



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



06 January 2025

Regional Memorandum

No. 14, s.2025

**ADDENDUM TO RM NO. 864, S. 2024 RE: REGIONAL
TRAINING OF RECEIVING TEACHERS ON SNED
CONTENT AND PEDAGOGY (BATCH 3)**

To **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 864, s. 2024, dated November 26, 2024, this office through the Curriculum and Learning Management Division hereby announces the final schedule of the Regional Training of Receiving Teachers on SNED Content and Pedagogy shall be on **January 15-17, 2025** at **M.I. Sevilla Resort, Brgy. Domoit, Lucena City, Quezon Province, Philippines.**
2. The official lists of participants and RTWG are in the attached Enclosure No. 1. Moreover, Training Matrix is attached in Enclosure No. 2 while Terms of Reference is found in Enclosure No. 3.
3. The first meal to be served is breakfast on January 15, 2025 (Wednesday), while the last meal is PM Snacks on January 17, 2025 (Friday).
4. The travel and other incidental expenses shall be charged to 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 available funds, subject to the usual government accounting and auditing rules and regulations.
5. 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.
6. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

02/ROC18



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Certificate No. PHP QMS
22 93 0085

Enclosure No. 1

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

| A. Regional Technical Working Group | |
|--|------------------------------|
| Name | Position/ Designation |
| Chairperson | |
| Viernalyn M. Nama | CLMD Chief ES |
| Vice-chairperson/ Focal Person | |
| Philps T. Monterola | SNED Regional Coordinator |
| Regional Technical Working Group | |
| Eugene Ray F. Santos | Regional Personnel |
| Emelia P. Crescini | Regional Personnel |
| Margaret P. Musa | Regional Personnel |
| Nenette Arcelle Joy P. Larinay | Regional Personnel |
| Lhovie C. Damian | Regional Personnel |
| Redgynn A. Bernales | Regional Personnel |
| Neal Protacio | Regional Personnel |
| John Christian P. Galvez | Regional Personnel |
| Merlita O. Sayago | Facilitator |
| Efren N. Villaester | Facilitator |
| Jason Caraang | Facilitator |
| Digna G. Orge | Facilitator |
| Virgilio O. Paat, Jr. | Facilitator |
| Luningning Mendoza | Facilitator |
| Lelani B. Rosin | Documenter/ Minute Taker |
| Mark Louise O. Pacis | Documenter/ Minute Taker |
| Michelle P. Hoylar | Documenter/ Minute Taker |
| Margie P Padilla | Documenter/ Minute Taker |
| G-Malou M, Torres | Documenter/ Minute Taker |

| B. Resource Persons | |
|-------------------------------------|---|
| Dr. Loida N. Nidea | Assistant Regional Director |
| Dr. Viernalyn M. Nama | CLMD Chief ES |
| Dr. Rosalie E. Bongon | CO-BLD-SID Chief EPS |
| Dr. Erlinda Feliciano-Leva | CO-BLD-SID EPS |
| Mr. Allan R. Mesoga | CO-BLD-SID EPS |
| Dr. Shirley Pinky Earnheart | Court Interpreter of the Deaf People & RA 11106 Resource Person |
| Hon. Judge Remiebel U. Mondia, LL.M | MTC Presiding Judge, Pasay City & RA 11106 Supreme Court's TWG |

