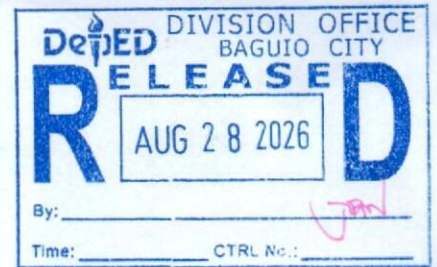




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



27 August 2026

**DIVISION MEMORANDUM**

No. **559-2026**

**CONDUCT OF CAPACITY-BUILDING, TRANSITION PROGRAM ORIENTATION, AND  
INDIVIDUALIZED EDUCATION PLAN (IEP) DEVELOPMENT ACTIVITIES UNDER THE  
SPECIAL NEEDS EDUCATION (SNED) PROGRAM**

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

1. The Schools Division Office of [Division], through the Curriculum Implementation Division – Special Needs Education (SNED) Program, shall conduct a series of capacity-building and technical assistance activities on **September 2-4, 2026** to strengthen the capacity of teachers and school personnel in providing responsive, inclusive, and appropriate educational support to learners with disabilities and other additional learning needs.
2. The following SNED Program activities shall be conducted:

| Activity                                                                                                        | Date                                                       | Venue                         |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|-------------------------------|
| Capacity Building of Teachers on SNED Program Content & Pedagogical Approaches Responsive to ASD, ADHD, and EBD | September 2-4, 2026                                        | Division Office Training Hall |
| Orientation on the SNED Transition Program for Select Schools                                                   | September 2, 2026                                          | Baguio City SPED Center       |
| Development of Individualized Education Plans                                                                   | September 3, 2026 (Batch 1)<br>September 4, 2026 (Batch 2) | Baguio City High Library      |

3. Specifically, the activities are intended to:
  - a. Enhance the knowledge and pedagogical competencies of teachers in addressing the diverse learning, social, emotional, and behavioral needs of learners with Autism Spectrum Disorder (ASD), Attention-Deficit/Hyperactivity Disorder (ADHD), and Emotional and Behavioral Difficulties (EBD);
  - b. Strengthen the capacity of schools to implement the SNED Transition Program and responsive curriculum approaches that support learners with disabilities in their





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

preparation for further education, employment, independent living, and meaningful participation in the community; and

c. Develop the capability of teachers in preparing and utilizing Individualized Education Plans (IEPs) as a systematic basis for planning, implementing, monitoring, and evaluating appropriate educational interventions and support for learners with disabilities.

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. The expected participants are those listed in the link sent for preregistration - <https://tinyurl.com/SNEDeotAct>

5. In the event that an identified participant is unable to attend due to unavoidable and justifiable circumstances, the concerned School Head shall designate a qualified replacement who can appropriately represent the school and fully participate in the activity, subject to proper coordination with the SNED Program Focal Person. The replacement shall be informed of the activity requirements and shall be expected to participate for the entire duration of the scheduled activity.

6. Attached are the following enclosures:

- a. Enclosure 1: Training Matrices
- b. Enclosure 2: Program/Activity Management Team

