



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



04 November 2025

Regional Memorandum
No. 831, s.2025

**TRAINING OF FILIPINO SIGN LANGUAGE (FSL) INTERPRETER
TEACHERS BY THE PHILIPPINE REGISTRY OF
INTERPRETERS FOR THE DEAF (PRID)**

To **Schools Division Superintendents**

1. In compliance to RA 11106 or "The Filipino Sign Language Law (FSL)", this Office through the Curriculum and Learning Management Division shall conduct the Filipino Sign Language Interpreters Teachers' Training Program (FSL-ITTP) in partnership with Philippine Registry of Interpreters for the Deaf (PRID). Official list of participants, schedule and venue shall be announced in a separate Memorandum.
2. The training program is designed to equip the SNED and/or Receiving Teacher/Coordinator with proficiency in Filipino Sign Language. It also aims to ensure that Deaf Students receive accessible, high-quality education, thereby meeting the division's commitment to supporting the diverse needs and maximizing the academic potential of all learners.
3. In nominating participants, Schools Division Offices (SDOs) must consider their needs and priorities. SNED and/or Receiving Teacher/Coordinator should have the following qualifications:
 - a. Permanent Position and Signed Designation as Receiving Teacher/Coordinator;
 - b. Below 50 years old;
 - c. Not availed or undergone any FSL or Scholarship program at present; and
 - d. Physically, mentally, and emotionally fit to undergo the Six (6) Levels or 60 Sessions of training and assessment.
4. The participants are expected to:
 - a. attend and finish the training program;



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Certificate No. PHP QMS
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- b. take and pass the Final Assessment or the Certificate of Completion and Recognition as Certified FSL Interpreter; and
- c. implement a Workplace Application Plan (Enclosure 1) in Inclusive Education and SNED Program after completion of the program, to be monitored by SDO- CID and RO- CLMD.

5. Below is the list of attachments for your reference:

- a. Enclosure 1: Training Matrix
- b. Enclosure 2: Number of participants per SDO
- c. Enclosure 3: Letter of Intent
- d. Enclosure 4: Scholarship Contract
- e. Enclosure 5: Undertaking
- f. Enclosure 6: Terms of Reference
- g. Enclosure 7: Sample Workplace Application Plan (WAP) Template

6. Below are the required documents and the corresponding deadline for submission:

Document	Responsible Personnel	Office to Receive	Reference Template	Deadline
Letter of Intent (LOI)	SNED and/or Receiving Teacher/ Coordinator	SDO-CID SNED EPS for consolidation and endorsement to RO-CLMD SNED EPS	Enclosure 3	To be determined by SDO
Consolidated LOIs and Participants' (nominees) Profile Sheets per SDO	SDO-CID SNED EPS	SDO-CID SNED EPS for validation, screening, selection and endorsement to RO-CLMD SNED EPS		19 November 2025
Consolidated Copies of Notarized Contracts of qualified participants	SDO-CID SNED EPS	RO-CLMD SNED EPS		19 November 2025
Qualified Participants Profile Sheets Database	RO-CLMD SNED EPS			

7. Expenses relative to this activity such as training registration cost, assessment fees shall be charged against RO-Downloaded funds to SDOs. Travelling expenses and training supplies and materials shall be charged to School MOOE / local funds and other available funds subject to the usual government accounting and auditing rules and regulations.
8. Moreover, teacher participants shall be entitled to Service Credits in accordance with DepEd Order No. 53, s. 2003 titled Updated Guidelines on Grant of Service Credits to Teachers. Likewise, non-teaching personnel, including Division Chiefs, may avail of Compensatory Time-Off under CSC-DBM Joint Circular No. 2, s. 2004 titled Non-Monetary Remuneration for Overtime Services Rendered, on account of their direct involvement in the Filipino Sign Language Interpreters Teachers' Training Program (FSL-ITTP). SDOs are expected to strongly support the participation of their teachers' representatives in the training. Nonetheless, adherence to the No Disruption of Classes Policy as stated in DepEd Order No. 9, s. 2005 must be observed.
9. For clarification and queries, contact PHILIPS T. MONTEROLA, Education Program Supervisor at philips.monterola@deped.gov.ph or **VIERNALYN M. NAMA**, Chief, CLMD at (02) 8681-7249 loc 420.
10. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

02/ROC18

Enclosure 1**Filipino Sign Language Interpreters Teachers' Training Program in partnership with the Philippine Registry of Interpreters for the Deaf (PRID)**

