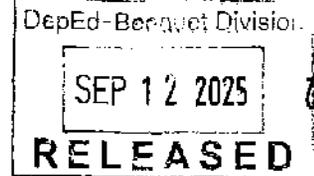




Republic of the Philippines
Department of Education
 Schools Division of Benguet



11 September 2025

DIVISION MEMORANDUM

No. 392, s. 2025

**EQUIPPING SCHOOL PERSONNEL FOR INCLUSIVE EDUCATION: HANDLING
 LEARNERS WITH SPECIAL NEEDS AND BEHAVIORAL CHALLENGES**

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

1. In support of the Special Needs Education (SNED) Program, the Schools Division Office (SDO) Benguet, through the Curriculum Implementation Division (CID), shall conduct a face-to-face training titled *Equipping School Personnel for Inclusive Education: Handling Learners with Special Needs and Behavioral Challenges*, on September 14–17, 2025, at Prince Plaza Hotel, Legarda Road, Baguio City.
2. Specifically, the activity aims to enable participants to:
 - a. explain the legal foundations of Special Needs Education (SNED), including relevant policies such as Department Order No. 44, s. 2021 and Republic Act 11650 (Inclusive Education Act);
 - b. demonstrate understanding of the characteristics and learning needs of learners with difficulties/disabilities, including common behavioral manifestations;
 - c. Apply appropriate procedures in conducting informal assessments as basis for planning and implementing appropriate interventions;
 - d. develop and review IEPs/ITPs using assessment data, in line with policy requirements and best practices, and
 - e. identify and implement evidence-based educational and behavioral interventions to support learners with disabilities in inclusive classroom settings.



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3. Meals, snacks, and accommodation expenses shall be charged to the HRD Program Support Funds downloaded to the Division Office, while transportation and other incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
4. Identified receiving teachers are required to prepare self-study materials, learning activity sheets or individual/group activities for their learners. These shall include clear and detailed instructions to guide the learners in completing the task while they are on official travel.
5. This Memorandum shall serve as the **Authority to Travel on Official Business** for all listed participants and members of the Project Management Team
6. The Inspectorate Team for this activity shall be composed of the following members of the Project Management Team: Agnes B. Malinias, Remedios B. Lamsis, Regina D. Sarmiento, and Erlinda C. Quinuan.
7. The list of participants is contained in Enclosure No. 1.
8. Immediate and wide dissemination of this Memorandum is desired.

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

CID-IM/ /



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Enclosure 1 to SDO Memo 302 S. 2025; Equipping School Personnel for Inclusive Education: Handling Learners with Special Needs and Behavioral Challenges

List of Participants and PMT/TWG

| No | Name | Position | Sex | | School |
|----|------------------------|-----------|-----|---|---------------------|
| | | | M | F | |
| 1. | Therese O. Cawayan | MT II | | / | Cagui-ing IS |
| 2 | Norman A. Pablito | SP I | / | | Cagui-ing IS |
| 3 | Daniclaire H. Mayos | T I | | / | Camp 30 ES |
| 4 | Cesar S. Martin | MT II | / | | Camp 30 ES |
| 5 | Sylvester C. Tan | Nurse II | / | | Celo Haight ES |
| 6 | Annie Claire L. Laduan | T1 | | / | Sinacbat ES |
| 7 | Dolores G. Fidel | SPII | | / | Sinacbat ES |
| 8 | Emma Dukipen | T III | | / | Bakun CS |
| 9 | Fernando Bagayao | SP II | / | | Bakun CS |
| 10 | Andrelyn B. Gayudan | T 1 | | / | Labinio-Acquisio ES |
| 11 | Mary O. Wasian | M T 1 | | / | Batanes ES |
| 12 | Vilma E. Balaodan | SP1 | | | Ampusongan ES |
| 13 | Maria Glenda Q. Diano | T I | | / | Ekip ES |
| 14 | Cheryl G. Basing-at | T III | | / | Bakian-Guiniawan ES |
| 15 | Jane A. Modi | T I | | / | Poodan ES |
| 16 | Cordella L. Tino | T III | | / | Abatan ES |
| 17 | Saturnina P. Bacasen | SP II | | / | Abatan ES |
| 18 | Leslie L. Tugay-an | T I | | / | Buyacaoan ES |
| 19 | Macia P. Igueldo | HT I | | / | Buyacaoan ES |
| 20 | Almyra Baiwes | TIII | | / | Loo ES |
| 21 | Nerissa S. Culas | SP II | | / | Loo ES |
| 22 | Precilla M. Humakey | T-III | | / | Pasbol Belino ES |
| 23 | Jaqueline A. Yaos | T-III/TIC | | / | Pasbol Belino ES |
| 24 | Alona Tom-en | T-III | | / | Gumatdang IS |
| 25 | Karen Dangayo | TI | | / | Gumatdang IS |
| 26 | Christine D. Puguon | SP-1 | | / | Loacan ES |
| 27 | Janet D. Milo | T-III | | / | Loacan ES |
| 28 | Jenelyn P. Dawing | T I | | / | Maximino ES |
| 29 | Pinky A. Alumit | T III | | / | Maximino ES |
| 30 | Roxan T. Atin-an | T-1 | | / | Pacalso ES |
| 31 | Nestor M. Asiong | SPI | / | | Pacalso ES |



