



Republic of the Philippines  
**Department of Education**  
 REGION I  
 SCHOOLS DIVISION OFFICE DAGUPAN CITY

DepEd SDO Dagupan City  
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Office of the Schools Division Superintendent

Division Memorandum No.: 373 s. 2025

August 8, 2025

**CAPACITY-BUILDING OF KINDERGARTEN RECEIVING TEACHERS IN  
 HANDLING LEARNERS WITH SPECIAL EDUCATIONAL NEEDS**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public Schools Division Supervisors  
 Education Program Supervisors  
 School Head/Principal  
 Assistant Principal  
 Kindergarten Teachers  
 All others concerned

1. The Schools Division Office, through the Curriculum Implementation Division, will conduct a **three-day** training entitled "*Capacity-Building of Kindergarten Receiving Teachers in Handling Learners with Special Educational Needs*" at River Palm Hotel & Resort, Bugallon, Pangasinan, on August 21-24, 2025. First meal (PM Snacks) will be served on August 21 as Day 0.

2. This activity aims to:

- a) promote a better understanding of Special Education and Inclusive Education, and its provisions;
- b) identify teaching strategies for Learners with Special Educational Needs;
- c) equip the teachers with basic sign language essentials, encompassing expressions related to family, emotions, action words/verbs, and prepositions, enabling them to engage in meaningful sign-based communication;
- d) develop Activity Sheets for SNED Learners.

3. The participants of this training are the Kindergarten Teachers of SDO Dagupan City.

**LIST OF PARTICIPANTS**

No.	Name of the Participants	Level	School
1	Angelyn Torda	Kindergarten	WCES I
2	Jayzel Agao	Kindergarten	WCES I
3	Cherry Escano	Kindergarten	WCES I



4	Jocelyn Luis	Kindergarten	WCES I
5	Luckelic Aquino	Kindergarten	WCES I
6	Mary Abegail Torio	Kindergarten	WCES II
7	Ednaline Valencia	Kindergarten	WCES II
8	Miriam A. Lacanlale	Kindergarten	Malued ES
9	Maria Reignil Ylizabeth Barrientos	Kindergarten	Malued ES
10	Sarah Joy Resurreccion	Kindergarten	Lucao ES
11	Lorlie De Sola	Kindergarten	Lucao ES
12	Roda Bengson	Kindergarten	Lucao ES
13	Marcelina Ramos	Kindergarten	Bacyno Sur ES
14	Catherine Escaño	Kindergarten	JLSES
15	Renna Dimaapi	Kindergarten	ECIS
16	Wenda Quibote	Kindergarten	ECIS
17	Flordel Bucao	Kindergarten	ECIS
18	Maylene Corpuz	Kindergarten	ECIS
19	Charmaine Hernandez	Kindergarten	PLES
20	Rosalinda Tibay	Kindergarten	PLES
21	Briggette Jhay Lee	Kindergarten	TARES
22	Vilma Caguion	Kindergarten	CES
23	Vida Tandoc	Kindergarten	BSES
24	Reyshel Luna	Kindergarten	PGVES
25	Flordelia Fernandez	Kindergarten	MTES
26	Janice Manaols	Kindergarten	Tambac ES
27	Vivian Ferrer	Kindergarten	Tebeng ES
28	Daisy Cruz	Kindergarten	LGES
29	Maricel De Vera	Kindergarten	NCES
30	Jeny Rose Cuison	Kindergarten	NCES
31	Jenevive Tuliao	Kindergarten	NCES
32	Mary Ann Balolong	Kindergarten	NCES
33	Ahleli Abalos	Kindergarten	Gregorio Del Pilar ES
34	Jennifer Bundal	Kindergarten	Gregorio Del Pilar ES
35	Jolly Rosario	Kindergarten	BBES
36	Marel Macanlalay	Kindergarten	BBES
37	Antonina Branzuela	Kindergarten	BBES
38	Ailene Alegado	Kindergarten	FNCIS
39	Rubilyn Mallari	Kindergarten	FNCIS
40	Mary Jean Votacion	Kindergarten	FNCIS
41	Jhonna Amor Pangan	Kindergarten	LFMES
42	Jazzmin Mae Prospero	Kindergarten	WCES 1
43	Catalina Estrada	Kindergarten	Mamalingling ES
44	Ma. Tiffany Zembrano	Kindergarten	VQZES
45	Jinky Neil Abalos	Kindergarten	BES
46	Jennifer Visperas	Kindergarten	BES
47	Irish Grace Vinluan	Kindergarten	BES
48	Maima Jean Tamayo	Kindergarten	Mamalingling ES
49	Jackelyn Bugasto	Kindergarten	Salisay ES
50	Joann Magsanoc	Kindergarten	Sabangan ES
51	Nestle Dela Cruz	Kindergarten	Sabangan ES
52	Maricel Billosillo	Kindergarten	Sabangan ES
53	Briggette Jhay B. Lee	Kindergarten	TARES
54	Rona Aguado	Kindergarten	Pantal ES

