



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

2 October 2023

DIVISION MEMORANDUM  
No. **499** s. 2023

**UPSKILLING OF SCHOOL HEADS ON CONTENT AND  
PEDAGOGY OF INCLUSIVE EDUCATION**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Senior Education Program Specialists  
Heads of Public Elementary, Integrated, and Secondary Schools  
All Others Concerned

1. This Office through the Curriculum Implementation Division (CID) will conduct a training on Upskilling of School Heads on Content and Pedagogy of Inclusive Education on November 8-10, 2023. The venue will be announced later.
2. This training aims to:
  - a. provide participants with a comprehensive understanding of the principles and benefits of inclusive education, emphasizing the importance of creating a welcoming and supportive classroom environment for all students;
  - b. equip school heads with practical skills and techniques for creating diverse and adaptable learning resources that address a wide range of learning abilities, styles, and preferences; and
  - c. provide strategies for differentiating instruction through the use of various learning resources, ensuring that every student's learning journey is tailored to their individual needs.
3. The list of participants and the composition of the Technical Working Group (TWG) as well as the facilitators, Resource Speakers, and the Management Team are found in Enclosure Nos. 1 and 2. Further, the technical working group, resource speakers, and management team are advised to convene for a conference and walkthrough of the training on October 25, 2023. The venue will be announced later.
4. In the identification of the participants to this activity, there shall be no discrimination on account of age, civil status, religion or belief, ethnicity, political affiliation, employment status, disability, sexual orientation, gender identity or expression, and other personal circumstances that run counter to the principles of equal opportunity.



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5. Participants and trainers are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
6. Food, accommodation, and other operational expenses relative to the conduct of this activity shall be charged against the SPED Support Fund (RO-6-23-0561) while travel expenses of the participants and members of the technical working group shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
7. The activity matrix is found in Enclosure No. 3. For further information, please contact Dr. Ruth C. Gervero, EPS – ALS/SPED at cellphone number 09207403271.
8. Immediate dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Attachment: As stated  
Reference: Regional Memorandum No. 197, s. 2023  
To be indicated in the Perpetual Index  
under the following subjects:

TRAINING  
SPECIAL EDUCATION

SCHOOL LEADERS  
INCLUSIVE EDUCATION



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Enclosure No.1 to Division Memorandum No. 499, s. of 2023

**UPSKILLING OF SCHOOL HEADS ON CONTENT AND PEDAGOGY  
OF INCLUSIVE EDUCATION**

**PARTICIPANT SCHOOL HEADS**

Number	SCHOOL	Number	SCHOOL
1	Agcabugao ES	31	Jamindan ES
2	Agnaga ES	32	Maantol ES
3	Angub ES	33	Milan ES
4	Bun-od ES	34	San Jose ES (Jamindan)
5	Cuartero CES	35	San Vicente ES
6	Lunayan ES	36	Dominador T. Esmeralda ES (Maayon)
7	San Antonio ES (Cuartero)	37	East Villaflores ES
8	Dao CS	38	Maayon ES
9	Doroteo Eslaban , Sr. ES	39	New Guia ES
10	Matagnop ES	40	Tuburan ES
11	Tabuc ES	41	Balit ES
12	Dumalag CS	42	Diodado Bayot ES
13	Duran ES	43	Mambusao ES
14	San Martin ES	44	Tongatong ES
15	Sta. Rita ES	45	Agojo ES
16	Bungsu-an ES	46	Bagacay ES
17	Calapawan ES	47	Binantucan PS
18	Dumarao CS	48	Daga ES
19	Janguslob ES	49	Eugenio Regalado ES
20	Taslan ES (Dumarao)	50	Jamul-awon ES
21	Aglalana IS	51	Agloway ES (Panitan)
22	Agustin P. Navarra ES	52	Agustin A. AlmalbisZ
23	Juan S. Jarencio ES	53	Cabugao ES
24	Ivisan ES	54	Catmon ES
25	Victor A. Umiten ES	55	Cogon ES
26	Malocloc ES	56	Jesus Gonzalo Albana ES
27	Panfilo Mendoza ES	57	Maluboglubog ES
28	Purification A. Alagban ES	58	Panit-an ES
29	Agloloway ES	59	Quios PS
30	Camp Jamindan ES	60	Tabuc Norte ES



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No.	SCHOOL	No.	SCHOOL
61	Salocon ES	83	Sangkal ES
62	Tincupon ES	84	Agsilab ES
63	Felixberto Dicon Dorado ES	85	Agtatacay Norte ES
64	Binaobawan ES	86	Angkin ES
65	Casanayan ES	87	Camansi PS
66	Braulio Morgan ES	88	Dapdapan ES
67	Carlos V. Lopez ES	89	Majanlud ES
68	Monteflor ES	90	Sapian ES
69	Pilar ES	91	Wencrslao Onas ES
70	Pedro A. Bernas ES	92	Maestro J. resyes ES
71	Tabun-acan ES	93	Margarita Soriano ES
72	Epifania A. Bernas ES	94	Jose Reyes Jarencio ES
73	Feliciano Consin ES	95	Pagbunitan ES
A	Hipona ES	96	Sigma CES
75	Intongcan ES	97	Sinandigan ES
76	Pontevedra ES	98	San Miguel Ilawod ES
77	San Pedro ES	99	Ariscal ES
78	Cong, Dinggoy Araneta ES	100	Artuz ES
79	Bailan IS	101	Cristina ES
80	Badiangon ES	102	Mawang ES
81	Manoling ES	103	Tapaz CES
82	Pres. Roxas ES		