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|----|--------------------------|----------|---|--------------------|
| 32 | Letica M. Palkit | TIII | / | Tocmo ES |
| 33 | Rinan C. Bruno | SP I | / | Tocmo ES |
| 34 | Mateo L. Mayos Jr. | SP1 | / | Tuding ES |
| 35 | Concepcion P. Dacquias | SPET1 | / | Tuding ES |
| 36 | Grace D. Bugatti | T-1 | / | Luneta ES |
| 37 | Conrado M. Caniero Jr. | SP - 1 | / | Luneta ES |
| 38 | Rose M. Acay | SP I | / | Balatoc ES |
| 39 | Juliet Mocnangan | T III | / | Balatoc ES |
| 40 | Sheila K. Wakit | SP I | / | Dalicno ES |
| 41 | Mark Busoy | T III | / | Dalicno ES |
| 42 | Clarina S. Solano | TII | / | Itogon CS |
| 43 | Ricardo S. Samson, Jr. | SP I | / | Itogon CS |
| 44 | Arlene C. Camado | T I | / | Virac Integrated S |
| 45 | Ferdinand T. Carantes | S P II | / | Virac Integrated S |
| 46 | Rowena A. Bejarin | TI | / | Kabayan Central IS |
| 47 | Zyra Jude P. Dagdag | Tr I | / | Kabayan Central IS |
| 48 | Jema Ruth B. Amado | T I | / | Cayapes ES |
| 49 | Juralin I. Ogues | TIII | / | Cayapes ES |
| 50 | Agrifina P. Compala | SP 1 | / | Pudong ES |
| 51 | Melissa A. Leon | TIII | / | Pudong ES |
| 52 | Jennylyn Coning | T II | / | Enrique Jose ES |
| 53 | Evalisa W. Abance | TIII | / | Buyagan ES |
| 54 | Aurelyn L. Andrada | T III | / | Buyagan ES |
| 55 | Rhoda Inciong | T 3 | / | Lubas ES |
| 56 | Esther F. Rizaldo | S P 1 | / | Lubas ES |
| 57 | Catherine D. Soliba | M T 1 | / | Palatong ES |
| 58 | Delia M. Bandao | S P 2 | / | Palatong ES |
| 59 | Mercedes P. Agno | TIII | / | Paco ES |
| 60 | Eden O. Dalog | T III | / | Guinaoang ES |
| 61 | Jessica B. Gacusan | T3 | / | Mating mangosan ES |
| 62 | Remedios H. Carpio | SP2 | / | Mating Mangosan ES |
| 63 | Donabelle P. Luna | T-III | / | Kiwas IS |
| 64 | Mary Jane L. Leo | SP-II | / | Kiwas IS |
| 65 | Ben G. Aromin | HT3 | / | Nangalisan ES |
| 66 | Myla Gabao | T1 | / | Nangalisan ES |
| 67 | Aileen D. Adones | TIII/TIC | / | Piminningan ES |
| 68 | Lyn A. Bacilli | T2 | / | Piminningan ES |
| 69 | Rosalie E. Cabrera | T-III | / | Albis ES |
| 70 | Mary Grace S. Bantulo | TIII TIC | / | Mamuyod ES |
| 71 | Dreneilyn Jade A. Simeon | T I | / | Mamuyod ES |



