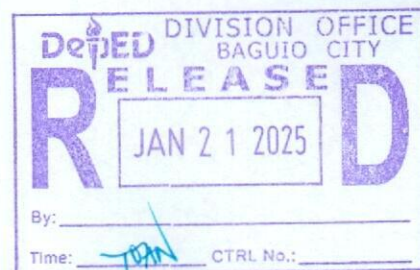




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



20 January 2025

Division MEMORANDUM

No. 057-2025

**CAPACITY BUILDING OF SPECIAL NEEDS EDUCATION (SNED) PROGRAM
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 **Orientation cum Instruction of Special Needs Education (SNED) Program Receiving Teachers** on **January 24 and 25, 2025** at the **Division Office, 3rd Floor Training Hall**.
2. The capacity building has the following objectives:
 - a. orient select receiving teachers on the principles and policy guidelines about the Special Needs Education Program implementation;
 - b. deepen understanding of receiving teachers of the unique challenges faced by learners with special needs;
 - 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 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.
4. Attached are the following enclosures:
 - a. Enclosure 1: List of Participants
 - b. Enclosure 2: Program/Activity Management Team
 - c. Enclosure 3: Activity Matrix
5. The first meal to be served is AM snack of January 24, 2025 and the last meal will be PM snack of January 25, 2025.



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6. Participants who confirmed yet fail to attend the activity is required to write a justification letter (with relevant attachment) addressed to the Schools Division Superintendent.
7. The following technical work group members shall also serve as Inspectorate Team to verify the food supplier's compliance with specifications stated in the purchase order and contract.
 - a. Mitzi M. Carte
 - b. Bryan Jones M. Bosaing
 - c. Rhylyzette A. Ching
8. 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.
9. Immediate and wide dissemination of this Memorandum is desired.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent



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Enclosure 1 to Division Memorandum _____

List of Participants

No.	Full Name	Sex	Station	Position Title
1	Grace A. Abigon	F	D1 Baguio Country Club Elem. School	T-I
2	Lady Lee C. Caalipuan	F	D1 Gibraltar Elementary School	T-I
3	Emma L. Wakat	F	D1 Lindawan Elementary School	MT I
4	Gemma B. Pal-og	F	D1 Lindawan National High School	T-III
5	Janet O. Santig	F	D1 Quezon Elementary School	T-I
6	Olivia F. Marcos	F	D1 Rizal Elementary School	T-III
7	Alexandria A. Diguel	F	D1 Rizal Elementary School - Liteng Ext.	T-III
8	Janice A. Songayab	F	D1 Rizal National High School	T-III
9	Jasmine N. Saberdo	F	D2 Fort del Pilar Elementary School	T-II
10	Rodella B. Bagtuna	F	D2 Fort del Pilar National High School	T-I
11	Prescilla M. Saro	F	D2 Happy Hollow Elementary School	T-III
12	Nelle Anne B. Montes	F	D2 Happy Hollow National High School	T-I
13	Gladys B. Dalgo	F	D2 Kias Elementary School	T-I
14	Lorena C. Flordeliza	F	D2 Springhills Elementary School	T-III
15	Jocelyn A. Soliven	F	D3 Baguio City High School	T-III
16	Agustina K. Chapap	F	D3 Camp 7 Elementary School	T-III
17	Lora T. Balting	F	D3 Hillside National High School	T-I
18	Aris Daf Q. Grado	F	D3 Jose Laurel Elementary School	T-II
19	Jocelyn C. Lumiwan	F	D3 Loakan Elementary School	T-III
20	Vilma L. Panayon	F	D3 Mil-an National High School	T-III
21	Mary Grace F. Sao-Ang	F	D4 Brookspoint Elementary School	T-I
22	Rhea Joy C. Amayag	F	D4 Don Mariano Marcos Elem. School	T-III
23	May G. Daskeo	F	D4 Doña Aurora Elementary School	T-III
24	Rosemarie B. Manalo	F	D4 Dona Aurora National High School	T-I
25	Rachelle Lea D. Ismael	F	D4 Doña Nicasia Puyat Elem. School	T-I
26	Angelica L. Polo	F	D4 Mabini Elementary School	T-I
27	Feliza W. Balawan	F	D5 Adiwang Elementary School	T-III
28	Riojane M. Segundo	F	D5 Crystal Cave Integrated School	T-II
29	Jackielyn G. Gallema	F	D5 Dontogan Elementary School	T-III
30	Nor-Ian R. Parrocha	F	D5 Roxas Elementary School	T-III
31	Jeraldeen B. Doriano	F	D5 Roxas National High School	T-II
32	Rowena P. Dougyayon	F	D5 Sto. Tomas Elementary School	T-III
33	Lorilyn L. Daping	F	D5 Sto. Tomas National High School	T-III



