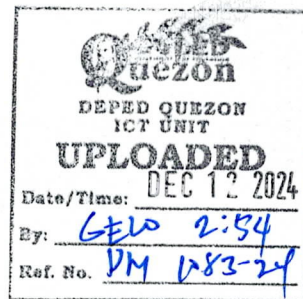




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 December 2024

DIVISION MEMORANDUM

DM No. 1093 s. 2024

**REGIONAL TRAINING OF RECEIVING TEACHERS ON SNED CONTENT
AND PEDAGOGY (BATCH 3)**

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

1. In reference to Regional Memorandum No. 864, s. 2024; re: Regional Training of Receiving Teachers on SNED Content and Pedagogy (Batch 3), this Office through the Curriculum Implementation Division, announces the list of participants to attend the said training on January 15-17, 2024, at the M.I Sevilla's Resort, Lucena City.
2. Enclosed are the list of identified participants and districts of receiving teachers. The concerned public school district supervisors are requested to identify the receiving teachers from their districts. All participants are advised to register at <https://bit.ly/ReceivingTeacheronSNEDContentandPedagogyBatch3>.
3. Travel and other incidental expenses shall be charged to their respective's Maintenance and Other Operating Expenses (MOOE) or local funds, subject to the usual accounting and auditing rules and regulations.
4. Immediate and wide dissemination of this Memorandum is desired.

ROMMEL C. BAUFISTA, CESO V
Schools Division Superintendent

cid-ims/jarm/12/10/2024

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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

Enclosure No. 1 to DM No. 1083 s. 2024

LIST OF IDENTIFIED PARTICIPANTS

	Name	Designation
1	Asuncion C. Ilaos	Education Program Supervisor
2	Walter F. Galarosa	Education Program Supervisor
3	Maria Dylin S. Garcia	Education Program Supervisor
4	Carmen Macatugob	Education Program Supervisor
5	Maria Carla M. Caraan	Public Schools District Supervisor
6	Catalino L Porta	Public Schools District Supervisor
7	Mario Pablo V. Umali Jr	Public Schools District Supervisor
8	Gilbet C. Alva	Public Schools District Supervisor
9	Rebie A. Marciano	Public Schools District Supervisor
10	Chona D. Andrade	Public Schools District Supervisor
11	Susana P. Nera	Public Schools District Supervisor
12	Melanie D. Bonquin	Public Schools District Supervisor
13	Maria Teresa Esperanza	School Head - PEL I
14	Geronimo Z. Reyes, Jr.	School Head - Panfilo Castro NHS
15	Strella Dumas	School Head - Bukal Sur ES
16	Arlan Melendrez	School Head - Padre Burgos CS
17	Reynan Diamante	School Head - Perez ES
18	Judith Fortuna	School Head - Lamons Bay Sch of Fisheries

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

Enclosure No. 2 to DM No. 1083, s. 2024

LIST OF DISTRICTS FOR RECEIVING TEACHER-PARTICIPANTS

1st Congressional	
1	Burdeos
2	Gen Nakar 1
3	Mauban North
4	Pagbilao II
5	Pollillo
2nd Congressional	
6	Candelaria West
7	Sariaya West
8	Tiaong I
9	Tiaong II
3rd Congressional	
10	Agdangan
11	Buenavista 1
12	Catanauan II
13	Gen Luna
14	Macalelon
15	Mulanay II
16	Pitogo
17	San Andres
18	San Francisco I
19	San Narciso I
20	Unisan
4th Congressional	
21	Atimonan I
22	Atimonan II
23	Calauag East
24	Guinayangan South
25	Gumaca West
26	Lopez West
27	Perez
28	Plaridel
29	Tagkawayan I
30	Tagkawayan II

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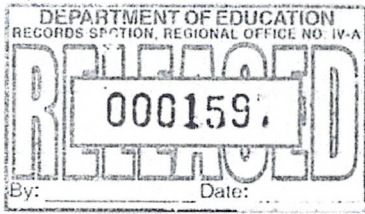
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