C. Participants

| Antipolo City | | Bacoor City | |
|----------------------|-------------------------|--------------------|---------------------------|
| 1 | MERLITA O. SAYAGO | 16 | RAQUEL I. BLONES |
| 2 | VIRGILIO O. PAAT JR. | 17 | MAY F. COLLADO |
| 3 | EFREN N. VILLAESTER | 18 | LELANI B. ROSIN |
| 4 | DIGNA G. ORGE | 19 | MA. TERESA G. SEMINO |
| 5 | JASON O. CARAANG | 20 | RUTH M. MERCURIO |
| 6 | JESSAMAE B. ABUDE | 21 | PETZAIDA P. CACACHO |
| 7 | KARLA KRISTIN HINGPIS | 22 | MARY ANN L. YASIS |
| 8 | MARIA ALEXANDRA EUGENIO | 23 | LEONORA L. SAUQUILLO |
| 9 | ELAINE F. MORALES | 24 | AILYN CANDELARIO |
| 10 | JOVELLE E. SALEM | 25 | RHODORA SA. SACRAMENTO |
| 11 | EDEN AGUIRRE | 26 | MA. HAZEL D. RAMOS |
| 12 | MARY JANE D. ROSCO | 27 | MARICEL A. HERRERA |
| 13 | KRISTINE B. SALVO | 28 | MARY ABIGAIL A. YTURRIAGA |
| 14 | KIM RAPTOS | 29 | RHODA B. SALAZAR |
| 15 | ALLEN MAE A. ARANETA | 30 | BERNADETTE M. RENDON |

| Batangas | |
|-----------------|----------------------------|
| 31 | ANGELYN M. VERGARA |
| 32 | ABIGAEL R. MARTIN |
| 33 | ANNALYN A. DOLOR |
| 34 | AMOR G. JARABE |
| 35 | MARA SHELLA M. MARASIGAN |
| 36 | DIANNE ROSE M. KATIGBAK |
| 37 | MARINA M. DE GUZMAN |
| 38 | CECILLE MARIE P. ALCANTARA |
| 39 | ALMA B. MONTALBO |
| 40 | JANICE B. MARAMOT |
| 41 | ROSE ANN D. ABREGONDA |
| 42 | ELISA C. MARANAN |
| 43 | MAJOURIE BELEN C. AGUILA |
| 44 | GRACELYN P. BAZAR |
| 45 | LEAH NOREEN M. ANDAL |
| 46 | ALMA G. HERNANDEZ |
| 47 | MICHELLE M. REYES |
| 48 | SHIELA MARIE M. VILLARUEL |
| 49 | EBORAH L. ELEDA |
| 50 | MARIE GRACE M. DE CHAVEZ |
| 51 | CHRISTINE JOYCE R. TRIPOLI |
| 52 | NORELYN R. DELA VEGA |

| Batangas City | |
|----------------------|----------------------------|
| 67 | AUREA P. OCON |
| 68 | EDELYN B. BRIONES |
| 69 | ROSALINDA M. COMIA |
| 70 | SALLY M. EVANGELISTA |
| 71 | JANE L. ANTE |
| 72 | SHEILA MARIE R. MACATANGAY |
| 73 | NOEMIE C. FURTO |
| 74 | LEA D. ESPELETA |
| 75 | KAREN Q. GUERRA |
| 76 | MILAGROS F. ZARASPE |
| 77 | JACQUELYN V. VENGCO |
| 78 | Maria Ericka Del Rosario |
| 79 | Mary Joy Ingco |
| 80 | Jolina Bueno |
| 81 | Maria Dina Goot |

| Biñan City | |
|-------------------|-----------------------|
| 82 | EMMANUELITA J. ALONDE |
| 83 | ROSALYN C. VALDERAMA |
| 84 | JULIET B. BERLANAS |
| 85 | EDNA C. STA. ANA |
| 86 | RHEA D. REGENIO |

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| 53 | ARDELYN C. GURTIZA |
| 54 | GELYN L. JONSON |
| 55 | GINA M. ASEREMO |
| 56 | RUFINA B. SAMONTE |
| 57 | LINA M. MAGOLING |
| 58 | GILMA C. PORLEY |
| 59 | NIÑA D. DIMACULANGAN |
| 60 | EDITA MONTALBO |
| 61 | JENNIFER H. CABELLO |
| 62 | ZENAIDA G. GUTIERREZ |
| 63 | IMELDA C. TAPERO |
| | LUCILLE M. CARINGAL |
| 64 | IRENE B. NAKPIL |
| 65 | MARILYN C. MARASIGAN |
| 66 | ROSALINDA V. SANCHEZ |

