



October 12, 2018

DIVISION MEMORANDUM

No. 81 s. 2018

DIVISION MASS TRAINING FOR RECEIVING TEACHERS IN SPECIAL EDUCATION

TO :

- OIC-Asst. Schools Division Superintendent
- OIC-Chief, Curriculum Implementation Division
- OIC-Chief, Schools Governance and Operations Division
- Education Program Supervisors
- Public School District Supervisors
- Education Program Specialists II-ALS
- Public Elementary and Secondary School Heads
- Public Elementary, Secondary, IPED, MADRASAH and ALS Teachers
- All Others Concerned

The Department of Education (DepEd) is committed to ensure that all learners will receive quality, accessible, relevant and liberating education. In line with this, for and in consideration of learners with disabilities (LWDs) and to expand implementation of Inclusive Education in School. The City Schools Division of Antipolo through Curriculum Implementation Division, shall conduct a **Division Mass Training of Receiving Teachers in Special Education** on October 24-26, 2018 at Gems Hotel and Conference, Antipolo City

The activity aims to:

1. Train the receiving teachers on how to handle and teach learners with disabilities (LWDs);
2. Know the contents and pedagogical approaches appropriate to the education of the LWDs; and
3. Meet the needs of the LWDs in the regular classrooms through inclusive education.

Participants to this live-out training are the select elementary, secondary, IPED, MADRASAH and ALS teachers and who are tasked to conduct school/district/division roll-out. Schools with asterisk have attended the regional mass training for receiving teachers in special education.

Participants shall register online on or before October 20, 2018 through the link: <http://bit.ly/2yGqNbW> SPEDRT. Confirmation of attendance will be from 7:30 to 8:30 AM while opening program will start at 8:30 AM. First meal to be served is AM snack of the first day and last meal will be PM snack of Day 3.



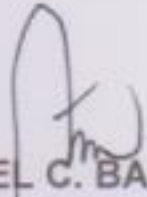
Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO


Facilitators and members of the Program Management Team will have a meeting on October 22, 2018, 9:00 AM at the PSDS Office.

Attached herewith are the following enclosures for your reference;

- Enclosure 1 – Allocation of Participants
- Enclosure 2 – Program Management Team
- Enclosure 3 – Program of Activities
- Enclosure 4 – Program

Widest dissemination of this Memorandum and participation of all concerned to this activity is enjoined.


Dr. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent ✓

@PSPEO 10/22/2018




Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO

Enclosure 1 to Division Memorandum 81 s. 2018

ALLOCATION OF PARTICIPANTS

DISTRICT	No.	SCHOOLS	ELEMENTARY	SECONDARY
Dist. I-A	1	Sta. Cruz ES	*	
	2	Antipolo NHS		*
	3	Antipolo City Senior HS		1
Dist. I-B	4	Bagong Nayon I ES	1	
	5	Bagong Nayon II ES	*	
	6	Bagong Nayon IV ES	1	
	7	Bagong Nayon II NHS		1
Dist. I-C	8	Antipolo City SPED Center		
	9	Dela Paz ES	1	
	10	Muntindilaw ES	*	
	11	San Isidro ES	1	
	12	Dela Paz NHS		1
	13	Muntindilaw NHS		*
	14	San Isidro NHS	1	
Dist. I-D	15	Mambugan I ES	1	
	16	Mambugan II ES	1	
	17	Mayamot ES	*	
	18	Mambugan NHS		*
	19	Mayamot NHS		1
Dist. II-A	20	Juan Sumulong ES	1	
	21	San Jose NHS		1
Dist. II-B	22	Dalig ES	1	
	23	Kaila ES	1	
	24	Knights of Columbus ES	*	
	25	Lores ES	1	
	26	Nazarene Ville ES	1	
	27	San Roque NHS	1	*
	Dist. II-C	28	Isaias S. Tapales ES	*
29		Jesus S. Cabarrus ES	*	
30		Pantay ES	1	
31		San Antonio Village ES	1	
32		Teofila Z. Rovero Memorial ES	1	
33		Dalig NHS		1
34		Marcelino M. Santos NHS		*
Dist. II-D		35	Cupang ES	*
	36	Cupang ES Annex	1	
	37	Peñafrancia ES	1	
	38	Peñafrancia ES Annex	1	
	39	Taguete ES	1	
	40	Cupang NHS		*
Dist. II-E	41	Binayoyo Integrated School	1	
	42	Cabading ES	1	



