





Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

---

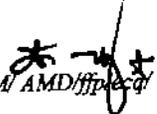
4. Attached are the following enclosure for guidance and reference:

- Enclosure 1: List of Participants for Content and Pedagogy
- Enclosure 2: List of Participants for Filipino Sign Language
- Enclosure 3: Training Matrix for Content and Pedagogy
- Enclosure 4: Training Matrix for Filipino Sign Language

5. Identified teacher-participants are required to prepare self-study materials, learning activity sheets or individual/group activities for their learners. These materials must include clear and detailed instructions to guide the learners in completing the task. Teacher -participants must also to coordinate with their school heads to ensure proper supervision is provided for their classes while they are attending the training.
6. This memorandum shall serve as the Authority to Travel on official business for all listed participants.
7. The Inspectorate Team for these activities shall be composed of members from the Technical Working Group of the said activities, namely: Clyde Praille Burgos, Carol Elis, Sheena Ballawig, and Erlinda C. Quinuan.
8. Immediate dissemination of this memorandum to all concerned personnel is desired.

  
**ESTELA P. LEON-CARIÑO EDD, CESO III**

Regional Director and Concurrent Officer -in- Charge  
Office of the Schools Division Superintendent

  
CID-IM/AMD/ffp/act



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet

**SYARAN**  
Integrity, Devotion, Commitment, Excellence, Accountability, Service Excellence





Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet

Enclosure 1 : to SDO Memo 305 S. 2025

**List of Participants Capacity Building in Special Needs Education (SNED)-On  
Content and Pedagogy**

No	Name	Position	Sex		School & District
			M	F	
1	Saning P. Venancio	Teacher III		/	Filomena P. Cating ES, Atok
2	Agatha L. Cato	Teacher III		/	Calasipan ES, Atok
3	Luthema M. Bag-ayan	Teacher III		/	Tap-ayao-Abiyang ES, Bakun
4	Susana G. Paydoan	Teacher II		/	Kayapa NHS, Bakun
5	Gina A. Salvador	MT I		/	Daklan ES, Bokod
6	Cherelyn S. Matuday	Teacher I		/	Karao ES, Bokod
7	Kithralyne P. Valdez	Teacher I		/	Natubleng ES, Buguias
8	Marissa P. Ansibey	Teacher I		/	Bad-ayan IS, Buguias
9	Aizel S. Bantac	Teacher III		/	Gatawa C. Dontogan IS, Buguias
10	Elizabeth P. Olsim	Teacher III		/	Buguias CS, Buguias
11	Eva K. Ose	Teacher III		/	Virac ES, Itogon 1
12	Roxan T. Atin-an	Teacher III		/	Ampucao NHS, Itogon 1
13	Gina T. Rosado	Teacher III		/	Virac ES, Itogon 2
14	Maridel M. Dizon	Teacher III		/	Ampucao NHS, Itogon 2
15	Laurenmae Naisod	Teacher I		/	Tawangan ES, Kabayan
16	Almera Kingangan	Teacher III		/	Ballay IS, Kabayan
17	Lanie Q. Litawen	Teacher I		/	Toplac BS, Kapangan
18	Lorna Ligawen	Teacher I		/	Taba-ao IS, Kapangan
19	Josie C. Paran	Teacher II		/	Gaswiling IS, Kapangan
20	Martina M. Fernandez	Teacher III		/	Ewa-Bokes ES, Kibungan
21	Helen S. Anayen	Teacher I		/	Tabbac Barrio School, Kibungan
22	Caroline C. Shontogan	Teacher I		/	Madaymen NHS, Kibungan
23	Felicidad V. Villafuerte	Teacher I		/	Tacdian ES, La Trinidad
24	Agrifina C. Palgue	MT I		/	Buyagan ES, La Trinidad
25	Maritis C. Baybay	Teacher I		/	Puguis ES, La Trinidad
26	Darlyn S. Sibayan	Teacher III		/	Lubas ES, La Trinidad
27	Nathy D. Aclibon	Teacher II		/	Balili NHS, Mankayan
28	Lily Landisan	Teacher III		/	Cabiten NHS, Mankayan
29	Maryjane Bayeng	MT1		/	Taneg ES, Mankayan
30	Abrina Baygan	MT1		/	Bedbed ES, Mankayan



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: benguet@deped.gov.ph  
Facebook Page: DepEd Tayo Benguet

