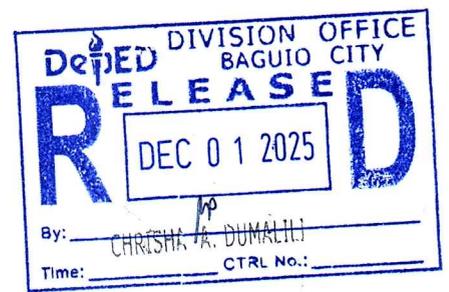




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



1 December 2025

DIVISION MEMORANDUM

No. 789-2025

UPSKILLING OF MASTER TEACHERS ON SNED PROGRAM CONTENT AND PEDAGOGICAL APPROACHES

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

1. This Office, through the Curriculum Implementation Division, will be conducting the **Upskilling of Master Teachers on SNED Program Content and Pedagogical Approaches** on **December 5, 2025** at the **Division Office, 3rd 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. enhance the pedagogical and coaching competencies of Master Teachers to their colleagues relative to special need education.; 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. Participants are requested to bring their own reusable drinking cup for their personal use during the activity.



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


SORAYA T. FACULO PHD, CESO V
Schools Division Superintendent 



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Enclosure 1 to Division Memorandum 789-2025

List of Participants

No.	Full Name (FN, MI, LN)	Station/ School	Sex	Position
1	Eva Jackie Lou L. Badi	D1 Baguio Country Club ES	F	MT1
2	Liza L. Polled	D1 Gibraltar ES	F	MT1
3	Emma L. Wakat	D1 Lindawan ES	F	MT1
4	Kimberly Joy M. Aclopen	D1 Manuel Quezon ES	F	MT1
5	Winnie Gallano	D1 Rizal ES	F	MT1
6	Maria Teresa B. Macasinag	D1 Rizal NHS	F	MT2
7	Maricel L. Mendoza	D1 Rizal NHS	F	MT2
8	Lydia L. Chaguna	D2 Fort del Pilar ES	F	MT1
9	Grace L. Santos	D2 Fort del Pilar NHS	F	MT1
10	Roselyn Ann Castro Lapena	D2 Kias ES	F	MT1
11	Sebia L. Palangeo	D2 Springhills ES	F	MT2
12	Petra D. Tumapang	D3 Baguio City High School -JHS	F	MT1
13	Evelyn R. Nocelo	D3 Baguio City High School -JHS	F	MT2
14	Delfin G. Lasdacan	D3 Baguio City High School -SHS	M	MT1
15	Valdazan E. Capuyan	D3 Jose Laurel ES	M	MT2
16	Marizell L. Awing	D3 Loakan ES	F	MT2
17	Beverly K. Depayso	D3 Mil-an NHS	F	MT2
18	Nieves Domay S. Yangyang	D4 Brookspoint ES	F	MT2
19	Ricelene S. Sacayanan	D4 Don Mariano Marcos ES	F	MT1
20	Ethel Loi Mae D. Pagaduan	D4 Dona Aurora ES	F	MT1
21	Victor U. Sotelo Jr.	D4 Dona Aurora ES	M	MT1
22	Milagros C. Killip	D4 Dona Aurora NHS	F	MT1
23	Emelyn S. Bandong	D4 Dona Aurora NHS	F	MT1
24	Raquel C. Shagyo	D4 Mabini ES	F	MT1
25	June Joan S. Soliba	D4 Mabini ES	F	MT2
26	Lynette G. Clemente	D5 Dontogan ES	F	MT1
27	Vivian A. Olsim	D5 Manuel Roxal ES	F	MT1
28	Ma Cecilia C. Moncada	D5 Roxas NHS	F	MT1
29	Mayady C. Gao-An	D5 Crystal Cave IS	F	MT2
30	Julian Jr J. Alcabedos	D5 Sto. Tomas ES	M	MT1
31	Marie Tina T. Gabriel	D5 Sto. Tomas NHS	F	MT1