Republic of the Philippines
Department of Education
Region IV-A CALABARZON

CITY SCHOOLS DIVISION OF ANTIPOLO

	43	Inuman ES	1	
	44	Old Boso-Boso ES	*	
	45	Peace Village ES	1	
	46	San Luis ES	*	
	47	Sapinit ES	1	
	48	Tanza ES	*	
	49	Binayoyo Integrated School		1
	50	Maximo L. Gatlabayan Memorial NHS		1
	51	Old Boso-Boso NHS		1
	52	San Juan NHS		*
Dist. II-F	53	Apia Integrated School	1	
	54	Calawis ES	*	
	55	Canumay ES	1	
	55	Kaysakat ES	*	
	56	Libis ES	1	
	57	Paglitaw ES	1	
	58	Rizza ES	*	
	59	San Joseph ES	1	
	60	San Ysiro ES	1	
	61	Sumilang ES	*	
	62	Upper Kilingan ES	1	
	63	Canumay NHS		1
	64	Kaysakat NHS		*
	65	Calawis NHS		*
	67	Rizza NHS		*
		IPED	2	
		MADRASAH	2	
		ALS	5	
		Facilitators	10	
		TWG	10	
TOTAL	71		61	10



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO

Enclosure 2 to Division Memorandum No. 81 s. 2018

EXECUTIVE COMMITTEE

Chairperson: **Dr. Rommel C. Bautista, CESO V**
Schools Division Superintendent

Co-Chairperson: **Dr. Gloria C. Roque**
OIC-Asst. Schools Division Superintendent

Members:

Lito A. Palomar
OIC-Chief, Curriculum Implementation Division
Merlita O. Sayago
EPS-Kindergarten/SPED
All Public Schools District Supervisors
Education Program Specialists II-ALS
SPED Consultants

PROGRAM MANAGEMENT TEAM

COMMITTEE	IN-CHARGE	TERMS OF REFERENCES
Registration	Maria Bianca Zannah O. Solano	<ul style="list-style-type: none">• Prepares the Registration and Meal attendance Form• In-charge of attendance• Facilitates the signing of the Registration and Meal Attendance Form• Prepares and submits accomplished and completed forms to the in-charge• Ensures that participants issued an OR of registration
Program and Certificates (Participation, Appearance and Recognition)		<ul style="list-style-type: none">• Prepares the draft of the certificate and have it checked by the in-charge• Prints the number of needed certificates (speaker, participants and members of the TWG)• Presents the certificates to the SDS for signing• Assists in the distribution of the certificates during the Closing Program
Documentation	Irish Anne S. Meneses Geraldine A. Santos	<ul style="list-style-type: none">• Document event's significant details• Submit a narrative report containing the essential outcome of the event to the program head including the monitoring and evaluation results
Physical Arrangement/Sound System/Technical/ICT	Jara Mae Capistrano Ranito Gallego Staff of the assigned venue	<ul style="list-style-type: none">• Checks the preparedness and order of the venue/session halls• Checks the proper functioning of the sound system, laptop and ICT equipment throughout the sessions• Assists the facilitators in the setting up of their laptops /gadgets



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO

Logistics	Michael P. Glorial Rona Villette	<ul style="list-style-type: none">Plans and secures logistics to support the activityPrepares materials and deliver it to the in-charge
Food and Health	Myla F. Tupas Myrna Bautista Staff of the assigned venue	<ul style="list-style-type: none">Manages and facilitates the preparation and distribution of mealsEnsures that all participants were served
Monitoring and Evaluation	Dr. Isabel M. Gonzales	<ul style="list-style-type: none">Prepares and administers questionnaire to participantsMonitor and evaluate conduct of the programPrepares and submits evaluation results to the in-charge
Budget and Finance	Raquel F. Esguerra Ragaam V. Dela Cruz	<ul style="list-style-type: none">Oversees the efficient allocation of funds and timely release as well as documentation for payment
Health and Wellness	Nurse	<ul style="list-style-type: none">Ensures the health and wellness of participants are taken care of
Facilitators	Ana Maria Elena C. Guab Jeffrey Mallin Anna Celeste Balagnot Cherry May Giray Baden Domasig Jhenine P. Arroyo Lara Morcoso Evelyn Rabadon Genelyn S. Alejandrino Orencio M. Canillas	<ul style="list-style-type: none">Reviews the slide decks of the assigned topics to presentEdits or enhances the slide decks if necessaryCoordinates with the Training Manager on the needed materials for the sessionCoordinates with the ICT the compatibility of gadgets to the projector and needed materialsPresents the assigned session
Process Observers	Class 1 – Myrna Bautista Class 2 – Wilma R. Doctor	<ul style="list-style-type: none">Observes the procedure on how the facilitators conduct or present their sessionsGives feedback after the facilitators session or during the debriefingAttends the debriefing for feedback giving
Training Managers	Merlita O. Sayago	<ul style="list-style-type: none">Checks the availability of materials to be usedAssists the facilitators in the distribution of materials during the sessionFacilitates the Management of Learning and presentation of matrix for the dayGives announcements and reminders especially on the house rulesOversees the smooth flow of activities during the dayAttends the daily debriefing for feedback giving and reporting