Complete Sign Language Training Program	Foundational Levels: Basic Intermediate	10 sessions, once-a-week training
	Advanced Levels: Level 1 (Educational, Vocational, Media) Level 2 (Religious & Performing Arts) Level 3 (Legal & Medical) Level 4 (Practicum)	10 sessions, once-a-week training per level
Schedule per Level	10 sessions, once-a-week training (inclusive dates to be agreed by both parties)	
No. of Hours	3.5 hours per session	
Certificate	➤ With Certificate of Completion per Level ➤ With Certificate of Recognition as Certified Sign Language Interpreter after Level 4	
Mode of Delivery	Fully online, via Zoom	
Trainers/Speakers	One (1) Hearing & One (1) Deaf	

Enclosure 2**Number of Participants per SDO**

	SDO	No of Pax
1.	Batangas Province	9
2.	Cavite Province	6
3.	Laguna	6
4.	Quezon	14
5.	Rizal	6
6.	Antipolo City	4
7.	Batangas City	4
8.	Calamba City	3
9.	Cavite City	3
10.	Lipa City	3
11.	Lucena City	3
12.	San Pablo City	3
13.	Tanuan City	3
14.	Sta. Rosa City	3
15.	Dasmarinas City	3
16.	Bacoor City	3
17.	Imus City	3
18.	Tayabas City	3
19.	Binan City	3
20.	Cabuyao City	3
21.	General Trias City	3
22.	San Pedro City	3
23.	Sto. Tomas City	3
24.	Calaca City	3
	Total	100

Enclosure 3

[Insert date]

LETTER OF INTENT

[NAME OF HEAD OF OFFICE OF GOVERNANCE LEVEL]

[Position] [Office] [Address]

Dear XXXX, Greetings!

This is (insert your full name), (position) in (bureau/service/unit/office/school name).

I am writing to signify my interest to register and/or apply for the (Filipino Sign Language Interpreters Teachers' Training Program offered by DepEd Region IV-A and (name of your SDO).

If accepted, I am willing to maintain academic standards and shall faithfully abide with the program requirements and prescribed terms and conditions of the scholarship program/contract and the rules and regulations enforced by the university/training institution.

I certify that all documents I submitted are true and correct and I shall take full responsibility and accountability on the validity and authenticity of the same. I understand that any violation will automatically disqualify me from the selection process, and I may be subjected to appropriate legal action warranted by applicable laws.

Thank you.

Very truly yours,

[NAME OF APPLICANT]

[Position]

[Official Station of Applicant]

Endorsed by:

[Name of SH/PSDS]

[Position]

Approved/Disapproved by:

[NAME OF HEAD OF OFFICE OF GOVERNANCE LEVEL]

[Position]

Enclosure 4

SCHOLARSHIP CONTRACT

This Scholarship Contract, is entered into this day of _____, at _____, Philippines, by and between:

[NAME OF SCHOLAR], Filipino, of legal age and with residence at [HOME ADDRESS], [POSITION] of [SCHOOL / OFFICE / STATION], (hereinafter referred to as the "**SCHOLAR**")

-and-

The **DEPARTMENT OF EDUCATION**, herein referred to as "**DepEd**", an agency of the national government of the Republic of the Philippines, created by virtue of law, particularly Batas Pambansa Bldg. 232, otherwise known as the "Education Act of 1982," as amended by Republic Act No. 9155, otherwise known as the "Governance of Basic Education Act of 2001," with its field office at [ADDRESS] represented by its , [NAME];

WITNESSETH THAT:

WHEREAS, Section 5 (4), Article XIV of the 1987 Philippine Constitution underscores the right of teachers to professional development, which states that: "The State shall enhance the right of teachers to professional advancement. Non- teaching academic and non-academic personnel shall enjoy the protection of the State.";

WHEREAS, DepEd is a government agency who is committed to facilitating the professional growth of its personnel and equipping them to address the evolving demands of the 21st century basic education delivery by offering scholarships to eligible personnel;

NOW, THEREFORE, for and in consideration of the foregoing, the PARTIES have agreed on the following:

I. NATURE OF THE SCHOLARSHIP

Filipino Sign Language Interpreters Teachers' Training Program are the Region's key initiatives aimed at enhancing the competencies of educators in Inclusive and Special Needs Education in compliance to of FSL Law or R.A. 11106. The training program is designed to equip the SNED and/or Receiving Teacher/Coordinator with proficiency in Filipino Sign Language. It also aims to ensure that Deaf Students receive accessible, high-quality education, thereby meeting the Department of Education's (DepEd) commitment to supporting the diverse needs and maximizing the academic potential of all learners.

