



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



07 October 2025

DIVISION MEMORANDUM

No. 633-2025

CONDUCT OF UPSKILLING OF TEACHERS ON SPECIAL NEEDS EDUCATION (SNED) PROGRAM CONTENT & PEDAGOGICAL APPROACHES CUM SNED CONGRESS

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

1. This Office, through the Curriculum Implementation Division, will be conducting the **Upskilling of Teachers on SNED Program Content and Pedagogical Approaches cum SNED Congress** on **October 9-11, 2025** at **Venus Parkview Hotel, Kisad Road, Baguio City**.

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 manifestations.; and
- c. enhance teachers' competence in designing, implementing, and assessing individualized interventions to promote equitable and effective learning outcomes.

3. The SNED Congress meanwhile aims to promote awareness and understanding of inclusive education policies, programs, and services for learners with disabilities. It is also to reaffirm the commitment of DepEd's vision of inclusive and barrier-free education.

4. Participants to the SNED Congress in the morning of October 9, 2025 are the school heads or head teacher representative, collaborating agencies and stakeholders.

5. Teacher-participants to the upskilling in the afternoon 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.



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6. In the event that a listed participant is unable to attend the scheduled upskilling activity due to unforeseen circumstances, the school head shall designate a qualified replacement to ensure the school's representation and continuity of learning from the training. The replacement must be informed of the activity details prior to attendance. Attached are the following enclosures:

- a. Enclosure 1: List of Participants
- b. Enclosure 2: Program/Activity Management Team
- c. Enclosure 3: Activity Matrix

7. 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.

8. Since Day 3 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 **633-2025**

List of Participants

A. SNED Congress

SDS	1
ASDS	1
Chief ES, CID	1
Chief ES, SGOD	1
School Heads/ HT representative	66
Office of the Congressman	1
Office of the City Mayor	1
Office of the City Vice Mayor	1
Office of City Councilor Cayabas	1
PDAO	1
DSWD	1
CSWD	1
DOH	1
BCPO	1
FPTA Officers	3
Religious Organization	1
Private Schools Association	4
TWG & Speakers	6
Total	93

B. Upskilling of Teachers

No.	Name	School	Position
1	Merlyn D. Danglose	D1 Baguio Country Club ES	T3
2	Mary Ann S. Diosan	D1 Gibraltar ES	T3
3	Judy Ann D. Budas	D1 Lindawan ES	T1
4	Elizabeth F. Pusot	D1 Lindawan ES	T3
5	Joan G. Bayangan	D1 Lindawan NHS	T3
6	Darielle A. Apilas	D1 Lindawan NHS	MT1
7	Gayle S. Tanhuan	D1 Manuel Quezon ES	T3
8	Marites C.Hugo	D1 Rizal ES	SPET1
9	Janice A. Songayab	D1 Rizal NHS	T3
10	Jenny L. Concepcion	D1 Rizal NHS	MT1
11	Diana B. Munar	D2 Fort del Pilar ES	T3
12	Ferwin T. Namponan	D2 Fort del Pilar NHS	T3
13	Alma A. Bumal-O	D2 Happy Hollow ES	T2
14	Aladina D. Diano	D2 Happy Hollow NHS	T3
15	Leshel F. Sakiwat	D2 Happy Hollow NHS	T1



