



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

June 30, 2026

REGIONAL MEMORANDUM

CLMD-2026- 815

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

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

1. Attached is DepEd Memorandum DM-LS-2026-231 dated June 8, 2026 requiring the Regions to send participants who will join the **Workshops on the Validation and Finalization of Resource Packages on Special Needs Education (SNED) for the School Heads Development Program (SHDP)** scheduled on July 7-9, 2026 and July 22-24, 2026 at the DepEd Ecotech Center, Lahug, Cebu City.

2. In line with this, the Regional Office has identified the following personnel as official participants in the workshops:

NAME OF PARTICIPANT	POSITION	EVENT PHASE	DATE
Pamela S. Almanza	PSDS	Validation	July 7-9, 2026
Melfe Grace A. Sanchez	PSDS		
Necia A. Nedruda	EPS	Finalization	July 22-24, 2026
Careyna T. Masbang	Principal		

3. The reimbursement of participants' travel expenses shall be charged against the FY 2026 SNED Funds to be downloaded to their respective divisions. Should these funds be insufficient, the remaining expenses may be charged to the participants' local funds, subject to existing accounting and auditing rules and regulations.

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


SALUSTIANO T. JIMENEZ, JD, EdD, CESO III

Regional Director

Enclosures: None

Reference: As stated

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

INCLUSIVE EDUCATION

RESOURCE PACKAGE

SNED

CLMD- DME





Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-LS-2026- 231

TO : REGIONAL DIRECTORS

FROM : **JANIR T. DATUKAN**
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Learning Systems

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

DATE : June 8, 2026

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 **Resource Packages for the School Heads Development Program (Validation Workshop)** on July 7-9, 2026, and the **Resource Packages for the School Heads Development Program (Finalization Workshop)** on July 22-24, 2026, both to be held at the DepEd Ecotech Center, Cebu City, Region VII.

These activities aim to:

- validate and finalize the developed modules focused on Special Needs Education (SNED) for the School Heads Development Program (SHDP);
- build the capacity of school heads to effectively implement SNED and inclusive education, with particular emphasis on supporting learners with disabilities;
- equip school heads with the knowledge and skills necessary to meet the diverse learning needs of all learners.

Participants are Education Program Supervisors, Public Schools District Supervisors, or School Heads with SNED specialization or experience handling SNED Program. Each Regional Office, through the Curriculum and Learning Management Division (CLMD), is requested to identify two (2) participants for the Validation Workshop and two (2) participants for the Finalization Workshop.

To ensure continuity in the development of the materials, the same set of participants who took part in the Development Workshop shall also participate in the Finalization



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

Workshop. A different set of participants shall be engaged in the Validation Workshop to provide objective and constructive feedback for further refinement of the materials.

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 June 25, 2026 (See *Enclosure 1: List of Participants and Criteria for the Selection of Participants*).

Participants are expected to bring laptop, extension cord, and pocket Wi-Fi; wear business attire; and attend all sessions. For information regarding the dates of registration, and first and last meal of the activities, please refer to *Enclosure 2*.

Travel expenses downloaded to the respective regions of the participants, as well as board and lodging, shall be charged against SNED Continuing Funds, subject to the usual government accounting and auditing rules and regulations. Should the actual travel 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 Governance and Operations



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

CRITERIA FOR THE SELECTION OF PARTICIPANTS

To ensure the quality and technical rigor of the Resources Packages for the School Heads Development Program, each Regional Office is requested to nominate participants who possess the appropriate qualifications based on their designated role in the workshop.

A. Criteria for Participants for the Validation Workshops

Participants assigned to the Validation Workshop shall provide technical review and recommendations to ensure the quality, accuracy, and usability of the developed resource packages. They should possess the following qualifications:

1. Currently serving as an Education Program Supervisor/ Public Schools District Supervisor/ School Head/ Division SNED focal person with leadership responsibilities in inclusive education implementation;
2. Has at least three (3) years of professional experience in SNED or inclusive education programs at the school, division, or regional level;
3. Has attended or participated in at least three (3) workshops, technical working groups, or review activities related to curriculum development, training module development, or instructional material validation;
4. Has demonstrated experience in reviewing, evaluating, or validating teaching and learning resources, training packages, or curriculum materials related to inclusive education or SNED; and
5. Must be able to actively participate in the sessions and provide technical feedback and recommendations to strengthen the quality and applicability of the developed resource packages.