**ITANAN**  
Integrity, Teamwork, Accomplishment, Boldness, Development, Service, Excellence





Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

31	Sonia T. Pisda	Teacher III	/	Jose Gonzales ES, Sablan
32	Novie C. Danao	Teacher III	/	Omas Ampaguey IS, Sablan
33	Roxanne M. Baliton	Teacher III	/	Evelio Javier National High School
34	Johannah G. Gale	Teacher I	/	Camp 6 Elementary School
35	Alda Lyn P. Lunio	Teacher I	/	Tagadi Housing E S
36	Elly Grace B. Paran	Teacher I	/	Sioco Carino Elementary School
37	Maricel R. Banwa	Teacher I	/	Palew ES, Tublay
38	Lorna D. Samson	Teacher III	/	Albis ES, Tublay
	<b>TWG/ PMT</b>			
39	Adeline Abari	SPET 1	/	Celo Haight ES, Atok
40	Sheena Merino Balawig	SPET 1	/	Puguis ES, La Trinidad
41	Amy Zyra T. Chiquino	SPET 1	/	Bio Modol ES, Kabayan
42	Mesenia P. Laquiao	MT 2	/	Benguet SPED Center, LTB
43	Claire Lamsis	MT1	/	Tuba NHS, Tuba
44	Jennifer Arais	SPET 3	/	Benguet SPED Center, LTB



Address: Wangal, La Trinidad, Benguet  
 Telephone Number: (074) 422-6570  
 Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
 Facebook Page: DepEd Tayo Benguet

**ITANAN**  
 Faculty | Staff | Accomplishment | Office | Advancement | Culture | Excellence





Republic of the Philippines  
**Department of Education**  
 Schools Division of Benguet

**Enclosure 2:** to SDO Memo 325 S. 2025-

**List of Participants to the Capacity Building in Special Needs Education (SNED)- On Filipino Sign Language**

No	Name	Position	Sex		School & District
			M	F	
1	Jennifer E. Galaty	Teacher I		/	Englandad PS, Atok
2	Jay Ann B. Pilagan	Teacher I		/	Bagtangan ES, Bakun
3	Mariel P. Paran	Teacher III		/	Bulo ES, Bokod
4	Vicky A. Keliano	Teacher I		/	Catubong-Adiston ES, Buguias
5	Grace D. Bugatti	Teacher I		/	Luneta ES, Itogon 1
6	Haydee B. Paleng	Teacher III		/	Itogon Central School, Itogon 2
7	Desiree Dale E. Ramirez	SPET I		/	Kabayan Central IS, Kabayan
8	Melody Awisan	Teacher III		/	Paykek ES, Kapangan
9	Julita B. Tibangay	Teacher III		/	Kibungan CS, Kibugan
10	Nina Corazon S. Manalo	SPET 1		/	BSPED, La Trinidad
11	Ryan Espinosa	MT1	/		Lepanto ES, Mankayan
12	Wilfred Buslay	Teacher III		/	Palali ES, Sablan
13	Beverly Alimondo	Teacher I		/	Benguet NHS
14	Arlene Dew-alan	Teacher III		/	Paoad ES, Tublay
	<b>PMT/ TWG</b>				
15	Clyde Praille Burgos	SPET 3		/	Benguet SPED Center, LTB
16	Frelita M. Alvarez	Teacher III		/	Camp 4 ES, Tuba
17	Carol Elis	SP1		/	Camp 6 ES, Tuba
18	Mharselyn Liwan	Teacher III		/	Catubong-Adiston ES, Buguias
19	Lerma Busoy	SPET 1		/	Balatoc ES, Itogon2
20	Sheryll L. Ofo-ob	SPET 1		/	Palew ES, Tublay
21	Leti Pangket	AO III		/	SDO Benguet
22	Erlinda C. Quinuan	EPS		/	SDO Benguet



Address: Wangal, La Trinidad, Benguet  
 Telephone Number: (074) 422-6570  
 Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

**Enclosure 3:** to SDO Memo 305 S. 2025-

**Training Matrix: Capacity Building in Special Needs Education (SNED)-  
 On Content and Pedagogy**

Date and Time	Session Title	Resource Speaker	Facilitator
<b>Day 1:</b>			
7:45 – 8:20	Registration	TWG/PMT	
8:21 – 9:00	Opening Program a. Lupang Hinirang b. Prayer c. DepED Quality Policy Statement d. Presentation of Participants e. Welcome & Statement of Purpose f. Message	<b>Adeline Abari, SPET 1</b>  <b>Amy Zyra T. Chiquino , SPET1</b>  <b>Jenneifer Araia, SPET 1</b>  <b>Carol Elis, SP 1</b>  <b>Aladin M. Dobinto PhD-CID_CES</b>  <b>Estela P. Leon-Cariño EdD, CESO III, Regional Director- OIC SDS</b>	
9:01 –10:00	<b>Session 1:</b> Legal Bases in the Implementation of SPED/Inclusive Education	Erlinda C. Quinuan EPS, EsP/GMRC/ Values Ed.; Div Coor for SNED	Sheena M. Ballawig
10:01-10:15	<b>Health Break</b>		
10:16-11:00	Legal Bases in the Implementation of SPED/Inclusive Education) (Continuation)		
11:01- 12:00	<b>Session 2:</b> Legal Bases in Accomplishment of IEP and ITP- (RA 11650)	Claire Lamsis, MT I, Tuba NHS, Tuba	
<b>12:00- 1:00</b>	<b>Lunch Break</b>		
01:01- 03:00	<b>Session 3:</b> Transition Program/ Curriculum	Claire Lamsis, MT I, Tuba NHS, Tuba	Jennifer Araia



