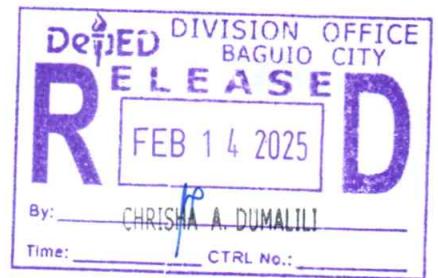




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



13 February 2025

Division MEMORANDUM
No. 125-2025

CLUSTERED SPECIAL NEEDS EDUCATION (SNED) PROGRAM TRAININGS ON SNED IMPLEMENTATION CUM CONTENT AND PEDAGOGY, AND WORKSHOP ON THE ADMINISTRATION OF MULTI-FACTORED ASSESSMENT AND PREPARATION OF MATERIALS

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

1. The Schools Division of Baguio City, together with SDO Benguet and SDO Mt. Province shall conduct two clustered simultaneous trainings namely **SNED Implementation cum Content and Pedagogical Approaches for Learners with Disability/Difficulty, and Workshop on the Administration of Multi-Factored Assessment and Preparation of Materials** on **February 17- 21, 2025** at **Ynad's Resort, San Fernando, La Union**.
2. The objectives of the two activities are the following:
 - a. Explain the key provisions of DepEd-related policies on special needs education and demonstrate how these policies guide inclusive education practices.
 - b. Identify and implement at least three strategies for supporting learners facing challenges in adaptive behavior, concentration and memory, basic learning, and communication.
 - c. Identify the key components and purpose of MFA in assessing young learners' cognitive, social, emotional, and physical development.
3. See attached Enclosures
 - a. Enclosure 1: List of Participants
 - b. Enclosure 2: Training Matrix
4. Participants are expected to check in at the venue at 2 pm on February 17. The first meal to be served is dinner on February 17 and last meal is PM snacks on February 21.
5. Transportation expenses of the participants shall be charged against local funds subject to usual auditing rules and regulations.



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6. This Memorandum shall serve as Authority to Travel of the participants.
7. Wide dissemination and compliance are desired.

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent 

For the Schools Division Superintendent:


CARMEL F. MERIS
Asst. Schools Division Superintendent



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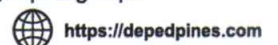
Enclosure 1: Training Matrix

SNED Implementation cum Content and Pedagogical Approaches for Learners with Disability/Difficulty
TRAINING MATRIX

Time	Duration	Topic	Facilitator
Day 0: February 17, 2025			
08:00 am - 03:00 pm		Travel Time	
06:00 pm - 08:00 pm	2h	Dinner	
Day 1: February 18, 2025			
07:30 am - 08:15 am	45m	Registration and Pretest	Training Team
08:15 am - 09:00 am	45m	Opening Program	Secretariat
09:00 am - 10:00 am	1h	Session 1: Understanding DepEd Order No. 44, s. 2021	Sydney Shan M. Cariño EPS, SDO Baguio City
10:00 am - 10:15 am	15m	Uninterrupted Health Break	
10:15 am - 11:00 am	45m	<i>continuation of Session 1</i>	
11:00 am - 12:00 nn	1h	Session 2: Understanding Republic Act 11650	Claire Lamsis, MT1 Tuba Central NHS
12:00 nn - 01:00 pm	1h	Lunch Break	
01:00 pm - 03:00 pm	2h	Session 3: Understanding DepEd Order No. 21, s. 2020	Amelai Wacangan PSDS, Bauko 2, Mt. Province
03:00 pm - 03:15 pm	15m	Uninterrupted Health Break	
03:15 pm - 4:15 pm	1h	Session 4: Understanding DepEd Order No. 23, s. 2022	Hazel Noelle M. Balokey SP I, Bauko Central School
04:15 pm - 5:15 pm	1h	Session 5: Tagging of Learners with Difficulties/Disabilities in the LIS	Frenzle Cadangen SPET 1, Mankayan Elem. School
05:15 pm - 5:30 pm	15m	End-of-the-day Evaluation	
05:30 pm - 06:00 pm	30m	Debriefing	
06:00 pm - 07:00 pm	1h	Dinner	
Day 2: February 19, 2025			
07:30 am - 08:00 am	30m	Registration	Training Team
08:00 am - 08:30 am	30m	Management of Learning	SDO Baguio
08:30 am - 10:00 am	1h30m	Session 6: Difficulty in Applying Adaptive Behavior	Willialyn S. Tami-ing-Dong-as SNET, Baguio City SPED Center



Address: 82 Military Cutoff Rd, Baguio, Benguet, 2600
Telephone No.: (074) 665-1231
Email Address: baguio.city@deped.gov.ph