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16	Shiela Mae G. Nazar	D2 Kias ES	T1
17	Domingo C. Padsico	D2 Springhills ES	SPET2
18	Anne Faith H. Langasan	D3 Baguio City HS	T3
19	Virgie Anne B. Mones	D3 Baguio City HS	T2
20	Dialyn Gorio	D3 Baguio City HS	MT2
21	Rhylyzette A. Ching	D3 Baguio City HS	SPET2
22	Michel A. Tikiden	D3 Camp 7 ES	T1
23	Lora T Balting	D3 Hillside NHS	T1
24	Aris Daf Q. Grado	D3 Jose Laurel ES	T2
25	Bernadette P. Mayos	D3 Loakan ES	SPET1
26	Marilyn D. Gabriz	D3 Loakan ES	T1
27	Feliza D. Balangiao	D3 Mil-an NHS	T3
28	Ryan B. Gayagay	D3 Mil-an NHS	T3
29	Dolores M. Langbao	D3 SPED Center	T3
30	Zarah M. Wasing	D4 Brookspoint ES	T2
31	Connie P. Allidem	D4 Don Mariano Marcos ES	T3
32	Cecilia M. Nanglihan	D4 Dona Aurora ES	T2
33	Rosemarie B. Manalo	D4 Dona Aurora NHS	T2
34	Kimberly W. Avance	D4 Dona Aurora NHS	T3
35	Rachelle Lea D. Ismael	D4 Dona Nicasia Puyat ES	T1
36	Daryl Sam V. Mamoyac	D4 Mabini ES	T1
37	Analiza P. Abina	D5 Adiwang IS	T1
38	Annie Mae E. Poncio	D5 Crystal Cave IS	T1
39	Jocelyn S. Cerezo	D5 Dontogan ES	T3
40	Nor-Ian R. Parrocha	D5 Manuel Roxal ES	T3
41	Charlene Grace B. Langaoan	D5 Roxas NHS	T2
42	Valerie W. Mayet-An	D5 Roxas NHS	T1
43	Jessie L. Cacap	D5 Sto. Tomas ES	T3
44	Lorilyn L. Daping	D5 Sto. Tomas NHS	T3
45	Crisma L. Bautista	D5 Sto. Tomas NHS	T1
46	Liberty A Bawingan	D6 Aguinaldo ES	T1
47	Chrisselle V. Emingan	D6 Baguio Central School	T3
48	Cherry Ann C. Malecdan	D6 Baguio Central School	T3
49	Jessica A. Navarro	D6 Baguio Central School	T2
50	Michelle R. Molina	D6 Dominican-Mirador ES	T3
51	Maryjoy I. Telino	D6 Dominican-Mirador NHS	T3
52	Lourdes G. Pasinhon	D6 Josefa Carino ES	T3
53	Ramil D. Balidoy	D6 Pines City NHS	T3
54	Zeporah O. Ilan	D6 Pines City NHS	T1
55	Eloisa M. Buenavista	D6 Pines City NHS	T3



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56	Olivia G. Cotinguey	D6 San Luis ES	T3
57	Catherine L. Cangoy	D7 Elpidio Quirino ES	T3
58	Edgeline A. Fagel	D7 Irisan ES	T1
59	Janice C. Bey-Agan	D7 Irisan NHS	T3
60	Rita A. Par-Ogan	D7 Quezon Hill ES	MT1
61	Cristine U. Abaigar	D7 Quezon Hill ES	T1
62	Maribeth L. Pasol	D7 Quezon Hill NHS	T2
63	Ronie T. Garcia	D7 Quezon Hill NHS	T1
64	Mary Ann C. Viola	D7 San Carlos Heights ES	T3
65	Ana Tresha C. Ignacio	D8 Bonifacio ES	T1
66	Melanie T. Rimban	D8 Bonifacio ES	T3
67	Rene Jean V. Principio	D8 Fairview ES	T1
68	Mary Jaine B. Ganaden	D8 Guisad Valley NHS	T3
69	Dina Bernales	D8 Guisad Valley NHS	T1
70	Mitzi Antonette M. Carte	D8 Lucban IS	SPET2
71	Jirah Lei E. Fernandez	D8 Lucban IS	T2
72	Ardriylne S. Timpac	D8 Lucban IS	T3
73	Gysebel I. Gemino	D8 Pinsao ES	T3
74	Cristina P. Acosta	D9 Magsaysay NHS	MT1
75	Rustom Steven M. Agbuya	D9 Magsaysay NHS	T1
76	Jerjean W. Away	D9 Pinget ES	T1
77	Ronnie M. Pascua	D9 Pinget NHS	T1
78	Jennifer S. Gayomba	D9 Pinget NHS	T2
79	Desiree W. Concepcion	D9 Quirino Hill ES	T3
80	Dezza Joyce B. Wadwadan	D10 Bakakeng ES	T3
81	Lovely T. Ilingan	D10 Bakakeng ES	T1
82	Nanette L. Kumanab	D10 Bakakeng NHS	T3
83	Jovie Ann B. Canam	D10 Dona Aurora H Bueno ES	T1
84	Christine B. Wansi	D10 Joaquin Smith NHS	T3
85	Sheela C. Aguilar	D10 Joaquin Smith NHS	T1
86	Enry Lou C. Jara	D10 Pacday Quinio ES	T3
87	Leonie Jeanne C. Delson	D10 San Vicente ES	T2
88	Moises P. Nobres Jr.	D10 San Vicente NHS	T3
89	Nonette B. Alsino	D3 SPED Center	SPETIII
90	Rachel B. Guzman	D3 SPED Center	SPETIII
91	Karen B. Ganga	D2 Kias ES	SPET1
92	Rolly P. Bomogao	D3 SPED Center	SPETIII
93	Sydney Shan M. Cariño	Division Office	EPS