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32	Arlito G. Pecay	D6 Aguinaldo ES	M	MT2
33	Elizabeth B. Alberto	D6 Aguinaldo ES	F	MT1
34	Jessica S. Moc-Eng	D6 Baguio Central School	F	MT1
35	Michel B. Buclao	D6 Baguio Central School	F	MT1
36	Methrishya B. Sabelo	D6 Dominican-Mirador ES	F	MT1
37	Rosario R. Cawilan	D6 Josefa Carino ES	F	MT2
38	Marciana A. Aglolo	D6 Pines City NHS - JHS	F	MT2
39	Erlinda V. Agabao	D6 Pines City NHS - SHS	F	MT2
40	Adelaida C. Marquez	D6 Pines City NHS - SHS	F	MT2
41	Betty Lingbanan	D7 Elpidio Quirino ES	F	MT1
42	Hilda S. Padilla	D7 Irisan ES	F	MT1
43	Lorelyn F. Biadno	D7 Irisan NHS	F	MT1
44	Rita O. Par-Ogan	D7 Quezon Hill ES	F	MT1
45	Maria Corazon Saturnina D. Boaging	D7 Quezon Hill ES	F	MT2
46	Leticia B. Baguilat	D7 Quezon Hill NHS	F	MT2
47	Christine Joy T. Beloken	D7 San Carlos Heights ES	F	MT1
48	Reagan A. Decoran	D8 Bonifacio ES	M	MT2
49	Jones A. Tudlong	D8 Guisad Valley NHS-JHS	M	MT2
50	Juna S. Carino	D8 Guisad Valley NHS-SHS	F	MT1
51	Sandra Lyne G. Alicda	D8 Lucban IS	F	MT2
52	April Malecdan Esley	D8 Lucban IS	F	MT1
53	Reo S. Quirit	D8 Pinsao ES	M	MT1
54	Ellen C. Nimer	D8 Holy Ghost ES	F	MT2
55	Teresita M. Baltazar	D9 Magsaysay ES	F	MT1
56	Nellie D. Domngal	D9 Pinget ES	F	MT1
57	George B. Vidal Jr.	D9 Quirino Hill ES	M	MT2
58	Marilyn G. Sucte	D9 Tabora ES	F	MT1
59	Cresencia B. Caplas	D10 Bakakeng ES	F	MT1
60	April Lorraine A. Verdejo	D10 Bakakeng NHS	F	MT2
61	Gertrudes P. Soliven	D10 Dona Aurora H Bueno ES	F	MT2
62	Lorma L. Ugay	D10 Joaquin Smith NHS	F	MT2
63	Odessa R. Duping	D10 Joaquin Smith NHS	F	MT2
64	Jorelyn P. Cuevo	D10 Pacday Quinio ES	F	MT2
65	Helen O. Danigos	D10 San Vicente ES	F	MT1
66	Jeanilyn M. Colal	D10 San Vicente NHS	F	MT2
67	Jeffrey T. Munar	SPED Center	M	SPET 3
68	Mitzi Antonette M. Carte	Lucban Integrated School	F	SPET 2



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69	Rhylyzette A. Ching	Baguio City High School	F	SPET 2
70	Jovita T. Caldito	SPED Center	F	SPET 3
71	Rommel D. Manzano	SPED Center	M	Principal III
72	Sydney Shan M. Cariño	SDO-CID	M	EPS



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Enclosure 2 to Division Memorandum 789-2025

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	Jeffrey T. Munar Mitzi Antonette M. Carte Rhylyzette A. Ching Jovita T. Caldito Rommel D. Manzano Sydney Shan M. Cariño	<ul style="list-style-type: none">Applies effective presentation and facilitation techniques in conducting assigned sessionsProvides expert content input during learning sessions
Secretariat/ Inspectorate Team	Rhylyzette A. Ching Mitzi 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	Jovita T. Caldito	<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 789-2025

Activity Matrix

Time	Duration	Topic	Facilitator
5-Dec-25			
07:30 am - 08:15 am	45m	Registration of Participants	TWG
08:15 am - 08:30 am	45m	Opening Program I. Preliminaries Lupang Hinirang Prayer II. Roll Call III. Welcome Remarks & Statement of Purpose IV. MESSAGE V. Overview of Activity	Sydney Carino, SNED Focal Juliet C. Sannad, EdD <i>Chief, CID</i> Soraya T. Faculo PhD, CESO VI <i>Schools Division Superintendent</i> Sydney Carino
08:30 am - 09:45 am	1h15m	Policy Guidelines on the Provision of Education Programs & Services for Learners with Disabilities in the K-12 Basic Education Program (DepEd Order 44 S. 2021)	Sydney Shan M. Cariño, EPS
09:45 am - 10:00 am	15m	Health Break	TWG
10:00 am - 11:00 am	1h	Instituting a Policy of Inclusion and Services for Learners with Disabilities (RA 11650)	Rommel L. Manzano, School Head
11:00 am - 12:00 nn	1h	The SNED Pre-Referral Process	Mitzi Antonette M. Carte, SPET 2
12:00 nn - 01:00 pm	1h	Lunch Break	TWG
01:00 pm - 02:00 pm	1h	Checklist in Identifying Learners with Manifestations	Rhylyzette A. Ching, SPET 2
02:00 pm - 03:00 pm	1h	The Individualized Education Plan (IEP) of Learners with Disabilities	Jovita T. Caldito, SPET 3
03:15 pm - 04:30 pm	1h15m	The Filipino Sign Language Act (RA 11106)	Jeffrey T. Munar, SPET 3
04:30 pm - 5:00 pm	30m	Closing Program End-of-Day Evaluation	TWG