



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



2 September 2025

Division MEMORANDUM  
No. 527-2025

**UPSKILLING OF TEACHERS ON SNED PROGRAM CONTENT AND PEDAGOGICAL APPROACHES**

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 the **Upskilling of Teachers on SNED Program Content and Pedagogical Approaches** on **September 5-6, 2025** at the **Division Office, 3<sup>rd</sup> Floor Training Hall**.
2. The upskilling has the following objectives:
  - a. deepen teachers' knowledge of the principles and key content of the Special Needs Education (SNED) Program to strengthen their capacity in supporting learners with diverse needs;
  - b. apply inclusive and evidence-based pedagogical approaches that foster active participation and meaningful learning for children with disabilities.; and
  - c. enhance teachers' competence in designing, implementing, and assessing individualized interventions to promote equitable and effective learning outcomes.
3. Participants are to ensure that appropriate arrangements have been made for their classes such as 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 assigned Inspectorate Team members of the activity are Rhylyzette A. Ching, and Mitzi Carte, together with the End User/ Focal Person Sydney Shan Cariño.
6. 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





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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.

7. Immediate and wide dissemination of this Memorandum is desired.

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

For the Schools Division Superintendent:

  
**CARMEL F. MERIS**  
OIC-Office of the Schools Div. Superintendent  
OIC-Asst. Schools Div. Superintendent



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Enclosure 1 to Division Memorandum 527-2025

**List of Participants**

	Name	District & School	Position	Sex	Email Address
1	Rosabel D. Geraga	D1 Baguio Country Club ES	T1	F	rosabel.geraga002@deped.gov.ph
2	Mary Ann S. Diosan	D1 Gibraltar ES	T3	F	maryann.diosan@deped.gov.ph
3	Carolina P. Siblagan	D1 Lindawan ES	T3	F	carolina.siblagan@deped.gov.ph
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69	Karen B. Ganga	Kias ES	SPE T 1	F	
70	Rachel B. Guzman	SPED Center	SPE T 3	F	
71	Rolly P. Bomogao	SPED Center	SPE T 3	M	
72	Nonette B. Alsino	SPED Center	SPE T 3	F	
73	Mitzi Antonette M. Carte	Lucban IS	SPE T 1	F	
74	Rhylyzette A. Ching	BCHS	SPE T 2	F	
75	Sydney Shan M. Cariño	SDO-CID	EPS	M	
76	ICT personnel				
77	ICT personnel				



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Enclosure 2 to Division Memorandum 527-2025

**Program/Activity Management Team**

<b>Role</b>	<b>Name</b>	<b>Term of Reference</b>
Advisers	Soraya T. Faculo Phd CESO VI Carmel F. Meris, ASDS	<ul style="list-style-type: none"><li>Provide strategic guidance, professional advice, and oversight to ensure that the activity achieves its objectives</li></ul>
Learning Manager	Juliet C. Sannad	<ul style="list-style-type: none"><li>Leads the conduct of the activity per session</li><li>Ensures that the activity is carried out based on the detailed design in collaboration with the resource persons/subject-matter experts</li></ul>
Co-Learning Manager	Sydney Shan M. Carino,	<ul style="list-style-type: none"><li>Co-leads the conduct of the activity per session</li><li>Assists in ensuring that the activity is carried out based on the detailed design in collaboration with the resource persons/subject-matter experts</li></ul>
Resource Speakers/Subject Matter Expert	Nonette B. Alsino Rolly P. Bomogao Rachel B. Guzman Karen B. Ganga	<ul style="list-style-type: none"><li>Applies effective presentation and facilitation techniques in conducting assigned sessions</li><li>Provides expert content input during learning sessions</li></ul>
Secretariat/ TWG	Rhylyzette A. Ching Mitzi Carte	<ul style="list-style-type: none"><li>Attends to registration needs of learners</li><li>Ensures that learners fill up attendance sheets every day</li><li>Assists in the distribution of learning resource materials and supplies</li></ul>
Documenter/TWG	Lorraine P. Docayso	<ul style="list-style-type: none"><li>Documents the proceedings of the learning sessions using the prescribed documentation template</li><li>Takes photos of the different parts of the activity delivery</li><li>Craft the Accomplishment Report of the activity</li></ul>



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Enclosure 3 to Division Memorandum 527-2025

**Activity Matrix**

Day and Time	Duration	Session	In-Charge/ Speaker
Day 1 (September 5, 2025, Friday)			
08:00 am – 08:15 am	15 m	Registration	TWG
08:15 am – 08:30 am	15 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  Carmel F. Meris Asst. Schools Division Superintendent  Sydney Shan M. Cariño
08:30 am – 10:00 am	1h 30m	<b>Highlights of DepEd Order No. 44 s. 2021 and the PreReferral Process</b>	Sydney Shan M. Cariño, EPS SNED Focal Person
10:00 am – 10:15 am	15m	Health Break	
10:15 am – 12:00 nn	1h 45m	<b>Difficulty in Interpersonal Behavior</b>	Rachel B. Guzman, SNED teacher
12:00 nn – 1:00 pm	1h	Lunch Break	
1:00 pm – 2:00 pm	2 hrs	<i>Continuation of session</i>	
2:00 pm – 3:00 pm	1h	<b>Difficulty in Seeing</b>	Rolly P. Bomogao, SNED teacher
3:00 pm – 3:15 pm	15m	Health Break	
3:15 pm – 4:30 pm	1h15m	<i>Continuation of session</i>	
4:30 pm – 05:00 pm	30 m	End of Day Evaluation	TWG

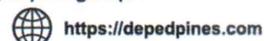
Day and Time	Duration	Session	In-Charge/ Speaker
Day 2 (September 6, 2025, Saturday)			
08:00 am –	30 mins	Registration and Opening	TWG



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08:30 am			
08:30 am – 10:00 am	1h30m	<b>Difficulty in Hearing</b>	Nonette B. Alsino, SNED Teacher
10:00 am – 10:15 am	15m	Health Break	
10:15 am – 11:00 am	45m	Continuation of session	
11:00 am – 12:00 nn	1h	<b>Difficulty in Mobility</b>	Karen B. Ganga, SNED Teacher
12:00 nn – 01:00 pm	1h	Lunchbreak	
01:00 pm – 03:00 pm	2 hr	Continuation of session	
03:00 pm – 03:15 pm	15m	Health Break	
03:00 pm – 04:30 pm	1h30m	Workshop on learning adaptations	TWG
04:30 pm – 05:00 pm	30m	Closing Program End-of-Training-Evaluation	TWG