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|-----|----------------------------|
| | Cabuyao City |
| 97 | CHRISTINE B. RODOLFO |
| 98 | MARISSA B. TOMAS |
| 99 | LADYLENE CARLA D. CARRERA |
| 100 | MARICRYS S. NEPOMUCENO |
| 101 | SHEENA JOY V. MILLO |
| 102 | JENNY P. EDNALINO |
| 103 | AUDIFER R. VISTA |
| 104 | MILAGROS C. REYES |
| 105 | ALONA M. RATON |
| 106 | CHRISTINE HAZEL B. MARIÑAS |
| 107 | RUTH J. DE LOS REYES |
| 108 | NENITA L. PRIETO |
| 109 | MA. THERESA S. RAMOS |
| 110 | JEAN E. PAZ |
| | BUENA G. VILLANUEVA |

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|-----|-------------------------|
| | Cavite |
| 125 | ROSALYN R. GALANG |
| 126 | ROWENA D. MAPANOO |
| 127 | NOVELYN M. MONDEJAR |
| 128 | DONNA A. CALAN |
| 129 | PRECIL N. MENTOY |
| 130 | KIMBERLIE P. ERASMO |
| 131 | RICHEL P. IGNALIG |
| 132 | EDGINE MARIE T. TEODORO |

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|----|---------------------------|
| 87 | ANA ALMA G. RICAFORT |
| 88 | GIRLIE R. NAVARRO |
| 89 | DIGNA D. FALCULAN |
| 90 | CHERRY MAE D. OXIMINA |
| 91 | KRISTEN JOI S. ALGORDO |
| 92 | LEONARD ALLEN H. ESPELETA |
| 93 | KAREN MAE C. LIRIO |
| 94 | EDRALIN L. GALLERA |
| 95 | CINDY M. VILLAR |
| 96 | MARY JEAN M. BITANGCOR |

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|-----|----------------------------|
| | Calamba City |
| 111 | NORILYN O. GIATAW |
| 112 | RODELYN E. MERCADO |
| 113 | CHARMINE A. TAALA |
| 114 | RISTY B. MUSA |
| 115 | CARMY A. MANGABAN |
| 116 | MELINOR B. CERICOS |
| 117 | MA. CHRISTINA O. BAUYON |
| 118 | AMELIA S. LUCAS |
| 119 | PRINCESS DIANNE R. RAMIREZ |
| 120 | ADIE PEARL I. EREÑO, |
| 121 | ROSEMARIE V. MAGNAYE |
| 122 | JOCELEN B. LUNA |
| 123 | MARIVIC M. ALDAVE |
| 124 | JAZZEL S. TORRES |
| 125 | LORNA T. ALCOVER |

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| | Cavite City |
| 143 | YOLANDA S. OLIVER |
| 144 | MARITA A. ANSON |
| 145 | ROWENA S. CARAOS |
| 146 | ALOHA A. MANGAHAS |
| 147 | CHERRY LEEN C. MARQUEZ |
| 148 | MIRA F. HERREA |
| 149 | JONALIZA O. RESUEÑO |
| 150 | VANESSA G. OGAYON |
| 151 | EDWINA AGBUNAG |
| 152 | KAYEXERY S. LICUP |
| 153 | MA. ELAIZA C. PIOJO |
| 154 | MARILOU M. BAZAZ |

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|-----|-------------------------|
| 133 | ROMA C. RAMOS |
| 134 | NORICEL F. NOLASCO |
| 135 | EVELYN O. BARTOLAY |
| 136 | JOI E. DILOY |
| 137 | RYAN CHESTER M. CARO |
| 138 | MARIAN O. FLORES |
| 139 | BERNADETTE S. SUMAGUI |
| 140 | JOSEPHINE M. MONZAGA |
| 141 | ALICIA FRANCISCO |
| 142 | LOURDES B. SANTIANO |
| 143 | KATHERINE ORONOS JAVIER |

