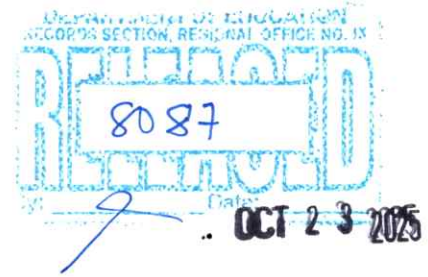




Republic of the Philippines

Department of Education



REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

Office of the Regional Director

October 20, 2025

REGIONAL MEMORANDUM

CLMD-2025- 568

WORKSHOPS ON THE DEVELOPMENT, VALIDATION, AND FINALIZATION OF RESOURCE PACKAGES FOR SPECIAL NEEDS EDUCATION FOR SCHOOL HEADS DEVELOPMENT (SHDP) PROGRAM AND TEACHER INDUCTION PROGRAM (TIP)

To: Schools Division Superintendents
Chiefs, Curriculum Implementation Division
SDO SNED Focal Persons
SDO Pagadian City
SDO Zamboanga City
SDO Zamboanga del Norte
SDO Zamboanga del Sur
This Region

1. Per DM-LS-2025-112 and 118 dated September 30, 2025, **Re-Workshops on the Development, Validation, And Finalization of Resource Packages for Special Needs Education (SNED) for School Heads Development (SHD) Program and Teacher Induction Program (TIP) are to be conducted in different dates and venues.**

2. The following are the recommended participants from SDOs to participate in the subject activities, to wit:

| Development – DepEd Teachers Camp Nueva Viscaya, Region 2 | Validation-DepEd EcoTech Cebu City-Region 7 | Finalization -NEAP General Santos City-Region 12 |
|---|---|--|
| October 27-29, 2025 | November 13-15,2025 | November 25-27,2025 |
| School Heads Development Program | | |
| 1. Rolan Englista – Zambo. Sur | 1. Nathan Dagohoy- Zambo. Sur | 1. Rolan Englista – Zambo. Sur |
| 2. Maynard Magalso – Zambo. Norte | | 2. Maynard Magalso – Zambo. Norte |
| Teacher Induction Program | | |
| 1. Fe A. Alcazaren – Pagadian City | 1. Francis Goddie Pepito - Zambo. Sur | 1. Fe A. Alcazaren- Pagadian City |
| 2. Jinky A. Flores- Zambo. City | | 2. Jinky A. Flores- Zambo. City |

3. Identified participants are reminded to bring laptops, chargers, extension cords, and other sources of internet connectivity (e.g. mobile data, pocket /wi-Fi, etc) if deemed necessary.



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4. Board and lodging of participants shall be charged to FY 2025 SNED Current Funds while the transportation expenses shall be charged to OSEC-9-25-3365 dated June 13, 2025. In the event that the downloaded funds are insufficient for reimbursement, the remaining amount shall be charged to School MOOE, subject to the usual accounting and auditing rules and regulations.
5. In addition, all concerned school heads, and teachers are directed to institute measures to ensure that learning activities continue while the identified participants will attend this activity. Teaching and non-teaching personnel attending the said training workshops will be granted service credits pursuant to the guidelines specified in **DepEd Order No. 53, s. 2003** (*Updated Guidelines on Grant of Vacation Service Credit of Teachers*) and *Compensatory Time-Off (CTO)* per **CSC-DBM Joint Circular No. 2, s. 2004** (*Non-Monetary Remuneration for Overtime Services*), whichever is appropriate and applicable.
6. For inquiries and clarifications, you may contact the Chief of CLMD, Dr. Eugenio B. Penales, or the Regional SNED Focal Person, Mr. Ramel P. Cael, at 0917-157-9275 or via email at ramel.cael@deped.gov.ph.
7. Immediate dissemination of this memorandum is desired.

