

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

26 November 2024

Regional Memorandum
No. 864 s.2024

REGIONAL TRAINING OF RECEIVING TEACHERS ON SNED
CONTENT AND PEDAGOGY (BATCH 3)

To Schools Division Superintendents

- 1. Pursuant to RA 11650, also known as "An Act Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education" and in support to the MATATAG Agenda, this Office will conduct the Regional Training of Receiving Teachers on SNED Content and Pedagogy (Batch 3) on December 18-20, 2024. The venue and final list of participants shall be announced in a separate Regional Memorandum.
2. In this regard, this office requests the SDOs to identify the participants as categorized below and must register on or before December 6, 2024 @https://bit.ly/ReceivingTeacheronSNEDContentandPedagogyBatch3. Moreover, the Training Matrix is attached in Enclosure No. 1 while Terms of Reference is found in Enclosure No. 2.

Table with 2 columns: Position/Designation, No. of Pax. Rows include Provincial Divisions (A.1 Cavite, A.2 Batangas, A.3 Quezon) and City Divisions (18 SDOs).

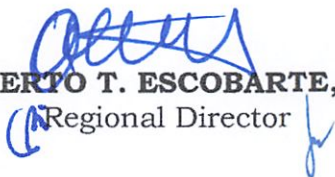


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Certificate No. PHP QMS
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3. The travel and other incidental expenses shall be charged against the FY 2024 SNED Funds downloaded to the SDOs. Should there be an insufficiency in the amount downloaded for the travel expenses of the participants, the deficit shall be charged against local funds or other sources of funds, subject to the usual accounting and auditing rules and regulations.
4. For clarification and further inquiries, please contact Philips T. Monterola, SNED Regional Coordinator, and Viernalyn M. Nama, CLMD Chief Education Supervisor, at (02) 8681-2114 local 420.
5. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

ROC18

Enclosure No. 1

TRAINING MATRIX
REGIONAL TRAINING OF RECEIVING TEACHERS
ON SNED CONTENT AND PEDAGOGY (BATCH 1)
 December 18-20, 2024

Day 1		
Time	Sessions/Activities	Person-in-Charge
6:00 – 8:00	ARRIVAL/REGISTRATION	PMT
8:00 – 9:00	OPENING PROGRAM	PMT
9:00 – 9:30	SNACKS	PMT
9:30 – 12:00	Looking at the Lens of Inclusive Education: The Global and Local Perspective	Dr. Loida N. Nidea Assistant Regional Director
12:00 – 12:15	SESSION ANNOUNCEMENTS	PMT
12:15-1:30	LUNCH	PMT
1:30 – 1:45	MANAGEMENT OF LEARNING	PMT
1:45 – 2:30	GROUPING AND PREPARATION OF BULLETIN DISPLAYS BY GROUP	PMT
2:30-3:00	Revisiting the Policy Guidelines in the Implementation of Inclusive Education	Dr. Viernalyn M. Nama Chief ES, CLMD
3:00 – 3:15	SNACKS	PMT
3:15 – 4:15	Revisiting the Policy Guidelines in the Implementation of Inclusive Education	Dr. Viernalyn M. Nama Chief ES, CLMD
4:15 – 4:45	UPDATING OF BULLETIN DISPLAYS/OUTPUTS	per SDO
4:45 – 5:00	Wrapped Up/ Announcements	PMT
Day 2		
Time	Sessions/Activities	Person-in-Charge
8:00 – 8:30	Management of Learning	PMT
8:30 – 10:30	The Republic Act (RA) 11650 and Its Salient Features on Inclusive Education	Dr. Rosalie E. Bongon Chief EPS, BLD-SID
10:00 – 10:45	SNACKS	PMT
10:45 – 12:30	Inclusive Learning Resource Center (Functions, Administration, Programs & Services offered, among others)	Ms. Erlinda Feliciano-Leva EPS, BLD-SID
12:30 – 1:30 PM	LUNCH	PMT

1:30 – 2:30 PM	The Blindsight: How to Handle Visually Impaired Learners	Mr. Allan R. Mesoga SEPS, BLD-SID-VI
2:30 – 3:30 PM	Code Blind: Basic Filipino Braille Code	Mr. Allan R. Mesoga SEPS, BLD-SID-VI
3:30 – 4:00 PM	SNACKS	PMT
4:00 – 4:30 PM	UPDATING OF BULLETIN DISPLAYS/OUTPUTS	per SDO
4:30 – 5:00 PM	SESSION ANNOUNCEMENTS	PMT
Day 3		
Time	Sessions/Activities	Person-in-Charge
8:00 – 8:30	Management of Learning	PMT
8:30 – 10:00	RA 11106: Use of Filipino Sign Language	Hon. Judge Remeibel U. Mondia, LL.M MTC Presiding Judge, Pasay City & RA 11106 Supreme Court's TWG
10:00 – 10:15	SNACKS	PMT
10:15 – 12:00	Basic Filipino Sign Language (FSL)	Dr. Shirley Pinky Earnheart Court Interpreter of the Deaf People & RA 11106 Resource Person
12:00 – 1:00	LUNCH	
1:00-2:30	Key Action/Activities in Support of the Implementation of RA 11650	Philips T. Monterola
2:30 – 3:00	PRESENTATION OF OUTPUTS	PMT
3:00 – 3:15	BREAK	PMT
3:15 – 4:00	CLOSING PROGRAM	PMT

Enclosure No. 2**TERMS OF REFERENCE**

The Training Management Team shall be responsible for the entire training from the venue to the logistics needed.

- A. The Training Management Chairperson and Vice-Chairperson shall:**
- prepare the ATC, RBA, proposal, memorandum and Authority to Procure;
 - Coordinate with the training venue management and prepare the contract for the event;
 - Coordinate with the Supplies Officer for the supplies needed;
 - Conduct meetings with the facilitators;
 - Lead the review and evaluation of the presentation to be used for the activity;
 - Oversee the conduct of the activity; and
 - Lead the team in the conduct of debriefing sessions.
- B. The Members of the TWG shall:**
- Prepare the completion report;
 - Prepare the contract and supplies;
 - Prepare the room listing;
 - Coordinate with the moderator regarding the materials needed for the workshop and the documents needed to be accomplished daily;
 - Prepare the documents needed for the payment/liquidation;
 - Prepare and print certificates of recognition, participation and appearance; and
 - Submit the needed requirements to respective functional divisions after the conduct of the activity.
- C. The Resource Persons shall:**
- Prepare the presentation slide deck;
 - Deliver the assigned topic convincingly;
 - Provide instructions and inputs during the training;
 - Ensure maximum participation and learnings from the participants; and
 - Answer all the queries and questions of the participants satisfactorily.
- D. The Facilitators shall:**
- Lead the MOL;
 - Check the attendance;
 - Introduce the participants and resource speakers;
 - Lead the FGD;
 - Prepare materials needed for the workshop;
 - Facilitate the collection and presentation of outputs;
 - Give the synthesis;

- Ensure maximum & active participation of the participants; and
- Address all concerns of the participants;

E. The Documenter/ Minute Taker shall:

- Document agreements, issues and concerns, important scenario or proceedings during the training; and
- Submit the newsletter at the end of the training.

F. The Participants shall:

- Always observe punctuality and mutual respect;
- Follow the house rules and regulations of the venue;
- Attend and participate actively in all engagements and activities;
- Secure and submit all necessary forms and other documents necessary;
- Report any significant event related to the activity; and
- Submit all the target outputs on time.