SHs) of Public and Private Elementary, Secondary and  
Integrated Schools  
All Others Concerned

1. Attached is a communication from the Autism Hearts Foundation regarding a project proposal for the establishment and use of a dedicated room facility for the Autism Spectrum Center to support its ongoing Art Therapy sessions for children with autism.
2. The proposed facility shall be utilized for the following purposes:
  - a. Conduct of scheduled Art Therapy sessions
  - b. Small group social skills activities
  - c. Parent consultations and developmental monitoring
  - d. Safe storage of therapy materials and learning resources



Poblacion, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)

3. In view of this, Schools District Supervisors and School Heads concerned are hereby advised to evaluate the feasibility of accommodating the said request within their respective areas of jurisdiction, subject to the following considerations:
  - a. Availability of space and resources
  - b. Alignment with existing school programs and priorities
  - c. Compliance with DepEd policies, safety standards, and child protection guidelines
  - d. Non-disruption of regular school operations
4. The decision to accommodate and implement the proposed partnership shall be left to the discretion of the Schools District Supervisors and School Heads concerned, ensuring that all arrangements are properly coordinated and documented.
5. Schools that opt to engage in the said initiative are encouraged to establish clear guidelines and coordination mechanisms with the proponent to ensure effective implementation and sustainability.
6. Immediate dissemination of and compliance with this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**MICHAEL T. RAPIZ**  
Chief Education Supervisor  
School Governance and Operations Division  
In-Charge of the Division

Enclosure: Letter from Autism Hearts Foundation

Reference: as stated

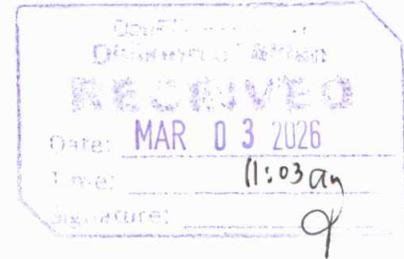
To indicate in the Perpetual Index  
under the following subjects:

**FACILITIES  
PARTNERSHIPS  
PROGRAMS  
SPECIAL EDUCATION**

/mbggp

February 11, 2026

**DR. FELICIANO C. BUENAFE, JR. CSO VI**  
SCHOOLS DIVISION SUPERINTENDENT  
DEPARTMENT OF EDUCATION  
PROVINCE OF AKLAN  
KALIBO, AKLAN



Dear **Dr. Buenafe**;

*Greetings of peace and goodwill.*

We respectfully submit this project proposal for the establishment and use of a dedicated room facility for the Autism Spectrum Center to accommodate its ongoing Art Therapy sessions.

The Autism Spectrum Center is committed to providing accessible, inclusive, and developmentally supportive programs for children on the autism spectrum within our community. One of our core programs is Art Therapy, a structured intervention designed to enhance communication skills, emotional regulation, sensory integration, creativity, and social interaction. Through guided artistic activities, children are given a safe and supportive environment to express themselves and build essential life skills.

To ensure the continuity and effectiveness of this program, we are seeking from your good office a partnership program and in need for a room facility that will serve as a consistent and child-friendly therapeutic space.

The proposed room will be used exclusively for:

- Conducting scheduled Art Therapy sessions
- Small group social skills activities
- Parent consultations and developmental monitoring
- Safe storage of therapy materials and learning resources

The facility will be maintained in an organized, clean, and safe condition at all times. Sessions will be supervised by trained facilitators and volunteers who are knowledgeable in handling children with special needs. All safety protocols, institutional policies, and proper use guidelines will be strictly observed.

The availability of a stable and dedicated space is essential in creating a structured environment that children with autism greatly benefit from. A consistent setting reduces anxiety, supports routine-building, and enhances therapeutic outcomes.

We sincerely hope for your favorable consideration of this proposal. Your support will greatly contribute to improving the quality of services available to children with special needs and their families in our community.

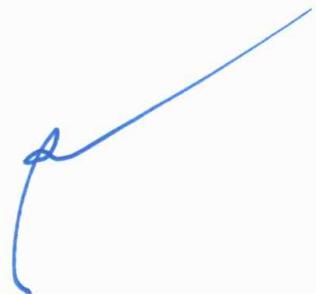
We would be honored to present further details at your convenience and discuss how this initiative can align with your institution's mission and community outreach goals.

Thank you very much for your time and support in helping us serve children with special needs in our community.

Respectfully yours

  
**MR. RICARDO I. MOLO**  
PROGRAM COORDINATOR &  
ART MENTOR





## PROJECT PROPOSAL

**REQUEST FOR THE USE OF A CLASSROOM AT THE OLD DEPED OFFICE OR IN ANY SCHOOL WITH SPECIAL EDUCATION WITH IN THE POBLACION KALIBO FOR THE AUTISM SPECTRUM CENTER FREE ART THERAPY SESSIONS.**

### I. PROJECT TITLE

Autism Spectrum Center: Free Art Therapy Sessions Program

### II. PROPONENT

Autism Hearts Philippines Inc., A non-profit organization dedicated to supporting children on the autism spectrum and individuals with special needs through therapy-based, inclusive, and community-oriented programs.