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10:00 am - 10:15 am	15m	Uninterrupted Health Break	
10:15 am - 12:00 nn	1h	<i>continuation of Session 6</i>	
12:00 nn - 01:00 pm	1h	Lunch Break	
01:00 pm - 03:00 pm	2h	Session 7: Difficulty in Communicating	Benazir T. Baniaga SNET, Baguio City SPED Center
03:00 pm - 03:15 pm	15m	Uninterrupted Health Break	
03:15 pm - 05:00 pm	1h45m	<i>continuation of Session 7</i>	
05:00 pm - 05:15 pm	15m	End-of-the-day Evaluation	
05:15 pm - 5:45 pm	30m	Debriefing	
5:45 pm - 07:00 pm	1h15m	Dinner	

Day 3: February 20, 2025

07:30 am - 08:00 am	30m	Registration	Training Team
08:00 am - 08:30 am	30m	Management of Learning	SDO Mt. Province
08:30 am - 10:00 am	1h30m	Session 8: Difficulty in Basic Learning and Applying Knowledge	Julianne Nicolai M. Sowaken SPET 1, Lomon ES, Kapangan
10:00 am - 10:15 am	15m	Uninterrupted Health Break	
10:15 am - 12:00 nn	1h	<i>continuation of Session 8</i>	
12:00 nn - 01:00 pm	1h	Lunch Break	
01:00 pm - 03:00 pm	2h	Session 9: Difficulty in Concentrating and Remembering	Lea Criselda P. Chugyawi SPET 1, Sadanga Central School
03:00 pm - 03:15 pm	15m	Uninterrupted Health Break	
03:15 pm - 05:00 pm	145m	<i>continuation of Session 9</i>	
05:00 pm - 05:15 pm	0:00:00	End-of-the-day Evaluation	
05:15 pm - 5:45 pm	30m	Debriefing	
5:45 pm - 07:00 pm	1h15m	Dinner	

Day 4: February 21, 2025

07:30 am - 08:00 am	30m	Registration	
08:00 am - 08:30 am	30m	Management of Learning	
08:30 am - 10:00 am	1h30m	Session 10: Understanding Workplace Application Plan	Agnes B. Malinias SP III, Enrique Jose ES, Kibungan
10:00 am - 10:15 am	15m	Uninterrupted Health Break	
10:15 am - 12:00 nn	1h	Workshop on WAP	
12:00 nn - 01:00 pm	1h	Lunch Break	
01:00 pm - 02:00 pm	1h	Presentation of WAP output and Giving of Feedback	



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02:00 pm - 02:30 pm	30m	Finalization of Outputs	
02:30 pm - 03:00 pm	30m	Post test	
03:00 pm - 03:15 pm	15m	Uninterrupted Health Break	
03:15 pm - 05:00 pm	1h45m	End-of-the-day Evaluation and Closing Program	SDO Baguio City

ADMINISTRATION OF MULTI-FACTORED ASSESSMENT (MFA) AND PREPARATION OF MATERIALS DOMAIN TRAINING MATRIX

Time	Duration	Topic	Speaker
Day 0: February 17, 2025			
08:00 am - 03:00 pm		Travel Time	
06:00 pm - 08:00 pm		Dinner	
Day 1: February 18, 2025			
07:30 am - 08:15 am	45m	Registration and Pretest	
08:15 am - 09:00 am	45m	Opening Program	
09:00 am - 10:00 am	1h	Session 1: The K - 3 Learners	Khamil M. Balneg, T2-Barlig CS
10:00 am - 10:15 am	15m	Uninterrupted Health Break	
10:15 am - 11:00 am	45m	Session 2: Inclusive Education & the Proper Utilization of the MFA	Janice Bilalay, MT 1 - Banget ES, Itogon 2
11:00 am - 12:00 nn	1h	Session 3: Let's Talk	Sarah Mae F. Macatyeng, SPET II
12:00 nn - 01:00 pm	1h	Lunch Break	
01:00 pm - 03:00 pm	2h	Walkthru and Workshop on Material Preparation for Session 3	
03:00 pm - 03:15 pm	15m	Uninterrupted Health Break	
03:15 pm - 4:15 pm	1h	Session 4: Treasure Box	Merlie P. Ayongan, MT 1 – Tocucan ES
14:15 pm - 05:30 pm	1h30m	Walkthru and Workshop on Material Preparation for Session 4	
05:30 pm - 05:45 pm	15m	End-of-the-day Evaluation	
05:45 pm - 06:00 pm	15m	Debriefing	
06:00 pm - 07:00 pm	1h	Dinner	
Day 2: February 19, 2025			
07:30 am - 08:00 am	30m	Registration	
08:00 am - 08:30 am	30m	Management of Learning	



