



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

July 9, 2025

DIVISION MEMORANDUM
NO. **306** S. 2025

PREPARATION OF COMPLETION REPORT ON THE CONDUCT OF TRAINING-WORKSHOP FOR SPECIAL NEEDS EDUCATION (SNed) IMPLEMENTERS ON CONTENT, PEDAGOGY, INDIVIDUAL EDUCATION PLAN (IEP) DEVELOPMENT, AND INCLUSIVE CLASSROOM PRACTICES

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
Heads of Public Elementary, Secondary, and Integrated Schools

1. In line with the recently concluded **Training-Workshop for Special Needs Education (SNed) Implementers on Content, Pedagogy, Individual Educational Plan (IEP) Development, and Inclusive Classroom Practices**, this office will prepare a completion report for submission to PRC (Professional Regulation Commission). Anent this, a workshop will be held on July 26-27, 2025 at Circulo Convention Center, Lawa-an Roxas City.
2. The participants to said activity are the following:

Participant	Office/ District	Participant	Office/ District
Ruth C, Gervero	SDO	Arnold Delfin	Pilar
Merlie J. Rubio	SDO	Lea Palmes	Tapaz East
Rona Overencio	Mambusao East	Evita Rose Busil	Pontevedra
Donalyn Olandesca	Sapian	Arlyn Gabata	Mambusao West
Mark Nel Venus	Panay	Kenneth Clent Ortiz	Panitan
2Joel Borce	Panitan	Emelio Fer Gomez	Jamindan



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3. Participants 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*.
4. Expenses relative to the conduct of this activity shall be charged against the 2024 SPED PSF RO -6-24-1356 while transportation of participants is chargeable against school MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Encl.: As stated

Reference: As stated

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

COMPLETION REPORT

TRAINING

INCLUSIVE EDUCATION



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