26 November 2024

Regional Memorandum
No. 864 s.2024

**REGIONAL TRAINING OF RECEIVING TEACHERS ON SNED
CONTENT AND PEDAGOGY (BATCH 3)**

To **Schools Division Superintendents**

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” and in support to the MATATAG Agenda, this Office will conduct the **Regional Training of Receiving Teachers on SNED Content and Pedagogy (Batch 3)** on December 18-20, 2024. The venue and final list of participants shall be announced in a separate Regional Memorandum.
2. In this regard, this office requests the SDOs to identify the participants as categorized below and must register on or before December 6, 2024 @<https://bit.ly/ReceivingTeacheronSNEDContentandPedagogyBatch3>. Moreover, the Training Matrix is attached in Enclosure No. 1 while Terms of Reference is found in Enclosure No. 2.

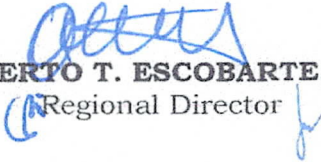
Position/Designation	No. of Pax
A. Provincial Divisions	
A.1 Cavite Province, Laguna & Rizal	
EPS from other Learning Area	2
PSDS and/or School Heads	6
Receiving Teachers	12
A.2 Batangas	
EPS from other Learning Area	2
PSDS or School Head	10
Receiving Teachers	24
A.3 Quezon	
EPS from other Learning Area	4
PSDS or School Head	14
Receiving Teachers	30
B. City Divisions (18 SDOs)	
EPS from other Learning Area	1
PSDS or School Head	4
Receiving Teachers	10



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



3. The travel and other incidental expenses shall be charged against the FY 2024 SNED Funds downloaded to the SDOs. Should there be an insufficiency in the amount downloaded for the travel expenses of the participants, the deficit shall be charged against local funds or other sources of funds, subject to the usual accounting and auditing rules and regulations.
4. For clarification and further inquiries, please contact Philips T. Monterola, SNED Regional Coordinator, and Viernalyn M. Nama, CLMD Chief Education Supervisor, at (02) 8681-2114 local 420.
5. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

ROC18

Enclosure No. 1

TRAINING MATRIX
REGIONAL TRAINING OF RECEIVING TEACHERS
ON SNED CONTENT AND PEDAGOGY (BATCH 1)
 December 18-20, 2024

Day 1		
Time	Sessions/Activities	Person-in-Charge
6:00 – 8:00	ARRIVAL/REGISTRATION	PMT
8:00 – 9:00	OPENING PROGRAM	PMT
9:00 – 9:30	SNACKS	PMT
9:30 – 12:00	Looking at the Lens of Inclusive Education: The Global and Local Perspective	Dr. Loida N. Nidea Assistant Regional Director
12:00 – 12:15	SESSION ANNOUNCEMENTS	PMT
12:15-1:30	LUNCH	PMT
1:30 – 1: 45	MANAGEMENT OF LEARNING	PMT
1:45 – 2:30	GROUPING AND PREPARATION OF BULLETIN DISPLAYS BY GROUP	PMT
2:30-3:00	Revisiting the Policy Guidelines in the Implementation of Inclusive Education	Dr. Viernalyn M. Nama Chief ES, CLMD
3:00 – 3:15	SNACKS	PMT
3:15 – 4:15	Revisiting the Policy Guidelines in the Implementation of Inclusive Education	Dr. Viernalyn M. Nama Chief ES, CLMD
4:15 – 4:45	UPDATING OF BULLETIN DISPLAYS/OUTPUTS	per SDO
4:45 – 5:00	Wrapped Up/ Announcements	PMT
Day 2		
Time	Sessions/Activities	Person-in-Charge
8:00 – 8: 30	Management of Learning	PMT
8:30 – 10:30	The Republic Act (RA) 11650 and Its Salient Features on Inclusive Education	Dr. Rosalie E. Bongon Chief EPS, BLD-SID
10:00 – 10:45	SNACKS	PMT
10:45 – 12:30	Inclusive Learning Resource Center (Functions, Administration, Programs & Services offered, among others)	Ms. Erlinda Feliciano-Leva EPS, BLD-SID
12:30 – 1:30 PM	LUNCH	PMT

