



LRMD-RM-2024-641

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

11 September 2024

Regional Memorandum

No. 641, s. 2024

**FINALIZATION WORKSHOP ON THE DEVELOPMENT OF
LEARNING RESOURCE MATERIALS FOR SPECIAL
NEEDS EDUCATION AND RURAL FARM
SCHOOLS PROGRAM**

To **Schools Division Superintendents**

1. The Department of Education Region IV-A through the Curriculum and Learning Management Division-Learning Resource Management Section will conduct the Finalization Workshop on the Development of Learning Resources Special Needs Education Program and Rural Farm Schools on September 16-20, 2024, at Axiaa Hotel, Quezon City.
2. The activity aims to:
 - a. review and refine the developed learning resources for Rural Farm Schools and Special Needs Education Programs, ensuring the alignment with the educational needs and contexts of the target learners;
 - b. verify that the content promotes inclusivity, diversity, and cultural sensitivity;
 - c. validate and confirm that all learning resources are free from errors, including factual inaccuracies, grammatical mistakes, and formatting issues; and
 - d. finalize the design and layout of the learning resources to make them visually appealing, accessible, and user-friendly for both educators and learners.
3. Please see **Enclosures 1** and **2** for the List of Participants and Indicative Program of Activities.
4. Board and lodging of the identified participants shall be charged against SPED program support funds while expenses relative to travel will be charged against local funds, subject to existing auditing and accounting rules and regulations.
5. Participants are entitled to Compensatory Time Off (CTO) or Service Credits whichever is applicable for the employee in accordance with CSC and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime




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Certificate No. PHP QMS
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Service Rendered or DO 53, s. 2003, titled "Updated Guidelines in the Grant of Vacation Service Credits to Teachers."

6. For clarification and further inquiries, you may contact the Curriculum and Learning Management Division- Learning Resource Management Section at (02) 8682-2114 local 420.
7. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

02/ROC2

Enclosure 1

List of Participants

No.	Name	SDO	Subject
WRITERS (SNEd)			
1.	Regine O. Villanueva	Antipolo City	Care Skills
2.	Arlyn G. Aragona	Bacoor City	Care Skills-Nutrition
3.	James Edward I. Mendoza	Batangas City	Life Skills Package (Practical Money)
4.	Realyn M. Gonzales	Batangas	Enrichment Package
5.	Kathleen Joy B. Contantino	Binan City	Pre-Vocational Package
6.	Christine Faye L. Cantillano	Cabuyao City	Functional Academic Math
7.	Susana M. Galle	Calamba City	Pre-Vocational Package
8.	grace Rossell I. Danao	Cavite City	Enrichment Package
9.	Jerlyn C. Villaflor	Cavite	Life Skills
10.	Jennifer B. Polo	Dasmariñas City	Enrichment Skills Sports
11.	Ma. Morella C. Abueg	Gen. Trias City	Enrichment Music
12.	Gladys R. Lodado	Imus City	Career Skills
13.	Judith E. Luis	Laguna	Career Skills
14.	Giselle Joy L. Dimayuga	Lipa City	Career Skills
15.	Golden Abegail C. Carabit	Lucena City	Functional Academics- Mathematics
16.	Mary Grace V. Collantes	Quezon	Livelihood Skills
17.	Everiza L. Asuncion	Rizal	Livelihood Skills
18.	Vilma L. Dimaisip	San Pablo City	Functional Academics Science
19.	Easter Ruth G. Nacis	Santa Rosa City	Functional Academics- English
20.	Maria Sienna M. Malvataan	Sto Tomas City	Functional Academics- English
21.	Jofer B. Bernal	San Pedro City	Functional Academics Science Elem
22.	Veronica B. Padura	Tanauan City	Functional Academics- Mathematics
23.	Maria Catsharel A. De La Peña	Tayabas City	Functional Academics- Mathematics
Illustrators			
24.	GINA E. MEDINA	Bacoor City	Care Skills-Nutrition
25.	AGNES MANAIG	Calamba City	Pre-Vocational Package
26.	RUBYLYN T. GLUDO	Cavite City	Enrichment Package
27.	GLAIZA R. ENCARNACION	Cavite Province	➤ Life Skills Package (Practical Money) ➤ Life Skills
28.	ELIZABETH MACALALAD	Gen. Trias City	➤ Enrichment Skills Sports ➤ Enrichment Music
29.	RACHELYNN S. AUSTRIA	Imus City	Career Skills
30.	Rick Osmar E. Apacianado	Quezon Province	Functional Academics- Mathematics

31.	Ruth R. De Leon	Quezon Province	Functional Academics Science
32.	Aaron Ken Z. Sales	Quezon Province	Functional Academics Science Elem
33.	RIALYN DC. DOROS	Rizal Province	Livelihood Skills
34.	ALLEN P. DIMACULANGAN	Sto. Tomas City	Functional Academics-English
35.	ELLA MAE K. VILLAESPIN	Tanauan City	Functional Academics-Mathematics
36.	JERIC L. CABRIGA	Tayabas City	Functional Academic Math
LAYOUT ARTISTS			
37.	Cyrus T. Festijo	Batangas City	
38.	Lester L. Mercado	Calamba City	
39.	Sherlito Cabarto	Cavite City	
Internal Evaluators			
40.	Raquel I. Blones	Bacoor City	Care Skills
41.	Connie P. Dela Cruz	Cavite Province	Functional Academics-Mathematics
42.	Imelda Quinonez	Cavite Province	<ul style="list-style-type: none"> ➤ Life Skills ➤ Enrichment Skills Sports
43.	Virgie T. Taccad	General Trias City	Enrichment Package
44.	Jomina Huerto	Imus City	Career Skills
45.	Joan Alejaida R. Mauhay	Quezon Province	<ul style="list-style-type: none"> ➤ Livelihood Skills ➤ Functional Academics Science ➤ Functional Academics Science Elem
46.	Arceli Tejada	Rizal Province	Enrichment Music
47.	Maribel Mina	Santa Rosa City	<ul style="list-style-type: none"> ➤ Pre-Vocational Package ➤ Functional Academics-English
48.	Marites Quiatchon Balba	Sto. Tomas City	<ul style="list-style-type: none"> ➤ Functional Academic Math ➤ Functional Academics- English

