

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



09 December 2024

Regional Memorandum
No. 887, s. 2024

**ONLINE WORKSHOP ON THE FINALIZATION OF THE
LEARNING RESOURCE MATERIALS FOR
SPECIAL NEEDS EDUCATION 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 Online Workshop on the Finalization of the Development of Learning Resources Special Needs Education Program and Rural Farm Schools on December 16-20, 2024, at Microsoft Teams Platform.
2. The activity aims to:
 - a. 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. 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 Service Rendered or DO 53, s. 2003, titled "Updated Guidelines in the Grant of Vacation Service Credits to Teachers."
5. For clarification and further inquiries, you may contact the Curriculum and Learning Management Division- Learning Resource Management Section at (02) 8682-2114 local 420.






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Certificate No. PHP QMS
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6. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

02/ROC2



Enclosure 1

List of Participants

LAYOUT ARTISTS			
No.	Name	SDO	Subject
1.	Cyrus T. Festijo	Batangas City	
2.	Lester L. Mercado	Calamba City	
3.	Sherlito Cabarto	Cavite City	
Internal Evaluators			
Writers (RFS)			
External Evaluators			
1.	Mr. Edrich Caparas		
2.	Mr. Mario Rotairo		
3.	Ms. Jasmin Marie Logo Luce		
4.	Mr. Rinkoh Hernandez		
5.	Mr. Romemart Augbigne M. Penamora		
Internal Evaluators			
6.	Merly Cuevas Am-is	Dasmariñas City	
7.	Ma. Cristina P. Alcaraz	Dasmariñas City	
ILLUSTRATORS			
8.	Jenelyn L. Tuazon	Antipolo City	
9.	Thea May L. Matanguihan	Batangas City	
10.	Rollen Richiele C. Mendoza	Batangas Province	
11.	Rhodora B. Crisologo	Cabuyao City	
12.	Arman C. Marasigan	Cavite Province	
13.	Jeremiah A. Litton	Dasmariñas City	
14.	Rhoda L. Villalobos	Lipa City	
15.	Eric A. Reveche	Laguna Province	
16.	Jezza Avy O. Tierra	Lucena City	
17.	Ian Chris R. Jalbuena	Quezon Province	
18.	Kelvin A. Ramintas	Quezon Province	
19.	Gilbert R. Esguerra	San Pablo City	
LAYOUT ARTISTS			
20.	Katrezia Fiel G. Macawile	Dasmariñas City	
21.	Paul Francis Sidon	Imus City	
22.	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				
	Decmeber 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	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	Finalizing Design and Layout			
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					
4:01 PM to 5:00 PM		Reviewing and Approving Final Design Elements			
Officers of the day	CLMD-LR TEAM SNED AND RFS FOCAL				