Filipino Sign Language Interpreters Teachers' Training Program is in partnership with Philippine Registry of Interpreters for the Deaf (PRID) which shall lasts for 60 sessions, inclusive of the 6 different levels with 10 sessions per level and once-a-week training (inclusive dates to be agreed by both parties). The training shall be Fully online, via Zoom with Certificate of Completion per Level, Certificate of

Recognition as Certified Sign Language Interpreter after Level 4. The Trainers/Speakers shall be composed of One (1) Hearing & One (1) Deaf FSL experts.

II. DURATION OF SCHOLARSHIP

This scholarship grant on **Filipino Sign Language Interpreters Teachers' Training Program** is delivered by the Philippine Registry of Interpreters for the Deaf (PRID) through a fully online, via Zoom learning modalities from NOVEMBER 2025 -MAY 2026 (Inclusive timelines could be adjusted).

III. SCHOLAR'S PRIVILEGES AND ENTITLEMENTS

The Scholar shall be entitled to the following:

- a. Filipino Sign Language Interpreters Teachers' Training and assessment registration fees of twenty-five thousand pesos (Php 25, 00.00) which shall be downloaded to the respective SDO;
- b. Travelling expenses and training supplies and materials which shall be charged to School MOOE / local funds and other available funds; and
- c. Use of office equipment and facilities of the DepEd Academic Institution Partner (as deemed necessary).

IV. DUTIES AND RESPONSIBILITIES OF THE SCHOLAR

The SCHOLAR shall fulfill the following duties and responsibilities:

- a. Actively participate in the training program and comply with the training requirements;
- b. Must maintain eligibility requirements throughout the scholarship program;
- c. Conduct oneself in such a manner that will uphold the moral integrity and professionalism of a DepEd personnel and a public servant throughout the course;
- d. Present WAP Proposal to the Head of Office, Scholarship Committee, and Personnel Development Committee within two (2) months after program completion;
- e. Ensure WAP implementation and completion within the timeline stated in the plan;
- f. Fulfill his/her service obligation of three (3) years upon completion of the program;
- g. Apply knowledge, skills and learning experiences gained from the professional development courses or programs through Workplace Application Plan (WAP) implementation and sharing of expertise gained with other teachers in the school, district, division, or region during training, Learning Action Cells (LAC), conferences, etc.;
- h. Refund in full to DepEd such sums of money as may have been defrayed by the Philippine government for expenses incurred for having attended the program or course, such as but not limited to salaries and benefits received during the duration of the scholarship program, for deferring without approval, withdrawing from the scholarship program, and/or contract termination due to non-compliance with one's duties and responsibilities; and
- i. In the event of an extension of study due to personal oversight or negligence, pay the remaining fees for the subjects that have yet to be taken or completed.

V. DUTIES AND RESPONSIBILITIES OF DEPED

The Department shall fulfill the following duties and responsibilities:

- a. Ensure that the scholar's absence from the permanent official station, if needed, will not hamper the operational efficiency of the office/school; and
- b. Ensure that the scholar receives salary, allowances and other benefits as provided by law and/or scholarship contract.

VI. DEFERMENT/WITHDRAWAL

Deferment or withdrawal from enrolment or participation in the scholarship program or course must be with approval from the Head of Office through the submission of a formal letter with appropriate supporting documents. The Head of Office of the concerned governance level shall have the right to approve or disapprove all requests for deferment or withdrawal based on the following grounds.

- a. In case of serious illness with medical abstract issued by government physician government-accredited hospital or clinic;
- b. Force majeure or fortuitous event; and
- c. Other unavoidable circumstances considered meritorious by the PDC.

If the scholar suffers illness or injury, resulting in an inability to continue studies, it should be supported by a medical abstract issued by the government physician or government-accredited hospital or clinic stating:

- a. The nature and extent of the sickness or injury incurred or sustained by the scholar;
- b. Facts and actual circumstance surrounding the acquisition of, or giving rise to the sickness or injury; and
- c. That the illness was not the proximate result of the scholar's misconduct, gross negligence, use of prohibited drugs or alcoholic liquor.