Digitally signed by Legaspi Ruth Fuentes
DN: CN=Legaspi Ruth Fuentes,
SERIALNUMBER=012BN0045dcS
O=DepEd Regional Office IX, C=PH
Date: 2025.10.21 08:45:54+0800


RUTH L. FUENTES, CESO III
Regional Director

CLMD/EBP/rpc/RM
278/October 20, 2025



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM

DM-LS-2025-11a

TO : ALL REGIONAL DIRECTORS

FROM : *Carmela Oracion*
CARMELA C. ORACION
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Learning Systems *[Signature]*

SUBJECT : PARTICIPATION IN THE WORKSHOPS ON THE DEVELOPMENT, VALIDATION, AND FINALIZATION OF RESOURCE PACKAGES ON SPECIAL NEEDS EDUCATION FOR THE SCHOOL HEADS DEVELOPMENT PROGRAM

DATE : September 30, 2025

In line with the Department of Education's (DepEd) Five-Point Reform Agenda on ensuring an enabling learning environment through the improvement of teacher quality to address the diverse educational needs of learners with disabilities, the Learning Systems Strand, through the Bureau of Learning Delivery – Student Inclusion Division (BLD-SID) will conduct the following activities:

| Activity | Date | Venue |
|--|----------------------|--|
| Workshop on the Development of Resource Packages on Special Needs Education for the School Heads Development Program | October 27-29, 2025 | DepEd Teachers Camp Nueva Vizcaya, Region II |
| Workshop on the Validation of Resource Packages on Special Needs Education for the School Head Development Program | November 13-15, 2025 | DepEd Eco Tech, Cebu, Region VII |
| Workshop on the Finalization of Resource Packages on Special Needs Education for the School Head Development Program | November 25-27, 2025 | NEAP General Santos City, Region XII |

These activities aim to:

- develop enriched training materials to be integrated across all School Heads Development Program (SHDP) modules;
- build the capacity of school heads to effectively implement inclusive education, with particular emphasis on supporting learners with disabilities; and
- equip school heads with the knowledge and skills necessary to meet the diverse learning needs of all learners.



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Target participants are **Education Program Supervisors, Special Needs Education (SNED) Teachers, or School Heads**. Each Regional Office, through the Curriculum and Learning Management Division (CLMD), is requested to identify **two (2) participants** for both the Development and Finalization phases, and another **two (2) participants** for the Validation phase. The same set of participants shall take part in the Development and Finalization phases to ensure continuity in crafting the materials, while a different set shall be engaged in the Validation phase to provide constructive feedback on the materials for further improvement.

Each Regional SNED Focal Person shall submit the list of identified participants, duly approved by the Regional Director, to the BLD-SID through email at bld.sid@deped.gov.ph, and ensure their online registration on or before October 23, 2025 (See *Enclosure 1: List of Participants and Criteria for the Selection of Participants*).

Participants are expected to bring their own laptop, extension cord, and pocket Wi-Fi; wear business attire; and attend all sessions (See *Enclosure 2: Indicative Program of Activities*). For information regarding the dates of registration, and first and last meal of the activities, please refer to *Enclosure 3: Registration and Meal Schedule*.

Board and lodging and travel expenses shall be charged against 2025 SNED Current Funds, subject to the usual government accounting and auditing procedures. All travel expenses shall be downloaded to the respective regions of the participants. Should transportation expenses exceed the downloaded funds, remaining expenses shall be charged against any available local funds.

For inquiries or concerns, please contact the BLD-SID, attention Mr. John Michael C. Jalayajay, Supervising Education Program Specialist, through email at bld.sid@deped.gov.ph.

Immediate dissemination of this memorandum is desired.

Copy furnished:

OFFICE OF THE SECRETARY

MALCOLM S. GARMA

Undersecretary for Operations



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
Direct Line: (632) 8633-7202/8687-4146 E-mail: ouct@deped.gov.ph



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Enclosure 1

LIST OF PARTICIPANTS

Region: _____

- A. Workshop on the *Development and Finalization* of Resource Packages on Special Needs Education for the School Heads Development Program

| NAME | SCHOOL/ OFFICE | DIVISION |
|------|-------------------|----------|
| 1. | | |
| 2. | | |

- B. Workshop on the *Validation* of Resource Packages on Special Needs Education for the School Heads Development Program

| NAME | SCHOOL/ OFFICE | DIVISION |
|------|-------------------|----------|
| 1. | | |
| 2. | | |

Please register at <https://tinyurl.com/SnedSHDP>

Recommending Approval:

Signature over Printed Name

Approved:

Signature over Printed Name



Republic of the Philippines
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CRITERIA FOR THE SELECTION OF PARTICIPANTS

Each participant to be identified per region must meet at least three of the following criteria:

1. A focal person, implementer, instructional leader, or teacher who specializes in SNED;
2. Has a direct and extensive experience or training in SNED;
3. Experienced in writing or evaluating teaching and learning resources in SNED;
4. Must complete the whole duration of the activities, participate actively during the sessions, work with high-level of commitment on the expected outputs, and ensure compliance and submission on or before the deadline; and
5. Express strong commitment and advocacy toward the effective and efficient delivery of SNED.

Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES

Workshop on the Development of Resource Packages on Special Needs Education Needs Education

for the School Heads Development Program (SHDP)

October 27-29, 2025 DepEd Teachers Camp Nueva Vizcaya

| Time | Day 1 October 27, 2025 | Day 2 October 28, 2025 | Day 3 October 29, 2025 |
|---------------------|--|---|--|
| 6:00 AM - 7:45 AM | TRAVEL, ARRIVAL & REGISTRATION (4:00 AM - 6:00 AM) BREAKFAST (6:00 AM - 7:45 AM) | | BREAKFAST |
| 7:45 AM - 8:00 AM | OPENING PROGRAM | | |
| 8:00 AM - 10:00 AM | Session 1: Legal Mandates and Ethical Leadership in Promoting Inclusive Education Dr. Frances Olivia Magtoto Session 2: Transforming Schools through Inclusive Leadership Dr. Lella P. Areola | Continuation of Writing of the Resource Package for SHDP SNED | Continuation of Writing of the Resource Packages for SHDP SNED |
| 10:00 AM - 10:15 PM | | MORNING SNACKS | |
| 10:15 AM - 12:00 PM | Session 3: Designing Effective Resource Package for Professional Development Programs NEAP Representative | Continuation of Writing of the Resource Packages for SHDP SNED | Presentation of Draft Resource Packages for SHDP SNED |
| 12:00 PM - 1:00 PM | | LUNCH | |
| 1:00 PM - 3:00 PM | Workshop on the Development the Resource Package on Special Needs Education School Heads Development Program | Presentation of Draft the Resource Package on Special Needs Education School Heads Development Program | Presentation of Draft Resource Packages for SHDP SNED |
| 3:00 PM - 3:15 PM | | AFTERNOON SNACKS | |
| 3:15 PM - 5:00 PM | Continuation of Writing of the Resource Packages for SHDP SNED | Continuation of Writing of the Resource Package | |
| 5:00 PM - 6:00 PM | | OPEN FORUM | |
| 6:00 PM - 8:00 PM | | DINNER | CLOSING PROGRAM |

- Plenary sessions on key concepts/topics;
- Guided activities and independent work, where participants will apply knowledge/competencies acquired from the input presentations towards crafting of the resource packages;
- Presentation of outputs for feedback. Participants will present their outputs to the whole group for feedback from other participants/resource persons/SID specialists;
- Online submission of resource packages and giving of feedback via OneDrive; and
- The first meal to be served is breakfast on Day 1, while the last meal will be afternoon snacks on Day 3

INDICATIVE PROGRAM OF ACTIVITIES
Workshop on the Validation of Resource Packages on Special Needs Education Needs Education
for the School Heads Development Program (SHDP)
November 13-15, 2025 DepEd Eco Tech Cebu, Region VII

| Time | Day 1 November 13, 2025 | Day 2 November 14, 2025 | Day 3 November 15, 2025 |
|---------------------|---|---|---|
| 6:00 AM - 7:45 AM | TRAVEL, ARRIVAL, & REGISTRATION (4:00 AM - 6:00 AM) BREAKFAST (6:00 AM - 7:45 AM) | BREAKFAST | BREAKFAST |
| 7:45 AM - 8:00 AM | MANAGEMENT OF LEARNING (MOL) | | |
| 8:00 AM - 10:00 AM | Session 1: Orientation on the Development Process John Michael C. Jalayajay Session 2: Orientation on the Validation Process NEAP Representative | Continuation of Validation of Resource Packages of the SHDP on SNED | Continuation of Validation of Resource Packages of the SHDP on SNED |
| 10:00 AM - 10:15 PM | MORNING SNACKS | | |
| 10:15 AM - 12:00 PM | Session 3 Validation Proper of the Developed Resource Package for SHDP for SNED | Continuation of Validation of Resource Packages of the SHDP on SNED | Presentation of Validation and Feedback Summary of Resource Packages Submission of Validated Resource Packages of the SHDP on SNED via OneDrive CLOSING PROGRAM |
| 12:00 PM - 1:00 PM | LUNCH | | |
| 1:00 PM - 3:00 PM | Continuation of Validation of Resource Packages of the SHDP on SNED | Continuation of Validation of Resource Packages of the SHDP on SNED | HOME SWEET HOME |
| 3:00 PM - 3:15 PM | AFTERNOON SNACKS | | |
| 3:15 PM - 5:00 PM | Continuation of Validation of Resource Packages of the SHDP on SNED | Continuation of Validation of Resource Packages of the SHDP on SNED | |
| 5:00 PM - 6:00 PM | OPEN FORUM | | |
| 6:00 PM - 8:00 PM | DINNER | | |

