

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



11 August 2025

**Regional Memorandum**  
No. 600, s.2025

**PARTICIPATION IN THE CONDUCT OF ORIENTATION OF  
LUZON CLUSTER DEPED OFFICIALS ON NEW SPECIAL  
NEEDS EDUCATION PROGRAM, ACTIVITIES,  
POLICIES AND GUIDELINES**

To **Schools Division Superintendents**

1. In reference to DM-CT-2025-031 s. 2025, dated July 07, 2025, this office through the Curriculum and Learning Management Division (CLMD) announces the participation of the select participants in the **Conduct of Orientation of Luzon Cluster DepEd Officials on New Special Needs Education Program, Activities, Policies and Guidelines** on August 13-15, 2025 at Great Eastern Hotel, Quezon Avenue, Quezon City, Philippines.
2. The activity aims to:
  - a. Familiarize supervisors and school heads with the new program, activities, policies, and guidelines;
  - b. Conduct simulation activities to assess their proficiency in managing various SNED programs and activities; and
  - c. Gather feedback on different DepEd policy issuance concerning the implementation of SNED programs.
3. The official lists of participants are in the attached Enclosure No. 1.
4. Board and lodging and expenses for supplies and materials shall be charged to FY SNED Program Fund. Travel and other incidental expenses shall be charged to the comprehensively downloaded SNED PSF to RO. Moreover, should there be an insufficiency in the amount downloaded, the deficit may be charged against any available MOOE/local funds, subject to the usual government accounting and auditing rules and regulations
5. For clarification and further inquiries, contact Philips T. Monterola, SNED Regional Focal Person, and Viernalyn M. Nama, CLMD Chief Education Supervisor, at (02) 8681-2114 local 420.






**Address:** Gate 2, Karangalan Village, Cainta, Rizal  
**Telephone No.:** 02-8682-2114  
**Email Address:** region4a@deped.gov.ph  
**Website:** depedcalabarzon.ph



Certificate No. PHP QMS  
22 93 0085

6. Immediate and widest dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director 

02/ROC18

**Enclosure No. 1**

**PARTICIPATION IN THE CONDUCT OF ORIENTATION OF DEPED OFFICIALS  
ON NEW SPECIAL NEEDS EDUCATION PROGRAM,  
ACTIVITIES, POLICIES AND GUIDELINES**

**A. Regional Office Participants**

<b>Name</b>	<b>Position/Designation</b>	<b>Functional Division</b>
1. MICHAEL GIRARD R. ALBA	Chief ES	FTAD
2. DONNA L. LAGO	EPS	HRDD
3. ANDREA MABEL E. ABRENCILLO	EPS	FTAD
4. MA. LOURDES O. MANIMTIM	EPS	QAD
5. PHILIPS T. MONTEROLA	Regional Coordinator	CLMD
6. MARIVIC F. LABAY	Administrative Officer II (HRMO I)	ASD
7. NANCY Z. DIZON	SAO	FINANCE

**B. Schools Division Office Participants**

	<b>1 SDO Participant (Either the CID Chief or SNED Focal)</b>	<b>School Head Participants/ SNED Focal (All SDOs are requested to identify 2 SHs except for the Mother SDOs.)</b>
1. Antipolo City	Dr. Cristina C. Salazar	1. Dr. Marilyn R. Castro 2. Esteban B. Casauay
2. Bacoar City	Dr. Michael M. Acuna	1. Jean S. Velasquez 2. Cherylyn H. Dayao
3. Batangas City	Dr. Sacoro R. Comia	1. Rosalina H. Panganiban 2. Milagros C. Calingasan
4. Batangas Province	Mercy R. Villanueva	1. Vicky P. De Torres 2. Movita O. Cruzat 3. Jennifer H. Cabello 4. Irene B. Nakpil 5. Marilyn C. Marasigan
5. Binan City	Mary Ann L. Tatlongmaria	1. Rhea D. Bilbes 2. Charity Mae L. Satoquia
6. Cabuyao City	Lourdes A. Terrones	1. Emmanuel D. Cerda 2. Grace C. Lamano
7. Calaca City	Cristina M. Papa	Jacqueline R. Silayan
8. Calamba City	Mariliza T. Espada	1. Jocelen B. Luna 2. Charlene C. Angeles
9. Cavite City	Regin Rex P. Tosco	1. Marcela Z. Dela Cruz 2. Ma. Carmela L. Salonga
10. Cavite Province	Elpidia B. Bergado	1. Josephine Monzaga 2. Jun Sedocon 3. Connie P. dela Cruz 4. Imelda Quiñonez