VII. PENALTIES

DepEd scholar who defers without approval, withdraws from the scholarship program and/or whose scholarship contract is terminated due to non-compliance with his/her duties and responsibilities shall refund in full to DepEd such sums of money as may have been defrayed by the Philippine government in relation to the scholarship program or course but not limited to salaries and benefits received in the duration of the scholarship program. Such withdrawal may be due to any of the following:

- a. grantee's fault or willful neglect or causes within one's control;
- b. resignation or retirement from the service; and
- c. transfer to private entities.

VIII. EFFECTIVITY

This Scholarship Contract shall take effect upon signing/approval of the parties and shall be valid and binding until the completion of its purpose/s or unless earlier terminated by the Parties.

IN WITNESS WHEREOF, the Parties have signed this Scholarship Contract as of the date first above written.

[NAME]
[POSITION]
DepEd Scholar
Department of Education

[NAME]
[POSITION]
Immediate Supervisor/School Head

SIGNED IN THE PRESENCE OF:

[NAME]
[POSITION]
Head of Office/Governance Level

[NAME]
[POSITION]
[RO PDC Chairperson]

A C K N O W L E D G M E N T

REPUBLIC OF THE PHILIPPINES)
_____) S.S.

BEFORE ME, a Notary Public for and in _____ personally appeared the following:

Name	Government Issued ID (Details)	Date and Place Issued
Name of Scholar		

Known to me as the same person who executed the foregoing Scholarship Contract, signed by the PARTIES and their instrumental witnesses, and they acknowledged to me that the same is their free voluntary act and deed.

This Scholarship Contract consists of _____ pages including the Annex and this page in which this acknowledgment is written, signed by the parties and their instrumental witnesses every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

NOTARY PUBLIC

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Enclosure 5

UNDERTAKING

I, [full name], [position] of [school, division], [age], [civil status], [citizenship], and residing at [address] after having been sworn in accordance with the law, do hereby depose and state that:

- a. I am fully aware of the Filipino Sign Language Interpreters Teachers' Training Program offered by the Department of Education, through the Regional Office- Curriculum and Learning Management Division (RO-CLMD), in partnership with Philippine Registry of Interpreters for the Deaf (PRID).
- b. I shall submit all the program or course requirements until its completion, commit to maintain academic standards and shall faithfully abide with the program requirements enforced by training institution.
- c. I shall maintain eligibility requirements throughout the scholarship program.
- d. I shall conduct myself in such a manner that will uphold the moral integrity and professionalism of a DepEd personnel and a public servant throughout the course.
- e. I shall apply knowledge, skills and learning experiences gained from the professional development courses or programs through knowledge sharing and/or transfer.
- f. Should I defer without approval, withdraw from the scholarship program and/or whose scholarship contract is terminated due to non-compliance with my duties and responsibilities shall refund in full to DepEd such sums of money as may have been defrayed by the Philippine government in relation to the scholarship program or course but not limited to salaries and benefits received during the duration of the scholarship program. Such withdrawal may be due to any of the following:
 1. fault or willful neglect or causes within one's control;
 2. resignation or retirement from the service; and
 3. transfer to private entities
- g. I understand that any violation will automatically disqualify me from the scholarship program, and I may be subjected to appropriate legal action warranted by applicable laws.

IN WITNESS WHEREOF, I have hereunto set my hand this
____ day of _____, 20____ at _____.

(Scholar's Name and Signature)

With the endorsement and approval of:

Schools Division Superintendent

SUBSCRIBED AND SWORN TO before me this _day of _____,
20____ in _____.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director