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34	Romily B. Vargas	F	D6 Aguinaldo Elementary School	T-I
35	Maribel B. Saking	F	D6 Baguio Central School	T-I
36	Gretchen L. Sumbad	F	D6 Baguio Central School	T-I
37	Mylene M. Batulan	F	D6 Dominican-Mirador Elem. School	T-I
38	Bickert G. Dagasen	M	D6 Dominican-Mirador NHS	T-II
39	Linlyn M. Bandola	F	D6 Josefa Carino Elementary School	T-I
40	Maria Theresa M. Martinez	F	D6 Pines City National High School	T-III
41	Elizabeth B. Asprer	F	D6 San Luis Elementary School	T-III
42	Carridad G. Bannawol	F	D7 Baguio City National Science HS	T-I
43	Gemmaly R. Dulipas	F	D7 Elpidio Quirino Elementary School	T-III
44	Fita B. Dumawa	F	D7 Irisan Elementary School	T-II
45	Michelle T. Apnoyan	F	D7 Irisan National High School	T-I
46	Chrisma T. Tanacio	F	D7 Quezon Hill Elementary School	T-I
47	Wilma N. Nabus	F	D7 Quezon Hill National High School	T-III
48	Mary Ann C. Viola	F	D7 San Carlos Heights Elem. School	T-III
49	Donna Laurie C. Solano	F	D8 Fairview Elementary School	T-III
50	Mary Jaine B. Ganaden	F	D8 Guisad Valley NHS	T-III
51	Rosalinda A. Gayao	F	D8 Holy Ghost Elementary School	T-III
52	Depialyn S. Martin	F	D8 Lucban Elementary School	T-III
53	Eleanor G. Pasoquen	F	D8 Lucban Elementary School	T-III
54	Jerome R. Lumbiag	M	D8 Pinsao Elementary School	T-II
55	Julia L. Aliba	F	D8 Pinsao National High School	T-II
56	Elaine Rose L. Villanueva	F	D9 Magsaysay Elementary School	T-III
57	Veniece M. Gaddo	F	D9 Magsaysay National High School	T-I
58	Mary Joy T. Pascual	F	D9 Pinget Elementary School	T-I
59	Elma C. Canyas	F	D9 Pinget National High School	T-III
60	Loren W. Daculan	F	D9 Quirino Hill Elementary School	T-III
61	Franjecsa M. Casilen	F	D9 Tabora Elementary School	T-II
62	Shaira Jane D. Jugo	F	D10 Bakakeng Elementary School	T-I
63	Nanette L. Kumanab	F	D10 Bakakeng National High School	T-III
64	Clifford E. Simon	M	D10 Doña Aurora H Bueno Elem. School	T-I
65	Abrin M. Oyang-O	M	D10 Joaquin Smith NHS	T-III
66	Lorraine P. Docayso	F	D10 Pacday Quinio Elem. School	T-I
67	Alma B. Parrocha	F	D10 San Vicente Elementary School	T-III
68	Teresa Cacho	F	D10 San Vicente NHS	T-III



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Enclosure 2 to Division Memorandum _____

Program/Activity Management Team

Role	Name	Term of Reference
Adviser	Soraya T. Faculo Phd CESO VI	<ul style="list-style-type: none">Provide strategic guidance, professional advice, and oversight to ensure that the activity achieves its objectives
Learning	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	Rommel L. Manzano Willialyn S. Tami-ing-Dong-as Benazir T. Baniaga Christine Joy T. Beloken Cristina P. Acosta Jovita T. Caldito	<ul style="list-style-type: none">Applies effective presentation and facilitation techniques in conducting assigned sessionsProvides expert content input during learning sessions
Secretariat/ Designated Inspectorate Team Members	Mitzi M. Carte Bryan Jones M. Bosaing	<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 supplies
Documenter and Facilitator	Rhylzyette A. Ching Cherry Ann C. Malecdan	<ul style="list-style-type: none">Documents the proceedings of the learning sessions using the prescribed documentation templateTakes photos of the different parts of the activity deliveryAssist in the crafting of the Accomplishment Report of the activityFacilitates the MOL and session proper



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Enclosure 3 to Division Memorandum _____

Activity Matrix

Day and Time	Duration	Session	In-Charge/Speaker
Day 1 (January 24, 2025, Friday)			
08:00 am – 08:30 am	30m	Registration	TWG
08:30 am – 09:00 am	30m	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 – 10:15 am	1h15m	Session 1: Understanding DepEd Order No. 44, s. 2021	Rommel L. Manzano, School Head, Baguio City SPED Center
10:15am – 10:30 am	15m	Health Break	
10:30 am – 12:00 nn	1h30m	Session 2: Difficulty in Applying Adaptive Behavior	Willialyn S. Tami-ing-Dong-as, SPET II, Baguio City SPED Center
12:00 nn – 01:00 pm	1h	Lunch Break	
01:00 pm – 02:00 pm	1h	<i>Session 2 continuation</i>	
02:05 pm – 03:00 pm	1h	Session 3: Difficulty in Communicating	Benazir T. Baniaga, SPET III, Baguio City SPED Center
03:00 pm – 03:15 pm	15m	Health Break	
03:15 pm – 04:45 pm	1h30m	<i>Session 3 continuation</i>	
04:45 pm – 05:15 pm	30m	Open Forum & Debriefing	



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Day and Time	Duration	Session	In-Charge / Speaker
Day 2 (January 26, 2025, Saturday)			
08:00 am – 08:30 am	30min	Registration Management of Learning	TWG
08:30 am – 10:00 am	1h30m	Session 4: Difficulty in Basic Learning and Applying Knowledge	Christine Joy T. Beloken, MT I, San Carlos Heights Elementary School
10:00 am – 10:15 am	15m	Health Break	
10:15 am – 11:00 am	45m	Session 4 continuation	
11:00 am – 12:00 nn	1h	Session 5: Difficulty in Concentrating and Remembering	Cristina P. Acosta, MT I, Magsaysay National High School
12:00 nn – 01:00 pm	1h	Lunch Break	
01:00 pm – 02:30 pm	1h30m	Session 5 continuation	
02:30 pm – 03:00 pm	30m	Session 6: Individualized Education Plan (IEP)	Jovita T. Caldito, SPET III, Baguio City SPED Center
03:00 pm – 03:15 pm	15m	Health Break	
03:15 pm – 04:45 pm	1h45m	Session 6 continuation	
04:45 pm – 05:00 pm	15m	Closing Program	TWG