



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

27 OCT 2025

**DIVISION MEMORANDUM**

No. 562 s. 2025

**EMPOWERING TEACHERS FOR DISABILITY-INCLUSIVE CLASSROOMS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (CES) / OIC-CES  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. The Division of Capiz will conduct a Three-Day training titled **Empowering Teacher for Disability-Inclusive Classrooms** on November 27-29, 2025. The venue will be announced later.
2. This activity aims to:
  - a. explain and apply the key principles and components of an Individualized Education Plan (IEP);
  - b. design and present a Behavior Intervention Plan using evidence- based Behavior Management Techniques (BMTs) and Trauma-Informed Approaches suited to diverse learner needs;
  - c. demonstrate and adapt at least three Occupational and Speech Therapy strategies that can be implemented both at home and in the classroom to support learners with developmental and communication challenges;
  - d. develop and submit an Integrated Classroom Support Plan that aligns IEP goals with behavior management, occupational therapy, and speech therapy strategies—assessed using a DepEd-aligned rubric; and
  - e. reflect on current inclusive education practices and formulate an action plan to implement disability-inclusive strategies within their respective schools and learning contexts.
3. The list of program management team, monitoring team, resource persons, and participants, and training matrix are found in Enclosure No.1 and 2, respectively.
4. Expenses for the materials, food and accommodations of the participants, trainers and facilitators shall be charged against the downloaded SNED Fund. Travel expenses and per diems of school participants shall be charged against school MOOE. All expenses relative to the conduct of this activity are subject to usual accounting and auditing rules and regulations.
5. Participants and trainers are entitled to service credits in accordance with DepED Order No. 13, s. 2024 titled: *Revised Guidelines on the Grant of Vacation Service Credits for 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



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Budget (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.

6. Immediate dissemination of this Memorandum is desired.

**ROEL F. BERMEJO**  
Schools Division Superintendent

Enclosure: As stated

Reference: As stated

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

PEDAGOGY

TRAINING

WRITESHOP

SPECIAL EDUCATION





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Enclosure No. 1 to Division Memorandum No. 562 s. 2025

**DIVISION PROGRAM MANAGEMENT TEAM, RESOURCE PERSONS, AND MONITORING TEAM**

ROLE	NAME
Overall Program Lead	Roel F. Bermejo, CESO V Dr. Luz U. Banson, CESE
Program Manager	Dr. Ruth C. Gervero
Learning Manager	Dr. Rolando Jamora
Lead Welfare Officer	Dr. Joy Arnold T. Lejos
Welfare Officers	Candelaria Talabucon
Lead M and E	Ronald D. Dile
Logistic Officers	Immaculada Amores Ian Barcenas
Secretariat	Maria May Bretania Maricris Venus
Technical Lead	Dr. Isidro P. Oleviros Arnel Gervero
Technical Support	Kenneth Anoché Francis Librando
Lead Documenter	Evita Rose Busil Donalyn Olandesca Rona Overencio

**MONITORING TEAM**

NAME	OFFICE / DISTRICT
Dr. Fe Bañez	SDO
Merlie Rubio	SDO
Zaldy B. Caalam	SDO
Raul Jimenez	SDO
Dr. Rey Azcarraga	SDO
Dr. Calin Bernales	SDO

**RESOURCE SPEAKERS**

Name	Office
JENINE CATUDIO-AGUILAR, CONSULTANT IEP COACH	MISS JENINE LEARNING CENTER CAINTA, RIZAL PHILIPPINES
MYLEEN CHU BILLONES, OTRP	I CAN INTEGRATED SCHOOL INC. TIZA, ROXAS CITY
SHEREEN JOIE BRILLANTES	