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|-----|--------------------------|----------------------------------|---|---------------------------|
| 72 | Selveti K. Semion | TIII | / | Paoad ES |
| 73 | Ofelia O. Carbonel | TIII | / | Paoad ES |
| 74 | Delyne B. Acdang | HT I | / | Sto. Nino ES |
| 75 | Minalyn S. Cafay | TIII | / | Beeday Chasoras Lamsis ES |
| 76 | Salvacion B. Torres | T III | / | Tublay Central |
| | Secondary Schools | | / | |
| 77 | Estefany D. Lesino | RGC | / | Atok NHS |
| 78 | Roxan joy Ventura | TII | / | Ampusongan NHS |
| 79 | Cherylyn evangelista | T III | / | Ampusongan NHS |
| 80 | Realonda V. Ngala-an | SPI | / | Palidan IS |
| 81 | Alicia B. Paca | T III | / | Bangao NHS |
| 82 | Mary Jane D. Manuel | T III | / | Bangao NHS |
| 83 | Adelina P. Liwayan | T III | / | Loo NHS |
| 84 | Flordie Mae U. Algabis | TI | / | Loo NHS |
| 85 | Edagr B. Tomino | MT-II | / | Alejo M. Pacalso NHS |
| 86 | Ester A. Mabini | T III | / | Benguet NHS |
| 87 | Ceasaria B. Adapang | SPET II | / | Benguet NHS |
| 88 | Winnie Freda D. Domerez | SP2 | / | Ambangeng NHS |
| 89 | Analine B. Emeliano | TIII | / | Ambangeng NHS |
| 90 | Rowengel Sinisin | TI | / | Ambuklao NHS |
| 91 | Norvel C. Pisda | T III | / | Ambuklao NHS |
| 92 | Mechel P. Alos | T III | / | Alno NHS |
| 93 | Steven S. Balacdao | Teacher I | / | Alno NHS |
| 94 | Mary Jane S. Berato | TI | / | Bineng NHS |
| 95 | Wilma M. Coilan | TIII / TIC | / | Bineng NHS |
| 96 | Josephine T. Tomilas | MT I | / | La Trinidad NHS |
| 97 | Glaiza Rose T. Agwilang | T III | / | La Trinidad NHS |
| 98 | Aira S. Paquito | TIII | / | Eastern LTNHS |
| 99 | Rosemarie G. Alveraz | MTI/TIC | / | Eastern LTNHS |
| 100 | Marie Creal B. Tallawan | T I | / | Balili NHS- Mankayan |
| 101 | Edwin S. Ayangdan | SP II | / | Balili NHS- Mankayan |
| 102 | Celiza B. Gomeyac | TIII | / | Lepanto NHS |
| 103 | Vicenta C. Danigos | SP II | / | Lepanto NHS |
| 104 | Marjorie P. Lantaen | T III | / | Mankayan NHS |
| 105 | Melenia K. Cabatan | HT 3 | / | Mankayan NHS |
| 106 | Bivian B. Cuh-ing | SP IV | / | Tuba NHS |
| 107 | Ronel S. Laduan | TI | / | Tuba NHS |
| | TWG_PMT | | | |
| 108 | Arnel Lim/ Lanie Atos | Facilitator/ M & E E/secretariat | / | SDO |



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| | | | | |
|-----|----------------------|-----------|---|---------------------|
| 109 | Remedios B. Lamsis | RP & Faci | / | Benguet SPED Center |
| 110 | Agnes B. Malinias | RP & Faci | / | Enrique Jose ES |
| 111 | Regina D. Sarmiento | RP & Faci | / | Puguis ES |
| 112 | Teodoro Dicos | RP & Faci | / | Benguet SPED Center |
| 113 | Mesenia P. Laquiao | RP & Faci | / | Benguet SPED Center |
| 114 | Clyde Praille Burgos | RP & Faci | / | Benguet SPED Center |
| 115 | Sheena M. Ballawig | RP & Faci | / | Puguis ES |
| 116 | Frenzel C. Liwan | RP & Faci | / | Mankayan CS |
| 117 | Erlinda C. Quinuan | RP & Faci | / | SDO Benguet |



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