



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



1 July 2025

Division MEMORANDUM
No. 386-2025

**UPSKILLING OF TEACHERS ON THE IMPLEMENTATION OF THE K TO 12
TRANSITION CURRICULUM FRAMEWORK / TRANSITION PROGRAM FOR
LEARNERS WITH DISABILITIES**

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 an **Upskilling of Teachers on the Implementation of the K to 12 Transition Curriculum Framework / Transition Program for Learners with Disabilities on July 4-5, 2025** at the **Division Office, 3rd Floor Training Hall**.
2. The upskilling has the following objectives:
 - a. demonstrate understanding of the principles and components of the K to 12 Transition Curriculum Framework;
 - b. identify and design appropriate transition activities and learning experiences based on the individual needs of learners with disabilities; and
 - c. develop and implement Individual Transition Plans (ITPs) aligned with learners' long-term goals.
3. Participants to this activity are advised to bring a copy of a formal, medical diagnosis of their learner to be used in the ITP 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 assigned Inspectorate Team members of the activity are Rhylyzette A. Ching, and Bernadette P. Mayos, together with the End User / Focal Person Sydney Shan Cariño.
7. 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.
8. 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 386, s. 2025

List of Participants

No.	Full Name	Sex	Plantilla Position	School
1	Janet Joy M. Recel	F	T2	Baguio City High School
2	Bituin S. Paculan	F	T3	Baguio City High School
3	Brenda S. Caya-Os	F	T3	Baguio City High School
4	Carther Junary T. Badival	M	T2	Baguio City High School
5	Faith Ann H. Langasan	F	T3	Baguio City High School
6	Sally A. Bugnosen	F	T3	Baguio City High School
7	Ma. Lenore B. Barcenas	F	T3	Baguio City High School
8	Irsh C. Banga-An	F	T3	Baguio City High School
9	Rachelle A. Dobinto	F	T3	Baguio City High School
10	Jeremay Balao-As	F	T1	Baguio City High School
11	Janice A. Songayab	F	TIII	Rizal NHS
12	Janice C. Bey-Agan	F	T3	Irisan NHS
13	Mitzi Antonette M. Carte	F	SPET 2	Lucban Integrated School
14	Lora T. Balting	F	T1	Hillside NHS
15	Dezza Joyce B. Wadwadan	F	TIII	Bakakeng ES
16	Feliza D. Balangiao	F	TIII	Mil-An NHS
17	Joan G. Bayangan	F	T3	Lindawan NHS
18	Clifford E. Simon	M	T1	Doña Aurora H. Bueno Es
19	Lorna Olod	F	T2	San Vicente NHS
20	Nanette L. Kumanab	F	T3	Bakakeng NHS
21	Bickert G. Dagsen	M	T2	Dominican-Mirador NHS
22	Zeporah O. Ilan	F	T1	Pines City NHS
23	Rhylyzette A. Ching (TWG)	F	SPET 2	Baguio City High School
24	Nonette B. Alsino (TWG)	F	SPET 3	Baguio City Sped Center
25	Bernadette P. Mayos (TWG)	F	SPET 1	Loakan Elementary School
26	Sydney Shan M. Cariño (TWG)	M	EPS	SDO-CID



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Enclosure 2 to Division Memorandum 386, s. 2025

Program/Activity Management Team

Role	Name	Term of Reference
Advisers	Soraya T. Faculo Phd CESO VI Carmel F. Meris, ASDS	<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	Bernadette B. Mayos Nonette B. Alsino	<ul style="list-style-type: none">Applies effective presentation and facilitation techniques in conducting assigned sessionsProvides expert content input during learning sessions
Secretariat/ TWG	Rhylyzette A. Ching	<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/ TWG	Rhylyzette A. Ching	<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 deliveryCraft the Accomplishment Report of the activity



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Enclosure 3 to Division Memorandum 386. S. 2025

Activity Matrix

Day and Time	Duration	Session	In-Charge/ Speaker
Day 1 (July 4, 2025, Friday)			
08:00 am – 08:30 am	30 mins	Registration	TWG
08:30 am – 09:00 am	30 m	Opening program a. Lupang Hinirang b. Ecumenical Prayer c. DepEd Quality Policy Statement Welcome and Statement of Purpose MESSAGE Overview of the activity	Juliet C. Sannad, CID Chief ES Soraya T. Faculo PhD CESO VI Schools Division Superintendent Sydney Shan M. Cariño
09:00 am – 10:15 am	1h 15m	DepEd Order No. 44 s. 2021: Policy Guidelines on the Provision of Educational Programs and Services for LWDs.	Nonette B. Alsino
10:15 am – 10:30 am	15m	Health Break	
10:30 am – 12:00 nn	1h 30m	DepEd Order No. 21 s. 2020: Policy Guidelines on the Adoption of the K to 12 Transition Curriculum Framework for Learners with Disabilities	Bernadette P. Mayos
12:00 nn – 1:00 pm	1h	Lunch Break	
1:00 pm – 2:00 pm	1 hr	Observation of Transition Program Classes at BCSPED	
2:00 pm – 3:00 pm	1 hr	Workshop	
3:00 pm – 3:15 pm		Health Break	
3:00 pm – 4:00 pm	1 hr	DepEd Transition Program Best Practices : <i>A Presentation of BCSPED Best Practices</i>	Nonette B. Alsino
4:00 pm – 5:00 pm	1 hr	Q & A	



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Day and Time	Duration	Session	In-Charge/ Speaker
Day 2 (July 5, 2025, Saturday)			
08:00 am – 08:30 am	30 mins	Registration and Opening	TWG
08:30 am – 10:30 am	2h	Walkthrough of the Transition Program Packages	Nonette B. Alsino
10:30 am – 10:45 am	15m	Health Break	
10:45 am – 12:00 nn	1h 15m	Individualized Transition Plan (ITP)	Bernadette P. Mayos
12:00 nn – 01:00 pm	1h	Lunchbreak	
01:00 pm – 03:00 pm	2 hr	ITP 'Writeshop'	TWG
03:00 pm – 03:15 pm	15m	Health Break	
03:00 pm – 04:30 pm	1h30m	Presentation of ITP and critiquing	TWG
04:30 pm – 05:00 pm	30m	Closing Program	TWG