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

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





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

Enclosure 1 to Division Memorandum \_\_\_\_\_

**Training Matrices**

A. Capacity Building of Teachers on SNED Program Content & Pedagogical Approaches Responsive to ASD, ADHD, and EBD

| Time                | Duration | Topic                                                                                                                                                                                                                                            | Facilitator                                                                          |
|---------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Day 1</b>        |          |                                                                                                                                                                                                                                                  |                                                                                      |
| 07:30 am - 08:00 am |          | Registration                                                                                                                                                                                                                                     |                                                                                      |
| 08:00 am - 08:30 am | 30m      | Opening Program<br>I. Preliminaries<br>II. Roll Call<br>III. Statement of Purpose & Acknowledgement<br>by Juliet C. Sannad, Chief, CID<br>IV. Message by Soraya T. Faculo Phd, CESO V<br>Schools Division Superintendent<br>V. Activity Overview |                                                                                      |
| 08:30 am - 09:45 am | 1h15m    | <b>Session 1 (Plenary):</b> Policy Anchors on Special Needs Education cum Universal Design for Learning Framework                                                                                                                                | Speaker:<br>Sydney Shan M. Cariño                                                    |
| 09:45 am - 10:00 am | 15m      | Health Break                                                                                                                                                                                                                                     |                                                                                      |
| 10:00 am - 12:00 nn | 1h       | <b>Session 2 (Plenary):</b> Universal Design for Learning and Differentiated Instruction                                                                                                                                                         | Speaker:<br>Sydney Shan M. Cariño                                                    |
| 12:00 nn - 01:00 pm | 1h       | Lunch Break                                                                                                                                                                                                                                      |                                                                                      |
| 01:00 pm - 03:00 pm | 2h       | <b>Session 3 (Plenary):</b> Understanding the Individualized Education Plan (IEP) for Learners with Disability: An Orientation-Workshop                                                                                                          | Speakers: IEP Coaches<br>Jovita T. Caldito<br>Benazir T. Baniaga<br>Rolly P. Bomogao |
| 03:00 pm - 03:15 pm | 15m      | Health Break                                                                                                                                                                                                                                     |                                                                                      |
| 03:15 pm - 04:45 pm | 1h       | <b>Session 3 (Plenary):</b> Understanding the Individualized Education Plan (IEP) for Learners with Disability: An Orientation-Workshop                                                                                                          |                                                                                      |
| 04:45 pm - 05:00 pm | 15m      | End of Day Evaluation                                                                                                                                                                                                                            | TWG                                                                                  |
| <b>Day 2</b>        |          |                                                                                                                                                                                                                                                  |                                                                                      |
| 07:30 am - 08:30 am | 1h       | Registration/ Management of Learning                                                                                                                                                                                                             |                                                                                      |





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

|                     |       |                                                                                                                                                                                                                                                 |                                                                                      |
|---------------------|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 08:30 am - 10:30 am | 2h    | <b>Session 4 (Break out):</b> The PreReferral Process<br><b>Class A:</b> Autism Spectrum Disorder (ASD)<br><b>Class B:</b> Attention Deficit Hyperactivity Disorder (ADHD)                                                                      | Speakers:<br>Class A:<br>Rhylyzette A. Ching<br>Class B:<br>Mitzi Antonette Carte    |
| 10:30 am - 10:45 am | 15m   | Health Break                                                                                                                                                                                                                                    |                                                                                      |
| 10:45 am - 12:00 nn | 45m   | <b>Session 4 (Break out):</b> The PreReferral Process<br><b>Class A:</b> Autism Spectrum Disorder (ASD)<br><b>Class B:</b> Attention Deficit Hyperactivity Disorder (ADHD)                                                                      | TBA                                                                                  |
| 12:00 nn - 01:00 pm | 1h    | Lunch Break                                                                                                                                                                                                                                     |                                                                                      |
| 01:00 pm - 03:00 pm | 2h    | <b>Session 5 (Break out):</b> Helping Learners Succeed through Educational, Social and Behavioral Approaches/Interventions<br><b>Class A:</b> Autism Spectrum Disorder (ASD)<br><b>Class B:</b> Attention Deficit Hyperactivity Disorder (ADHD) | Speakers:<br>Class A:<br>Marilyn L. Balmeo<br>Class B:<br>Sherry Joy Martinez-Yrigan |
| 03:00 pm - 03:15 pm | 15m   | Health Break                                                                                                                                                                                                                                    |                                                                                      |
| 03:15 pm - 4:30 pm  | 1h    | <b>Session 5 (Break out):</b> Helping Learners Succeed through Educational, Social and Behavioral Approaches/Interventions<br><b>Class A:</b> Autism Spectrum Disorder (ASD)<br><b>Class B:</b> Emotional Behavior Disorder (EBD)               |                                                                                      |
| 04:30 pm - 5:00 pm  | 30m   | End-of-Day Evaluation                                                                                                                                                                                                                           | TWG                                                                                  |
| <b>Day 3</b>        |       |                                                                                                                                                                                                                                                 |                                                                                      |
| 07:30 am - 08:30 am | 1h    | Registration/ Management of Learning                                                                                                                                                                                                            |                                                                                      |
| 08:30 am - 10:00 am | 1h30m | <b>Session 6:</b> A SNED teacher's experience and approaches in handling learners with disabilities                                                                                                                                             | Speakers:<br>Class A:<br>Charlie Basali<br>Class B:<br>Julie Grace M. Polon          |
| 10:00 am - 10:15 am | 15m   | Health Break                                                                                                                                                                                                                                    |                                                                                      |
| 10:15 am - 12:00 nn | 1h    | <i>continuation of Session 6</i>                                                                                                                                                                                                                |                                                                                      |
| 12:00 nn - 01:00 pm | 1h    | Lunch Break                                                                                                                                                                                                                                     |                                                                                      |
| 01:00 pm - 03:00 pm | 2h    | <b>Session 7:</b> Workplace Application Plan                                                                                                                                                                                                    | TWG                                                                                  |
| 03:00 pm - 03:15 pm | 15m   | Health Break                                                                                                                                                                                                                                    |                                                                                      |
| 03:15 pm - 04:00 pm | 45m   | <i>continuation of Session 7</i>                                                                                                                                                                                                                |                                                                                      |





