



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

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November 12, 2021

**DIVISION MEMORANDUM**

No. 262 s. 2021

**DIVISION WORKSHOP ON THE FINALIZATION AND SUBMISSION OF UNIFIED SPECIAL EDUCATION  
LEARNING ACTIVITY SHEETS QUARTER THREE**

To: Public Schools District Supervisors  
Elementary School Principal of Sped School  
Secondary School Principal of Capiz National High School

1. The Schools Division of Capiz, through the Curriculum Implementation Division will conduct a **Division Workshop on the Finalization and Submission of Unified Special Education Learning Activity Sheets** on December 10, 2021 at Capiz National High School.
2. Specifically, this activity aims to:
  - a. develop a unified learning activity sheets on the third quarter of non – graded and transition program;
  - b. ensure the quality and effectiveness of teaching learning process of SPED
3. The list of participant for Division Workshop on the finalization and Submission of Unified Special education Learning Activity Sheets Quarter Three and Training Matrix are found in enclosure number 1 and 2 respectively.
4. Participants will bring laptop, extension cord, learning activity sheets output.
5. Expenses relative to the conduct of this workshop shall be charged Division HRTD Fund subject to the usual accounting and auditing rules and regulations.
6. It is understood that in the conduct of this activity there shall be no discrimination in the provision of learning and development program on account of age, school, gender, civil status, disability, religion or other similar factors, and personal circumstances that run counter to the principles of equal opportunity.
7. Immediate dissemination of this Memorandum is desired.

SALVADOR O. OCHAVO, JR. EdD, CESO V  
Schools Division Superintendent

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**PARTICIPANTS TO THE DIVISION WORKSHOP ON THE FINALIZATION AND SUBMISSION OF UNIFIED SPECIAL EDUCATION LEARNING ACTIVITY SHEETS QUARTER THREE**

**A. LIST OF DIVISION MANAGEMENT, DEVELOPMENT AND QUALITY ASSURANCE TEAM**

<b>MANAGEMENT TEAM and CONSULTANTS</b>	SALVADOR O. OCHAVO, JR., EdD. CESO V	SDS	MERLIE J. RUBIO EdD RUTH C. GERVERO, Ph.D	EPS – MTB EPS-SPED
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	SEGUNDINA F. DOLLETE	CHIEF – CID	GLENN DOLLETE	PDO

**SPED Writers  
Quarter 2 and 3**

<b>Editor</b>		<b>Fe Banes, Ed.D</b>	<b>Ma.Melessa Manguardia</b>	<b>Rona Odicta</b>	<b>Glenda Gervero, Ph.D/ Erma Isiderio</b>
<b>LEVEL</b>	<b>MODULE NO.</b>	<b>COMMUNICATION</b>	<b>NUMERACY</b>	<b>SOCIAL SKILLS</b>	<b>ACTIVITIES OF DAILY LIVING (ADL)</b>
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	4-6	Chona Degayo	Hyacinth Legaspi	Lory Mae Villan	Shyne Nanta
	7-10	Esther Grace Adam	Ma. Fe Juarez	Cherie Benedian	Nicole Ann Benito
Primary III	1-3	Genna May F. Macasaquit	Janette Lacson	Mark Frugalidad	Angie Faith Espino
	4-6	Shimie Grace D. Duron	Ma Mellisa Manguardia	Maria Lucienne Umiten	Ma. Tessa Cunada
	7-10	Mary Bem Billiones	Kristine Caldeo	Leah Bicular	May Joy Glumalid
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Transition	1-10	Marites Barrera	Ma.May Ortiz	Ma. Eden Dacless	Lenny Bibit

**DIVISION WORKSHOP ON THE FINALIZATION AND SUBMISSION OF UNIFIED SPECIAL EDUCATION  
LEARNING ACTIVITY SHEETS QUARTER THREE  
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**TRAINING MATRIX**

<b>TIME</b>	<b>DAY 1</b>
	<b>December 10, 2021</b>
<b>8:00 - 9:00</b>	<b>Opening Program</b>
<b>9:00 - 10:30</b>	<b>Presentation of Final Output Quarter 3</b>
<b>10:30 - 12:00</b>	<b>Editing of Final Output Quarter 3</b>
<b>1:00 - 4:00</b>	<b>Reproduction of Final Output</b>
<b>1:00 - 4:30</b>	<b>Closing Program</b>



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