No.	Name	SDO	Subject
Writers (RFS)			
1.	Arcelita C. Omangay	Antipolo City	Animal Production (Swine)
2.	Baity Sacramento	Antipolo City	Animal Production (Swine)
3.	Noel L. Lara	Batangas Province	Agri Crop Production NC I
4.	Jay L. Escalera	Batangas Province	Agri Crop Production NC I
5.	Ma. Concepcion A. Odon	Cabuyao City	Horticulture NC III
6.	Randy M. Garay	Cabuyao City	Horticulture NC III
7.	Odessa C. Anit	Cavite Province	Organic Agriculture NC II
8.	Jayzel D. Carpena	Cavite Province	Organic Agriculture NC II

9.	Francisco P. Panopio Jr	Laguna Province	Aquaculture NC II
10.	Ronald A. Alidio	Laguna Province	Aquaculture NC II
11.	Eddie Calda	Laguna Province	Pest Management NC II
12.	Raul DLR Caisip	Laguna Province	Pest Management NC II
13.	Rochelle S Mercado	Laguna Province	Fish Capture / Fish Product Packaging
14.	Reynante S. Aningalan	Laguna Province	Fish Capture / Fish Product Packaging
15.	Miguela L. Dealagdon	Laguna Province	Fish Capture / Fish Product Packaging
16.	Dina G. Pulian	Laguna Province	Fish Capture / Fish Product Packaging
17.	Magdalena F. Purino	Lipa City	Food Processing
18.	Jennifer M. Mea	Lipa City	Food Processing
19.	Nieves M. Pacala	Lucena City	Agri Crop Production NC I
20.	Michelle A. Morong	Lucena City	Agri Crop Production NC I
21.	Carlo Miguel P. Castillo	Quezon Province	Agri Crop Production NC II
22.	Mary Ann B. Tolentino	Quezon Province	Animal Production (Poultry-Chicken)
23.	Geraldine M. Loseto	Quezon Province	Animal Production (Poultry-Chicken)
24.	Lorena C. Inolpe	Quezon Province	Agri Crop Production NC II
25.	Agnes L. Roxas	Quezon Province	Landscape Installation and Maintenance
26.	Alvin B. Salazar	San Pablo City	Animal Production (Poultry-Chicken)
27.	Lerelie C. Mission	San Pablo City	Animal Production (Poultry-Chicken)
28.	Marites M. Punzalan	San Pablo City	Animal Production (Ruminants)
29.	Diana Rose C. Magtibay	San Pablo City	Animal Production (Ruminants)
External Evaluators			
30.	Mr. Edrich Caparas		
31.	Mr. Mario Rotairo		
32.	Ms. Jasmin Marie Logo Luce		
33.	Mr. Rinkoh Hernandez		
34.	Engr. Remelyn R. Recoter		
Internal Evaluators			
35.	Merly Cuevas Am-is	Dasmariñas City	
36.	Ma. Cristina P. Alcaraz	Dasmariñas City	
ILLUSTRATORS			
37.	Jenelyn L. Tuazon	Antipolo City	
38.	Thea May L. Matanguihan	Batangas City	
39.	Rollen Richiele C. Mendoza	Batangas Province	
40.	Rhodora B. Crisologo	Cabuyao City	
41.	Arman C. Marasigan	Cavite Province	
42.	Jeremiah A. Litton	Dasmariñas City	
43.	Rhoda L. Villalobos	Lipa City	

44.	Eric A. Reveche	Laguna Province	
45.	Jezza Avy O. Tierra	Lucena City	
46.	Ian Chris R. Jalbuena	Quezon Province	
47.	Kelvin A. Ramintas	Quezon Province	
48.	Gilbert R. Esguerra	San Pablo City	
LAYOUT ARTISTS			
49.	Katrezia Fiel G. Macawile	Dasmariñas City	
50.	Paul Francis Sidon	Imus City	
51.	Niña Marie Huelgas Pecaña	Sto. Tomas City	

Enclosure 2

Time	Finalization Workshop on the Development of Learning Resources for Special Needs Education Program and Rural Farm Schools				
	September 16-20, 2024				
	Day 1	Day 2	Day 3	Day 4	Day 5
7:00 AM to 8:00 AM	Planning of the TWGs, Setting of Directions, and Briefing	Error Correction and Validation Finalizing Design and Layout	Finalization of the Revised LR for RFS and SNED	Presentation of Finalized Learning Resources	Accomplishment of the Learning Resource Final Evaluation Forms and Specialty Clearance Form
8:01 AM to 9:00 AM					
9:01 AM to 10:00 AM	Opening Program				
10:01 AM to 11:00 AM	Review of Developed Learning Resources				
11:01 AM to 12:00 PM					
12:01 PM to 12:59 PM	LUNCH BREAK				
1:00 PM to 2:00 PM	Group Work: Refining Content for Target Learners	-Continuation-	Presentation of Finalized Learning Resources	-Continuation-	Closing Program
2:01 PM to 3:00 PM					
3:01 PM to 4:00 PM		Reviewing and Approving Final Design Elements			
4:01 PM to 5:00 PM					
Officers of the day	CLMD-LR TEAM SNED AND RFS FOCAL				