



Republic of the Philippines
Department of Education
Schools Division of Benguet

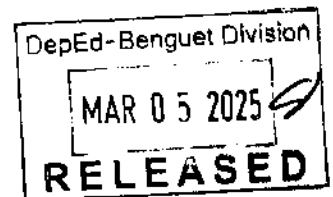
04 March 2025

DIVISION MEMORANDUM

No. 100, s. 2025

CONDUCT OF CAPACITY BUILDING ON SPECIAL NEEDS EDUCATION (SNED)

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public District Supervisors and Public Districts In-Charge
Elementary and Secondary School Heads
All Others Concerned



1. The Schools Division of Benguet through the Curriculum Implementation Division shall conduct a Capacity Building on Special Needs Education (SNED) on March 11-14, 2025 at Big Hall-Ecolodge, Magsaysay Avenue, Baguio City.
2. The objectives of the activity are the following:
 - a. orient the participants of the legal bases of Special Needs Education (SNED) program;
 - b. provide guidance on the conduct of informal assessment and accomplishment of the IEP and ITP;
 - c. appreciate the preparation and implementation of Anecdotal Record and IEP/ITP.
 - d. identify and implement at least three strategies for supporting learners facing challenges in adaptive behavior, concentration and memory, basic learning, and communication.
 - e. prepare re-entry action plan (ReAP) to integrate new knowledge and skills learned in the teaching-learning process.
3. Attached are the following enclosure for guidance and reference.
 - a. Enclosure 1: List of Participants and Training Management Team
 - b. Enclosure 2: Training Matrix



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4. Identified teacher-participants are required to prepare self-study materials, learning activity sheets, and individual or group activities, complete with detailed instructions on how these tasks should be accomplished by their students. They are also expected to coordinate with their department heads and school heads to ensure that appropriate supervision is provided for their classes throughout the duration of the training.
5. Meals and snacks shall be charged against the downloaded 2024 SNED Program Support Fund (PSF) while transportation, accommodation and other expenses will be charged against school MOOE, local funds or other sources subject to the usual accounting and auditing rules and regulations.
6. This memorandum shall also serve as Authority to Travel on official business for all listed participants and training management team.
7. Immediate and widest dissemination of and compliance with this Memorandum is enjoined.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director
and Concurrent Officer-in-Charge
Office of the Schools Division Superintendent

CID-IM/ /ecq/



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Enclosure 1: SDO Memo No. 102s. 2025- List of Participants and Training Management Team

