



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

June 9, 2023

REGIONAL MEMORANDUM

CLMD-2023- 573

DOWNLOADING OF FUNDS FOR THE REIMBURSEMENT OF TRAVEL EXPENSES OF PARTICIPANTS INVOLVED IN THE DEVELOPMENT, VALIDATION, AND FINALIZATION OF THE POLICY GUIDELINES ON THE OPERATION OF THE INCLUSIVE LEARNING RESOURCE CENTER (ILRC)

To: Schools Division Superintendents
Divisions of Eastern Samar, Ormoc City, and Southern Leyte
All Others Concerned

1. Attached is DepEd Memorandum DM-CT-2023-045 dated March 17, 2023 announcing the conduct of a series of workshops on the development, validation, and finalization of the policy guidelines on the operation of the ILRC and Regional Memorandum No. 291. S. 2023 which identified supervisors and school heads of pilot schools to be converted to an ILRC to attend as official participants.

2. Since the travel funds to be downloaded to the Regional Office was not yet available at the time of travel, this Office, through the Finance Division, shall download **One Hundred Thousand Pesos (Php 100,000.00)** to the concerned Schools Division Offices (SDOs) based on the following breakdown of the amount:

SDO	No. of Participants	AMOUNT
Eastern Samar	2	40,000.00
Ormoc City	2	30,000.00
Southern Leyte	2	30,000.00
TOTAL	6	100,000.00

3. The said amount shall be taken from the Regional Office 2023 Special Education (SPED) per SARO No. OSEC-8-23-1620 to cover travelling expenses of participants in activities under the Special Education Program organized or sanctioned by the Bureau of Learning Delivery.

4. Should the downloaded funds become insufficient, the remainder of the amount to be reimbursed may be charged to the local funds of the participants or to the remaining 2022 SPED Funds.

5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

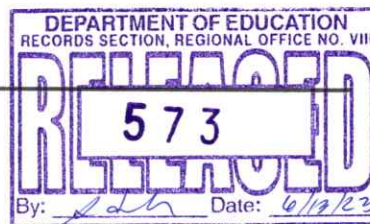
Enclosures: As stated
Enclosures: As stated
To be indicated in the Perpetual Index under the following subjects:

DOWNLOADING OF FUNDS TRAVEL EXPENSES SPED

CLMD-DME



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

23429

MEMORANDUM
DM-CT-2023-045

TO : REGIONAL DIRECTORS

FROM : 
 GINA C. GORING
 Undersecretary for Curriculum and Teaching

SUBJECT : WORKSHOPS ON THE DEVELOPMENT, VALIDATION, AND FINALIZATION OF THE POLICY GUIDELINES ON THE OPERATION OF INCLUSIVE LEARNING RESOURCE CENTER (ILRC)

DATE : March 17, 2023

In support of the MATATAG Agenda: "TAke steps to accelerate delivery of basic education facilities and services; and TAke good care of learners by promoting learner well-being, inclusive education, and a positive learning environment," the Department of Education (DepEd), through the Bureau of Learning Delivery-Student Inclusion Division (BLD-SID), will conduct workshops on the Development, Validation and Finalization of the Policy Guidelines on the Operation of Inclusive Learning Resource Center (ILRC).

The proposed guidelines on the operation of ILRC will ensure that ILRC facilities and equipment are maintained and sustained to operate according to standards and objectives that shall address the physical, mental, emotional, and social needs of learners with disabilities.

- The Guidelines on the Operation of ILRC has the following specific objectives:
- a. Identify the standards and procedures in using each support service area: assessment, physical therapy, occupational and behavioral therapy, speech and language therapy, e-library, bridging room, management room, daily living skills, skills development, and water/hydrotherapy
 - b. Provide mechanisms on how to maintain and sustain the ILRC processes and support service areas' facilities and equipment
 - c. Identify the responsibilities of each personnel in every support service area

The activities, participants, timeline, and venue of the workshops are as follows:

Activity	Participants	Timeline and Venue
Workshop on the Development of Policy Guidelines on the Operation of ILRC	1 SPED (RO or SDO) Supervisor 1 School Head for each Region	April 11-15, 2023 Region VII, Cebu City
Workshop on the Validation of Policy	1 SPED (RO or SDO) Supervisor	May 2-5, 2023 Region VII, Cebu City



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Guidelines on the
Operation of the ILRC
Workshop on the
Finalization of Policy
Guidelines on the
Operation of the IRLC

1 School Head for each
Region
1 SPED (RO or SDO)
Supervisor
School Head for each
Region

June 26-30, 2023
Region VII, Cebu City

Enclosed in this Memorandum is the criteria for the selection of participants (Annex A). The participants are requested to participate in all activities.

Kindly send the details of selected participants using the template provided in Annex B to Ms. Erlinda F. Leva, Senior Education Program Specialist, through email at not later than **March 30, 2023**.