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| | Dasmariñas City |
| 158 | ROWENA R. CARIAGA |
| 159 | CRISALDO A. BELAS |
| 160 | ADORACION I. DELOS SANTOS |
| 161 | ROCHELLE I. PACATANG |
| 162 | MARIA LALAINÉ M. BARAMEDA |
| 163 | LORIENNE B. VIERNES |
| 164 | ELOUISA L. MIQUIABAS |
| 165 | PAOLINE MEE B. BUEZA |
| 166 | MARY JOY Z. ESTRELLA |
| 167 | ANAROSE M. BALLESTEROS |
| 168 | ELMA L. MAHILUM |
| 169 | COLEEN JELL B. HOLLON |
| 170 | LEELANIE D. DIMASANGAL |
| 171 | LAARNI L. PASTOLERO |
| 172 | RACHELLE N. VERGARA |

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| | Imus City |
| 187 | JACQUELINE YAP |
| 188 | CHRISTINA B. YAMASHITA |
| 189 | EARLAN JEZREEL U. AMPELOQUIO |
| 190 | REINALYN B. GAYAMO |
| 191 | SHIRLEY M. FERRER |
| 192 | SHIELA J. SURMION |
| 193 | ANN REGINE S. CHIVA |
| 194 | LANIE HERNANDEZ |
| 195 | ARLENE P. LAUREL |
| 196 | MARY GRACE D. VALDEZ |
| 197 | DANILYN G. SIWA |
| 198 | ALBERT D. RODEROS |

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| 155 | ANGELYN U. CRUZ |
| 156 | ERMALYN P. SANTOS |
| 157 | JEANNE S. ESGUERRA |

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| | General Trias City |
| 172 | LYNETTE P. RUE |
| 173 | GLENDA A. RECTO |
| 174 | ARLENE M. HERNANDEZ |
| 175 | ARMANDO D. ISON |
| 176 | IMELDA S. AREVALO |
| 177 | JANZEL T. CASTELO |
| 178 | SANDRA L. NAÑAR |
| 179 | RUTH LYN R. PAGARIGAN |
| 180 | GLENDA A. OPILAS |
| 181 | RON RYAN A. BAYAS |
| 182 | CHERRY HILL A. CATCALIN |
| 183 | JAMAICA CUÑA |
| 184 | LEILA T. AGUILAR |
| 185 | ANA CLAIRE R. BATALLER |
| 186 | JONNA C. MOJICA |

| | |
|-----|-----------------------|
| | Laguna |
| 201 | JUDITH V. CLEMENTE |
| 202 | BENJIE M. BUENDICHO |
| 203 | JULIE C. SARMIENTO |
| 204 | AMADA C. FERNANDEZ |
| 205 | ROSELYN A. OREJOLAS |
| 206 | ALAN A. PARUNGAO |
| 207 | JEANY B. AGUADO |
| 208 | HAROLD V. BAUSTISTA |
| 209 | JEVERLYN R. PAZ |
| 210 | MARY GRACE P. CALATIN |
| 211 | NORMA S. ESTEBA |
| 212 | DON RYAN C. ALCALA |
| 213 | MELANIE E. GONZAGA |
| 214 | MARLON P. MANTALA |
| 215 | JOHN E. AGUIFLOR |
| 216 | ROSI A. LUBUGUIN |
| 217 | ANALYN M. CUALA |
| 218 | ARWIN E. ROMANTICO |