No	Name	Position	Sex		School/District
			M	F	
1.	Febbie Ann D. Podaan	Teacher I		/	Naguey ES, Atok
2.	Aprila P. Himuldang	Teacher I		/	Camp 30 ES, Atok
3.	Lenie C. Olangcay	Teacher 1		/	Adoyunan ES , Atok
4.	Fely V. Paciteng	Teacher III		/	Bagu IS, Bakun
5.	Lorna C. Cachero	Teacher III		/	Ampusongan ES, Bakun
6.	Nathaniel O. Latos	Teacher I		/	Alicay Segundo ES, Bakun
7.	Nerissa M. Onil	Teacher III		/	Daklan ES, Bokod
8.	Lorna M. Beray	Teacher III		/	Celo Doni ES, Bokod
9.	Zwayna S. Incio	Teacher I		/	Nawal IS, Bokod
10.	Junesa P. Liwes	Teacher III		/	Buyacaoan ES, Buguias
11.	Flordie Mae U. Algabis	Teacher I		/	Loo NHS, Buguias
12.	Luzdielyn P. Calya-En	Teacher I		/	Lengaoan IS, Buguias
13.	Beverly P. Anongos	Master Teacher I		/	Loacan ES, Itogon I
14.	Imelda G. Espiritu	Master Teacher I		/	Ucab ES, Itogon 1
15.	Glory G. Kidagan	Master Teacher I		/	AMPMNHS, Itogon 1
16.	Maricris Palina	Teacher 1		/	Ampucao ES, Itogon 2
17.	Letecia Gapuz	Teacher III		/	Tabu ES, Itogon 2
18.	Beverly Busacay	Teacher III		/	Dalicno ES, Itogon 2
19.	Sarah C. Domis	Master Teacher I		/	Kabayan Barrio ES, Kabayan
20.	Jane L. Juliano	Teacher III		/	Kabayan CIS, Kabayan
21.	Lorcelli B. Aromin	Teacher I		/	Kabayan CIS, Kabayan
22.	Janice E. Padua	Teacher 1		/	Balakbak ES, Kapangan
23.	Glory S. Fermin	Teacher 11		/	Gadang ES , Kapangan
24.	Maribelle C. Zaragoza	Teacher II		/	Gov. Bado Dangwa Agro-Industrial School, Kapangan
25.	Lovely P. Vidad	Teacher I		/	Enrique Jose Elementary School, Kibungan
26.	Carmel C. Ampal	Teacher II		/	Sagpat IS, Kibungan
27.	Judy Mae T. Panggalisan	Teacher 3		/	Legleg Bo Sch, Kibungan
28.	Raquel O. Cirilo	Master Teacher		/	Benguet SPED Center
29.	Premalyn S. Inso	Teacher 1		/	Bineng ES, La Trinidad
30.	Glaiza Rose T. Agwilang	Teacher III		/	La Trinidad NHS
31.	Elvie T. Teliaken	Teacher III		/	Mankayan NHS, Mankayan
32.	May Joy C. Ladyong	Teacher 3		/	Guinaoang ES, Mankayan
33.	Jacqueline Ngaseo	MT1		/	Balili ES, Mankayan



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34.	Connie L. Camdas	Teacher III	/	Michael G. Angel ES, Sablan
35.	Desmarie D. Bagyan	Teacher III	/	Bayabas Multigrade School, Sablan
36.	Jenifer O. Calado	Teacher III	/	Sablan Central School
37.	Vanessa D. Pe	Teacher III	/	Camp 6 ES, Tuba
38.	Sherill D. Bestre	Teacher III	/	Pimingsan ES, Tuba
39.	Mary Grace C. Anchaes	Teacher III	/	Tuba Central ES, Tuba
40.	Maria Catherine C. Ladao	TII/TIC	/	Tublay National Trade HS, Tublay
41.	Maria Luisa W. Nab-Us	TIII/TIC	/	Balangabang ES, Tublay
42.	Minalyn S. Cafay	Teacher III	/	Beccday Chasoras Lamsis ES, Tublay

Resource Speakers/ Facilitators/Training Management Team

43.	Mesenia Laquiao	MT2	/	Benguet SPED Center
44.	Claire Lamsis	MT 1	/	Tuba Central NHS, Tuba
45.	Jayrona L. Olsino	SPET 1	/	Loo ES, Buguias
46.	Janera S. Lansoan	MT2	/	Pacda ES, Mankayan
47.	Ivey A. Abuan	SPET 1	/	Sagandoy IS. Buguias
48.	Jobelle B. Banut	Teacher III	/	Gavino Palaoag ES, Tuba
49.	Aileen C. Onil	Teacher III	/	Daklan NHS, Bokod
50.	Claire Balasin	HT3	/	Sagandoy IS, Buguias
51.	Marylyn Damoslog	SPET 1	/	Buyagan ES, La Trinidad
52.	Genar C. Tony			SDO Benguet
53.	Erlinda C. Quinuan	EPS	/	SDO Benguet, CID-IMS
54.	Rizalyn A. Guznian	CES_CID	/	SDO Benguet



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Training Matrix/Program of Activities: Capacity Building Activities on Special Needs Education (SNED)