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**PARTICIPANTS**

NAME	DISTRICT/OFFICE
1. Maria Roda Tolores	Dao
2. Melissa Manguardia	Ivisan
3. Etidal Dela Paz-Gallones	Pres. Roxas
4. Mark Frugalidad	Cuartero
5. Nicole Anne Benito	Mambusao West
6. Dr. Shimie Grace Duron	Ivisan
7. Esther Grace Salvilla	Maayon
8. Mary Bem Billones	Panitan
9. June Michael Frias	Pontevedra
10. Ellen Grace Billones	Pontevedra
11. Maritess Barrera	Pontevedra
12. Eden Dacles	Ppontevedra
13. Rohannah Dadivas	Pontevedra
14. Serge Adreln Gervero	Pontevedra
15. Mila Abougharib	Dumarao
16. Ma. Lilibeth Marcelo	Dumarao
17. Kristine Caldeo	Dumarao
18. Chona Degayo	Dumarao
19. Lenny Monserat	Dumarao
20. Genna May Macasaquit	Dumalag
21. Ma. Luciene Umiten	Ivisan
22. Erma Isiderio	Ivisan
23. Jonalyn Ventura	Jamindan
24. Jannette Lacson	Mambusao West
25. Kryssa Mae Lacson	Mambusao West
26. Saturnina Mayo	Pontevedra
27. Mae Joy Pasadilla	Maayon
28. Jonel Sembrano	Maayon
29. Maria Tessa Cunada	Pilar
30. Arjay Guillermo	Pres. Roxas
31. Maricel Garcia	Sapian
32. Loryna Francisco	Sigma
33. Jannette Palomo	Sigma
34. Shyne Nanta	Tapaz West
35. Leah Biclár	Panay
36. Ronalie Eres	Dao
37. Mary Bim Billones	Panitan
38. Dave Buenavista	Pilar





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Enclosure No. 2 to Division Memorandum No. **562** s. 2025

**PROGRAM MATRIX**

Title: **Empowering Teachers for Disability-Inclusive Classrooms**

Time	Day 1 November 14, 2025	Day 2 November 15, 2025	Day 3 November 16, 2025
7:30-9:00 AM	<b>Preliminary Activities</b> <ul style="list-style-type: none"><li>• Registration</li><li>• Pre-test Evaluation</li></ul> <b>Opening Program</b> <ul style="list-style-type: none"><li>• Opening Prayer</li><li>• Philippine National Anthem</li><li>• Welcome</li><li>• Message</li></ul> <ul style="list-style-type: none"><li>• Rationale/Statement of Purpose</li></ul>	Preliminary Activities  <b>Session 3: BEHAVIOR MANAGEMENT TECHNIQUES (BMTS)</b>  Resource Speaker: <b>MYLEEN CHU BILLONES, OTRP</b>	Preliminary Activities  <b>Session 7: UNDERSTANDING SPEECH THERAPY NEEDS AND SERVICES FOR EARLY CHILDHOOD AND GRADE SCHOOL LEVEL</b>  Resource Speaker: <b>SHEREEN JOIE BRILLANTES</b>



Address: Banica, Roxas City  
Contact Number: (036) 651-8454  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>



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	<ul style="list-style-type: none"><li>Inspirational Message</li><li>House Rules for the Training Workshop</li></ul>		
9:00-10:30 AM	<b>Session 1: IEP Basics</b>  Resource Speaker: <b>JENINE CATUDIO-AGUILAR,</b> <b>CONSULTANT IEP COACH</b>		
10:30 – 12:00NN		<b>Session 4: HANDLING HYPERACTIVE KIDS IN THE CLASSROOM</b>  Resource Speaker: <b>MYLEEN CHU BILLONES, OTRP</b>	<b>Session 8: SPEECH THERAPY TECHNIQUES AND STRATEGIES THAT CAN BE ADOPTED AT HOME AND IN THE CLASSROOM SETTING</b>  Resource Speaker: <b>SHEREEN JOIE BRILLANTES</b>
12:00 -1:00 PM	<b>Lunch Break</b>		
1:00 – 3:00 PM		<b>Session 6: OCCUPATIONAL THERAPY</b>	<b>Session 9: WORKSHOP ON SPEECH THERAPY AND STRATEGIES</b>



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	<b>Session 2: TRAUMA-INFORMED APPROACH TO BEHAVIOR</b>		
3:00 – 5:00 PM	Resource Speaker: <b>JENINE CATUDIO-AGUILAR, CONSULTANT IEP COACH</b>	Resource Speaker: <b>MYLEEN CHU BILLONES, OTRP</b>	Resource Speaker: <b>SHEREEN JOIE BRILLANTES</b>
		Session 6: WORKSHOP OF CLASSROOM MANAGEMENT AND OCCUPATIONAL THERAPY Resource Speaker: <b>MYLEEN CHU BILLONES, OTRP</b>	Ways Forward <b>RUTH C. GERVERO</b> EPS – SPED/ALS/MG Closing Program <b>ETIDAL DELA PAZ – GALLONES</b> SPET III
<b>Program Host:</b> <b>MARICRIS D. VENUS</b> Teacher III District of Pontevedra			



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