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| 199 | RAFAEL R. SANTOS |
| 200 | LAILANI N. TORRES |
| 201 | LEAH J. GUILLANG |

| Lipa City | |
|------------------|-----------------------|
| 219 | MARIA FE C. BAUTISTA |
| 220 | MANOLITO T. MEDRANO |
| 221 | CECIL V. DELA ROSA |
| 222 | EVELYN A. FLORES |
| 223 | EVANGELINE B. ESCABEL |
| 224 | JENILYN B. LISTANCO |
| 225 | LADY LEE AZORES |
| 226 | ADELLE R. VENTURANZA |
| 227 | KRISTINE D. MANTUANO |
| 228 | MELJOY L. DIMAANO |
| 229 | AGNES MACASAET |
| 230 | MELBA M. POBLETE |
| 231 | ERMELITA M. BERNALES |
| 232 | JOAN C. GONZALES |
| 233 | ABIGAIL CETRON |

| Quezon | |
|---------------|---------------------------|
| 248 | ASUNCION C. ILAO |
| 249 | WALTER F. GALAROSA |
| 250 | MARIA DYLIN S. GARCIA |
| 251 | CARMEN H. MACATUGOB |
| 252 | VERONICA O. REYES |
| 253 | CATALINO L. PORTA |
| 254 | MARIO PABLO V. UMALI JR. |
| 255 | GILBERT C. ALVA |
| 256 | REBIE A. MARCIANO |
| 257 | CHONA D. ANDRADE |
| 258 | SUSANA P. NERA |
| 259 | MELANIE D. BONQUIN |
| 260 | MARIA TERESA V. ESPERANZA |
| 261 | GERONIMO Z. REYES, JR |
| 262 | ESTRELLA R. DUMAS |
| 263 | ARLAN T. MELENDRES |
| 264 | REYNAN D. DIAMANTE |
| 265 | JUDITH B. FORTUNA |

| Lucena City | |
|--------------------|--------------------------|
| 234 | YVETTE PRECLARO |
| 235 | MICHELLE PALILLO |
| 236 | MARILYN A. MERTO |
| 237 | GINA L. MALAQUILLA |
| 238 | LEILANI P. TAN |
| 239 | MYLEN A. VARGAS |
| 240 | MARIA CORAZON A. RUBIO |
| 241 | JOYLET D. MARTINEZ |
| 242 | Cynthia R. Gimenez |
| 243 | Lynette J. Loyola |
| 244 | Beverly A. Cuario |
| 245 | Estrelita B. del Rosario |
| 246 | Jose Darwin J. Bongcajes |
| 247 | Hope Barbie E. Pornobi |
| 248 | Marishayne Z. Orjalesa |

| Rizal | |
|--------------|-------------------------------|
| 296 | DANNAH S. MEDEL |
| 297 | RYAN F. MARZAN |
| 298 | SHARIFF V. DURUIN |
| 299 | GILLEINE C. GARROVILLAS |
| 300 | MAY B. SAN PEDRO |
| 301 | MAYRA A. REYES |
| 302 | MARGIE P. PADILLA |
| 303 | G-MALOU M. TORRES |
| 304 | MARY GRACE B. DELA RAGA |
| 305 | PRINCESS M. MIRANDA |
| 306 | VIRGILIO R. VALLESTEROS |
| 307 | ALEXIS D. MARAVILLAS |
| 308 | CRISTINA C. JUANGCO |
| 309 | MA. JENNIFER C. BIVE |
| 310 | NORILYN R. LLAGAS |
| 311 | ELIZABETH MEDINA |
| 312 | SOLITA F. COMBIS |
| 313 | MA. JUNELIA M. TIBAY |
| 314 | MELINDA F. MARQUEZ |
| 315 | GENALIN V. CEBALLO |
| 316 | ROSALINDA V. SANCHEZ EdD, PhD |