- Plenary sessions on key concepts/topics;
- Guided activities and independent work where participants will apply knowledge/competencies acquired from the input presentations towards crafting of the resource packages;
- Presentation of outputs for feedback: Participants will present their outputs to the whole group for feedback from other participants/resource persons/SID specialists;
- Online submission of resource packages and giving of feedback via OneDrive; and
- The first meal to be served is breakfast on Day 1, while the last meal will be afternoon snacks on Day 3

INDICATIVE PROGRAM OF ACTIVITIES
Workshop on the Finalization of Resource Packages on Special Needs Education Needs Education
for the School Heads Development Program (SHDP)
November 25-27, 2025 NEAP General Santos City, Region XII

| Time | Day 1 November 25, 2025 | Day 2 November 26, 2025 | Day 3 November 27, 2025 |
|---------------------|--|---|---|
| 6:00 AM - 7:45 AM | TRAVEL, ARRIVAL, & REGISTRATION (4:00 AM - 6:00 AM) BREAKFAST (6:00 AM - 7:45 AM) | BREAKFAST | BREAKFAST |
| 7:45 AM - 8:00 AM | OPENING PROGRAM | MANAGEMENT OF LEARNING (MOL) | |
| 8:00 AM - 10:00 AM | | Continuation of the Finalization of Resource Packages of the SHDP on SNED | Continuation of the Finalization of Resource Packages of the SHDP on SNED Presentation of the Finalized Resource Packages of the SHDP on SNED |
| 10:00 AM - 10:15 PM | | MORNING SNACKS | |
| 10:15 AM - 12:00 PM | Session 1: Orientation of the Validation Process NEAP Representative Session 2: Summary of Feedback on Validated Resource Packages of the SHDP on SNED John Michael C. Jalayaia | Continuation of the Finalization of Resource Packages of the SHDP on SNED | Continuation of Finalization of Resource Packages of the SHDP on SNED Submission of Finalized Resource Packages of the SHDP on SNED via OneDrive |
| 12:00 PM - 1:00 PM | LUNCH | | |
| 1:00 PM - 3:00 PM | Continuation of the Finalization of Resource Packages of the SHDP on SNED | Continuation of the Finalization of Resource Packages of the SHDP on SNED | HOME SWEET HOME |
| 3:00 PM - 3:15 PM | AFTERNOON SNACKS | | |
| 3:15 PM - 5:00 PM | Continuation of Revision of Proper Resource Packages of the SHDP on SNED | Continuation of the Finalization of Resource Packages of the SHDP on SNED | |
| 5:00 PM - 6:00 PM | OPEN FORUM | | |
| 6:00 PM - 8:00 PM | DINNER | | |

• Plenary sessions on key concepts/topics;

- Guided activities and independent work: Group or individual work where participants will apply knowledge/competencies acquired from the input presentations towards crafting of the resource packages;
- Presentation of outputs for feedback: Participants will present their outputs to the whole group for feedback from other participants/resource persons/SID specialists;
- Online submission of resource packages and giving of feedback via OneDrive; and
- The first meal to be served is breakfast on Day 1, while the last meal will be afternoon snacks on Day 3



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Enclosure 3

SCHEDULE OF REGISTRATION AND MEAL ARRANGEMENTS

| Activity | Registration | First Meal | Last Meal |
|--|-----------------------------------|--------------------------------|-------------------------------|
| Workshop on the Development of Resource Packages for the School Heads Development Program | 6:00-7:45 AM October 27, 2025 | Breakfast October 27, 2025 | PM Snack October 29, 2025 |
| Workshop on the Validation of Resource Packages for the School Heads Development Program | 6:00-7:45 AM November 13, 2025 | Breakfast November 13, 2025 | PM Snack November 15, 2025 |
| Workshop on the Finalization of Resource Packages for the School Heads Development Program | 6:00-7:45 AM November 25, 2025 | Breakfast November 25, 2025 | PM Snack November 27, 2025 |



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