11. Dasmariñas City	Jessie A. Layugan	1. Refugia D. Duran
		2 Marian M. Lomeda
12. General Trias City	Annie C. Maraán	1. Francis Victor A. Medrano
		2. Mary Ann B. Pascua
13. Imus City	Marciano V. Valles	1 Riza C. Garcia
		2 Gina U. Reyes
14. Laguna	Orlando T. Valverde	1. Rodel Guevarra
		2. Maricar Afuang
		3. Ruby Castillo
		4. Jeany Aguado
15. Lipa City	LORNA R. MEDRANO	1 Teresita O. Brucal
		2 Roberto B. Rodriguez
16. Lucena City	Myla K. Mendiola	1. Rowena J. Adormeo- Principal II
		2. Maria Cristina V. de Torres
17. Quezon	Reyvie C Faraon	1. Cynthia J. Reyroso
		2. Luningning R. Mendoza
		3. Liza T. Rodillas
		4. Arlena I. Lagrazon
		5. Isidro Obmasca, Jr.
		6. Arlan I. Melendrez
18. Rizal	Melinda F. Marquez - SNED Coor	1. Solita F. Combis
		2. Elizabeth Medina
		3. Victorino Butron
		4. Jenielyn M. Ison
19. San Pablo City	Vincent Emmanuel L Ilagan	1. Christopher Palacio
		2. Federico Murillo
20. San Pedro City	Erma S. Valenzuela	1.Nida C. Santos - SNED Focal Person
		2.Nenet M. Cuano- Principal I
21. Santa Rosa City	Maribel M. De Vera - SNED focal	1. Gemma B. Manzanero
		2. Necita F. Barba
22. Sto. Tomas City	MARITES Q. BALBA- SNED Focal	1. MARIA LEILA P. CATAPANG- PRINCIPAL IV
		2. RAYMOND F. HERMO-PRINCIPAL III
23. Tanauan City	EVELYN A. FANO- SNED FOCAL	1. AL JOVIN D. LAVIN
		2. LUISA D. VISPO
24. Tayabas City	Edwin R. Rodriguez, EdD-CID Chief	1. Mildred Z. Galleno - SNED Focal
		2. Ronan R. Ranillo - Sch. Principal II



Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM  
DM-CT-2025-031

TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED

FROM : *Carmela Oracion*  
**CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge, Office of the Undersecretary  
for Curriculum and Teaching

SUBJECT : **CONDUCT OF ORIENTATION OF LUZON CLUSTER DEPED  
OFFICIALS ON NEW SPECIAL NEEDS EDUCATION PROGRAM,  
ACTIVITIES, POLICIES, AND GUIDELINES**

DATE : 07 July 2025

In view of the implementation of the Special Needs Education (SNED) Program and the provisions under Republic Act (RA) 11650 otherwise known as "Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act," the Bureau of Learning Delivery – Student Inclusion Division (BLD-SID) will conduct the final leg of the cluster-based **Orientation of DepEd Officials on New Special Needs Education Program, Activities, Policies, and Guidelines**.

This orientation is essential to be conducted in person to ensure that school leaders and supervisors are fully informed and capacitated in implementing the new SNED policies and guidelines. Given the evolving demands of inclusive education and the mandate of RA 11650, this activity will provide a critical platform for standardizing practices, aligning understanding of recent issuances, and building the capacity of local leaders to champion inclusive practices within their respective contexts.

The said activity aims to:

- Familiarize school heads and supervisors with the new SNED program, activities, policies, and guidelines;
- Conduct simulation activities to assess their proficiency in managing various SNED programs and activities; and
- Gather feedback on different DepEd policy issuances concerning the implementation of SNED programs.