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|-----|----------------------------|
| 266 | REA A. BERMUDEZ |
| 267 | LORNA B. PUEYO |
| 268 | CRIZEL A. GAPASANGRA |
| 269 | CHARLENE A. ESCOBAL |
| 270 | LUCKY B. EVARDOME |
| 271 | CAROLINE C. ADUCTANTE |
| 272 | MARY ROSE I. PESIGAN |
| 273 | ROSHELLE D. DELENA |
| 274 | CHERYL P. DUMAS |
| 275 | ELLEN ROSE L. VERDAN |
| 276 | ARNEL P. BAUTISTA |
| 277 | SHIELA MARIE S. ARENAS |
| 278 | MARITES P. FERROS |
| 279 | CONRADO D. LORREDO |
| 280 | ALEXIE M. TALENTO |
| 281 | LEVIELYN D. MARTINEZ |
| 282 | NANCY M. SAMONTINA |
| 283 | CLARISSE ANN D. ALVAREZ |
| 284 | ERIKA ALYSSA A. AGOHO |
| 285 | REYNALDO D. DELOS REYES |
| 286 | MARIA CRISANTA A. LIBERATO |
| 287 | FARIDA E. PERA |
| 288 | LYCA M. ARENQUE |
| 289 | VINA SAIRA HERNANDEZ |
| 290 | MYRILL M. FERNANDEZ |
| 291 | APRIL JOY B. VALENCIA |
| 292 | WINCHELLE D. REYES |
| 293 | THELMA R. GRIMALDO |
| 294 | MICHELLE S. MERCADO |
| 295 | ANNIE ROSE B. ROXAS |

| | |
|-----|-----------------------------|
| | San Pedro City |
| 332 | ERNESTO C. CABERTE JR. |
| 333 | MARIA V. AVILA |
| 334 | ERWIN CORPUZ |
| 335 | ROBERT MATTHEW J. DE CASTRO |
| 336 | MARIA LEONORA T. GUERRERO |
| 337 | YELLOH RHAIZA B. LIBAN |
| 338 | JULIE ANN T. CUELLAR |

| | |
|-----|----------------------------|
| | San Pablo City |
| | CRISELDA D. MORESCA |
| 317 | NORA M. CALABIA, EdD |
| 318 | HEIDILYN S. TOLENTINO, EdD |
| 319 | JOCELYN A. CHAVENIA |
| 320 | ERNA B. GUSI |
| 321 | MARIALENE P. DEJELO |
| 322 | JENNIFER L. BUÑA |
| 323 | MADELINE G. VILLAREAL |
| 324 | WILMA P. DELA CRUZ |
| 325 | LADY LYN H. URRIQUIA |
| 326 | MARICRIS E. PARO |
| 327 | IVY JOY S. BITUIN |
| 328 | JAY LYN R. VILLAREAL |
| 329 | MARIONNE C. ABAC |
| 330 | EILEEN A. RODA |
| 331 | MELINA S. MACAZAR |
| | |
| | Santa Rosa City |
| 347 | LILIAN D. PEREZ |
| 348 | GLORIA L. PALCON |
| 349 | JONA L. CASTRILLO |
| 350 | JORAM D. TAGANAS |
| 351 | ANECEL C. ALEJAN |
| 352 | INNA G. VILLANUEVA |
| 353 | ANABEL M. CLEMENTE |
| 354 | KATHRINA IRISH D. MENDOZA |
| 355 | KIMBERLY V. EDILLOR |
| 356 | SIMONET P. ESTOPACE |
| 357 | NENET B. JAROMAMAY |
| 358 | FABIE M. PASILAN |
| 359 | AMMIE T. DY PICO |
| 360 | MELISSA CRUZ SANTOS |
| 361 | SHERLITA P. RECAÑA |

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| | Sto. Tomas City |
| 362 | MARITES Q. BALBA |
| 363 | CECILE O CABANUA |
| 364 | WENNIE C. GONZALES |

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| 339 | ERICA C. QUIZA |
| 340 | BERNINO A. FLORES |
| 341 | REENA LYN B. HERNANDEZ |
| 342 | JANNELA MAE V. CAJAS |
| 343 | CRIZALDO VENUS-SANTOS |
| 344 | SANELY D. HORLADOR |
| 345 | KRISTINE ANNE G. AGUSTIN |
| 346 | PHERRIECRIS R. CUATERNO |