Republic of the Philippines
Department of Education
Region IV-A CALABARZON



CITY SCHOOLS DIVISION OF ANTIPOLO

Enclosure 3 to Division Memorandum 81 s. 2018

DIVISION MASS TRAINING FOR RECEIVING TEACHERS IN SPECIAL EDUCATION

TIME	October 24 DAY 1	October 25 DAY 2	October 26 DAY 3
7:30 – 8:00	Confirmation of Attendance	Management of Learning (MOL)	Management of Learning (MOL)
8:00 – 8:30		• Difficulty in Applying Knowledge Orencio M. Canillas	• Difficulty in Mobility Ella E. Eata
8:30 – 9:00	Opening Program	AM SNACK	AM SNACK
9:00 – 9:30	AM SNACK		
9:30 -10:00			
10:0 – 11:00	<ul style="list-style-type: none"> • Moving Towards Inclusion • Index for Inclusion • Universal Design for Learning (PLENARY) 	<ul style="list-style-type: none"> • Difficulty in Remembering and Concentrating Ana Marie S. Timbal 	<ul style="list-style-type: none"> • Basic Sign Language Genelyn S. Alejandrino
11:00 – 12:00			
12:00 – 1:00	LUNCH	LUNCH	LUNCH
1:00 – 2:00	<ul style="list-style-type: none"> • Difficulty in Seeing Ameg Ana Caubang 	<ul style="list-style-type: none"> • Difficulty in Hearing Jhenine P. Arroyo • Difficulty in Communicating Geraldine A. Santos 	
2:00 – 2:30			
2:30 – 3:00	<ul style="list-style-type: none"> • Difficulty in Interpersonal Behavior Ruby S. Carigo 		PM SNACK
3:00 – 3:30	PM SNACK	PM SNACK	Closing Program
3:30– 4:30		<ul style="list-style-type: none"> • Difficulty in Performing and Adapting Skills Rizelle Izel Alegria 	
4:30– 5:00	Reflection	Reflection	
5:00 – 5:30	Debriefing	Debriefing	



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF ANTIPOLO

Enclosure 4 to Division Memorandum 81 s. 2018

PROGRAM OF ACTIVITIES

Part I. Confirmation of Attendance 7:30 – 8:30 AM

Part II. Opening Program 8:30 AM

National Anthem	(Video)
Prayer	Irish Anne S. Meneses SPED Coordinator, San Jose NHS
CALABARZON March Mabuhay Rizal Antipolo Hymn	(Video)
Checking of Attendance	María Bianca M. Reyes SPET, AC SPED Center
Welcome Remarks	Lito A. Palomar OIC-Chief, Curriculum Implementation Division
Inspirational Message	Dr. Rommel C. Bautista, CESO V Schools Division Superintendent
Statement of Purpose	Merlita O. Sayago EPS-Kindergarten/SPED Zannah O. Solano Lady of Ceremony

Part III. Training Proper

Part IV. Closing Program

Pilipinas Kong Mahal	(Video)
Prayer	Jhenine P. Arroyo Teacher, Cupang NHS
Impression	Participant
Challenge	Lito A. Palomar
Acceptance of Challenge	Participant
Awarding of Certificates	Dr. Rommel C. Bautista, CESO V Dr. Gloria C. Roque OIC-Asst. Schools Division Superintendent Lito A. Palomar
Closing Remarks	Merlita O. Sayago

Geraldine A. Santos
Master of Ceremony