



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



22 October 2024

Division MEMORANDUM
No. 606-2024

**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, 2024 at the Division Office, 3rd 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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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.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent *la*

For the Schools Division Superintendent

la
NIEVES D. EBANIO PhD
Administrative Officer V

C10/JOS/smc



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Enclosure 1 to Division Memorandum **606-2024**

List of Participants

No	School	Name of Participant	Sex	Designation
1	D1 Baguio Country Club Elementary School	Mona Rizza N. Agsi	F	SNED Coordinator
2	D1 Gibraltar Elementary School	Mary Ann S. Diosan	F	SNED Coordinator
3	D1 Lindawan Elementary School	Judy Ann D. Budas	F	SNED Coordinator
4	D1 Lindawan National High School	Joan Gay-Od Bayangan	F	SNED Coordinator
5	D1 Manuel Quezon Elementary School	Mary Grace K. Lacson	F	SNED Coordinator
6	D1 Rizal Elementary School	Marites C. Hugo	F	SNED Coordinator
7	D1 Rizal Elementary School - Liteng Ext.	Sunshine C. Abaya-Ramos	F	SNED Coordinator
8	D1 Rizal National High School	Maria Cecilia A. Bartolome	F	SNED Coordinator
9	D2 Fort del Pilar Elementary School	Diana B. Munar	F	SNED Coordinator
10	D2 Fort del Pilar High School	Frenelyn F. Isilen	F	SNED Coordinator
11	D2 Happy Hollow Elementary School	Melody G. Lacaden	F	SNED Coordinator
12	D2 Happy Hollow National High School	Aladina D. Diano	F	SNED Coordinator
13	D2 Kias Elementary School	Karen B. Ganga	F	SNED Coordinator
14	D2 Springhills Elementary School	Domingo C. Padsico	M	SNED Coordinator
15	D3 Baguio City High School - Main	Carther Junary T. Badival	M	Receiving Teacher
16	D3 Baguio SPED Center	Marivic D. Rosario	F	Receiving Teacher
17	D3 Camp 7 Elementary School	Marjorie O. Ganaden	F	SNED Coordinator
18	D3 Jose Laurel Elementary School	Aris Daf Q. Grado	F	SNED Coordinator
19	D3 Loakan Elementary School	Bernadette P. Mayos	F	SNED Coordinator
20	D3 Loakan Elementary School	Kristel Joy B. Dela Cruz	F	SNED Coordinator
21	D3 Mil-an National High School	Feliza D. Balangiao	F	Receiving Teacher



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22	D4 Brookspoint Elementary School	Zarah M. Wasing	F	SNED Coordinator
23	D4 Dona Aurora Elementary School	Venelynne B. Nacleo	F	SNED Coordinator
24	D4 Dona Aurora National High School	Thalia Marie T. Estonanto	F	SNED Coordinator
25	D4 Mabini Elementary School	Daryl Sam V. Mamoyac	F	SNED Coordinator
26	D4 Don Mariano Elementary School	Connie P. Allidem	F	SNED Coordinator
27	D4 Dona Nicasia Puyat Elementary School	Cherry Pie de Guzman	F	SNED Coordinator
28	D5 Adiwang Elementary School	Luther Prime Y. Melecio	M	SNED Coordinator
29	D5 Crystal Cave Integrated School	Annie Mae E. Poncio	F	SNED Coordinator
30	D5 Dontogan Elementary School	Jocelyn S. Cerezo	F	SNED Coordinator
31	D5 Manuel Roxal Elementary School	Christina B. Dano	F	SNED Coordinator
32	D5 Roxas National High School	Maria Fe G. Mejia	F	SNED Coordinator
33	D5 Sto. Tomas Elementary School	Jessie L. Cacap	M	SNED Coordinator
34	D5 Sto. Tomas National High School	Lorilyn L Daping	F	SNED Coordinator
35	D6 Aguinaldo Elementary School	Liberty A Bawingan	F	SNED Coordinator
36	D6 Baguio Central School	Catherine T. Galao-ey	F	Receiving Teacher
37	D6 Dominican-Mirador Elementary School	Veronica P. Pundo	F	SNED Coordinator
38	D6 Dominican-Mirador National School	Bickert G. Dagsen	M	SNED Coordinator
39	D6 Josefa Carino Elementary School	Anna Liza A. Banglayan	F	SNED Coordinator
40	D6 Pines City National High School	Zeporah O. Ilan	F	SNED Coordinator
41	D6 San Luis Elementary School	Carolina W. Mercado	F	Receiving Teacher
42	D7 Elpidio Quirino Elementary School	Jennilyn A. Lagyot	F	SNED Coordinator
43	D7 Baguio City National Science High School	Darielle A. Apilas	F	SNED Coordinator
44	D7 Irisan Elementary School	Josie P. Villanueva	F	SNED Coordinator
45	D7 Irisan National High School	Janice C. Bey-Agan	F	SNED Coordinator