**CAPACITY-BUILDING OF KINDERGARTEN RECEIVING TEACHERS IN  
HANDLING LEARNERS WITH SPECIAL EDUCATIONAL NEEDS**

**TECHNICAL WORKING GROUP**

Maria Socorro G. Dimalanta-	Education Program Supervisor (Proponent)
Renata G. Rovillos	- Education Program supervisor (Co-Proponent)
Leah M. Surot	- MT 1, WCES 11 SPED Center/Lecturer
Jennifer B. Paras	- MT 1, WCES 1 SPED Center/Lecturer
Eince B. Camota	- Master Teacher 11, DCNHS/Lecturer
Kenneth Z. Mangaring	- Master Teacher 1, Pugaro IS/Lecturer
Ruela L. Barcelona	- Master Teacher 1, Pugaro IS/ Secretariat
Diana Irish Solis	- SEPS, HRDD
Isagani D. Rosario	- SEPS, M&E
Norcen B. Vidal	- Division Nurse/Welfare Officer
Joan L. Jimenez	- Division Planning Officer (Lecturer)

**CONSULTANTS**

Dr. Rowena C. Banzon, CESO V	-Schools Division Superintendent
Anna Liza M. Chan, CESE	- Assistant Schools Division Superintendent
Maria Linda R. Ventenilla	- Chief, CID
Dr. Edilberto R. Abalos	- Chief, SGOD

**GUEST LECTURER**

Dr. Nhorly U. Domenden	- Director, Wundt Psychological Institute Guest Lecturer (August 22, 2025- 8 AM to 12 NN only)
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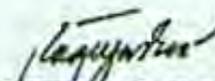
SDO DAGUPAN



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55	Anna Liza Bernardo	Kindergarten	Pantal ES
56	Karen Jennifer Urubio	Kindergarten	JPGES
57	Ruby Tolentino	Kindergarten	Calmay ES
58	Flordeliza Tibule	Kindergarten	TARES
59	Cristina Kim	Kindergarten	Carael ES
60	Mary Jo Ann Villanueva	Kindergarten	Carael ES
61	Madilyn Ungria	Kindergarten	Pugaro IS
62	Cristina Colcol	Kindergarten	Pugaro IS
63	Maricel Fernandez	Kindergarten	Salapingao ES
64	Adelaida Dela Cruz	Kindergarten	Lomboy
65	Jackie Lou Calaguio	Kindergarten	Suit ES

