



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

1 APR 21 2025

MEMORANDUM

No 183 s. 2025

**EMPOWERING LEADERSHIP: CAPACITY BUILDING FOR SCHOOL HEADS AND
PSDS ON SPECIAL NEEDS EDUCATION (SNED) PROGRAMS**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads / OICs
All Others Concerned

1. Attached is a Regional Memorandum No. 332, s.2025, dated March 31, 2025, on the above-mentioned title, contents of which are self-explanatory, for the information and appropriate action.
2. Particular attention is invited to the following enclosures for details of the activity.
 - a. Annex A: Distribution of Participants per SDO
 - b. Annex B: List of Management team
 - c. Annex C: Indicative Activity Matrix
3. For immediate dissemination and strict compliance.


VIOLETA M. GONZALES

Asst. Schools Division Superintendent

Officer In-charge

Office of the Schools Division Superintendent



Encl:

Reference: none

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

SPECIAL NEEDS EDUCATION

CAPACITY BUILDING

lbp/ Empowering Leadership: Capacity Building for School Heads and PSDS on Special Needs Education (SNED) Programs


183/April 14, 2025

NUM-2025-183

183



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City

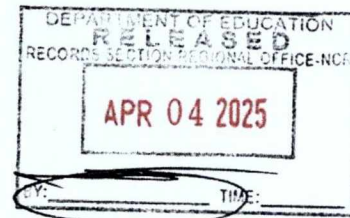
 (02) 8805 - 9935, (02) 8805 - 9940

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



March 31, 2025

REGIONAL MEMORANDUM

No. 332, s. 2025

To: Schools Division Superintendents
Functional Division Chiefs
All Others Concerned

**EMPOWERING LEADERSHIP: CAPACITY BUILDING FOR SCHOOL HEADS
AND PSDS ON SPECIAL NEEDS EDUCATION (SNED) PROGRAMS**

1. The Department of Education - National Capital Region (DepEd-NCR) in its commitment to provide quality and equitable education that is inclusive and responsive to the needs of all learners, will conduct the above-captioned activity.
2. The activity aims to capacitate School Heads and Public Schools District Supervisors (PSDSs) on Special Needs Education (SNED) programs. The goal is to enhance their knowledge, understanding, and capabilities in implementing SNED programs effectively in schools. Below are the details of the said activity.

| BATCH | DIVISION | | DATE | VENUE |
|----------------|--|---|----------------------------|---|
| BATCH 1 | Navotas Parañaque Pasay Pasig | Quezon City TAPAT Valenzuela Mandaluyong | April 7 to 11, 2025 | Forest Crest Nature Hotel and Resort, Km. 72 Batulao, Nasugbu, Batangas |
| BATCH 2 | Caloocan Las Piñas Makati Malabon | San Juan Manila Marikina Muntinlupa | April 28 to May 2, 2025 | |

3. The participants to the said activity are SNED Education Program Supervisors, Public Schools District Supervisors, School Heads, Head Teachers, IE Program Focal Persons and SNED School Coordinators. Participants are requested to register via this link: <https://tinyurl.com/SNEDReg2025> below on or before April 4, 2025.
4. SDOs are given the freedom to identify their participants with the following considerations:
 - o They should come from different schools.
 - o Their participation will not disrupt end of school year rites activity/ies.

CLMD-MBangitMarch2025




No. 6, Misamis St., Bago Bantay, Quezon City
Tel. Nos.: 920-58-24; 926-2213 local 801
Email Address: ncr@deped.gov.ph
<http://www.deped.gov.ph/regions/ncr/>





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5. Division SNED focal persons are requested to facilitate/ assist the travel authority of the identified participants.
6. Board and lodging and other expenses for supplies and materials will be charged to SNED FUNDS - **OSEC-NCR-24-5154 Current Appropriation** while travel and other incidental expenses of the identified participants, speakers, facilitators and regional technical working group (RTWG) may be charged against local funds, subject to the usual accounting and auditing rules and regulations.
7. In view of this, attached are the following annexes, for reference.
 - Annex A : Distribution of Participants per SDO
 - Annex B : Management team
 - Annex C : Indicative Activity Matrix
8. Consequently, the participation of regional and division officials to the aforesaid activities falling on a holiday or a weekend entitles them to a one and a half day (1.5) compensatory overtime credit (COC per day, pursuant to DepEd Order No. 53, s. 2003 and CSC and DBM Joint circular No. 2 s. 2004. Likewise, the participation of teachers in the mentioned activity falling on a weekend or holiday shall likewise be eligible for service credit pursuant to DO 53 s. 2023, "Updated Guidelines on Granting Vacation Service Credits to Teachers.", subject to existing DepEd rules and regulations
9. Immediate dissemination and compliance of this Memorandum is desired.


JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-in-Charge
Office of the Assistant Secretary for Operations

Encl.: As stated
Reference:
To be indicated in the Perpetual Index

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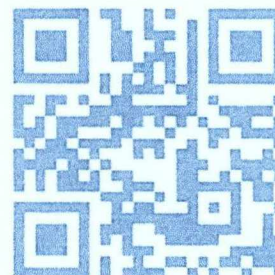


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- **Annex A: Distribution of Participants per SDO**

| DIVISION | SNED EPSs | PSDs | SCHOOL HEADS | DEPARTMENT HEAD/ IE PROGRAM FOCAL/ SNED SCHOOL COORDINATOR | TOTAL |
|------------------|-----------|------|--------------|--|-------|
| Caloocan City | 1 | 5 | 15 | 3 | 24 |
| Las Piñas City | 1 | 5 | 9 | 3 | 18 |
| Makati City | 1 | 5 | 9 | 3 | 18 |
| Malabon City | 1 | 5 | 9 | 3 | 18 |
| San Juan City | 1 | 0 | 6 | 3 | 10 |
| Manila | 1 | 5 | 15 | 3 | 24 |
| Marikina City | 1 | 5 | 9 | 3 | 18 |
| Muntinlupa City | 1 | 5 | 9 | 3 | 18 |
| Navotas City | 1 | 4 | 9 | 3 | 17 |
| Paranaque City | 1 | 4 | 9 | 3 | 17 |
| Pasay City | 1 | 5 | 9 | 3 | 18 |
| Pasig City | 1 | 5 | 9 | 3 | 18 |
| Quezon City | 1 | 5 | 15 | 3 | 24 |
| Mandaluyong City | 1 | 5 | 9 | 3 | 18 |
| Taguig / Pateros | 1 | 5 | 9 | 3 | 18 |
| Valenzuela City | 1 | 5 | 9 | 3 | 18 |

Registration link: <https://tinyurl.com/SNEDReg2025>



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- **Annex B: Management team**

**EMPOWERING LEADERSHIP: CAPACITY BUILDING FOR SCHOOL
HEADS AND PSDSS ON SPECIAL NEEDS EDUCATION (SNED)
PROGRAMS**

EXECUTIVE COMMITTEE

| | |
|---------------------|--|
| Executive Chair: | DR. JOCELYN DR ANDAYA, CESO III Regional Director, NCR Concurrent Officer-in-Charge Office of the Assistant Secretary for Operations |
| Executive co-chair: | DR. CRISTITO A. ECO, CESO III Assistant Regional Director |
| Executive Member: | DR. MICAH G. PACHECO EPS Science, OIC-Chief, CLMD |
| Overall in-charge: | DR. ROLAND D. MONTES EPS, SNED, GMRC, VALUES DR. MARICAR A. BANGIT EPS, Kindergarten, OIC-Filipino |

WORKING COMMITTEES:

| | |
|--|---|
| Registration: Chairperson: Kerwin M. Regis , Member: Michael B. Regudo | Accommodation: Chairperson: Jelyn C. Vigonte , Member: Vincent Portin |
| Program and invitation Chairperson: Samantha Abuan Member: Lea A. Fernando | Documentation Chairperson: Dorothy C. Apar Member: Analine C. Vergara |
| Certificates Chairperson: Jessie A. Matriano , Member: Elvira Punzal | |
| Secretariat: Chairperson: Vincent Portin Member: Jesuzaine Cruzada | |

Annex C : Indicative Activity Matrix (Batch 1 and 2)

| Time | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 |
|-------------------------|--|---|--|---|--|
| 8:00AM - 8:15AM | | MOL | | | |
| 8:15 AM - 9:45 AM | | Advancing Inclusive Education: Strategies for Empowering Learners and Fostering Equitable Learning Environment Dr. Eloy P. Annille | Embracing Inclusion for Learners Diversity and Its Legal Bases Batch 1: Dr. Ma.Teresita U. Pangana Batch 2: Dr. Lilia B. Palco | Revisiting the Administration of Multi-Factor Assessment Tool Batch 1: Dr. Ma.Teresita U. Pangana Batch 2: Dr. Amcy Esteban | Preparation and Presentation of Action Plan - by Division Supervisor |
| 9:45 AM - 10:00 AM | | BREAK | | | |
| 10:00 AM - 11:00 AM | | Activity | Continuation | Simulation activity | Closing Program |
| 11:00 - 12:00NN | | | | | |
| 12:00 NN - 1:00 PM | | LUNCH BREAK | | | |
| 1:00PM - 2:00 PM | Arrival and Registration | Bridging the Gap: Stakeholder's Role in Supporting Inclusive Education Dr. Elena D. Malle | Educating Learners with Visual Impairment- Dr. Rosalie S. Condes | Understanding Individual Education Plan (IEP) Dr. Susan L. Cobarrubias Dr. Leovigilda Gompiso | Home Sweet Home |
| 2:00 PM - 2:30 PM | Opening Program | | Continuation of Batch 1/ | | |
| 2:30 PM - 3:30 PM | Overview of Special Needs Education (SNED) - Understanding of Inclusive Education Dr. Roland Montes SNED Supervisor, DepEd NCR | Continuation: | Batch 2: Overview of child Find System Dr. Zenaida M. Roberto | Workshop | |
| 3:30 PM - 3:45 PM | Break | | | | |
| 3:45 PM - 5:00 PM | School Leaders as Champion of Diversity Eloisa S. Sanchez | Ms. Empowering Inclusive Education Through Technology: Bridging Gaps to Enhance Learning Dr. Brennan S. Cataquiz | Educating Learners with Hearing Impairment Dr. Jordan S. Madrono | Presentation of Output per SDO representative | |
| BATCH 1-MOL ASSIGNMENTS | NAVOTAS (OPENING PROGRAM) | PARANAQUE (AM), PASAY (PM) | PASIG (AM), MANDALUYONG (PM) | TAPAT (AM) VALENZUELA (PM), | QUEZON CITY (MOL AND CLOSING CEREMONY) |
| BATCH 2-MOL ASSIGNMENTS | CALOOCAN (OPENING PROGRAM) | MAKATI (AM), MALABON (PM) | SAN JUAN (AM), MANILA (PM) | MARIKINA (AM) LAS PINAS (PM), | MUNTINLUPA (MOL AND CLOSING CEREMONY) |