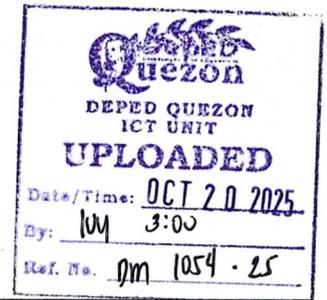




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



17 October 2025

DIVISION MEMORANDUM
DM No. 1054, s. 2025

**DIVISION CAPACITY BUILDING FOR TEACHERS IN INCLUSIVE EDUCATION:
COLLABORATIVE STRATEGIES TO CONTENT AND PEDAGOGY**

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to RA 11650, also known as “An Act Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education”, this Office through the Curriculum Implementation Division, will conduct a **Division Capacity Building for Teachers on Inclusive Education: Collaborative Strategies to Content and Pedagogy** on **October 27-29, 2025** at the Infinity Hall, M.I. Sevilla’s Farm and Resort, Lucena City.
2. This training aims to:
 - a. Enhance teachers’ understanding of the legal and pedagogical foundations of Inclusive Education under RA 11650;
 - b. Develop practical, evidence-based strategies for differentiating instruction and managing diverse classroom needs;
 - c. Collaborate with peers in developing school-based action plans that promote an inclusive culture; and
 - d. Formulate solutions to common challenges encountered in implementing inclusive practices.

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3. The participants are District ALS Teachers/Coordinators with LWDs in class, District Key General Education (Receiving) Teachers and Special Needs Education Teacher/Coordinator per District. Kindly refer to the attached enclosures for the training matrix, technical working group, and number of participants per concerned district.
4. The trained teacher-participants are expected to cascade this training in their respective schools and districts through In-service Training or Learning Action Cell (LAC) sessions, thereby promoting inclusive education practices at the school level and ensuring sustainability of the SNED program initiative.
5. Arrival and registration will start at 6:30a.m. on October 27, 2025. Whereas the members of the technical working group are advised to arrive at the venue on October 26, 2025, at 3:00p.m. for the final debriefing and preparation meeting.
6. A meeting orientation of facilitators and members of Program Management Team will be held on October 22 at 9:00a.m. via google meet <https://meet.google.com/ebn-fwvb-rnw>.
7. All non-teaching and teaching-related participants, facilitators and program management team shall be entitled to a Compensatory Time-off (CTO) as per Civil Service Commission (CSC) and Department of Budget Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered while teacher-participants shall be given service credits as per DepEd Order No. 53, s. 2003 titled "Updated Guidelines on Grant of Service Credits to Teachers" in the event that the training dates coincide with a declaration of work suspension in government offices and the training activity proceeds as scheduled.
8. Meals and accommodation expenses for participants shall be charged to Provincial Special Education Fund, while transportation and other incidental costs shall be charged to the respective school's Program Support Fund/ Maintenance and Other

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Operating Expenses (MOOE) or local funds, subject to the usual accounting and auditing rules and regulations.

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


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

cid-ims/jarm/10/17/2025

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Enclosure No. 1 to DM No. 1054, s. 2025

**DIVISION CAPACITY BUILDING FOR TEACHERS IN INCLUSIVE EDUCATION:
 COLLABORATIVE STRATEGIES TO CONTENT AND PEDAGOGY**
 October 27-29, 2025

ACTIVITY MATRIX
Day 1

Time	Activity /Session
7:00 – 7:30 a.m.	Arrival/Registration
8:01 – 8:30 a.m.	Opening Program
9:00 - 10:30am	Session 1: Understanding the RA 11650: Legal Mandates and Policy Directions EPS Joan Alejaida R. Mauhay
10:31 – 12:00 noon	Session 2: Addressing Challenges in IEP Development (Presentation of Contextualized IEP) Dr. Joan Alejaida R. Mauhay
12:01 – 1:00 p.m.	Lunch Break
1:01 – 2:30 p.m.	Session 3: Utilizing Division Learning Difficulty Assessment Tool Dominick L. Derilo, Pagbilao District
2:31 – 5:30 p.m.	Session 4: Implementing Specialized Support in Self Contained and General Education Classrooms Dr. Carla Marie Carandang
5:01 – 6:00	Workshop

Day 2

Time	Activity /Session
7:00 – 7:30 a.m.	Breakfast
8:01 – 8:30 a.m.	Management of Learning
9:00am - 5:00pm	Session 5: Managing Diverse Classroom Needs <ul style="list-style-type: none"> ● Managing sensory and emotional needs ● Behavioral, physical, and communication (speech) support strategies ● Collaboration with SPED professionals and therapists ● Inclusive assessment practices Dr. Shella Marie D. Tugonon

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5:01 – 6:00	Wrap-up
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Day 3