1:30 – 2:30 PM	The Blindsight: How to Handle Visually Impaired Learners	Mr. Allan R. Mesoga SEPS, BLD-SID-VI
2:30 – 3:30 PM	Code Blind: Basic Filipino Braille Code	Mr. Allan R. Mesoga SEPS, BLD-SID-VI
3:30 – 4:00 PM	SNACKS	PMT
4:00 – 4:30 PM	UPDATING OF BULLETIN DISPLAYS/OUTPUTS	per SDO
4:30 – 5:00 PM	SESSION ANNOUNCEMENTS	PMT
Day 3		
Time	Sessions/Activities	Person-in-Charge
8:00 – 8:30	Management of Learning	PMT
8:30 – 10:00	RA 11106: Use of Filipino Sign Language	Hon. Judge Remeibel U. Mondia, LL.M MTC Presiding Judge, Pasay City & RA 11106 Supreme Court's TWG
10:00 – 10:15	SNACKS	PMT
10:15 – 12:00	Basic Filipino Sign Language (FSL)	Dr. Shirley Pinky Earnheart Court Interpreter of the Deaf People & RA 11106 Resource Person
12:00 – 1:00	LUNCH	
1:00-2:30	Key Action/Activities in Support of the Implementation of RA 11650	Philips T. Monterola
2:30 – 3:00	PRESENTATION OF OUTPUTS	PMT
3:00 – 3:15	BREAK	PMT
3:15 – 4:00	CLOSING PROGRAM	PMT

Enclosure No. 2**TERMS OF REFERENCE**

The Training Management Team shall be responsible for the entire training from the venue to the logistics needed.

- A. The Training Management Chairperson and Vice-Chairperson shall:**
- prepare the ATC, RBA, proposal, memorandum and Authority to Procure;
 - Coordinate with the training venue management and prepare the contract for the event;
 - Coordinate with the Supplies Officer for the supplies needed;
 - Conduct meetings with the facilitators;
 - Lead the review and evaluation of the presentation to be used for the activity;
 - Oversee the conduct of the activity; and
 - Lead the team in the conduct of debriefing sessions.
- B. The Members of the TWG shall:**
- Prepare the completion report;
 - Prepare the contract and supplies;
 - Prepare the room listing;
 - Coordinate with the moderator regarding the materials needed for the workshop and the documents needed to be accomplished daily;
 - Prepare the documents needed for the payment/liquidation;
 - Prepare and print certificates of recognition, participation and appearance; and
 - Submit the needed requirements to respective functional divisions after the conduct of the activity.
- C. The Resource Persons shall:**
- Prepare the presentation slide deck;
 - Deliver the assigned topic convincingly;
 - Provide instructions and inputs during the training;
 - Ensure maximum participation and learnings from the participants; and
 - Answer all the queries and questions of the participants satisfactorily.
- D. The Facilitators shall:**
- Lead the MOL;
 - Check the attendance;
 - Introduce the participants and resource speakers;
 - Lead the FGD;
 - Prepare materials needed for the workshop;
 - Facilitate the collection and presentation of outputs;
 - Give the synthesis;

- Ensure maximum & active participation of the participants; and
- Address all concerns of the participants;

E. The Documenter/ Minute Taker shall:

- Document agreements, issues and concerns, important scenario or proceedings during the training; and
- Submit the newsletter at the end of the training.

F. The Participants shall:

- Always observe punctuality and mutual respect;
- Follow the house rules and regulations of the venue;
- Attend and participate actively in all engagements and activities;
- Secure and submit all necessary forms and other documents necessary;
- Report any significant event related to the activity; and
- Submit all the target outputs on time.