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

|                     |     |                 |     |
|---------------------|-----|-----------------|-----|
| 04:00 pm - 04:30 pm | 30m | Open Forum      | TWG |
| 04:30 pm - 5:00 pm  | 30m | Closing Program | TWG |

**TRANSITION PROGRAM**

| TIME           | SESSION TITLE                                                                                 | RESOURCE SPEAKER                                                                                                                                        |
|----------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:30 – 8:00    | Registration                                                                                  |                                                                                                                                                         |
| 8:00 – 9:30    | Inclusive Learning Resource Center (ILRC)                                                     | <b>Rommel L. Manzano, EdD</b><br>Principal III<br>Baguio City SPED Center                                                                               |
| 9:30 – 10:30   | Transition Program in the Philippines                                                         | <b>Nonette B. Alsino</b><br>Teacher VI (SNET)<br>Baguio City SPED Center<br><br><b>Jeffrey T. Munar</b><br>Teacher VI (SNET)<br>Baguio City SPED Center |
|                | Health Break                                                                                  |                                                                                                                                                         |
| 10:30 – 12:00  | Exploring the Seven Transition Curriculum Packages                                            | <b>Nonette B. Alsino</b><br>Teacher VI (SNET)<br>Baguio City SPED Center<br><br><b>Jeffrey T. Munar</b><br>Teacher VI (SNET)<br>Baguio City SPED Center |
| 12:00 – 1:00pm | Health Break                                                                                  |                                                                                                                                                         |
| 1:00 – 4:00    | Visit to BC SPED Transition Program                                                           |                                                                                                                                                         |
| 4:00 – 5:00    | Writeshop and Presentation of Proposed School Transition Program Curriculum Package Offerings |                                                                                                                                                         |