Time	Activity /Session
7:00 – 7:30 a.m.	Breakfast
8:01 – 8:30 a.m.	Management of Learning
9:00 - 12:00nn	Session 6: Providing Evidence-Based Strategies for Differentiated Instruction and Inclusive Pedagogy <i>Dr. Nelson Ravina</i>
12:01 – 1:00 p.m.	Lunch Break
1:01 – 2:30 p.m.	Session 6: Collaborative Planning and School Culture (Developing School-Based Inclusive Action Plans) <i>Dr. Philips T. Monterola</i>
2:31 – 4:00 p.m.	Academic Exchange <i>Luningning B. Maderazo, Berma R. Barreno, Cecille M. Barcellano</i>
4:01 – 5:00 p.m.	Closing Program

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Enclosure No. 2 to DM No. 1054, s. 2025

TECHNICAL WORKING GROUP
October 27-29, 2025

Joan Alejaida R. Mauhay	EPS-SNED	SDO, CID-IMS	Overall Chair
Luningning B. Maderazo	Principal II	Candelaria East	Resource Speaker
Berma R. Barreno	Principal I	Gumaca West	Resource Speaker
Cecille M. Barcellano	HT II	Atimonan	Resource Speaker
Dominick L. Derilo	SPET I	Pagbilao I	Resource Speaker
Buena D. Jaro	EPSA	SDO CID ALS	Facilitator/ TWG
Liza T. Morales	HT III	Gumaca East	Facilitator/ TWG
Ma. Rowena Campena	MT I	Dolores	Facilitator/ TWG
Mary Grace V. Collantes	MT I	Pagbilao I	Facilitator/ TWG
Rachel M. Derilo	MT II	Sariaya East	Facilitator/ TWG
Shernand R. Roda	SPET I	San Antonio	Facilitator/ TWG
Venus Natividad	SPET II	Catanauan	Facilitator/ TWG
Anabel D. Macatiag	SPET I	Quezon	Facilitator/ TWG
Imelda P. De Guia	SPET II	Candelaria East	Facilitator/ TWG
Krizzia Mae Sapungan	SPET I	Pagbilao II	Facilitator/ TWG
Sheryl Aragon	SPET I	Padre Burgos	Facilitator/ TWG
Josephine Josef	SPET I	Tiaong II	Facilitator/ TWG
Mylene J. Cosico	MT II	Candelaria West	Facilitator/ TWG
Rheymart J. Gandia	SPET I	Mauban South	Facilitator/ TWG

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Enclosure No. 3 to DM No. 1054, s. 2025

NUMBER OF PARTICIPANTS PER DISTRICT

	DISTRICT	ALS Teacher/ Coordinator	General Education Teacher (Receiving Teacher in Elem or Sec)	SNED Teacher- Designate/ Coordinator (Elem)	SNED Teacher- Designate (Sec)
First Congressional District					
1	Burdeos	1	1	1	
2	Gen Nakar 1	1	1	1	
3	Gen Nakar 2		1		
4	Infanta	1	1	1	1
5	Lucban	1	1	1	
6	Mauban North		1	1	
7	Mauban South	1	1	1	
8	Pagbilao 1	1	1		1
9	Pagbilao II		1		
10	Panukulan		1		
11	Patnanungan		1		
12	Jomalig	1	1		
13	Pollillo	1	1	1	
14	Real	1	1	1	
15	Sampaloc	1	1	1	
Second Congressional District					
16	Candelaria East	1	1	1	1
17	Candelaria West	1	1	1	
18	Dolores	1	1	1	1
19	San Antonio	1	1	1	1
20	Sariaya East	1	1	1	
21	Sariaya West	1	1	1	1
22	Tiaong I	1	1	1	1
23	Tiaong II	1	1	1	
Third Congressional District					
24	Agdangan	1	1	1	
25	Buenavista 1	1	1	1	
26	Buenavista II		1		
27	Catanauan I	1	1	1	

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28	Catanauan II	1	1		
29	Gen Luna	1	1	1	
30	Macalelon	1	1	1	
31	Mulanay 1		1		1
32	Mulanay II	1	1	1	
33	Padre Burgos	1		1	
34	Pitogo	1	1	1	
35	San Andres	1	1	1	
36	San Francisco I	1	1	1	
37	San Francisco II		1		
38	San Narciso I	1	1	1	
39	San Narciso II		1		
40	Unisan	1	1	1	1
Fourth Congressional District					
41	Alabat	1	1	1	1
42	Atimonan I	1	1	1	
43	Atimonan II		1		
44	Calauag East		1		
45	Calauag West	1	1	1	
46	Guinayangan North	1	1		
47	Guinayangan South	1	1	1	
48	Gumaca East	1	1	1	
49	Gumaca West	1	1	1	1
50	Lopez East	1	1	1	
51	Lopez West	1		1	1
52	Perez	1		1	1
53	Plaridel	1	1	1	
54	Quezon	1	1	1	
55	Tagkawayan I	1	1	1	
56	Tagkawayan II		1		
	QNHS	1	1	1	

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