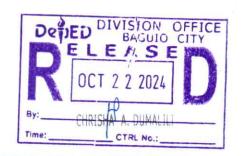


## Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



22 October 2024

Division MEMORANDUM No. 6 0 6 - 2 0 2 4

# CAPACITY BUILDING OF SPECIAL NEEDS EDUCATION (SNED) PROGRAM COORDINATORS/ SELECT RECEIVING TEACHERS

To: Chief ES, Curriculum Implementation Division Public Schools District Supervisors School Heads Other concerned

- 1. This Office, through the Curriculum Implementation Division, will be conducting its Capacity Building of Special Needs Education (SNED) Program Coordinators/Select Receiving Teachers on October 25 and 26, 20024 at the Division Office, 3<sup>rd</sup> Floor Training Hall.
- 2. The capacity building has the following objectives:
  - a. orient SNED coordinators/select receiving teachers on the principles and policy guidelines surrounding the Special Needs Education Program implementation;
  - b. learn to develop and implement effective Individualized Education Plans (IEP) tailored to specific needs of learners with disabilities in the general education class; and
  - c. acquire practical strategies for accommodating and modifying instructional practices, assessments, and classroom environments with special needs, fostering equitable access to education for all learners.
- 3. Participants to this activity are advised to bring a copy of a formal, medical diagnosis of their learner to be used in the IEP workshop. Make sure that the name, address, and other personal data placed in the assessment are concealed.
- 4. Participants are to ensure that appropriate arrangements have been made for their classes by appointing a substitute teacher formally endorsed for monitoring to their school head.
- 5. Attached are the following enclosures:
  - a. Enclosure 1: List of Participants
  - b. Enclosure 2: Program/Activity Management Team
  - c. Enclosure 3: Activity Matrix







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### Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

- 6. The first meal to be served is AM snack of October 25, 2024, and the last meal will be PM snack of October 26, 2024.
- 7. Participants who confirmed yet fail to attend the activity is required to write a justification letter (with significant attachments) addressed to the Schools Division Superintendent.
- 8. The following participants are identified to serve as TWG for the duration of the activity and Inspectorate Team for Day 2 to verify the supplier's compliance with the specifications stated in the purchase order and contract.

TWG	Inspectorate Team	
1. Rhylyzette A. Ching	1. Carther Junary T. Badival	
2. Cherry Ann C. Malecdan	2. Darielle A. Apilas	
3. Zenaida L. Kunayon	3. Mitzi Antonette M. Carte	

- 9. Since Day 2 of the activity falls on a Saturday, teacher-participants shall be granted service credits pursuant to DepEd issuances DO No. 53, s. 2003 and DepEd Memorandum No. 065, s. 2021. SDO personnel shall avail the Compensatory Overtime Credit (COC) for the Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget Management (DBM) Joint Circular No. 2, s. 2004 on non-Monetary Renumerations for Overtime Service Rendered.
- 10. Immediate and wide dissemination of this Memorandum is desired.

SCHOOLS Division Superintendent

For the Schools Division Superintendent

NIEVES D. EBANIO PhD Administrative Officer V

C10/103/5mc



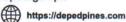




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**Cordillera Administrative Region** SCHOOLS DIVISION OF BAGUIO CITY