Address: Wangal, La Trinidad, Benguet  
 Telephone Number: (074) 422-6570  
 Email: benguet@deped.gov.ph  
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

03:00- 03:15	<b>Health Break</b>		
03:16- 04:15	<b>Session 4:</b> Understanding DO 23 s. 2022-Child Find	Erlinda C. Quinuan EPS, EsP/GMRC/ Values Ed.; Div Coor for SNED	
04:16- 05:00	<b>Session 5:</b> Tagging of learners in the LIS		
<b>Day 2</b>			
8:00 – 8:15	Preliminaries- MOL	Atok, Bakun, Buguias, Bokod	
8:16 – 10:00	<b>Session 6:</b> Difficulty in Seeing	Sheena M. Ballawig	
10:01-10:15	<b>Health Break</b>		Mesenia Laquiao
10:16-10:30	Difficulty in Seeing (Continuation)		
10:30-12:00	<b>Session 7:</b> Difficulty in Hearing	Adeline Abari, SPET 1, Celo Haight ES, Atok	
<b>12:00-1:00</b>	<b>Lunch Break</b>		
1:01-2:00	Difficulty in Hearing		
2:01-3:00	<b>Session 8:</b> Difficulty in Interpersonal Behavior	Amy Zyra T. Chiquino, SPET 1 – BioModol ES, Kabayan	
03:01- 03:00	<b>Health Break</b>		Claire Lamsis
03:16 – 4:15	Difficulty in Interpersonal Behavior (Continuation)	Workshop on the development of IEP	
04:16 – 5:00	<b>Session 9:</b> Preparation of Anecdotal records	Adeline Abari	
<b>Day 3</b>			
8:00 – 8:15	Preliminaries- MOL	Itogon 1 & 2, Kabayan, Kapangan , Kibungan	
8:16– 10:00	<b>Session 10:</b> Difficulty in Mobility	Jennifer Arais, SPET 3, Benguet SPED Center	
10:01-10:16	<b>Health Break</b>		
10:16-12:00	<b>Session 11:</b> Administering Informal Assessment of learners with manifestations of Difficulty using SDO/RO contextualized Tool- SDO/RO contextualized tool.	Mesenia P. Laquiao, MT2, BSPED	Amy Zyra T. Chiquino,
12:01- 1:00	Lunch Break		
1:01-2:00	Demonstration on Conducting Informal Assessment	Mesenia P. Laquiao, MT2, BSPED	Erlinda C. Quinuan
2:01-3:00	<b>Session 12:</b> Walkthrough of the IEP template	Sheena M. Ballawig	
3:01-3:15	<b>Health Break</b>		



Address: Wangal, La Trinidad, Benguet  
 Telephone Number: (074) 422-6570  
 Email: benguet@deped.gov.ph  
 Facebook Page: DepEd Tayo Benguet

**ITAHANAN**  
 Integrity, Teamwork, Accomplishment, Excellence, Innovation, Service, Leadership, Growth, Excellence





Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

3:16- 4:30	<b>Session 13:</b> Workshop on the development of IEP	Sheena M. Ballawig	
4:31- 5:00	Presentation of Outputs-IEP		
<b>Day 4</b>			
8:00 – 8:15	Preliminaries- MOL	Mankayan, La Tuba, Tublay	
8:16 – 9:00	<b>Session 14:</b> Role of the Multidisciplinary Team		Adeline Abari
9:00 – 10:00	Demonstration of IEP-ITP meeting		
10:01- 10:16	<b>Health Break</b>		
10:16- 11:00	<b>Session 15:</b> Walkthrough of the ITP template	Claire Lamsis	
11:00- 12:00	<b>Session 16:</b> Workshop on the development of ITP		
12:01- 1:00	<b>Lunch Break</b>		
1:00-2:00	Return -Demonstration on IEP/ITP Meeting	Claire Lamsis/ A. Chiquino	
2:00-3:00	Understanding ReEntry action Plan (ReAP)	Mesenia P. Laquiao, MT2, BSPED	
3:01-3:15	<b>Health Break</b>		
3:16 – 4:00	Work shop on ReAP preparation		
4:00-4:20	Wrap up Activities/ Clearing Hours	PMT/TWG	
4:21– 5:00	Closing Program	La Trinidad, Sablan,	



