



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

June 4, 2025

**REGIONAL MEMORANDUM**

CLMD-2025- **624**

**PARTICIPANTS IN THE SERIES OF WORKSHOPS ON THE DEVELOPMENT,  
VALIDATION, AND FINALIZATION OF THE LEARNING ACTION CELL  
(LAC) RESOURCE PACKAGES ON DISABILITY  
SENSITIVITY AWARENESS**

To: Schools Division Superintendents                      Division of Baybay City  
   Division of Biliran  
   Division of Catbalogan City  
  
All Others Concerned

1. In response to DM-CT-2025-154 dated May 26, 2025, this Office, through the Curriculum and Learning Management Division (CLMD), is sending participants who shall take part in the development, validation, and finalization workshops aimed at producing LAC Resource Packages on Disability Sensitivity Awareness.
2. The identified participants shall join specific activities enumerated as follows:

NAME OF PARTICIPANT	POSITION	DIVISION/ OFFICE	ACTIVITY
Dean M. Endriano	Regional SNED Supervisor	Regional Office - CLMD	Development of LAC Resource Packages on Disability Sensitivity Awareness (June 9-11, 2025, Ecotech, Cebu City);
Carmen R. Lim	Division SNED Supervisor	Division of Catbalogan City - CID	Finalization of LAC Resource Packages on Disability Sensitivity Awareness (October 15-17, 2025)
Jose Aldrin F. Avellana	Division SNED Supervisor	Division of Baybay City	Validation of LAC Resource Packages on Disability Sensitivity Awareness (July 2-4, 2025, Ecotech, Cebu City)
Caroline Y. Lumagsao	Division SNED Supervisor	Division of Biliran	

3. Travel and other related expenses to be incurred by the participants shall be charged against the 2025 SNED Funds which were downloaded to their respective offices, subject to the existing accounting and auditing rules and regulations. In case the original source of fund is insufficient, the same expenses may be charged against other SNED Funds or local funds.

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

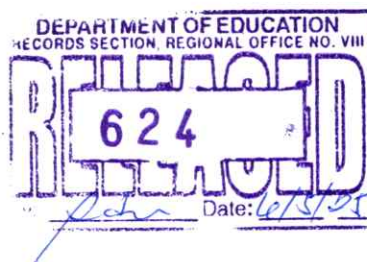
  
**EVELYN R. FETALVERO, CESO III**  
Regional Director 

Enclosures: None  
Reference: As stated

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

LAC RESOURCE PACKAGE  
SPECIAL NEEDS EDUCATION  
WORKSHOP

CLMD-DME







Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**

**DM-CT-2025-154**

**TO :** REGIONAL DIRECTORS  
CONCERNED SCHOOLS DIVISION SUPERINTENDENTS  
CONCERNED SCHOOL HEADS OF PUBLIC ELEMENTARY  
AND SECONDARY SCHOOLS

**FROM :**  **GINA O. GONONG**  
Undersecretary for Curriculum and Teaching 

**SUBJECT :** CONDUCT OF WORKSHOPS ON THE DEVELOPMENT,  
VALIDATION AND FINALIZATION OF LEARNING ACTION  
CELL (LAC) RESOURCE PACKAGES ON DISABILITY  
SENSITIVITY AWARENESS

**DATE :** May 26, 2025

With reference to the implementation of the provisions of Republic Act 11650 otherwise known as "Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act," the Department of Education (DepEd) through the Bureau of Learning Delivery (BLD) will conduct the following activities:

Activity	Date	Venue
Workshop on the Development of LAC Resource Packages on Disability Sensitivity Awareness	June 9 – 11, 2025	Cebu Ecotech
Workshop on the Validation of LAC Resource Packages on Disability Sensitivity Awareness	July 2 – 4, 2025	Cebu Ecotech
Workshop on the Finalization of LAC Resource Packages on Disability Sensitivity Awareness	October 15 – 17, 2025	Cebu Ecotech

This series of activities aims to develop a relevant, practical, and clear LAC Resource Package on Disability Sensitivity Awareness which is ready for wide-scale utilization.

