



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



15 May 2025

Division MEMORANDUM  
No. 298-2025

**ORIENTATION CUM WORKSHOP WITH SCHOOL HEADS ON SPECIAL NEEDS  
EDUCATION PROGRAM / INCLUSIVE EDUCATION SDO MECHANISM**

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

1. To strengthen the implementation of the Special Needs Education (SNED) Program and promote inclusive education within the Schools Division, an **Orientation cum Workshop with School Heads on Special Needs Education Program / Inclusive Education SDO Mechanism** will be conducted on **May 30, 2025** at the **SDO Training Hall**. See Enclosure for the orientation/workshop matrix.
2. This activity aims to:
  - a. provide school heads with a comprehensive orientation on the principles and components of the Special Needs Education Program;
  - b. familiarize participants with the Schools Division Office (SDO) mechanisms supporting inclusive practices;
  - c. enable school heads to identify areas for improvement and plan responsive strategies to address the needs of learners with disabilities and diverse learning needs.
3. Participants to this activity are the school heads including the public schools district supervisors. Participants are to prepare and bring their **school data of learners with special needs**, separated in two categories – Learners with Disabilities and Learners with Difficulties/Manifestations. Include their basic profiles like name, age, sex, and grade level, type of disability/difficulty and their educational placements, for planning and sharing purposes.
4. Immediate and wide dissemination of this memorandum is desired.

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

For the Schools Division Superintendent

**NIÑO M. TIBANGAY**  
Officer-in-Charge



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Enclosure

**ORIENTATION CUM WORKSHOP MATRIX**

Time	Topic	Facilitator
07:30 am – 08:00 am	*registration	
08:00 am – 08:45 am	Opening Program National Anthem Prayer Welcome Remarks  Statement of Purpose  Overview of the Workshop	AVP AVP Soraya T. Faculo, CESO VI <i>Schools Division Superintendent</i> Juliet C. Sannad, EdD <i>CID Chief ES</i> Carmel F. Meris <i>Asst. Schools Division Superintendent</i>
08:45 am – 10:00 am	Revisiting DepEd Order 44 s. 2021 and DepEd Order 23 s. 2022	Sydney Shan M. Cariño Division SNED Focal Person
10:00 am – 10:15 am	Morning Break	
10:15 am – 11:00 am	Understanding the Prereferral Process and Referral Process for Learners Manifesting Special Needs	Sydney Shan M. Cariño Division SNED Focal Person
11:00 am – 12:00 nn	Workshop Mechanics	Carmel F. Meris <i>Asst. Schools Division Superintendent</i>
12:00 nn – 01:00 pm	Lunch Break	
01:00 pm – 03:00 pm	Workshop Proper	Schools Heads assisted by their PSDS
03:00 pm – 03:15 pm	Afternoon Break	
03:15 pm – 04:00 pm	Sample Presentation of Outputs	Commentators: OIC-ASDS Carmel Meris CID ES Juliet Sannad SNED Focal Sydney Cariño
04:00 pm – 04:30 pm	Agreements and Ways Forward	Sydney Shan M. Cariño Division SNED Focal Person
04:30 pm – 05:00 pm	Closing Program Acknowledgement Closing Prayer	