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

### Development of Individualized Education Plans for Learners with Disability

| September 3, 2026 (Batch 1)/September 4, 2026 (Batch 2) |          |                                                                                                                                                                                                                                   |                                                                                       |
|---------------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| TIME                                                    | Duration | Topic                                                                                                                                                                                                                             | Facilitator                                                                           |
| 7:30 am – 8:15 am                                       | 30m      | Registration of Participants                                                                                                                                                                                                      | TWG/Facilitators                                                                      |
| 8:15 am – 8:30 am                                       | 15m      | <b>OPENING PROGRAM</b><br><b>Preliminaries</b><br><i>Lupang Hinirang</i><br>Prayer<br>Energizer<br><b>Roll Call</b><br><b>Welcome Remarks</b><br><b>Statement of Purpose</b><br><b>Message</b><br><b>Overview of the Activity</b> | AV                                                                                    |
| 8:30 am – 10:00 am                                      | 1h30m    | <b>Instituting a Policy of Inclusion and Services for Learners with Disabilities (RA 11650)</b>                                                                                                                                   | Rommel L. Manzano, School Head                                                        |
| 10:00 am – 10:15 am                                     | 15m      | Health Break                                                                                                                                                                                                                      |                                                                                       |
| 10:15 am – 11:15 am                                     | 1h       | <b>A. Universal Design for Learning (UDL)</b><br><b>B. Differentiated Instruction (DI)</b><br><b>C. Common Types of Disabilities in our Classrooms</b><br><b>D. Accommodation Strategies</b>                                      | Jovita T. Caldito, Teacher VI (SNET III) and Benazir T. Baniaga Teacher VI (SNET III) |
| 11:15 am – 12 nn                                        | 45m      | <b>The Individualized Education Plan (IEP) of Learners with Disabilities: An Overview</b>                                                                                                                                         | Rolly P. Bomogao                                                                      |
| 12:00 nn – 1:00 pm                                      | 1h       | Lunch Break                                                                                                                                                                                                                       |                                                                                       |
| 1:00 pm – 3:00 pm                                       | 2h       | <b>IEP Writing Workshop</b>                                                                                                                                                                                                       | All Facilitators                                                                      |
| 3:00 pm – 3:15 pm                                       | 15m      | Health Break                                                                                                                                                                                                                      |                                                                                       |
| 3:15 pm – 4:00 pm                                       | 45m      | <b>Continuation of IEP Writing Workshop</b>                                                                                                                                                                                       | All Facilitators                                                                      |
| 4:00 pm – 4:30 pm                                       |          | <b>Presentation of Outputs</b>                                                                                                                                                                                                    | Group Representatives                                                                 |
| 4:30 pm – 5:00 pm                                       | 30m      | Closing Program<br>Activity Evaluation                                                                                                                                                                                            | All Facilitators                                                                      |





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

Enclosure 2 to Division Memorandum \_\_\_\_\_

**Program/Activity Management Team**

| Role                                    | Name                                                                                                                                                                                                                                                                       | Term of Reference                                                                                                                                                                                                                                               |
|-----------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advisers                                | SDS Soraya T. Faculo Phd,<br>CESO V<br><br>ASDS Samuel T. Egsaen Jr,<br>EdD, CESO VI                                                                                                                                                                                       | <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 | Marilyn L. Balmeo<br>Sherry Joy Martinez-Yrigan<br>Sydney Shan M. Carino<br>Rhylyzette A. Ching<br>Mitzi Antonette Carte<br>Charlie Basali<br>Julie Grace Polon<br>Nonette Alsino<br>Jeffrey Munar<br>Jovita Caldito<br>Benazir Baniaga<br>Rolly Bomogao<br>Rommel Manzano | <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/<br>TWG                     | Nancy Dumalili<br>Maylyn Samidan<br>Jeanet Bal-iyang                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>Attends to registration needs of learners</li> <li>Ensures that participants fill up attendance sheets every day</li> <li>Assists in the distribution of learning resource materials and supplies</li> </ul>             |





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

|                                                |                                                                                                                                          |                                                                                                                                                                                                                                  |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Venue and<br>Technical<br>Support<br>Personnel | Division ICT personnel<br>School ICT personnel<br>Division venue and facilities<br>personnel<br>School venue and facilities<br>personnel | <ul style="list-style-type: none"><li>▪ Ensure the readiness and functionality of the activity venue, facilities, equipment, and other logistical requirements</li><li>▪ provide ICT and audiovisual technical support</li></ul> |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|