In this regard, the Regional Offices, through the Curriculum and Learning Management Division (CLMD), are requested to identify two (2) Education Program Supervisors with specialization in Special Needs Education/SPED Teacher/School Head to participate in the series of activities. The names of the participants shall be endorsed by the Regional Director to BLD-SID through email address at [bld.sid@deped.gov.ph](mailto:bld.sid@deped.gov.ph) (see *Enclosure 1: List of Participants*) on or before May 30,





Republic of the Philippines

## Department of Education

### OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

2025, 5:00PM. For online confirmation of attendance, please access this link: <https://tinyurl.com/snedLAC>.

There shall be the same set of participants for the development and finalization stages to ensure continuity of the work flow. However, for the validation stage, there shall be another set of participants to ensure integrity of the validation results. The selection of participants shall be based on specific qualifications (*see Enclosure 2 – Criteria for Selecting Participants*).

Board and lodging and travel expenses shall be charged against 2025 SNED Funds subject to the usual government accounting and auditing procedures. All travel expenses will 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. Participants are expected to bring their own laptop, extension cord, pocket Wi-Fi, and one sample learning resource for LAC Session; wear business attire; and attend all sessions (*see Enclosure 3 – Program Matrix*).

For information regarding the dates of registration, first and last meal of the activities, please refer to enclosure 4 (Registration and Meal Schedule).

For queries or clarifications, please contact the Bureau of Learning Delivery – Student Inclusion Division (BLD-SID), attention: Mita A. Parocha, Supervising Education Program Specialist (SVEPS) through email address at [bld.sid@deped.gov.ph](mailto:bld.sid@deped.gov.ph).

Immediate dissemination of this memorandum is desired.



Republic of the Philippines

**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING**

Enclosure 1

**LIST OF PARTICIPANTS**

Region: \_\_\_\_\_

**A. Development and Finalization of LAC Resource Package on Disability Sensitivity Awareness**

NAME	SCHOOL/ OFFICE	DIVISION
1.		
2.		

**B. Validation of LAC Resource Package on Disability Sensitivity Awareness**

NAME	SCHOOL/ OFFICE	DIVISION
1.		
2.		

Recommending Approval:

\_\_\_\_\_  
Signature over Printed Name

Approved:

\_\_\_\_\_  
Signature over Printed Name



Republic of the Philippines  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING**

Enclosure 1

**LIST OF PARTICIPANTS**

<b>NUMBER OF PARTICIPANTS</b>	<b>REGION</b>
2	Region I
2	Region II
2	Region III
2	Region IV-A CALABARZON
2	Region IV-B MIMAROPA
1	Region V
2	Region VI
2	Region VII
2	Region VIII
1	Region IX
2	Region X
2	Region XI
2	Region XII
1	Region XIII - CARAGA
2	National Capital Region
2	Cordillera Administrative Region



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

---

Enclosure 2

**Criteria for Selecting Participants**

**A. Development and Finalization of the LAC Resource Package on Disability Sensitivity Awareness**

1. **Specialization in Special Needs Education (SNED)** – Must possess formal training or academic background in SNED.
2. **Relevant Teaching Experience** – Should have substantial teaching experience in the field of SNED.
3. **Familiarity with SNED Policies and Issuances** – Must be knowledgeable about existing policies, guidelines, and issuances related to SNED.
4. **Strong Writing and Communication Skills** – Must demonstrate excellent writing abilities and a solid grasp of SNED-related topics and concepts.
5. **Experience in Leading Learning Action Cell (LAC) Sessions** – Should have prior experience in facilitating LAC sessions within their school or district.

**B. Validation of the LAC Resource Package on Disability Sensitivity Awareness**

1. **Educational Background** – Must possess at least the minimum academic requirement leading to a Master's degree in Special Needs Education (SNED) or any related field.
2. **Professional Experience** – Must have relevant experience in both teaching and implementing SNED programs.
3. **Policy and Regulatory Knowledge** – Must be well-versed in current policies, guidelines, and issuances related to SNED.
4. **Writing and Subject Matter Expertise** – Should demonstrate excellent writing skills and possess strong background knowledge in SNED-related topics.
5. **Training and Facilitation Experience** – Must have experience in conducting trainings at any level and/or facilitating Learning Action Cell (LAC) sessions within their school or institution.



Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Enclosure 3

### Development of LAC Resource on Disability Sensitivity Awareness PROGRAM MATRIX June 9 – 11, 2025 (Government Facility)

TIME	June 9	June 10	June 11
8:00 – 8:15	Development of Draft LAC Resource Package	Presentation of Draft	Revision in Compliance with the Suggestions
8:15 – 9:00			
9:00 – 10:00			
10:00 – 10:15	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>
10:15 – 12:00	Development of Draft LAC Resource Package	Presentation of Draft	Revision in Compliance with the Suggestions
12:00 – 1:00	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
1:00 – 2:00	Development of Draft LAC Resource Package	Presentation of Draft	Revision in Compliance with the Suggestions
2:00 – 3:00			
3:00 – 4:00			
4:00 – 4:15	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>
4:00 – 5:00	Development of Draft LAC Resource Package	Presentation of Draft	Checking for Compliance/Submission of Developed Drafts (9 modules) <i>Distribution of Certificate of Participation</i>
5:00 – 6:00			
6:00 – 7:00	<b>DINNER</b>	<b>DINNER</b>	<b>DINNER</b>
7:00 – 8:00PM	Debriefing	Debriefing	Debriefing Preparation of Activity Report





Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**Validation of LAC Resource on Disability Sensitivity Awareness**  
**PROGRAM MATRIX**  
**July 2 - 4, 2025 (Government Facility)**

TIME	June 9	June 10	June 11
8:00 – 8:15	Validation of the Draft LAC Resource Material	Presentation of Validation Result	Writing of Suggested Changes
8:15 – 9:00			
9:00 – 10:00			
10:00 – 10:15	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>
10:15 – 12:00	Validation of the Draft LAC Resource Material	Presentation of Validation Result	Writing of Suggested Changes
12:00 – 1:00	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
1:00 – 2:00	Validation of the Draft LAC Resource Material	Presentation of Validation Result	Writing of Suggested Changes
2:00 – 3:00			
3:00 – 4:00			
4:00 – 4:15	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>
4:00 – 5:00	Validation of the Draft LAC Resource Material	Writing of Suggested Changes	Compliance/Submission of Validated Drafts (9 modules) <i>Distribution of Certificate of Participation</i>
5:00 – 6:00			
6:00 – 7:00	<b>DINNER</b>	<b>DINNER</b>	<b>DINNER</b>
7:00 – 8:00PM	Debriefing	Debriefing	Debriefing Preparation of Activity Report



Republic of the Philippines  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING**

**Finalization of LAC Resource on Disability Sensitivity Awareness**  
**PROGRAM MATRIX**  
**October 15 – 17, 2025**  
**Ecotech, Cebu City**

TIME	October 15	October 16	October 17
8:00 – 8:15	Discussion of Validation Result	Finalization of Draft	Revision
8:15 – 9:00			
9:00 – 10:00			
10:00 – 10:15	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>
10:15 – 12:00	Discussion of Validation Result	Finalization of Draft	Revision
12:00 – 1:00	<b>LUNCH</b>	<b>LUNCH</b>	<b>LUNCH</b>
1:00 – 2:00	Finalization of Draft	Presentation and Critiquing (Modules 1, 2, 3, 4, 5)	Revision
2:00 – 3:00			
3:00 – 4:00			
4:00 – 4:15	<b>BREAK</b>	<b>BREAK</b>	<b>BREAK</b>
4:00 – 5:00	Finalization of Draft	Presentation and Critiquing (Modules 6, 7, 8 and 9)	Presentation, Critiquing, Revision and <i>Distribution of Certificate of Participation</i>
5:00 – 6:00			
6:00 – 7:00	<b>DINNER</b>	<b>DINNER</b>	<b>DINNER</b>
7:00 – 8:00PM	Debriefing	Debriefing	Debriefing Preparation of Activity Report



Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Enclosure 4

### Registration and Meal Schedule

Activity	Registration	First Meal	Last Meal
a. Workshop on the Development of LAC Resource Packages on Disability Sensitivity Awareness	On or Before May 20, 2025	June 9, 2025 Breakfast	June 11, 2025 Dinner
b. Workshop on the Validation of LAC Resource Packages on Disability Sensitivity Awareness	On or Before June 20, 2025	July 2, 2025 Breakfast	July 4, 2025 Dinner
c. Workshop on the Finalization of LAC Resource Packages on Disability Sensitivity Awareness	On or Before October 3, 2025	October 15, 2025 Breakfast	October 17, 2025 Dinner