



BU-25681

Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

July 28, 2023

**DIVISION MEMORANDUM**

No. 310 s. 2023

**DIVISION UPSKILLING OF RECEIVING TEACHERS IN KEY STAGE 1 TO 4 ON THE IMPLEMENTATION OF INCLUSIVE EDUCATION (Batch 2)**

To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Public School District Supervisors  
Public Elementary and Secondary School Heads  
All Concerned

1. In relevance to the to the Republic Act No. 11650, Act Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education, the Curriculum Implementation Division will be conducting a Division Upskilling of Receiving Teachers in Key Stage 1 to 4 on the Implementation of Inclusive Education to be held on August 2-4, 2023, at Bulwagang Tanglaw SDO Cavite Province, Trece Martires City.





2. The training aims to capacitate the batch 2 of receiving Teachers. Specifically, it aims to:

- Provide the participant skills and essential knowledge in teaching learners with disability in the regular setting.
- Ensure inclusive and equitable quality education and promote lifelong learning opportunities for our learners with Special needs.
- Create inclusive culture, values, organize support to diverse learners orchestrating appropriate strategies and methodologies for the learners with disability based on their learning needs.

3. Participants to the said training will be checked in this link [https://docs.google.com/spreadsheets/d/1dYmpfkCwrHL5mtvzNxOye91TohTkaWQmJMS\\_bDJbxT4/edit?fbclid=IwAR32UgicUWET6wueaQ-FoS6ldnVqgHHZjlySe-2CudkvXm2l9k1pjAzOc54#gid=0..](https://docs.google.com/spreadsheets/d/1dYmpfkCwrHL5mtvzNxOye91TohTkaWQmJMS_bDJbxT4/edit?fbclid=IwAR32UgicUWET6wueaQ-FoS6ldnVqgHHZjlySe-2CudkvXm2l9k1pjAzOc54#gid=0..) All participants are expected to comply to the required outputs by the CID SNEd. Likewise, participants are required to bring the following materials/equipment to be used during the workshop:

- Pentel pen
- Laptop
- Extension cord



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4. NO REGISTRATION FEE will be collected from each participant in the conduct of these activities. Food of participants and working committee members and other office supplies shall be charged to Division HRTD Fund. Transportation expenses of the participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. For more information, please contact the Education Program Supervisor in charge of Special Needs Education (SNEd) Anna Marie S. Aranzano, through these email addresses: [depedcavite.cid@deped.gov.ph](mailto:depedcavite.cid@deped.gov.ph) and/or [annamarie.aranzano@deped.gov.ph](mailto:annamarie.aranzano@deped.gov.ph).
6. Immediate dissemination of this Memorandum is highly desired.

  
**ROSEMARIE D. TORRES, CESO V**  
Schools Division Superintendent *Qad*

ASA/DM NO. ~~30~~ S.2023  
07/28/2023 / Bu 25681



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*Attachment No. 1 to Division Memorandum \_\_\_\_\_ s.2023 DIVISION UPSKILLING OF RECEIVING TEACHERS IN KEY STAGE 1 TO 4 ON THE IMPLEMENTATION OF INCLUSIVE EDUCATION (Batch 2)*

**PROGRAM OF ACTIVITIES**



DIVISION UPSKILLING OF RECEIVING TEACHERS IN KEY STAGE 1 TO 4  
ON THE IMPLEMENTATION OF INCLUSIVE EDUCATION (Batch 2)

August 2-4, 2023

Bulwagang Tanglaw SDO Cavite Province, Trece Martires City

<b>Date/ Time</b>	<b>Activity</b>	<b>Speaker/ Facilitator</b>
<b>Day 1</b>	<b>Registration and Preliminaries</b>	LRMS Team
7:30-8:00	Preliminaries National Anthem Invocation Panunumpa sa Watawat ng Pilipinas DepEd Quality Policy House Rules Temperature check Opening Message Inspirational Message Introduction of Lecturer	PMT Chair: Amy D. Perey P-III Mendez ES Co-chair: Amerie H. Romera SPET3
8:00-8:15	Presentation of Rationale objectives and Setting of Expectations	Dr. ANNA MARIE S. ARANZANZO EPS- SNEd
8:15- 9:45	Policy on Inclusion and Services for LWDS RA no. 11650	Connie P. Dela Cruz Principal IV- PLTMES ES
9:45- 10:00	Health Break	
10:00 – 11:00	Creating Inclusive Culture and Values	Ivy Aves SPET 1 Indang SPED ES
11:00 – 12:00	Constructing curricula for all	Salvador A. Espineli Principal II Bagong Pook ES
12:00- 1:00	Healthy lunch break	
1:00- 2:00	Universal Design for Learning: Theory and Practice	Christian De Grano SPET III Tagaytay SPED ES