No.	School	No.	School
1	San Antonio NHS	16	Pontevedra NHS
2	Arturo Jugo NHS	17	Ishmael B. Orillos Farm Sch
3	Luis Escutin NHS	18	Mianay NHS
4	Dumalag CNHS	19	Eleodoro J. Ponsaran IS
5	Bungsuan NHS	20	Bang-ong Barrio NHS
6	Aglalana IS	21	Col. Patrocinio Artuz NHS
7	Ivisan NHS	22	Estefania Montemayor NHS
8	Jamindan NHS	23	Manuel F. Onato NHS
9	Tuburan NHS	24	Leodegario Deocampo NHS
10	East Villaflores NHS		
11	Mambusao East NHS		
12	Mambusao NHS		
13	Capiz NHS		
14	Yating NHS		
15	Sinamongan IS		



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Enclosure No.2 to Division Memorandum No. 499, s. of 2023

**TECHNICAL WORKING GROUP, FACILITATORS AND RESOURCE SPEAKERS**

Name	Office/School
1. Gaylieza Carreon	EPS- SPED, DepEd Region V1
2. Dominica T. Parcia, Ed.D.	Retired EPS-SPED, DepEd Region VI
3. Dr. Lalain Delos Santos	PSDS- Dao and Cuartero District
4. Dr. Ma.Theresa Villagracia	PSDS - Sigma and Jamindan District
5. Mark Frugalidad	Cuartero Elementary School
6. Genna May Macasaquit	Dumalag Elementary School
7. Shimie Grace Duron	Ivisan Elementary School
8. Cherilie Benedian	Sigma Elemnetary School
9. Dr. Marichu Alcantara	Panitan Elementary School
10. Evita Rose L. Busil	Pontevedra Elementary School
11. Dr. Glenda Gervero	Principal III - Tapaz CES
12. Marie Liezel Diawara	Principal II - Mambusao NHS
13. Mila Abougharib	Dumarao CS

**MANAGEMENT TEAM**

Name	Position	Office
Dr. Segundina F. Dollete	CID, Chief Education Supervisor	SDO - CAPIZ
Dr. Ruth C. Gervero	EPS- ALS/SPED	SDO - CAPIZ
Dr. Joy Arnold T. Lejos	Medical Officer	SDO - CAPIZ
Sheralyn Baticados	Nurse II	SDO - CAPIZ
Dr. Immaculada Amores	SEPS - HRTD	SDO - CAPIZ
Ronald Dile	SEPS - M&E	SDO - CAPIZ



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Enclosure No.3 to Division Memorandum No. 499, s. of 2023

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**ACTIVITY MATRIX**

**November 9 - 11, 2023**

Group I				Group II			
TIME	MIN.	Activity	PERSON- IN- CHARGE	TIME	MIN.	Activity	PERSON- IN- CHARGE
<b>Day 1</b>							
7:30-8:00	30 min.	Arrival and Registration					
8:00-8:30	30 min.	Opening program					
BREAK							
9:00-11:00	120 min.	Over view of SPED program and inclusive Education	Dr. Ruth Gervero Dr. Dominica T. Parcia				
PM							
1:00-2:30	90 min.	Understanding 21st Century Learners: Context, Situations and Strategies Dr. GayLieza Carreon/Marie Liezel Diawara					
2:30-4:00	90 min.	Difficulty in remembering and concentrating	Genna May Macasaquit	2:30-4:00	90 min.	Difficulty in hearing/seeing/mobility	Mila Abougharib
<b>DAY 2</b>							
7:30-8:00	30 min	Arrival and Registration		7:30-8:00	30 min	Arrival and Registration	
8:00-8:30	30 min	Short program/short recap		8:00-8:30	30 min	Short program/short recap	
8:30-10:00	90 min.	Difficulty in Applying Knowledge	Cherilie Benedian	8:30-10:00	90 min.	Difficulty in Performing Adaptive Skills	Mark Frugalidad





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10:00-11:30	90 min.	Difficulty in hearing/seeing/mobility	Mila Aboughari b	10:00-11:30		Assessment, Accommodation and Modification	Dr. Marichu Alcantara /Evita Rose L. Busil
PM							
1:00-2:30	90	UDL	Dr. Lalain Delos Santos	1:00-2:30	90	Difficulty in remembering and concentrating	Genna May Macasaquit
2:30-4:00	90	Assessment, Accommodation and Modification	Dr. Marichu Alcantara Evita Rose L. Busil	2:30-4:00	90	Tagging of SPED learners	Shimie Grace D. Duron
<b>Day 3</b>							
7:30-8:00	30 min	Arrival/Attendance		7:30-8:00	30 min	Arrival/Attendance	
8:00-8:30	30 min	Short recap		8:00-8:30	30 min	Short recap	
8:30-10:00	90 min.	Tagging of SPED learners	Shimie Grace D. Duron	8:30-10:00	90 min.	UDL	Dr. Lalain Delos Santos
10:00-11:30	90 min.	Difficulty in Performing Adaptive Skills	Mark Frugalida d	1:00-2:30	90	Difficulty Applying knowledge	Cherilie Benidian
1:00-2:30	90	Teaching Learners with Difficulty in Communication					
2:30-4:00		Closing Program					



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