



Republic of the Philippines  
**Department of Education**  
REGION III  
**SCHOOLS DIVISION OF PAMPANGA**

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May 14, 2025

**DIVISION MEMORANDUM**  
No. 33 s. 2025

**DIVISION TRAINING WORKSHOP OF UNTRAINED SPECIAL EDUCATION  
TEACHERS ON THE IMPLEMENTATION OF SPECIAL NEEDS EDUCATION  
PROGRAM**

TO: Assistant Schools Division Superintendents  
Chief Education Program Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Heads  
Special Education Teachers

1. As stated in the Department of Education (DepEd) Order No. 44, series of 2021, the DepEd ensures the recognition of the rights of Learners with Disabilities (LWDs) to inclusive, equitable, relevant, and quality basic education by providing them with effective and efficient educational services that will enable them to become well-rounded, happy, and productive individuals.
2. In this regard, Division Training Workshop of Untrained Special Education Teachers will be held on June 2, 3 and 4, 2025 from 8:00 am to 5:00 pm at Otel Pampanga, Lazatin Blvd, City of San Fernando Pampanga.
3. The training/ workshop aims to:
  - capacitate the SPED Teachers on how properly facilitate learning sessions for LWDs in regular classroom setting and how to best meet their individual needs;
  - provide in – depth knowledge about various disabilities and special education needs;
  - ensure that LWDs have the opportunity to learn in a safe and supportive environment under trained SPED Teachers; and
  - foster empathy and sensitivity toward the unique challenges faced by Learners with special needs.
4. Attached in this memo are the following:
  - 4.1 Management Team
  - 4.2. Technical Working Group
  - 4.3. Training Matrix



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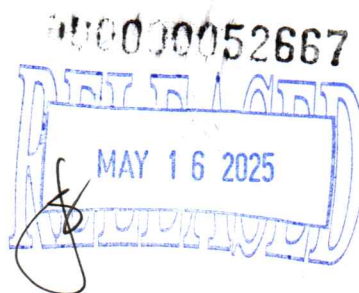


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5. Wide and immediate dissemination of this Memorandum is desired for the information and guidance of all concerned.

  
**ROMEO M. ALIP, PhD, CESO V**  
Schools Division Superintendent



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**Program Management Team**

Overall Project leads:	<b>Romeo M. Alip , PhD, CESO V</b> Schools Division Superintendent
Co – Project Leads:	<b>Celia R. Lacanlale PhD</b> CID Chief  <b>Ruel F. Bondoc</b> EPS I , Inclusive Education
Project Management Team	<b>Mary Jane B. Ibe</b> EPS II, Division SNED Alternate Focal Person

**Technical Working Group**

Mary Jane B. Ibe	Education Program Specialist II	Lead TWG
Exequiel C. Pangilinan	Education Program Specialist II	In – Charge of Technical and Documentation
Marry P. Franco	Education Program Specialist II	In-Charge of Certificates and Attendance
Norily C. Baluyut	Education Program Specialist II	In – Charge in Registration





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**Training Matrix**

<b>Day 1 (June 2, 2025)</b>		
<b>Time</b>	<b>Topic</b>	<b>In-Charge</b>
8:00- 8:30	Registration	TWG
8:30- 9:30	Opening Program	TWG
9:30- 9:45	Health Break	
9:45- 10:45	Inclusive Education Program in the Philippines	<b>Ruel F. Bondoc</b> EPS I -IE
10:45- 12:00	Orientation on the use of Different SPED Assessment Tools	<b>Mary Jane B. Ibe</b> EPS II
12:00- 1:00	Lunch	
1:00- 2:30	Orientation on Tagging Learners with Disabilities	<b>Roger G. Malawit</b> Principal II Mapaniqui ES
2:30-2:45	Health Break	
2:45 – 5:00	Inclusive Education and SPED Content and Pedagogy	<b>Randolph U. Senapilo</b> Spet 1 – Magalang ES
<b>Day 2 (June 3, 2025)</b>		
8:00- 8:30	MOL	TWG
8:30- 9:30	Contextualization of the IEP and Individualized Transition Plan	<b>Roger G. Malawit</b> Principal II Mapaniqui ES
9:30- 9:45	Health Break	
9:45- 10:45	Workshop	<b>Randolph U. Senapilo</b> Spet 1 – Magalang ES
10:45- 12:00	Orientation on the Multi-Factored Assessment Tool (MFAT)	<b>Anna Liza M. Soriano</b> Teacher III – Guagua ES
12:00- 1:00	Lunch	
1:00- 2:30	Basic Braille Reading and Writing	<b>Nenita C. Ocampo</b> Spet I – San Isidro ES
2:30-2:45	Health Break	
2:45- 5:00	Workshop	<b>Nenita C. Ocampo</b> Spet I – San Isidro ES



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**Day 3 (June 4, 2025)**

8:00- 8:30	MOL	
8:30- 10:00	Basic Filipino Sign Language (FSL)	<b>Anna Liza M. Soriano</b> Teacher III – Guagua ES
10:00 – 10:30	Health Break	
10:30 -12:00	Workshop	<b>Anna Liza M. Soriano</b> Teacher III – Guagua ES
12:00 – 1:00	Lunch Break	
1:00 – 3:00	Presentation of Outputs	
3:00 – 5:00	Closing Program	