4. The participants are required to bring laptop, and extension cords to work on the expected output of the training.
5. Participants are not allowed to go home during the duration of the training. This policy is strictly implemented to ensure the safety and accountability of all attendees, as any incidents that may occur will fall under the responsibility of the training organizers. In case of an emergency and the need to leave the training venue, the participant must submit a formal letter requesting permission from the Program Owner for approval.
6. First meal to be served is afternoon snacks on August 21, 2025 and the last meal will be lunch on August 25, 2025. The Opening Program will start at 2:00 pm. to be followed immediately by a plenary session.
7. Meals, venue, accommodation, supplies, and travel expenses are charged to the PSF-SNED Fund. Other incidental expenses shall be charged to the school MOOE and/or local funds, subject to the usual accounting and auditing rules and regulations.
8. Service credits or compensatory time off (CTO) shall be granted to the participants for services that will be rendered on weekends and holidays in accordance with the provisions of DepEd Order No. 52, s. 2023 and CSC-DBM Joint Circular No. 2, s. 2025.
9. This Memorandum serves as Authority to Travel.
10. Please see attached enclosure for the Training Matrix.
11. For queries and concerns, please contact the Curriculum Implementation Division thru Dr. Maria Socorro G. Dimalanta, Focal Person/SNED.
12. Immediate dissemination of this Memorandum is hereby enjoined.

  
**ROWENA C. BANZON, EdD, CESO V**  
 Schools Division Superintendent

**CAPACITY BUILDING OF KINDERGARTEN/NEW SNED TEACHERS IN  
HANDLING LEARNERS WITH SPECIAL EDUCATIONAL NEED**

August 21-24, 2025  
River Palm Hotel and Resort  
Bugallon, Pangasinan

**Day 0 (August 21, 2025)**

TIME	DURATION	SESSION	PURPOSE/OBJECTIVES	KEY MESSAGE	MATERIAL NEEDED
1:00- 2:00 PM	60 mins	<b>ARRIVAL/REGISTRATION</b>			
2:00-3:00 PM	60 mins	Opening Program			- slide presentation - laptop - projector
3:00-3:30 PM	30 mins	<b>BREAK</b>			
3:30-5:00 PM	30 mins	Inclusive Education on the K to 12 Basic Education Program  LF: MARIA LINDA R. VENTENILLA  Enrollment and Tagging of Kindergarten Learners  LF: Joan L. Jimenez	To understand the Inclusive Education on the K to 12 Basic Education Program	Inclusive Education on the K to 12 Basic Education Program	- slide presentation - laptop - projector

**Day 1 (August 22, 2025)**

TIME	DURATION	SESSION	PURPOSE/OBJECTIVES	KEY MESSAGE	MATERIAL NEEDED
7:30 - 8:00 AM	30 mins	<b>MOL</b>			
8:00 - 9:30 AM	90 minutes	Assessing Learners with Manifestation for Proper Placement  LF: DR. NHORLY u. DOMENDEN,	To identify guide teachers on how to assess learners with manifestations for proper placement	This topic focuses mainly on the how to assess learners with manifestation	



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		RGC, R <sub>PM</sub> , R <sub>PSY</sub> , LPT			
9:30 - 10:00 AM	<b>BREAK</b>				
10:00 - 12:00 NN	120 minutes	Assessing Learners with Manifestatio n for Proper Placement (cont'd) LF: DR. NHORLY u. DOMENDEN, RGC, R <sub>PM</sub> , R <sub>PSY</sub> , LPT	-0-	-0-	- slide presentation - laptop - projector
12:00- 1:00 NN	<b>LUNCH BREAK</b>				
1: 00-2:30 PM	90 minutes	Types of Educational Provisions for Learners with Special Educational Needs LF: LEAH M. SUROT	To learn about the types of educational provisions for Learners with Special Educational Needs.	This topic focuses mainly on the types of educational provisions for learners with special educational needs.	- slide presentation - laptop - projector
2:30-3:00 PM	30 minutes	<b>BREAK</b>			
3:00-4:30 PM	90 minutes	Accommodat ions and Modifications in the Inclusive Classroom Environment  LF: EINEE B. CAMOTA	To identify and demonstrate the accommodations and modifications to be provided in inclusive classroom settings to be able to cater to the needs of Special Learners	This topic focuses mainly on the accommodati ons and modifications to be provided in inclusive classroom settings to be able to cater to the needs of Special Learners.	- slide presentation - laptop - projector
4:30-5:00 PM	30 minutes	<b>Announcements</b>			