Enclosure 6**TERMS OF REFERENCE**

Persons Involved	Terms of Reference
SNED Teacher-Participant	• Submits LOI, Scholarship Contract, Undertaking Profile Sheet, and other necessary requirements • Actively participates, completes, and passes the training program
SDO-SNED EPS/Focal	• Determines priorities and needs in the selection of nominees • Determines SNED teacher- nominees for Filipino Sign Language Interpreters Teachers' Training Program (FSL-ITTP) based on the qualifications indicated in the memo • Validate, screen, and select qualified participants to FSL-ITTP • Process participants' notarized contracts and submit to RO-SNED EPS/Focal, together with the LOI and Participants' Profile Sheets • Consolidates LOI and scholarship contract/undertaking • Submits/endorsees SDO nominees to RO-SNED EPS/Focal • Submit to RO-SNED EPS/Focal the final list of participants, LOI and profiles • Submit Progress Report to RO-SNED EPS/Focal • Plan and manage the budgetary expenditures for the conduct of FSL-ITTP • Assess and monitor participants' learning progress • Ensure submission and implementation of WAP • Conduct program implementation review (monitoring and evaluation) of teacher recipient of the FSL-ITTP for the provision of relevant learning and development intervention
RO-SNED EPS/Focal	• Plan and manage the budgetary expenditures for the conduct of FSL-ITTP • Approve nominees from the SDOs • Create a database of all qualified participants • Consolidate Participants' Profile Sheet, LOI, and Contracts • Hold coordination meeting with SDO SNED EPS/Focal persons and PRID • Monitor and evaluate program implementation • Monitor participants' learning progress • Provide the top management with report on the learning progress and pre and pos assessment

	• Conduct program implementation review (monitoring and evaluation) of teacher recipient of the FSL-ITTP for the provision of relevant learning and development intervention
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CLMD-RM-2025-831

Enclosure 7

WORKPLACE APPLICATION PLAN (WAP) TEMPLATE

National Educators Academy of the Philippines

WAP for Teachers

I. Profile			
Name	<i>Indicate your complete name</i>	Office and Position	<i>Indicate the name of your school and your position</i>
Title of PD Programs	Filipino Sign Language Interpreters Teachers' Training Program	Date of Delivery	
		PD Program Provider	Philippine Registry of Interpreters for the Deaf (PRID)
Name of Immediate Supervisor		Office and Position	

II. Background and Rationale of WAP:

The following professional standards/competencies are being addressed in the

Professional Standards

Philippine Professional Standards for Teachers (PPST)
DepEd Order No. 24, s. 2020

Domain _____	Indicator _____
Strand _____	
Domain _____	Indicator _____
Strand _____	



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Domain _____	Indicator _____
Strand _____	
Domain _____	Indicator _____
Strand _____	

IV. Implementation Plan [the WAP must be implemented within **6 months** after the training]

V. Application Objective [it must be aligned with the PD Program Goals]

Implement their Workplace Application Plan (WAP) articulating the provision technical assistance and instructional leadership support in implementing the teacher's WAP that incorporates the Revised K to 12 Curriculum, its pedagogical approaches, and assessment in teaching and learning processes.

Specific Task [minimum of two (2)] (Aligned with the application objective, what are the specific tasks of a school head to assist teachers in enhance teaching competencies by practicing collaborative expertise through embedding more deeply school LACs.	Activities (Specify activities on the identified task)	Timeline (Start-end of each activity)	Expected Outcomes/ MOVs (It represents what is predicted or intended to happen as a result of implementing a specific task or initiative)	Learning Facilitator (Immediate Supervisor or peer assigned to guide the teacher)
1. Please identify tasks related to Application Objective: Implement their Workplace Application Plan (WAP) articulating the provision technical assistance and instructional leadership support in implementing the teacher's WAP that incorporates the Revised K to 12 Curriculum, its pedagogical approaches, and assessment in teaching and learning processes.				

2.	<i>Please identify tasks related to Application Objective: Implement their Workplace Application Plan (WAP) articulating the provision technical assistance and instructional leadership support in implementing the teacher's WAP that incorporates the Revised K to 12 Curriculum, its pedagogical approaches, and assessment in teaching and learning processes.</i>			
3.	<i>Please identify tasks related to Application Objective: Implement their Workplace Application Plan (WAP) articulating the provision technical assistance and instructional leadership support in implementing the teacher's WAP that incorporates the Revised K to 12 Curriculum, its pedagogical approaches, and assessment in teaching and learning processes.</i>			

Prepared by (name and position):	Signature	Date

<i>Indicate your complete name and position.</i>	<i>Affix your signature.</i>	<i>Indicate the date when you finished preparing the WAP.</i>
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<i>*Reviewed by (name and position):</i>	<i>Signature</i>	<i>Date</i>
<i>Indicate your reviewer's name and position.</i>	<i>Let the reviewer affix his or her signature.</i>	<i>Indicate the date when the WAP was reviewed.</i>

<i>**Approved by (name and position):</i>	<i>Signature</i>	<i>Date</i>
<i>Indicate immediate supervisor's name and position.</i>	<i>Let the immediate supervisor affix his or her signature.</i>	<i>Indicate the date when the WAP was approved.</i>