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**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING**

**MEMORANDUM**  
**DM-CT-2025-031**

**TO : REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**ELEMENTARY AND SECONDARY SCHOOL HEADS**  
**ALL OTHERS CONCERNED**

*Carmela Oracion*  
**FROM : CARMELA C. ORACION** *HCm*  
Assistant Secretary  
Officer-in-Charge, Office of the Undersecretary *a*  
for Curriculum and Teaching *h*

**SUBJECT : CONDUCT OF ORIENTATION OF LUZON CLUSTER DEPED**  
**OFFICIALS ON NEW SPECIAL NEEDS EDUCATION PROGRAM,**  
**ACTIVITIES, POLICIES, AND GUIDELINES**

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OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

Below are the details of the activity:

Cluster	Date and Venue
Luzon Cluster (Regions I, II, III, V, CAR, NCR, CALABARZON, and MIMAROPA)	<b>August 13 to 15, 2025</b> Great Eastern Hotel, Quezon Avenue, Quezon City

This Office requests the participation of the following education leaders proportionately composed of school heads, principals, and supervisors from each region, with corresponding slots shown.

Region	Regional Office	Schools Division Office	Schools	Total Participants
CAR	4	8	21	33
NCR	8	16	41	65
I	7	14	36	57
II	5	9	23	37
III	10	20	51	81
IV-A (CALABARZON)	11	23	59	93
IV-B (MIMAROPA)	4	7	18	29
V	6	13	34	53

The board and lodging of the participants shall be chargeable to **FY 2025 SNED Program Funds**. The participants' traveling and incidental expenses shall be chargeable to the FY 2025 SNED Program Support Funds (PSF) downloaded to their respective Regional and Schools Division Offices, in accordance with accounting and auditing procedures. All participants are requested to bring their laptops and fully commit themselves to the activity. The indicative Program Matrix is indicated in Annex A.

For queries or clarifications, please contact the BLD-SID, through **Mr. Vic Emerson C. Danao**, Supervising Education Program Specialist, at email address **vic.danao@deped.gov.ph** copy furnished **bld.sid@deped.gov.ph**.

Immediate dissemination of this Memorandum is desired.

Copy Furnished:  
MALCOLM S. GARMA  
Assistant Secretary  
Officer-in-Charge, Office of the Undersecretary for Operations



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (02) 8631-5057; (02) 8633-7202 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph)



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## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

### Annex A: Indicative Program Matrix

#### Orientation of Luzon Cluster DepEd Officials on New Special Needs Education Program, Activities, Policies, and Guidelines

Time	Day 1	Day 2	Day 3
8:00 am – 9:00 am	Opening Program		
9:00 am – 12:00 nn	Inclusive Education and ILRC <ul style="list-style-type: none"> <li>• DepEd Order No. 21, s. 2019 or Policy Guidelines on the K to 12 Basic Education Program, Annex 5: Inclusive Education Policy Framework for Basic Education Act</li> <li>• RA 11650 Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act</li> </ul>	<ul style="list-style-type: none"> <li>• Providing Financial Support to Implement SNED Program</li> <li>• DepEd Order No. 42 s. 2021 Guidelines on the Utilization of Program Support Funds for Special Education Program Provision of Support Services through ILRC</li> <li>• The ILRC in 16 Regions</li> </ul>	<ul style="list-style-type: none"> <li>• Workshop on Gathering of Feedback from the Inputs of Resource Persons and Simulation Activities</li> <li>• Planning Workshop for 2024 SNED Program Implementation</li> </ul>
12:00 nn – 1:00 pm	Lunch Break		
1:00 pm – 5:00 pm	<ul style="list-style-type: none"> <li>• The Filipino Sign (FSL) Act</li> <li>• DepEd Order No. 44, s. 2021 or Policy Guidelines on the Provision of Educational Programs and Services for Learners with Disabilities in the K to 12 Basic Education Program Locating LWDs</li> <li>• DepEd Order No. 21 s. of 22 “Child Find Policy for Learners with Disabilities Towards Inclusive Education”</li> </ul>	<ul style="list-style-type: none"> <li>• Simulation Activities: Provision of TA to teachers</li> <li>• Child Find Policy</li> <li>• Implementation process of SNED Program</li> </ul>	Closing Program