Enclosure 1 to Division Memorandum 6 0 6 - 2 0 2 4

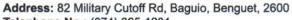
#### **List of Participants**

No	School	Name of Participant	Sex	Designation
	D1 Baguio Country Club			SNED
1	Elementary School	Mona Rizza N. Agsi	F	Coordinator
_				SNED
2	D1 Gibraltar Elementary School	Mary Ann S. Diosan	F	Coordinator
2	D11: 1	I I A D D I	-	SNED
3	D1 Lindawan Elementary School	Judy Ann D. Budas	F	Coordinator
4	D1 Lindawan National High School	Joan Gay-Od Bayangan	F	SNED Coordinator
	D1 Manuel Quezon Elementary	our day ou bayangan		SNED
5	School	Mary Grace K. Lacson	F	Coordinator
				SNED
6	D1 Rizal Elementary School	Marites C. Hugo	F	Coordinator
	D1 Rizal Elementary School -			SNED
7	Liteng Ext.	Sunshine C. Abaya-Ramos	F	Coordinator
			50.00	SNED
8	D1 Rizal National High School	Maria Cecilia A. Bartolome	F	Coordinator
	D2 Fort del Pilar Elementary		_	SNED
9	School	Diana B. Munar	F	Coordinator
10	DO Foot del Bile e Hiele Cele e l	Energles E Jailes	15	SNED
10	D2 Fort del Pilar High School	Frenelyn F. Isilen	F	Coordinator SNED
11	D2 Happy Hollow Elementary School	Melody G. Lacaden	F	Coordinator
11	D2 Happy Hollow National High	Welddy G. Bacadell	1	SNED
12	School	Aladina D. Diano	F	Coordinator
				SNED
13	D2 Kias Elementary School	Karen B. Ganga	F	Coordinator
				SNED
14	D2 Springhills Elementary School	Domingo C. Padsico	M	Coordinator
				Receiving
15	D3 Baguio City High School - Main	Carther Junary T. Badival	M	Teacher
				Receiving
16	D3 Baguio SPED Center	Marivic D. Rosario	F	Teacher
177	P. C. 7.71		-	SNED
17	D3 Camp 7 Elementary School	Marjorie O. Ganaden	F	Coordinator
18	D3 Jose Laurel Flementon, School	Aris Daf Q. Grado	F	SNED Coordinator
10	D3 Jose Laurel Elementary School	Alls Dai Q. Glado	Г	SNED
19	D3 Loakan Elementary School	Bernadette P. Mayos	F	Coordinator
17	20 Louisell Dichiefftal y Oction	Deritadette 1. May 03		SNED
20	D3 Loakan Elementary School	Kristel Joy B. Dela Cruz	F	Coordinator
				Receiving
21	D3 Mil-an National High School	Feliza D. Balangiao	F	Teacher









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# Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OF BAGUIO CITY

	SCHOOLS DI	VISION OF BAGUIO CITY		
20		Z1 M W-i		SNED
22	D4 Brookspoint Elementary School	Zarah M. Wasing	F	Coordinator
0.0	D4 Dona Aurora Elementary	Venelynne B. Nacleo	F	SNED Coordinator
23	School	venelynne B. Nacieo	F	SNED
0.4	D4 Dona Aurora National HIgh	Thelia Maria T Estamanta	F	Coordinator
24	School	Thalia Marie T. Estonanto	Г	
0=	D4.14.11.1.11.	D 10 W M	F	SNED Coordinator
25	D4 Mabini Elementary School	Daryl Sam V. Mamoyac	Г	
06	D4 Don Mariano Elementary	Campia D. Allidam	F	SNED Coordinator
26	School	Connie P. Allidem	Р	174000000000000000000000000000000000000
0.7	D4 Dona Nicasia Puyat Elementary	Classes Dia da Carena an	F	SNED Coordinator
27	School	Cherry Pie de Guzman	Г	Control of the Contro
	D5 411 D1 0 1 1	Total Disay W Malasia	M	SNED Coordinator
28	D5 Adiwang Elementary School	Luther Prime Y. Melecio	M	
				SNED
29	D5 Crystal Cave Integrated School	Annie Mae E. Poncio	F	Coordinator
8.5			_	SNED
30	D5 Dontogan Elementary School	Jocelyn S. Cerezo	F	Coordinator
	D5 Manuel Roxal Elementary			SNED
31	School	Christina B. Dano	F	Coordinator
				SNED
32	D5 Roxas National High School	Maria Fe G. Mejia	F	Coordinator
				SNED
33	D5 Sto. Tomas Elementary School	Jessie L. Cacap	M	Coordinator
	D5 Sto. Tomas National High			SNED
34	School	Lorilyn L Daping	F	Coordinator
				SNED
35	D6 Aguinaldo Elementary School	Liberty A Bawingan	F	Coordinator
				Receiving
36	D6 Baguio Central School	Catherine T. Galao-ey	F	Teacher
	D6 Dominican-Mirador Elementary			SNED
37	School	Veronica P. Pundo	F	Coordinator
	D6 Dominican-Mirador National			SNED
38	School	Bickert G. Dagasen	M	Coordinator
	D6 Josefa Carino Elementary			SNED
39	School	Anna Liza A. Banglayan	F	Coordinator
				SNED
40	D6 Pines City National High School	Zeporah O. Ilan	F	Coordinator
				Receiving
41	D6 San Luis Elementary School	Carolina W. Mercado	F	Teacher
	D7 Elpidio Quirino Elementary			SNED
42	School	Jennilyn A. Lagyot	F	Coordinator
and the City	D7 Baguio City National Science			SNED
43	High School	Darielle A. Apilas	F	Coordinator
7 (25)	S. C.	1		SNED
44	D7 Irisan Elementary School	Josie P. Villanueva	F	Coordinator
-			1175	SNED
45	D7 Irisan National High School	Janice C. Bey-Agan	F	Coordinator