**Day 2 (August 23, 2025)**

TIME	DURATION	SESSION	PURPOSE/OBJECTIVES	KEY MESSAGE	MATERIAL NEEDED
7:30 - 8: 00 AM	30 mins	<b>MOL</b>			
8:00- 9:30 AM	90 minutes	Teaching Strategies for Learners with Special Educational Needs	To identify the teaching strategies for Learners with Special Educational Needs	This topic focuses mainly on the teaching strategies for Learners with Special	- slide presentation - laptop - projector

		LF: <b>JENNIFER B. PARAS</b>		Educational Needs	
9:30-10:00 AM		<b>BREAK</b>			
10:00-12:00 AM	60 minutes	<b>BREAK-OUT SESSIONS</b> <b>Group 1:</b> Visually Impaired LF: <b>JENNIFER B. PARAS</b> <b>Group 2:</b> Hearing Impaired LF: <b>LEAH M. SUROT</b> <b>Group 3:</b> Autism Spectrum Disorder Intellectual Disability  LF: <b>KENNETH Z. MANGARIN G/ EINEE B. CAMOTA</b>	To identify and demonstrate the accommodations and modifications to be provided in inclusive classroom settings to cater the needs of Learners with Special Educational Needs.	This topic focuses mainly the accommodations and modifications to be provided in inclusive classroom settings to cater the needs of Learners with Special Educational Needs.	- slide presentation - laptop - projector
12:00-1:00 PM	60 mins	<b>BREAK</b>			
1:00-2:30 PM	90 minutes	<b>BREAK-OUT SESSIONS</b> <b>Group 3:</b> Visually Impaired LF: <b>JENNIFER B. PARAS</b> <b>Group 1:</b> Hearing Impaired LF: <b>LEAH M. SUROT</b> <b>Group 2:</b> Autism Spectrum Disorder Intellectual Disability  LF: <b>KENNETH Z. MANGARIN</b>	To identify and demonstrate the accommodations and modifications to be provided in inclusive classroom settings to cater the needs of Learners with Special Educational Needs	This topic focuses mainly the accommodations and modifications to be provided in inclusive classroom settings to cater the needs of Learners with Special Educational Needs.	- slide presentation - laptop - projector
2:30-3:00 PM	30 minutes				
	90 minutes				

3:00-4:30 PM		<b>G/ EINEE B. CAMOTA</b>  <b>Group 2:</b> Visually Impaired <b>LF:</b> <b>JENNIFER B. PARAS</b> <b>Group 3:</b> Hearing Impaired <b>LF: LEAH M. SUROT</b> <b>Group 1:</b> Autism Spectrum Disorder Intellectual Disability  <b>LF:</b> <b>KENNETH Z. MANGARIN</b> <b>G/ EINEE B. CAMOTA</b>			
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**Day 3 (August 24, 2025)**

7:30-8:00 AM	<b>MOL</b>				
8:00-10:00 PM	120 minutes	Guide to Development of LRs for SNED <b>LF: RENATA G. ROVILLOS</b>	Develop Activity sheets for SNED Learners	The topic focuses on the development of activity sheets for LSENS	- slide presentation - laptop - projector
10:00-12:00 PM	120 minutes	Learning Basic Filipino Sign Language (FSL) <b>LF: LEAH M. SUROT</b>	Teachers will be taught Basic FSL	This topic focuses mainly on Basic Filipino Sign Language	- slide presentation - laptop - projector
12:00-1:00 PM	60 minutes	<b>LUNCH BREAK</b>			
1:00 - 2:00PM	<b>CLOSING PROGRAM</b>				



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