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|-----|--------------------------|
| | Tanauan City |
| 377 | ROSE-ANN A. ORDES |
| 378 | DESEREE H. ANDAYA |
| 379 | ALOMA M. ISLA |
| 380 | MARIEL E. AUSTRIA |
| 381 | LORNA R. BAZARTE |
| 382 | CRISELYN L. MENDOZA |
| 383 | MAY A. MAALA |
| 384 | MAY MARASIGAN |
| 385 | KRISTINE JOY P. MAGLINAO |
| 386 | MYCELLE R. ALCANTARA |
| 387 | JUN A. ROBLES |
| 388 | EMELDA R. DELANTE |
| 389 | FEMIE A. VELASCO |
| 390 | ROWENA C. TERCERO |
| 391 | ROMEL G. VILLANUEVA |

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| 365 | LILIBETH L. CABRERA |
| 366 | LISEO V. VERGARA |
| 367 | CHARLYNN G. CHAVEZ |
| 368 | RACHELLE F. DELOS SANTOS |
| 369 | MARY GRACE M. LIMBO |
| 370 | VANESSA JANE S. MARAMOT |
| 371 | FATIMA B. PADUA |
| 372 | DIANA P. CAVIDA |
| 373 | JENNIFER A. GUEVARRA |
| 374 | BEVERLY S. CASTALONE |
| 375 | REGIE C. DE LUNA |
| 376 | SHEILA MAY A. UBERITA |

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|-----|---------------------------|
| | Tayabas City |
| 392 | SHERWIN C. QUESEA |
| 393 | CHERRY G. HUGO |
| 394 | WALDYMAR C. PASACSAC |
| 395 | MARY GRACE M. CABILI |
| 396 | LORYNEL C. DE SAGUN |
| 397 | MARIAN O. FLORES |
| 398 | FLORA P. PUCHERO |
| 399 | JOHN BENEDICT M. AGUERRA |
| 400 | JEAN ROSE S. GONZAGA |
| 401 | RAQUEL F. TABANAO |
| 402 | MICAH ELLA L. SANTOS |
| 403 | LYRA R. NAÑEZ |
| 404 | CHERRY VHELLE E. PREDILLA |
| 405 | AIZA R. PACAIGUE |
| 406 | KRISTEL JOYCE O. CABUYAO |

Enclosure No. 2

**3 DAY MATRIX
FOR THE REGIONAL TRAINING OF RECEIVING TEACHERS
ON SNED CONTENT AND PEDAGOGY (Batch 3)**

January 15-17, 2025

M.I. Sevilla Resort, Brgy. Domoit, Lucena City, Quezon Province

| 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 |
| 12:15-1:15 | LUNCH | PMT |
| 1:15 – 1: 30 | MANAGEMENT OF LEARNING | PMT |
| 1:30 – 2:00 | GROUPING AND PREPARATION OF BULLETIN DISPLAYS BY GROUP | PMT |
| 2:00-3:00 | 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 | RA 11650: Its Implication to Receiving Teachers & School Heads | Philips T. Monterola SNED Regional Focal Person, 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, | Ms. Erlinda Feliciano-Leva EPS, BLD-SID |

| | Administration, Programs & Services offered, among others) | |
|-----------------|---|---|
| 12:30 – 1:30 PM | LUNCH | PMT |
| 1:30 – 2:30 PM | The Blindside: 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 Remiebel 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 SNED Regional Focal Person, CLMD |
| 2:30 – 3:00 | PRESENTATION OF OUTPUTS | PMT |
| 3:00 – 3:15 | BREAK | PMT |
| 3:15 – 4:00 | CLOSING PROGRAM | PMT |

Enclosure No. 3

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.