### III. PROPONENT'S ADDRESS AND CONTACT DETAILS

Philippine Office: 2nd Floor Bramante Plaza Renaissance Tower Pasig City, Metro Manila 1605, Philippines.

Contact # 09152610901 /0966428406

US Office: 447 Sutter St., San Francisco, CA. United States, 94108

Contact: +1415-392-0882

Email Add: [info@autismheartsphil.org](mailto:info@autismheartsphil.org) [AutismHeartsPhilippines](http://AutismHeartsPhilippines)

Website: Website: [www.autismheartsfoundation.org](http://www.autismheartsfoundation.org); [www.autismheartsphil.org](http://www.autismheartsphil.org)

### IV. BENEFICIARIES

Children on the autism spectrum Children with special needs Families and caregivers within the Schools Division of Aklan and nearby communities

### V. PROJECT RATIONALE

Children on the autism spectrum often benefit greatly from structured therapeutic interventions that promote emotional regulation, self-expression, and social interaction. Art therapy has been widely recognized as an effective and child-friendly approach to support these developmental needs. However, access to affordable and appropriate therapy services remains limited for many families in Aklan.

In response to this need, Autism Hearts Philippines Inc. proposes to conduct free art therapy sessions through an Autism Spectrum Center that will serve as a safe, inclusive, and nurturing environment for children with special needs. To ensure the effective and continuous delivery of this program, the organization respectfully seeks the assistance of the Schools Division Office of Aklan by requesting the use of one (1) classroom in the old DepEd office as a center venue for the program.

### VI. PROJECT OBJECTIVES

#### General Objective:

To provide free, accessible, and structured art therapy sessions for children on the autism spectrum and children with special needs in Aklan.

#### Specific Objectives:

To enhance emotional expression and creativity of children through guided art activities.

To support the social, behavioral, and emotional development of children with autism. To provide families with access to free therapeutic support within the community.

To promote inclusive and child-centered programs aligned with the Department of Education's advocacy for inclusive education.

## VII. PROJECT DESCRIPTION

The Free Art Therapy Sessions Program will involve regular, guided art activities facilitated by trained art therapists and volunteers from Autism Hearts Philippines Inc. Sessions will be conducted in a structured yet flexible manner, ensuring a supportive and sensory-friendly environment for the participants.

The requested classroom will be utilized exclusively for Art therapy sessions and related program activities. All materials and equipment needed for the sessions will be provided by the organization, plus the art mentors honorarium and other strategic partners like Rotary International.

## VIII. PROJECT LOCATION

One (1) classroom located at the old DepEd office or any special education school with in the poblacion of Kalibo, subject to the approval and availability determined by the Schools Division Office of Aklan.

## IX. PROJECT DURATION AND SCHEDULE

Duration:

Ongoing / Pilot Center for Autism Spectrum Art Therapy for lifetime.

Schedule: Every Saturdays at 1pm - 3pm

The schedule will be coordinated with and approved by the Schools Division Office of Aklan to ensure minimal disruption and proper use of the facility.

## X. ROLES AND RESPONSIBILITIES

Autism Hearts Philippines Inc. shall: Manage and implement the free art therapy sessions Provide qualified facilitators, volunteers, and therapy materials Ensure proper care, cleanliness, and responsible use of the classroom. Comply with all rules, regulations, and policies set by the DepEd office Schools Division Office of Aklan (if approved): Allow the temporary use of one classroom at the old DepEd office Provide guidelines regarding facility use, schedule, and security.

## XI. SUSTAINABILITY

The program will be sustained through volunteer support, partnerships, donations, and continuous community engagement. Autism Hearts Philippines Inc. commits to maintaining the quality and continuity of the program while ensuring that no cost is passed on to the beneficiaries.

## XII. CONCLUSION

The establishment of an Autism Spectrum Center through the Free Art Therapy Sessions Program will greatly benefit children with special needs and their families in Aklan.

This initiative aligns with inclusive education and child-focused advocacy, fostering a supportive environment where every child is given the opportunity to grow and express themselves.

In this regard, Autism Hearts Philippines Inc. respectfully seeks the approval and support of the Schools Division Office of Aklan for the use of a classroom in the old DepEd office.

## XIII. RECOMMENDATION

Approval of this proposal is earnestly requested.

Prepared By:

  
MR. RICARDO T. MOLO  
PROGRAM COORDINATOR &  
ART MENTOR

Attested:

  
DR. ERLINDA P. BORROMEO, PH.D  
Founder/President