Relevant links and other information will be provided to the participants through registered email addresses. In addition, participants are expected to have internet connection and, preferably, laptops during the workshops.

For information and clarification, please contact Ms. Leva or Mr. Vic Emerson Danao, Supervising Education Program Specialist, at

Immediate dissemination of this Memorandum is desired.



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Annex A

CRITERIA FOR THE SELECTION OF PARTICIPANTS

Selected participants are expected to:

1. Possesses adequate knowledge on Special Education Programs.
2. Have experiences managing or supervising classes for learners with disabilities.
3. Have no participation from other activities on the days of the workshop, that may excuse him/her from completing the required five-day workshop.
4. Can participate and provide inputs during the drafting of the policy.

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City, Philippines

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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Annex B

**TEMPLATE FOR SELECTED PARTICIPANTS FOR THE WORKSHOPS ON THE
DEVELOPMENT AND FINALIZATION OF THE POLICY GUIDELINES ON THE
OPERATION OF INCLUSIVE LEARNING RESOURCE CENTER (ILRC)**

REGION AND DIVISION	NAME	DESIGNATION		EMAIL ADDRESS	CELL PHONE NUMBERS
		EPS	SCHOOL HEAD		

Prepared by: _____
Regional Supervisor In-Charge of SNED



Republic of the Philippines
Department of Education
BUREAU OF LEARNING DELIVERY

A D V I S O R Y

March 24, 2023

This is to inform all the participants to the Development of Policy Guidelines on the Operation of Inclusive Learning Resource Center (ILRC) Workshop that the venue will be at Cebu Business Hotel, Cebu City from April 11 to 15, 2023. The first meal is breakfast on April 11, 2023 and the last meal is dinner on April 15, 2023.

Furthermore, the traveling expenses shall be charged against the Special Education-Program Support Fund (SPED-PSF) which will be downloaded to the 15 regions.


LEINA P. AREOLA
Director IV



4098

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

March 30, 2023

REGIONAL MEMORANDUM

No. **291**, s. 2023

**PARTICIPANTS TO THE SERIES OF WORKSHOPS ON THE DEVELOPMENT, VALIDATION,
AND FINALIZATION OF THE POLICY GUIDELINES ON THE OPERATION OF THE
INCLUSIVE LEARNING RESOURCE CENTER (ILRC)**

To: Schools Division Superintendents
- Division of Eastern Samar
- Division of Ormoc City
- Division of Southern Leyte
All Others Concerned

1. Attached is DepEd Memorandum DM-CT-2023-045 dated March 17, 2023 announcing the conduct of a series of workshops on the Development, Validation, and Finalization of the Policy Guidelines on the Operation of the ILRC from April to June 2023 which requires regional participants who can provide relevant inputs in coming up with the said policy guidelines.

2. In response to this requirement, this Office, through the Curriculum and Learning Management Division (CLMD), has identified the following key implementers involved in the operation of the ILRC from select Divisions where the first three pilot ILRCs are being converted.

PARTICIPANT	POSITION	OFFICE	ACTIVITY	DATE & VENUE
Charity M. Nogra	Division SPED Supervisor	SDO of Southern Leyte	Workshop on the Development of Policy Guidelines on the Operation of the ILRC	April 11-15, Cebu City
Elisa R. Edilo	School Head	San Juan Central ES with SPED Center		
Evelyn C. Adao	Division SPED Supervisor	SDO of Eastern Samar	Workshop on the Validation of Policy Guidelines on the Operation of the ILRC	May 2-5, 2023, Cebu City
Jazmin J. Jongco	School Head	Oras East District SPED Center		



PARTICIPANT	POSITION	OFFICE	ACTIVITY	DATE & VENUE
Ma. Pia B. Chu	Division SPED Supervisor	SDO of Ormoc City	Workshop on the Finalization of Policy Guidelines on the Operation of the ILRC	June 26-30, 2023, Cebu City
Leah M. Quibido	School Head	Ormoc SPED Integrated School		

3. The Schools Division Superintendents shall ensure the participation of the above-mentioned DepEd Personnel and shall facilitate the preparation of the needed travel authority prior to their attendance to the activities.
4. Travel expenses of the participants shall be charged to the SPED-PSF which will be downloaded to the Region as indicated the Bureau of Learning Delivery (BLD) Advisory dated March 24, 2023. In the event that the fund is still unavailable or insufficient, the same expenses may be charged to the remainder of the Regional Office 2022 FY SPED-PSF thru SARO No. OSEC-8-22-2754, subject to the existing accounting rules and regulations.
5. The participants are also required to submit a report about their involvement in the said workshops upon return.
6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
 Regional Director

Enclosures: As stated
 References: As stated

To be indicated in the Perpetual Index under the following subjects:

ILRC POLICY GUIDELINES SPED WORKSHOP

CLMD-DME

