

1396



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

October 23, 2025

**REGIONAL MEMORANDUM**

CLMD-2025- **1396** -

**PARTICIPANTS IN THE SERIES OF WORKSHOPS ON THE DEVELOPMENT,  
 VALIDATION, AND FINALIZATION OF RESOURCE PACKAGES  
 ON SPECIAL NEEDS EDUCATION FOR THE SCHOOL HEADS  
 DEVELOPMENT PROGRAM**

To: Schools Division Superintendent } Division of Leyte  
 All Others Concerned

- In response to DM-LS-2025-112 dated September 30, 2025, this Office, through the Curriculum and Learning Management Division (CLMD), is sending participants who will attend the **Workshops on the Development, Validation, and Finalization of Resource packages on Special Needs Education for the School Heads Development Program**.
- The identified participants, the specific activities, and the dates and venues of the activities are stipulated as follows:

NAME OF PARTICIPANT	DESIGNATION	ACTIVITY
Necia Nedruda	Public Schools Divisions Supervisor	<b>Workshop on the Development of Resource Packages on Special Needs Education for the School Heads Development Program</b> , October 27-29, 2025, DepEd Teachers Camp, Nueva Vizcaya, Region II and <b>Workshop on the finalization of Resource Packages on Special Needs Education for the School Heads Development Program</b> , November 25-27, 2025, DepEd NEAP, General Santos City, Region XII
Careyna Masbang R.	Principal III	
Pamela Almanza S.	Public Schools Divisions Supervisor	<b>Workshop on the Validation of Resource Packages on Special Needs Education for the School Heads Development Program</b> , November 13-15, 2025, DepEd-Ecotech Center, Cebu City
Melfe Grace Sanchez A.	Public Schools Divisions Supervisor	

- Travel and other related expenses to be incurred by the participants shall be charged against the 2024 and 2025 SNED Funds which shall be downloaded to the

Division of Leyte, subject to the existing accounting and auditing rules and regulations. In case the original source of fund is insufficient, the same expenses may be reimbursed against local funds.

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



**RONALO AL K. FIRMO, CESO IV**  
Assistant Regional Director  
Officer-In-Charge  
Office of the Regional Director

Enclosures: None  
Reference: As stated

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

RESOURCE PACKAGE  
SPECIAL NEEDS EDUCATION  
WORKSHOP

CLMD-DME



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

**MEMORANDUM**

**DM-LS-2025- 118**

**TO : ALL REGIONAL DIRECTORS**

**FROM :** *Carmela C. 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](mailto: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](mailto: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](mailto:ouct@deped.gov.ph)



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@depedphilippines

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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



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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: <b>Legal Mandates and Ethical Leadership in Promoting Inclusive Education</b> Dr. Frances Olivia Magtoto  Session 2: <b>Transforming Schools through Inclusive Leadership</b> Dr. Lella P. Areña	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: <b>Designing Effective Resource Package for Professional Development Programs</b> 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	<b>Workshop on the Development the Resource Package on Special Needs Education</b> 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		CLOSING PROGRAM
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 outputs for feedback: Participants will present their outputs to the whole group for feedback from other participants/resource persons/SHD 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	BREAKFAST
7:45 AM - 8:00 AM	MANAGEMENT OF LEARNING (MOL)		
8:00 AM - 10:00 AM	Session 1: <b>Orientation on the Development Process</b> John Michael C. Jalayalayay Session 2: <b>Orientation on the Validation Process</b> 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 <b>Validation Proper of the Developed Resource Package for SHDP for SNED</b>	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 <b>CLOSING PROGRAM</b>
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	<b>HOME SWEET HOME</b>
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: 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/SHD 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	MANAGEMENT OF LEARNING (MOL)		
	<b>OPENING PROGRAM</b>		
8:00 AM - 10:00 AM	Session 1: <b>Orientation of the Validation Process</b> NEAP Representative Session 2: <b>Summary of Feedback on Validated Resource Packages of the SHDP on SNED</b> John Michael C. Jalayajay	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	<b>MORNING SNACKS</b>		
10:15 AM - 12:00 PM	Session 3: Finalization Proper Resource Packages of the SHDP on SNED	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  <b>CLOSING PROGRAM</b>
12:00 PM - 1:00 PM	<b>LUNCH</b>		
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	<b>HOME SWEET HOME</b>
3:00 PM - 3:15 PM	<b>AFTERNOON SNACKS</b>		
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	<b>OPEN FORUM</b>		
6:00 PM - 8:00 PM	<b>DINNER</b>		

- 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



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 Email: [oucl@deped.gov.ph](mailto:oucl@deped.gov.ph)



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@depedphilippines

@DepEd\_PH



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