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08:30 am - 10:00 am	1h30m	Session 5: My Daily Routine	Nieves Domay S. Yangyang, MT II
10:00 am - 10:15 am	15m	Uninterrupted Health Break	
10:15 am - 12:00 nm	1h45m	Walkthru and Workshop on Material Preparation for Session 5	
12:00 nn - 01:00 pm	1h	Lunch Break	
01:00 pm - 02:00 pm	1h	Session 6: Weather! Weather!	Claire A. Mayomis, MT 1 - Patew ES, Tublay
02:00 pm - 03:00 pm	1h	Walkthru and Workshop on Material Preparation for Session 6	
03:00 pm - 03:15 pm	15m	Uninterrupted Health Break	
03:15 pm - 04:15 pm	1h	Session 7: Work of Hands	Charlyn A. Suldayan, T1 – Binaka ES
04:15 pm - 05:30 pm	1h15	Walkthru and Workshop on Material Preparation for Session 7	
05:30 pm - 05:45 pm	15m	End-of-the-day Evaluation	
05:45 pm - 06:00 pm	15m	Debriefing	
06:00 pm - 07:00 pm	1h	Dinner	
Day 3: February 20, 2025			
07:30 am - 08:00 am	30m	Registration	
08:00 am - 08:30 am	30m	Management of Learning	
08:30 am - 10:00 am	1h30m	Session 8: Let's Get Physical	Domingo C. Padisco, SPET II
10:00 am - 10:15 am	15m	Uninterrupted Health Break	
10:15 am - 12:00 nn	1h45m	Walkthru and Workshop on Material Preparation for Session 8	
12:00 nn - 01:00 pm	1h	Lunch Break	
01:00 pm - 03:00 pm	2h	Session 9a: Demonstration on Multi-Factored Assessment Process	TWG
03:00 pm - 03:15 pm	15m	Uninterrupted Health Break	
03:15 pm - 05:00 pm	1h45m	Session 9b: Return Demonstration on Multi-Factored Assessment Process	
05:00 pm - 05:15 pm	15m	End-of-the-day Evaluation	
05:15 pm - 5:45 pm	30m	Debriefing	
5:45 pm - 07:00 pm	1h15m	Dinner	
Day 4: February 21, 2025			
07:30 am - 08:00 am	30m	Registration	
08:00 am - 08:30 am	30m	Management of Learning	



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08:30 am - 10:00 am	1h30m	Session 10: Understanding Workplace Application Plan	Roy Jr. S. Onit, T-3 TIC - Nawal IS, Bokod District
10:00 am - 10:15 am	15m	Uninterrupted Health Break	
10:15 am - 12:00 nn	1h45m	Workshop on WAP	TWG
12:00 nn - 01:00 pm	1h	Lunch Break	
01:00 pm - 02:00 pm	1h	Presentation of WAP output and Giving of Feedback	TWG
02:0 pm - 02:30 pm	30m	Finalization of Outputs	
02:30 pm - 03:00 pm	30m	Post test	
03:00 pm - 03:15 pm	15m	Uninterrupted Health Break	
03:15 pm - 05:00 pm	1h45m	End-of-the-day Evaluation and Closing Program	



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Enclosure 2: List of Baguio City Participants

**Participants in the SNED Implementation cum Workshop on
Content and Pedagogical Approaches**

No.	Name	Sex	School
1	ROMA ... JINGUEY	F	Fort del Pilar ES
2	Marie Anthonette Marchan	F	Fairview ES
3	Mary Jane Molina	F	Pinsao NHS
4	Winniefree Daagdag	F	San Carlos Heights ES
5	Josie Villanueva	F	Irisan ES
6	Manilyn Rayala	F	Aguinaldo ES
7	Menardo Balatico	M	Laurel ES
8	Colleen Garcia	F	Hillside NHS
9	Lea Alvarez	F	Sto. Tomas NHS
10	Rosemarie Manalo	F	Dona Aurora NHS
11	Rachel Ann Torres	F	Tabora ES
12	Jovy Aspiras	F	Joaquin NHS
13	Cristina A. Dulagan	F	San Vicente ES
14	Rosabel Gereaga	F	Country Club ES
15	Melanie Dumapis	F	Manuel Quezon ES

**Participants to the Administration of Multi-Factored Assessment
and Preparation of Materials Domain**

No.	Name	Sex	School
1	Juna Tavera	F	Pinsao ES
2	Jesusa Banhaon	F	Pinsao ES
3	Margie Maganes	F	Quezon Hill ES
4	Gemmalyn Dulipas	F	Elpidio Quirino ES
5	Sandra Angel	F	Baguio Central School
6	Mylene Batulan	F	Dominican Mirador ES
7	Jane Chao-wil	F	Camp 7 ES
8	Flordalize Cadchan	F	Adiwang ES
9	Ermin Orogo	F	Dontogan ES
10	Sonia B. Lopez	F	Doña Aurora ES
11	Myrna B. Pantaleon	F	Don Mariano Marcos ES
12	Jerjean Away	F	Pinget ES



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13	Jonalyn Lawingan	F	Quirino Hill ES
14	Maribel Bagto	F	Bakakeng ES
15	Ludivina L. Guerrero	F	Manuel Quezon ES

Speakers/Technical Working Group Members (Baguio City)

No.	Name	Sex	Designation
1	Sydney Shan Cariño	M	SNED Focal/ Speaker
2	Willialyn Tami-ing-Dong-as	F	Speaker/TWG
3	Benazir Baniaga	F	Speaker/TWG
4	Sarah Mae Macatyeng	F	Speaker/TWG
5	Nieves Yangyang	F	Speaker/TWG
6	Domingo Padsico	M	Speaker/TWG