



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools  
Division Superintendent**

DIVISION MEMORANDUM  
No. 795 , s. 2024

November 8, 2024

**MASS TRAINING OF SCHOOL LEADERS AND TEACHERS ON STRATEGIES AND  
ACCOMMODATION FOR LEARNERS WITH SPECIAL EDUCATIONAL NEEDS**

To: Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
School Heads, Both Elementary and Secondary  
All Others Concerned

1. Pursuant to Republic Act No. 11650, An Act Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education, and Department Order No. 44, s. 2021, titled *Policy Guidelines on the Provision of Educational Programs and Services for Learners with Disabilities in the K to 12 Basic Education Program*, this Office, through the Curriculum Implementation Division (CID) shall conduct the **Mass Training of School Leaders and Teachers on Strategies and Accommodation for Learners with Special Educational Needs** on November 25-27, 2024 at different training venues in Tagbilaran City. This training package has been granted with 12 Continuing Professional Development (CPD) Units by Professional Regulation Commission (PRC) CPD Council and is an integral component of the week-long In-Service Training (INSET) for Teachers, mandated by DepEd Order No. 009, series of 2024, titled *Implementing Guidelines on the School Calendar and Activities for School Year 2024-2025*.
2. The activity aims to:
  - a) demonstrate a comprehensive understanding of inclusive education principles and apply individualized instruction and accommodation to the learners with special needs;
  - b) build the capacity to teach effectively the research-based strategies and accommodation tailored to address the diverse learning needs of learners with special educational needs; and
  - c) empower teachers to serve as advocates for inclusive education within their schools and communities, ensuring the widespread implementation of inclusive practices and promoting a culture that supports the academic and social success of learners with disabilities.
3. The participants to this activity are all the School Leaders and Teachers in both Elementary and Secondary Schools organized into nine clusters (see Annex A). All participants are required to bring their PRC licenses to facilitate completion of attendance and registration forms.



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177  
(038)427-6718; (038)544-2147  
Email Address: tagbilarancity.division@deped.gov.ph


4. Meals in the amount of Eighty Pesos (P80.00) per day per participant shall be downloaded to the schools/clusters to be charged to HRTD Funds while travel and other incidental expenses shall be charged to School MOOE and other available sources of funds, subject to the usual accounting and auditing rules and regulations.

5. The remaining two days of the INSET week will be allocated for the conduct of School-Based In-Service Training (INSET), addressing the identified training needs of each school. Expenses for this activity shall be charged to the School MOOE and/or other available school funds, in accordance with established accounting and auditing procedures. Training proposal/s shall be submitted to this office on or before November 18, 2024.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.

For the SDS:

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

  
**JOHN ARIEL A. LAGURA PhD**  
OIC, Assistant Schools Division Superintendent *jl*

**ANNEX A: CLUSTERING OF SCHOOLS**

<b>CLUSTERS</b>	<b>CLUSTER LEADER/MONITORS</b>	<b>FACILITATORS ASSIGNED</b>	<b>SCHOOL</b>
Cluster 1: DCPNHS -SHS (90) Cabawan ES (10) CTNHS (4) Total: 104+3=107 <b>Venue: Cabawan ES Covered Court</b>	Mr. Joseph C. Barrete EPSvr TLE/TVL Monitors: Dr.Ma. Antonette P. Dugang Dr. Liza E. Macuilong	Dr. Legardo R. Palaca Jr.-P-I Mr. Jesilo Jala - P-I Mr. Raymond A. Gone- MT-1 Dr. Lanie G. Gutas-ASP-II Dr. Floridel C. Pelin-MT-I	DCPNHS-SHS CTNHS Manga NHS DCPHS SHS DCPHS JHS
Cluster 2: San Isidro ES (17) Tiptip ES (15) San Isidro NHS (28) Dao ES (26) Total: 108+3=111 <b>Venue: San Isidro ES Covered Court</b>	Dr. Beatriz E. Incog EPSvr Filipino Monitors: Ms. Rowena L. Pizarras Ms. Joermelyn P. Pasilbas	Dr. Basilides M. Sempron-P-II Ms. Eutropia R. Arcayena-P-I Ms. Mercy Mae C. Serate-HT-III Dr. Annabelle M. Pergamino-MT-II Dr. Josephine P. Acedo-MT-1 Ms. Eufe Rhoda R. Galon-P-1	Dao ES San Isidro NHS DCPNHS-JHS Ubujan ES Dao ES San Isidro ES
Cluster 3; Manga NHS (56) Manga ES (28) Ubujan ES (21) Total: 105+3=108 <b>Venue: Manga NHS Covered Court</b>	Dr. Elisa B. Geagonia EPSvr Mathematics Monitors: Dr. Lev V. Nadela Ms. Rhodelia B. Tumanda	Mr. Jenelou John F. Israel-P-1 Ms. Proserpina A. Doroy-P-II Dr. Glaiza T. Jala MT-II Dr. Aly Marie L. Cajilog MT-II Dr. Brian A. Baluca MT-I Dr. Babe Celeña B. Isaga MT-II	Manga NHS Manga ES Dao ES TCCES Manga ES DCPNHS-JHS
Cluster 4: Taloto NHS (4) Taloto ES (15) Booy South ES (15) Booy ES (16) ALS (6) Total: 56+2=58 <b>Venue: TCCES AV Hall</b>	Dr. Nenita G. Incog EPSvr Araling Panlipunan Monitors: Dr. Filomena C. Tanggaan	Ms. Lorelei G. Anore P-I Ms. Mylin O. Iñigo MT-II Ms. Resa Niña A. Jacob MT-II Dr. Genevieve J. Bongcac MT-II	Taloto ES Manga ES DCPNHS-JHS DCPNHS-SHS
Cluster 5; Eastern CogonES (18) Cogon NHS (42) Cogon ES (43) Total: 103+3=106 <b>Venue: Cogon ES AV Hall</b>	Dr. Juanita C. Lafuente EPSvr Kindergarten/ SNED/MG Monitors: Ms. Adeline C. Dagamac Dr. Vida E. Romero	Dr. Maria Rachel S. Omasas P-II Ms. Ma Sandra Isabel S. Fortich HT-V Dr. Ermila D. Cardinas HT-III Mr. Vincent Mark P. Ranay MT-I Mr. Florencio Jr. Karaan T-III	Cogon ES DCPNHS-JHS DCPNHS-JHS Cogon NHS TCCS SPED
Cluster 6: DCPNHS -JHS (179)+3=182 <b>Venue: DCPNHS</b>	Dr. Cherry Michelle F. Collyer EPSvr Science Monitors: Ms. Maurine C. Castañó Ms. Emily L. Acabo	Dr. Procilita Milar HT-III Dr. Mary Faith I. Barrete MT-II Dr. Florafel C. Datoy HT-III Ms. Ma. Teresa T. Laroda ASP-2 Dr. Beverly Joy D. Cuajao MT-2 Ms. Ma. Teresa G. Auxtero MT-I Ms. Rachel B. Mende MT-I Ms. Riza L. Abarquez T-III	DCPNHS-JHS DCPNHS-SHS Mansasa NHS DCPNHS-JHS Cogon NHS DCPNHS-JHS DCPNHS-SHS DCPNHS-SHS
Cluster 7: City East ES- (30) TCSHS (42) Dampas ES (26) Total: (98)+3=101 <b>Venue: TCSHS Covered Court</b>	Dr. Aimee T. Amistoso EPSvr English Monitors: Dr. Esther L. Cagas Engr. Louenie T. Indanao	Ms. Editha G. Gone P-II Mr. Aljon S. Fronteras HT-III Dr. Edgar A. Fernandez HT-III Dr. Marlene G. Estorosas MT-I Ms. Geolita B. Alvarez MT-I	City East ES TCSHS Dampas ES DCPNHS-SHS DCPNHS-JHS
Cluster 8: Bool ES (17) Mansasa NHS (40) Mansasa ES (14) Total: 71+3=74 <b>Venue: Mansasa NHS Covered Court</b>	Mr. Alberto A. Lacang EPSvr MAPEH Monitors: Dr. Rosene D. Olaivar Dr. Janet T. Butalid	Dr. Dougefurd D. Castañó HT-II Dr. Pilar S. Diez HT-III Dr. Geraldine C. Duron MT-II Ms. Ellen Marie I. Villar MT-I	TCCES DCPNHS-JHS Manga NHS DCPNHS
Cluster 9: TCCS-SPED Center (16) TCCES (72) Total: 88+3=91 <b>Venue: TCCES Library</b>	Dr. Neolita S. Sarabia EPS LRMS Monitors: Engr. Junicel T. Mancha Mr. Simon T. Rios	Dr. Lemuel B. Barol P-I Ms. Mae M. Bastes MT-II Dr. Rex U. Celosia MT-I Dr. Roselle M. Sunit MT-I	TCCS SPED Mansasa ES San Isidro ES Eastern Cogon ES