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2:00 – 3:00	Types of Disabilities /manifestations of HI and VI	Miriam V. Bobadilla SPET 1 Rosario SPED ES
3:00- 4:30	Filipino Sign Language	Anna Donna N. Atienza SPET 2 Carmona SPED ES  Jan Jireh Cuare SPET Teacher of Alfonso Central School
4:30 – 5:00	Clearing House of Ideas and accomplishing daily evaluation	
	Day 2- August 3 ,2023 Asynchronous Modality	
7:30- 8:00	Preliminary activities/Opening Program	MOL
8:00 – 9:15	Types of disabilities/ Manifestations of ID and LD	Nicomeda Uy SPET 2 Rosario SPED ES
9:15 - 10:30	Types of disabilities/manifestations of Down Syndrome and ADHD	Evelyn Perey SPET 1 Mendez
10:30 - 10:45	Health Break	
10:45 – 12:00	Types of disabilities/manifestations of - Autism Disorder (ASD)/ Globally Delay	Marilou C. Dulce SPET 1 Felipe Calderon ES
12:00- 1:00	Lunch Break	
1:00- 4:00	Workplace Application Activities	
4:30-5:00	Clearing House of Ideas and accomplishing daily evaluation	
	DAY 3 August 4,2023	
7:30- 8:00	Preliminary Activities/Opening Program	MOL – Group 3
8:00-9:30	K to 12 Transition Curriculum for Learners with Disabilities	Dr. Felino B. Sidocon Jr. P-IV Felipe Calderon ES
9:30- 10:30	Braille Reading and writing	Ronalyn Manongsong MT 1 Carmona SPED ES
10:30-10:45	Healthy Break	
10:45 – 12:00	Benefits of Technology in Special Education	Apryl R. Nuestro SPET 1 Alfonso Central School



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12:00- 1:00	Healthy Lunch	
1:00 – 2:30	Classroom Management strategies for inclusive classroom	Rea G. Retolla SPET Teacher Amadeo ES
2:30 – 3:30	Presentation and Checking of Output of the WPA	
3:30 – 4:30	Open Forum /QA	
4:30 – 5:00	Closing Ceremony	Group assigned.



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*Attachment No. 2 to Division Memorandum \_\_\_\_\_ s.2023 DIVISION UPSKILLING OF RECEIVING TEACHERS IN KEY STAGE 1 TO 4 ON THE IMPLEMENTATION OF INCLUSIVE EDUCATION (Batch 2)*

**Program Management Team and Terms of Reference**

<b>Committee</b>	<b>Terms of Reference</b>	<b>Members</b>
Program/ Planning	<ul style="list-style-type: none"><li>• Prepare all documentary requirements such as, but not limited to, activity proposal</li><li>• Organize and lead the whole program flow</li><li>• Coordinate duties and responsibilities of PMT members</li><li>• Prepare Activity Completion Report</li></ul>	Proponent: Anna Marie S. Aranzano - EPS of SNEd  Chairman- Mercedita C Villanueva Principal III- Binakayan ES  Co- chair- Adessa E. Artatez Principal III -Indang SPED Center
Attendance and Certificates	<ul style="list-style-type: none"><li>• Prepare and secure the accomplishment of registration and attendance sheets (whether printed or online)</li><li>• Prepare and ensure dissemination of certificates for participants and PMT members</li></ul>	Chairman- Brenda Alegre Principal III Alfonso ES  Co-chair - Iluminada L. Lopez Principal II - San Roques ES  Member: Salvador A. Espineli Principal III Bagong Pook ES
Technical	<ul style="list-style-type: none"><li>• Collect/ prepare/ assist in preparation and lead in playing of audio-visual presentations and materials to be used</li><li>• Provide technical assistance on setting up and managing the platform to be used for online/ virtual activities</li></ul>	Chairman- Ma. Elizabeth Mira Principal III- Carmona SPED Center  Co- chair Gemma Borja Principal II Noveleta ES
Documentation	<ul style="list-style-type: none"><li>• Prepare/ collect all audio-visual presentations and materials to be used during the training.</li><li>• Prepare a narrative or news report regarding the training.</li></ul>	Chairman- Rea C. Famorcan Principal IV Amaya ES  Co- chair – Diana G. Liveta PIII- San Jose ES GMA



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	<ul style="list-style-type: none"> <li>• Assist in accomplishing the Activity Completion Report</li> </ul>	
Monitoring and Evaluation/ QATAME	<ul style="list-style-type: none"> <li>• Prepare QATAME link/ form</li> <li>• Consolidate participants' evaluation of conducted activity and identify areas for improvement</li> <li>• Provide proponent and all units concerned with a copy of the evaluation results with corresponding recommendations</li> </ul>	Chairman – Ma. Nonita S. Alarca Principal III Rosario SPED ES Co- chair: Kristine dela Rosa SDO QATAME Mabelle Mojica SDO QATAME
Safety and Security	<ul style="list-style-type: none"> <li>• Secure physical and cyber-safety and security of the participants including the provision and collection of Signed Parental Consent Form if learners are involved as participants.</li> <li>• Ensure observance of appropriate health and safety standards for physical or face-to-face activities</li> </ul>	Chairman – Eroliza Rogacion Principal IV- Bulihan Site Services ES  Member- Physician/Nurse on duty



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