Date and Time	Session Title	Resource Speaker	Facilitator	Secretariat/ Technical Support
Day 1				
7:45 – 8:20	Registration			
8:21 – 9:00	Opening Program	TWG		
9:01 –10:00	1. Legal Bases in the Implementation of SPED/Inclusive Education (DO 44 s. 2021)	Erlinda C. Quinuan EPS, EsP/GMRC/ Values Ed.; SDO Coor for SNED	Aileen C. Onil	
10:01-10:15	Health Break			
10:16-11:00	Legal Bases in the Implementation of SPED/Inclusive Education (Continuation)		Aileen C. Onil	
11:01-12:00	2. Legal Bases in the Accomplishment of IEP & ITP (RA 11650)	Claire Balasin	Ivey A. Abuan	
12:00-1:00	Lunch Break			
1:01- 3:00	3. Transition Program/curriculum	Claire N. Lamsis	Jobelle B. Banut	
3:01-3:15	Health Break			
03:16-04:15	4. Understanding DO 23 s. 2022	Janera S. Lanso-an	Marylyn P. Damoslog	
04:16-05:00	5. Tagging of LWDS in the LIS	Janera S. Lanso-an/Aileen Onil		
Day 2				
8:00 – 8:15	Preliminaries- MOL			
8:16 - 10:00	6. Difficulty in Communicating	Jayrona L. Olsino	Claire N. Lamsis	Genar C. Tony
10:01-10:15	Health Break			
10:16-10:30	Difficulty in Communicating(continuation)		Claire N. Lamsis	
10:30-12:00	7. Difficulty in Applying Adaptive Behavior	Ivey A. Abuan	Claire Balasin	
12:00-1:00	Lunch Break			
01:01-2:00	Difficulty in Applying Adaptive Behavior(continuation)		Claire Balasin	
02:01-3:00	8. Difficulty in Basic Learning and Applying Knowledge	Jobelle B. Banut	Jayrona L. Olsino	
3:01-3:15	Health Break			
03:16-4:15	Difficulty in Basic Learning and Applying Knowledge		Jobelle B. Banut	
4:16-5:00	9. Preparation of Anecdotal Record for LWDS	Aileen C. Onil	Mesenia Laquiao	
Day 3				
8:00 – 8:15	Preliminaries- MOL			
9:01- 10:00	10. Difficulty in Concentrating and Remembering	Marylyn P. Damoslog	Ivey A. Abuan	
10:01-10:15	Health Break			

10:16 - 11:15	Difficulty in Concentrating and Remembering (Continuation)		
11:15-12:00	11. Administering informal assessment of Learners with Manifestations of Difficulty using SDO contextualized tool	Mesenia Laquiao	Jobelle B. Banut
12:00-1:00	Lunch Break		
1:01-2:15	Demonstration on conducting informal assessment of learners	Mesenia Laquiao	
02:15-03:00	12. Walkthrough of the IEP Template	Ivey A. Abuan	Jayrona L. Olsino
3:01-3:15	Health Break		
3:16 -4:30	Workshop on the development of IEP		
04:31-5:30	Presentation of outputs on IEP (Filed IEP-Forms		
Day 4			
8:00 - 8:15	Preliminaries- MOL		
8:16- 9:00	13. Role of the Multidisciplinary team	Claire Balasin	Ivey A. Abuan
9:00-10:00	Demonstration of the conduct of IEP/ITP Meeting		
10:01-10:16	Health Break		
10:16 - 11:00	14. Walkthrough of the ITP Template	Claire N. Lamsis	Jobelle B. Banut
11:00-12:00	Workshop on the development of ITP		
12:01- 1:00	Lunch Break		
1:00- 2:00	Return Demo on the conduct of IEP/ITP Meeting		
2:00- 3:00	15. Understanding Re-entry Action Plan) ReAP	Marylyn P. Damoslog	Claire N. Lamsis
3:01-3:15	Health Break		
3:16- 4:00	Presentation of ReAP and giving of Feedbacks		
4:01- 5:00	End-of the activity Evaluation and closing Program		