November 25, 26 & 27, 2024

Cluster \_\_\_\_\_

Venue: \_\_\_\_\_

**PROGRAM SCHEDULE MATRIX**

DAY 1- November 25, 2024		DAY 2- November 26, 2024		DAY 3-November 27, 2024	
TIME	Duration	TIME	Duration	TIME	Duration
7:30 AM-8:00 AM	30 Minutes	8:00 AM-8:15 AM	15 Minutes	8:00 AM-8:15 AM	30 Minutes
		REGISTRATION		Management of Learning (MOL)	Management of Learning (MOL)
8:00 AM-8:30 AM	30 Minutes	8:15 AM-10:00 AM	105 Minutes	8:15 AM-10:00AM	105 Minutes
		<i>Opening Program, Session Norms, Overview of the Activity, Levelling of Expectations &amp; Pre test</i>		<i>Teaching Learners with Difficulty in Mobility</i>	<i>Teaching Learners with Difficulty in Remembering and Concentrating</i>
		Facilitators:		Facilitators:	Facilitators:
8:30 AM-10:00 AM	90 Minutes				
		<i>Inclusive Teaching: Preparing Teachers to Teach All Students</i>			
		Facilitators:			
10:00 AM-10:15 AM	15 Minutes	10:00 AM-10:15 AM	15 Minutes	10:00 AM-10:15 AM	15 Minutes
		Uninterrupted Health Break		Uninterrupted Health Break	Uninterrupted Health Break
10:15 AM-12:00 PM	105 Minutes	10:15 AM-12:00 PM	105 Minutes	10:15 AM-12:00 PM	105 Minutes
		<i>Learners with Difficulty in Basic Learning and Applying Knowledge</i>		<i>Learners with Difficulty in Hearing</i>	<i>Universal Design for Learning (UDL):Engaging Active Participation of All Learners in the Classroom &amp; MID-YEAR INSET Planning</i>
		Facilitators:		Facilitators:	Facilitators:
12:00 AM-1:00 PM	60 Minutes	12:00 AM-1:00 PM	60 Minutes	12:00 AM-1:00 PM	60 Minutes
		Lunch Break		Lunch Break	Lunch Break
1:00 PM-3:00 PM	120 Minutes	1:00 PM-3:00 PM	120 Minutes	1:00 PM-3:00 PM	120 Minutes
		<i>Teaching Learners with Difficulty in Performing Adaptive Skills</i>		<i>Teaching Learners with Difficulty in Seeing</i>	<i>Mastering Facilitation Techniques: Engaging and Guiding Effective Discussions</i>
		Facilitators:		Facilitators:	Facilitators:
3:00 PM-3:15 PM	15 Minutes	3:00 PM-3:15 PM	15 Minutes	3:00 PM-3:15 PM	15 Minutes
		Uninterrupted Health Break		Uninterrupted Health Break	Uninterrupted Health Break
3:15 PM-5:00 PM	105 Minutes	3:15 PM-5:00 PM	105 Minutes	3:15 PM-5:00 PM	105 Minutes
		<i>Learners with Difficulty in Communication</i>		<i>Teaching Learners with Difficulty in Displaying Interpersonal Behavior</i>	<i>Evaluation, Post test, Distribution of Certificates of Attendance Participation and Recognition</i>
		Facilitators:		Facilitators:	Facilitators:
5:00 PM-5:30 PM	30 Minutes	5:00 PM-5:30 PM	30 Minutes	5:00 PM-5:30 PM	30 Minutes
		Evaluation & Debriefing		Evaluation & Debriefing	Evaluation & Debriefing