B. Criteria for Participants for the Finalization Workshop

Participants assigned to the Finalization Workshop should possess the following qualifications:

1. Currently serving as Division SNED focal person/Education Program Supervisor/ School Head involved in the implementation of inclusive education programs;
2. Has at least one (1) year of professional experience in SNED or inclusive education at the school, division, or regional level;
3. Has attended at least one (1) training, workshop, or technical working group activity related to inclusive education, SNED, or instructional materials development;
4. Has experience in developing, writing, or adapting teaching and learning resources, training modules, or instructional materials related to inclusive education or SNED; and
5. Must be able to actively participate in collaborative writing sessions and commit to the entire duration of the workshop, including the completion of assigned outputs within the prescribed timelines.



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

Enclosure 1

LIST OF PARTICIPANTS

Region: _____

A. Workshop on the **Validation** of Resource Packages on Special Needs Education for the School Heads Development Program
July 7-9, 2026, DepEd Ecotech Center, Cebu City

NAME 1	SEX	POSITION	SCHOOL/ OFFICE	DIVISION
1.				
2.				

B. Workshop on the **Finalization** of Resource Packages on Special Needs Education for the School Heads Development Program
July 22-24, 2026 DepEd Ecotech Center, Cebu City

NAME 1	SEX	POSITION	SCHOOL/ OFFICE	DIVISION
1.				
2.				

Please register at:

Validation SHDP- <https://tinyurl.com/RegistrationSHDPValidation>

Finalization SHDP- <https://tinyurl.com/RegSHDPFinalization>

Prepared by:

Recommending Approval:

Name of the Regional SNED Focal Person
Signature over Printed Name

Name of the CLMD Chief
Signature over Printed Name

Approved:

Name of the Regional Director
Signature over Printed Name

Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES
Workshop on the Validation of Resource Packages on Special Needs Education
for the School Heads Development Program (SHDP) July 7-9, 2026 | DepEd EcoTech Cebu, Region VII

Time	Day 1 July 7, 2026	Day 2 July 8, 2026	Day 3 July 9, 2026
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	MANAGEMENT OF LEARNING (MOL)	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	Presentation of Validation and Feedback Summary of Resource Packages
10:00 AM - 10:15 PM	MORNING SNACKS		
10:15 AM - 12:00 PM	Session 3 Inclusive Instructional Leadership Practices TBA	Continuation of Validation of Resource Packages of the SHDP on SNED	Presentation of Validation and Feedback Summary of Resource Packages
12:00 PM - 1:00 PM	LUNCH		
1:00 PM - 3:00 PM	Session 4 Validation Proper of the Developed Resource Package for SHDP for SNED	Continuation of Validation of Resource Packages of the SHDP on SNED	Submission of Validated Resource Packages of the SHDP on SNED via OneDrive
3:00 PM - 3:15 PM	AFTERNOON SNACKS		
3:15 PM - 5:00 PM	Initial Presentation of Validated Materials	Continuation of Validation of Resource Packages of the SHDP on SNED Presentation of Validation and Feedback Summary of Resource Packages	CLOSING PROGRAM
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

INDICATIVE PROGRAM OF ACTIVITIES

**Workshop on the Finalization of Resource Packages on Special Needs Education
for the School Heads Development Program (SHDP) July 22-24, 2026 | DepEd EcoTech Cebu, Region VII**

Time	Day 1 July 22, 2026	Day 2 July 23, 2026	Day 3 July 24, 2026
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)	MANAGEMENT OF LEARNING (MOL)
8:00 AM - 10:00 AM	Session 1: Orientation of the Validation Process John Michael C. Jalayajay Session 2: Summary of Feedback on Validated Resource Packages of the SHDP on SNED NEAP Representative	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 3:  Inclusive Instructional Leadership Practices TBA	Continuation of the Finalization of Resource Packages of the SHDP on SNED/ Presentation of Finalized Resource Packages of the SHDP in SNED	Presentation of the Finalized Resource Packages of the SHDP on SNED
12:00 PM - 1:00 PM	LUNCH		
1:00 PM - 3:00 PM	Session 3: Finalization Proper Resource Packages of the SHDP on SNED	Continuation of the Finalization of Resource Packages of the SHDP on SNED	Submission of Finalized Resource Packages of the SHDP on SNED via OneDrive
3:00 PM - 3:15 PM	AFTERNOON SNACKS		
3:15 PM - 5:00 PM	Initial Presentation of the Finalized Resource Packages of the SHDP on SNED	Presentation of the Finalized Resource Packages of the SHDP on SNED	CLOSING PROGRAM
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.