Address: Wangal, La Trinidad, Benguet  
 Telephone Number: (074) 422-6570  
 Email: benguet@deped.gov.ph  
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

**Enclosure 4:** to SDO Memo 305 S. 2025-

**Training Matrix: Capacity Building in Special Needs Education (SNED)-  
 Filipino Sign Language**

Date and Time	Session Title	Resource Speaker	Facilitator
<b>Day 1</b>			
7:45 – 8:20	Registration	TWG	
8:21 – 9:00	Opening Program- <b>Plenary Session</b> with content and pedagogy participants		
9:01 –10:00	<b>Session 1:</b> Implementation of Filipino Sign Language: It's Legal Bases	Clyde Praille Burgos	Lerma Busoy
10:01-10:15	Health Break		
10:16-12:00	<b>Session 2:</b> Understanding the Deaf Culture	Frelita M. Alvarez	Carol Elis
12:00-1:00	Lunch Break		
1:01- 3:00	<b>Session 3:</b> Nature and Causes of Deafness	Frelita M. Alvarez	Carol Elis
3:01-3:15	Health Break		
03:16-05:00	<b>Session 4:</b> Classroom Management and Strategies	Carol Elis	Sheryll L. Ofo-ob
<b>Day 2</b>			
8:00 – 8:15	Preliminaries- MOL- Atok, Bakun, Bokod, Buguias		
8:16 - 10:00	<b>Session 5:</b> Introduction to FSL Parameters	Mharselyn Liwan	Clyde Praille Burgos
10:01-10:15	Health Break		
10:16-12:00	<b>Session 6:</b> Filipino Sign Language (FSL) as a Medium of Instruction in English/Filipino	Mharselyn Liwan	
<b>12:00-1:00</b>	Lunch Break		
01:01-3:00	<b>Session 7:</b> Filipino Sign Language (FSL) as a Medium of Instruction in Araling Panlipunan	Clyde Praille Burgos	Mharselyn Liwan
3:01-3:15	Health Break		
03:16-5:00	<b>Session 8:</b> Filipino Sign Language (FSL) as a Medium of Instruction in Mathematics	Sheryll L. Ofo-ob	Frelita Alvarez
<b>Day 3</b>			



Address: Wangal, La Trinidad, Benguet  
 Telephone Number: (074) 422-6570  
 Email: benguet@deped.gov.ph  
 Facebook Page: DepEd Tayo Benguet





Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

8:00 – 8:15	Preliminaries- MOL- Itogon 1 & 2, Kabayan & Kapangan		
8:16 - 10:00	<b>Session 9:</b> Filipino Sign Language (FSL) as a Medium of Instruction in Science	Lerma Busoy	
10:01-10:15	Health Break		
10:16 -12:00	<b>Session 10:</b> Return Demonstration (English)	Participant	
<b>12:00-1:00</b>	Lunch Break		
1:01-03:00	<b>Session 11:</b> Return Demonstration (Araling Panlipunan)	Participant	
3:01-3:15	Health Break		
3:16 -5:00	<b>Session 12:</b> Return Demonstration (Mathematics)	Participant	
<b>Day 4</b>			
8:00 – 8:15	Preliminaries- MOL- Kibungan, La Trinidad, Mankayan		
8:16- 10:00	<b>Session 13:</b> Return Demonstration (Science)	Participant	
10:16 -11:00	<b>Session 14: Understanding Re-entry Action Plan) ReAP</b>	Carol Elis	
11:00-12:00	Workshop on ReAP		
12:01- 1:00	<b>Lunch Break</b>		
1:00- 3:00	<b>Session 15:</b> Workshop on ReAP (Continuation)		
3:01-3:15	<b>Health Break</b>		
3:16- 4:00	<b>Presentation of ReAP</b> and giving of Feedbacks		
4:01- 5:00	<b>Wrap up Activities/</b> Clearing Hours	TWG/PMT	
4:20- 5:00	Closing Program- Sablan, Tuba & Tublay		



Address: Wangal, La Trinidad, Benguet  
 Telephone Number: (074) 422-6570  
 Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
 Facebook Page: DepEd Tayo Benguet

**ITAHANAN**  
 Integrity, Best Accomplishments, Honors, Accredited, Mutual Excellence