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# Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

	SCHOOLS DI	VISION OF BAGUIO CITY		
				SNED
46	D7 Quezon Hill Elementary School	Amy B. Macedonio	F	Coordinator
	D7 Quezon Hill National High			SNED
47	School	Lea R. Rebollido	F	Coordinator
10	D7 San Carlos Heights Elementary	A		SNED
48	School	Auvery Rose A. Langbayan	F	Coordinator
49	De Banifacia Flamentamy Cahaal	And Tracks C. Israeia	F	SNED
49	D8 Bonifacio Elementary School	Ana Tresha C. Ignacio	Г	Coordinator
50	D8 Fairview Elementary School	Mercy P. Manzano	F	SNED Coordinator
30	D8 Guisad Valley National High	Wercy F. Marizario	Г	SNED
51	School	Anthony T. Bangcado	M	Coordinator
31	SCHOOL	Antilony 1. Bangcado	IVI	SNED
52	D8 Lucban Elementary School	Mitzi Antonette M. Carte	F	Coordinator
02	Bo Edebali Elementary School	Witzi Antonette W. Carte	1	SNED
53	D8 Pinsao Elementary School	Juna B. Tavara	F	Coordinator
	Do I mode Diementary Sensor	odila B. Tavara	1	SNED
54	D8 Holy Ghost Elementary School	Rosalinda A. Gayao	F	Coordinator
	20 11019 Gilost Biolitoritary Bolloon	riosamiaa ii. Gayao	1	Receiving
55	D8 Pinsao National High School	Manuel Lumasoc	M	Teacher
	The state of the s	Maria Bamaso	141	SNED
56	D9 Magsaysay Elementary School	Elaine Rose L. Villanueva	F	Coordinator
	D9 Magsaysay National High			SNED
57	School	Cristina P. Acosta	F	Coordinator
				SNED
58	D9 Pinget Elementary School	Alma Muriel B. Pugu-En	F	Coordinator
				SNED
59	D9 Pinget National High School	Ronnie M. Pascua	M	Coordinator
				Receiving
60	D9 Quirino Hill Elementary School	Jonalyn A. Lawingan	F	Teacher
				SNED
61	D9 Tabora Elementary School	Franjesca M. Casilen	F	Coordinator
	D10 Dona Aurora H Bueno			SNED
62	Elementary School	Clifford E. Simon	M	Coordinator
	D10 Joaquin Smith National High			SNED
63	School	Abrin M. Oyang-O	F	Coordinator
	D10 Pacday Quinio Elementary			SNED
64	School	Enry Lou C. Jara	F	Coordinator
c-	D10 San Vicente Elementary			SNED
65	School	Leonie Jeanne C. Delson	F	Coordinator
66	D10 San Vicente National High	Nikki Evne Anthonette T.	_	SNED
66	School	Felipe	F	Coordinator
67	D10 Polesless - Files	Obsider Town D. T.	-	Receiving
67	D10 Bakakeng Elementary School	Shaira Jane D. Jugo	F	Teacher
60	D10 Bakakeng National High	Nonette I V	-	SNED
68	School	Nanette L. Kumanab	F	Coordinator















### Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OF BAGUIO CITY

Enclosure 2 to Division Memorandum 6 0 6 - 2 0

#### Program/Activity Management Team

Role	Name	Term of Reference
Adviser	Soraya T. Faculo	<ul> <li>Provide strategic guidance, professional advice, and oversight to ensure that the activity achieves its objectives</li> </ul>
Learning Manager	Juliet C. Sannad	<ul> <li>Leads the conduct of the activity per session</li> <li>Ensures that the activity is carried out based on the detailed design in collaboration with the resource persons/subject-matter experts</li> </ul>
Co-Learning Manager	Sydney Shan M. Carino,	<ul> <li>Co-leads the conduct of the activity per session</li> <li>Assists in ensuring that the activity is carried out based on the detailed design in collaboration with the resource persons/subject-matter experts</li> </ul>
Resource Speakers/Subject Matter Expert	Raflyn M. Guillermo Bryan V. Catama Marilyn L. Balmeo Rommel L. Manzano Agapita K. Base Jocelyn J. Fetiza	<ul> <li>Applies effective presentation and facilitation techniques in conducting assigned sessions</li> <li>Provides expert content input during learning sessions</li> </ul>
Secretariat and Documenter	Rhylyzette A. Ching Cherry Ann C. Malecdan	<ul> <li>Attends to registration needs of learners</li> <li>Ensures that learners fill up attendance sheets every day</li> <li>Assists in the distribution of learning resource materials and suppliesDocuments the proceedings of the learning sessions using the prescribed documentation template</li> <li>Takes photos of the different parts of the activity delivery</li> <li>Craft the Accomplishment Report of the activity</li> </ul>
Session Facilitator	Zenaid L. Kunayon	<ul> <li>Lead the assigned sessions, ensuring that discussions remain relevant</li> <li>Engage participants through interactive methods; encourage participation from all attendees</li> <li>Ensure that sessions run on time</li> </ul>









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# Department of Education

Cordillera Administrative Region SCHOOLS DIVISION OF BAGUIO CITY

Enclosure 3 to Division Memorandum 6 0 6 - 7

### **Activity Matrix**

Day and Time	Duration	Session	In-Charge/Speaker
Day 1 (Octob	er 25, 2024	l, Friday)	
07:50 am – 08:20 am	30m	Registration	TWG
08:20 am – 09:00 am	40m	Opening Program  a. Lupang Hinirang  b. Ecumenical Prayer  c. DepEd Quality Policy  Statement	Audio-Visual Presentation
		Welcome & Statement of Purpose	Juliet C. Sannad, CID-Chief ES
		MESSAGE	Soraya T. Faculo PhD CESO VI Schools Division Superintendent
		Overview of the activity	Sydney Shan M. Cariño EPS, Division SNED Focal
09:00 am – 10:00 am	1h	Session 1: Understanding and Assessing Children with Perceived Special Needs	Dr. Raflyn Manuel- Guillermo
10:00 am - 10:15 am	15m	Health Break	
10:15 am – 12:00 nn	1h45m	continuation of Session 1 Workshop on Session 1	
12:00 nn – 01:00 pm	1h	Lunch Break	
01:00 pm 02:30 pm	1h30m	Session 2: Review of DepEd Order No. 44, s. 2021: Policy Guidelines on the Provision of Educational Programs and Services for Learners with Disabilities	Rommel S. Manzano Principal III, SPED Center
02:30 pm – 03:00 pm	1h	Session 3: Individualized Education Plan: Enhancing Learning Outcomes of Learners with Special Needs	Agapita K. Base Guidance Counselor Jocelyn J. Fetiza
			Guidance Counselor







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Cordillera Administrative Region SCHOOLS DIVISION OF BAGUIO CITY

03:15 pm			
03:15 pm -	1h45m	Continuation of Session 3	
05:00 pm		Workshop on Session 3	

Day and Time	Duration	Session	In-Charge/Speaker
Day 2 (Octob	per 26, 2024	, Saturday)	
07:50 am – 08:00 am	10min	Registration and Preliminaries	TWG
08:00 am - 08:15 am	15min	Preliminaries	TWG
08:15 am – 10:00 am	1h30min	Session 4: Understanding Autism Spectrum Disorder and Its Educational Adaptations Workshop on Session 4	Dr. Bryan V. Catama
10:00 am - 10:15 am	15m	Health Break	
10:15 am – 12:00 nn	1h45m	Session 5: Understanding Intellectual Disability and Its Educational Adaptation  Workshop on Session 5	Dr. Marilyn L. Balmeo
12:00 nn - 01:00 pm	1h	Lunch Break	
01:00 pm 02:30 pm	1h30m	Session 6: Review of DepEd Order No. 21, 2020: Policy Guidelines on the Adoption of the K to 12 Transition Curriculum Framework for Learners with Disabilities	Sydney Shan M. Cariño, Education Program Supervisor Division SNED Focal Person
02:30 pm – 03:00 pm	30m	Session 7: Crafting of Workplace Application Plan	Sydney Shan M. Cariño
03:00 pm - 03:15 pm	15m	Health Break	
03:15 pm - 04:30 pm	1h15m	Continuation of Session 7	
04:30 pm - 05:00 pm	30m	Closing Program	TWG











