



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

November 23, 2020

**REGIONAL MEMORANDUM**

No. **592**, s. 2020

To: Schools Division Superintendents  
Regional Chief Administrative Officer/HRMO  
Division HRMOs

**DISABILITY SENSITIVITY ORIENTATION WEBINAR FOR DEPED HRMOs**

1. Attached is Memorandum DM-PHROD-2020-00399 dated 03 November 2020 entitled Disability Sensitivity Orientation Webinar for DepEd HRMOs. The tentative schedule for Region VIII is on **January 12, 2021, 9:00AM-11:20AM**.
2. The expected participants are the Chief Administrative Officer/HRMO representative from the Regional Office and Administrative Officer V/HRMO representative from the Division Offices. The registration link for Region VIII is **bit.ly/DSOBatch3**.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO IV**  
Director IV 

Enclosure: Memorandum DM-PHROD-2020-00399  
Reference: Memorandum DM-PHROD-2020-00399  
To be indicated in the Perpetual Index under the following subjects:

ADMINISTRATIVE OFFICER  
DISABILITY SENSITIVITY  
ORIENTATION  
HRMOs  
WEBINAR

AD-PS-EDR





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

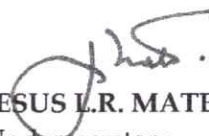
PLANNING, HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM  
DM-PHROD-2020-00399

OFFICE OF THE DIRECTOR IV	
Date and Time Received 11-23-20-11:00	Signature
Date and Time Released 11-23-20-11:30	Signature

TO : Minister, Basic, Higher, and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

FROM :   
JESUS L.R. MATEO  
Undersecretary for Planning, Human Resource and  
Organizational Development

SUBJECT : Disability Sensitivity Orientation Webinar for DepEd  
HRMOs

DATE : 03 November 2020

In line with the on-going reform initiative of the Department of Education (DepEd) in partnership with The Asia Foundation (TAF) to develop an inclusive employment framework and policies for the agency, the Bureau of Human Resources and Organizational Development-Employee Welfare Division (BHROD-EWD) together with TAF will conduct a webinar entitled **Disability Sensitivity Orientation for DepEd HRMOs** to be conducted via Zoom.

HRMOs will go through a 300-minute training on the principles of inclusion and equal opportunity principle related to their roles across the major HR areas. This will enable them to further understand and deepen their knowledge about the key concepts of inclusion to ensure that Persons with Disabilities (PWDs) and other marginalized groups applying or currently working can be supported and integrated in the working environment of DepEd.

There will be four (4) batches of webinar to be participated by the clustered regions and schools division offices. Below are the following schedules:

ORD 920k  
11-23-20

Batch	Schedule	Regions	Expected No. of Participants
1 Luzon I	November 24, 2020, 9:00 AM - 11:30 AM	Regions I, II ,III, CAR, and Central Office	60
2 Visayas	December 1, 2020, 9:00 AM - 11:30 AM	Regions IV-A, MIMAROPA, V, and NCR	60
3 Luzon II	January 12, 2021 (tentative), 9:00 AM-11:30 AM	Regions VI, VII and VIII	60
4 Mindanao	January 26, 2021 (tentative), 9:00 AM - 11:30 AM	Regions IX, X , XI ,XII, CARAGA and BARMM	60

Expected participants to this webinar shall be one of the following incumbents per office:

Regional Office - Personnel Division	Chief Administrative Officer/HRMO representative
SDO - Personnel Unit	Administrative Officer V/HRMO representative
Central Office - Personnel Division	Chief Administrative Officer/HRMO representative

The participants are requested to secure the necessary authority to participate in the session from their respective head of offices and register online and answer the pretest thru the link per batch provided below:

Batch	Regions	Registration Link
1 Luzon I	Regions I, II ,III, CAR, and Central Office	<a href="https://bit.ly/DSOBatch1">bit.ly/DSOBatch1</a>
2 Visayas	Regions IV-A,MIMAROPA,V, and NCR	<a href="https://bit.ly/DSOBatch2">bit.ly/DSOBatch2</a>
3 Luzon II	Regions VI, VII and VIII	<a href="https://bit.ly/DSOBatch3">bit.ly/DSOBatch3</a>
4 Mindanao	Regions IX, X , XI ,XII, CARAGA and BARMM	<a href="https://bit.ly/DSOBatch4">bit.ly/DSOBatch4</a>

The webinar Zoom link and details will be provided in the acknowledgement part of the registration form after completing the registration process.

For inquiries, please email Ms. Katherine D. Martija of the Employee Welfare Division at [katherine.martija@deped.gov.ph](mailto:katherine.martija@deped.gov.ph).

[EWD/Martija]

Time / Duration	Segment Title	Segment Objectives
9:00 – 9:20 (20 minutes)	Introduction	<ul style="list-style-type: none"> <li>* Opening Remarks - EWD</li> <li>* Explain general objectives of the training.</li> <li>* Describe briefly the flow of the sessions.</li> <li>* Session norms</li> <li>* Introduction of trainers</li> <li>* Introduction of participants</li> </ul>
9:20 – 9:50 (30 mins)	Activity: Go Fish	Identify personal biases that could be influencing perception
9:50 – 10:20 (30 mins)	Abstraction: Perspectives Towards Inclusion	Discuss the differences of charity, medical, social and adversarial perspectives on disability or to persons with disabilities.
10:20 – 10:50 (30 mins)	Abstraction: Equity, Equality and Justice	Discuss the difference between the 3 terms and how it impacts society's views
10:50 – 11:20 (30 mins)	Abstraction: Privilege	Understand the definition of privilege and understand how this impacts in the formation of unconscious biases
11:20 – 11:50 (30 mins)	Abstraction: Reasonable Accommodation	Discuss reasonable accommodation as a key principle that facilitate in adjusting the working environment for persons with disability
11:50 – 12:00 (10 mins)	Processing and Wrap-up for Part 1	
12:00 – 1:00 pm	Lunch Break	
1:00 pm – 1:15 pm (15 mins)	Ice breaker	Light ice breaker to prepare participants for next phase of discussion.
1:15 – 1:45 pm (30 mins)	Abstraction: Inclusion as a Journey and Process	Relate the principles of reasonable accommodation and universal design as well as the continuum of equity and equality to the concept of inclusion as a gradual progression within the organization
1:45- 2:05 (20 mins)	Abstraction: The Legal Imperative	Discuss relevant legislation pertaining to workplace inclusion (what's in the law for each HR area)

2:05 – 2:25 (20 mins)	Abstraction: Person First principles	Discuss practical tips and application to allow for respectful and sensitive language when pertaining to persons with disabilities
2:25 PM- 3:55PM (90 minutes)	Application: Practical Case Studies	Apply the principles of reasonable accommodation to facilitate in decision making for hiring/ retaining persons with disability
3:55 PM- 4:25PM (30 minutes)	Application: Start, Stop, Continue	Identify specific action plans and personal commitments per HR area relevant to the work experience of the participants
4:25 PM- 4:55PM (30 minutes)	Sharing and Insights	
4:55 PM- 5:00PM (5 minutes)	Wrap-up and End of Session	