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Enclosure 2 to Division Memorandum _____

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	Nonette B. Alsino Rolly P. Bomogao Rachel B. Guzman Karen B. Ganga Mitzi Antonette Carte	<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 Mitzi Antonette Carte	<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	Cherry Ann 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 deliveryCraft the Accomplishment Report of the activity



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Enclosure 3 to Division Memorandum _____

Activity Matrix (Upskilling on SNED Content & Pedagogical Approaches)

Day and Time	Duration	Session	In-Charge/ Speaker
Day 1 (October 9, 2025, Thursday)			
08:00 am – 08:30 am	30 m	Registration	TWG
08:30 am – 09:10 am	40 m	Preliminaries Welcome Remarks MESSAGES	Juliet C. Sannad, CID Chief Hon. Mauricio G. Domogan Congressman Benjamin B. Magalong Mayor Soraya T. Faculo Phd, CESO VI Schools Division Superintendent
09:10 am – 10:00 am	50 m	Building Inclusive Pathways: Realizing the Vision of RA 11650	Juliet C. Sannad, CID Chief Education Supervisor
10:00 am – 10:15 am	15 m	Health Break	
10:15 am – 11:10 am	55 m	Ensuring Equity, Access, and Inclusivity: Bringing to Life DepEd Order 44, s. 2021 Every Child Found, Every Child Included: The Essence of DepEd Order 23, 2022	Sydney Shan M. Cariño, Division Focal Person
11:10 am – 12:00 nn	50 m	SPED Centers Reimagined: Establishing Inclusive Learning Resource Centers	Rommel L. Manzano, Baguio City SPED Center Principal III
12:00 nn – 1:00 pm	1h	Lunch Break	
1:00 pm – 2:00 pm	1 hr	The Pre-Referral Process	Sydney Shan M. Cariño, Division SNED Focal Person
2:00 pm – 3:00 pm	1h	How to Facilitate the Checklist for Learners with Manifestations	Mitzi Antonette Carte, SPET II
3:00 pm – 3:15 pm	15m	Health Break	
3:15 pm – 4:30 pm	1h15m	Understanding the Content of an Individual’s Diagnostic Formal Assessment	Amyva N. Doctorino, RPsy, RPhm
4:30 pm – 05:00 pm	30 m	End of Day Evaluation	TWG



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Day and Time	Duration	Session	In-Charge/ Speaker
Day 2 (October 10, 2025, Friday)			
08:00 am – 08:30 am	30 mins	Registration and Opening	TWG
08:30 am – 10:00 am	1h30m	Difficulty in Interpersonal Behavior	Rachelle B. Guzman, SPET III
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	Difficulty in Mobility	Rolly P. Bomogao, SPET III
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	TWG
04:30 pm – 05:00 pm	30m	Closing Program End-of-Training-Evaluation	TWG
Day and Time	Duration	Session	In-Charge/ Speaker
Day 3 (October 11, 2025, Saturday)			
08:00 am – 08:30 am	30 mins	Registration and Opening	TWG
08:30 am – 10:00 am	1h30m	Difficulty in Hearing	Nonette B. Alsino, SPET III
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	Difficulty in Mobility	Karen B. Ganga, SPET I
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