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46	D7 Quezon Hill Elementary School	Amy B. Macedonio	F	SNED Coordinator
47	D7 Quezon Hill National High School	Lea R. Rebolledo	F	SNED Coordinator
48	D7 San Carlos Heights Elementary School	Auvery Rose A. Langbayan	F	SNED Coordinator
49	D8 Bonifacio Elementary School	Ana Tresha C. Ignacio	F	SNED Coordinator
50	D8 Fairview Elementary School	Mercy P. Manzano	F	SNED Coordinator
51	D8 Guisad Valley National High School	Anthony T. Bangcado	M	SNED Coordinator
52	D8 Lucban Elementary School	Mitzi Antonette M. Carte	F	SNED Coordinator
53	D8 Pinsao Elementary School	Juna B. Tavera	F	SNED Coordinator
54	D8 Holy Ghost Elementary School	Rosalinda A. Gayao	F	SNED Coordinator
55	D8 Pinsao National High School	Manuel Lumasoc	M	Receiving Teacher
56	D9 Magsaysay Elementary School	Elaine Rose L. Villanueva	F	SNED Coordinator
57	D9 Magsaysay National High School	Cristina P. Acosta	F	SNED Coordinator
58	D9 Pinget Elementary School	Alma Muriel B. Pugu-En	F	SNED Coordinator
59	D9 Pinget National High School	Ronnie M. Pascua	M	SNED Coordinator
60	D9 Quirino Hill Elementary School	Jonalyn A. Lawingan	F	Receiving Teacher
61	D9 Tabora Elementary School	Franjesca M. Casilen	F	SNED Coordinator
62	D10 Dona Aurora H Bueno Elementary School	Clifford E. Simon	M	SNED Coordinator
63	D10 Joaquin Smith National High School	Abrin M. Oyang-O	F	SNED Coordinator
64	D10 Pacday Quinio Elementary School	Enry Lou C. Jara	F	SNED Coordinator
65	D10 San Vicente Elementary School	Leonie Jeanne C. Delson	F	SNED Coordinator
66	D10 San Vicente National High School	Nikki Evne Anthonette T. Felipe	F	SNED Coordinator
67	D10 Bakakeng Elementary School	Shaira Jane D. Jugo	F	Receiving Teacher
68	D10 Bakakeng National High School	Nanette L. Kumanab	F	SNED Coordinator



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Enclosure 2 to Division Memorandum 606-2024

Program/Activity Management Team

Role	Name	Term of Reference
Adviser	Soraya T. Faculo	<ul style="list-style-type: none">Provide strategic guidance, professional advice, and oversight to ensure that the activity achieves its objectives
Learning Manager	Juliet C. Sannad	<ul style="list-style-type: none">Leads the conduct of the activity per sessionEnsures that the activity is carried out based on the detailed design in collaboration with the resource persons/subject-matter experts
Co-Learning Manager	Sydney Shan M. Carino,	<ul style="list-style-type: none">Co-leads the conduct of the activity per sessionAssists in ensuring that the activity is carried out based on the detailed design in collaboration with the resource persons/subject-matter experts
Resource Speakers/Subject Matter Expert	Raflyn M. Guillermo Bryan V. Catama Marilyn L. Balmeo Rommel L. Manzano Agapita K. Base Jocelyn J. Fetiza	<ul style="list-style-type: none">Applies effective presentation and facilitation techniques in conducting assigned sessionsProvides expert content input during learning sessions
Secretariat and Documenter	Rhylyzette A. Ching Cherry Ann C. Malecdan	<ul style="list-style-type: none">Attends to registration needs of learnersEnsures that learners fill up attendance sheets every dayAssists in the distribution of learning resource materials and suppliesDocuments the proceedings of the learning sessions using the prescribed documentation templateTakes photos of the different parts of the activity deliveryCraft the Accomplishment Report of the activity
Session Facilitator	Zenaid L. Kunayon	<ul style="list-style-type: none">Lead the assigned sessions, ensuring that discussions remain relevantEngage participants through interactive methods; encourage participation from all attendeesEnsure that sessions run on time



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Enclosure 3 to Division Memorandum 606-2024

Activity Matrix

Day and Time	Duration	Session	In-Charge / Speaker
Day 1 (October 25, 2024, 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 Welcome & Statement of Purpose MESSAGE Overview of the activity	Audio-Visual Presentation Juliet C. Sannad, CID-Chief ES Soraya T. Faculo PhD CESO VI Schools Division Superintendent 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. Rafflyn 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
03:00 pm –	15m	Health Break	



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

Day and Time	Duration	Session	In-Charge / Speaker
Day 2 (October 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