



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

14 August 2026

DIVISION MEMORANDUM

No. 546 s. 2026

**CAPACITY BUILDING AND PROGRAM IMPLEMENTATION REVIEW
ON SPECIAL NEEDS EDUCATION (SNED)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In pursuit of the Department of Education's commitment to inclusive and equitable quality basic education, this Office announces the conduct of **Capacity Building and Program Implementation Review on Special Needs Education (SNED)** with the theme, "**Strengthening Inclusive Education through Capacity Building, Collaboration, and Evidence-Based Program Implementation.**" The activity is scheduled on **December 14-15, 2026** at a venue to be announced through a subsequent advisory.
2. The activity aims to strengthen the capacity of school personnel in addressing the diverse learning needs of learners with disabilities (LWDs) and to review the implementation of SNED programs, services, and interventions at the school and division levels.
3. Enclosure 1 presents the participants in this activity. They must confirm their attendance on or before **November 06, 2026** through this link <https://forms.gle/o3xJHnhYnzFyAHhp9>. Participants are expected to bring their laptops and extension cords.
4. Expenses relative to the conduct of the activity shall be charged against the Division PSF for SNED while transportation and other incidental expenses shall be sourced from local funds, subject to the usual accounting and auditing rules and regulations.
5. Each school shall prepare a 5-minute video presentation on their SNED programs and services highlighting effective and replicable strategies and upload it with the corresponding report to these links: <https://tinyurl.com/SNEDACCOM26> or <https://forms.gle/Qpc27JDrk2nMpT156> for documentation and consolidation.
6. Attached herewith as Enclosure 3 are the guidelines for the preparation of the 5-minute video presentation.

7. Immediate dissemination of this Memorandum is desired.


CELEDONIO E. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

**SPECIAL NEEDS EDUCATION
MONITORING AND EVALUATION
PROGRAM IMPLEMENTATION REVIEW**

CID- capacity building and program implementation review on special needs education (sned)
CIDOH50R-003591/August 14, 2026

Enclosure 1

**CAPACITY BUILDING AND PROGRAM IMPLEMENTATION REVIEW
ON SPECIAL NEEDS EDUCATION (SNED)
December 14-15, 2026**

Celedonio B. Balderas Jr.
Schools Division Superintendent
Overall Chairperson

Herbert D. Perez
Asst. Schools Division Superintendent
Overall, Vice Chairperson

No.	A. Division Technical Working Group	
	Name	Position/Designation
	Division Technical Working Group	
	Chairperson	
1	Edwin R. Rodriguez	Chief Education Supervisor - CID
	Vice Chairperson/Focal	
2	Mildred Z. Galleno	Education Program Supervisor
	Division Technical Working Group	
3	Generosa F. Zubieta	EPS/Secretariat
4	Montano Agudilla Jr.	SEPS – M&E
5	Erison D. Albis	Secretariat/Documenter
6	Jerome A. Javin	Data Analyst/Documenter
	B. Resource Person/Facilitator	
1	Maria Hannah P. Formento	Legal Officer
2	Leanie R. Cabuyao	Teacher V
3	Michael Leonard D. Lubiano	Education Program Supervisor
4	Nicole May R. Lumanglas	PDO II
5	Elizabeth B. Maranan	Teacher IV
6	Marife R. Lagar	Planning Officer
7	Mildred Z. Galleno	EPS – Kinder/SNED
8	Joan Kathleen Talabong	EPS II

NO.	NAME	DESIGNATION/ POSITION	OFFICE/ SCHOOL
1	Lorynel C. De Sagun	Head Teacher III	Alsam IS
2	Anjanette Bolillan	Teacher I	Alsam IS
3	Cherry G. Hugo	School Principal II	BANHS
4	Alvin M. Cabalsa	Teacher I	BANHS
5	Lilibeth B. Vargas	Teacher III/Officer-in-Charge	Busal Integrated School
6	Honesto P. Caagbay, Jr.	School Principal I	Calumpang IS
7	Jeewel C. Jaballa	Teacher II	Calumpang IS
8	Rowena O. Sabiduria	School Principal I	Cipriano J. Querubin ES
9	Danah Jamille B. Ladeza	Teacher I	Cipriano J. Querubin ES
10	Mary Grace M. Cabili	School Principal II	Dapdap IS

11	Desiree Dawn V. Lavado	Teacher I	Dapdap IS
12	Baby Lyn T. Olandes	Head Teacher III	Domoit ES
13	Gina P. Samonte	Teacher I	Domoit ES
14	Teresa E. Andaya	School Principal II	East Palale ES
15	April Mae M. Caagbay	Teacher I	East Palale ES
16	Emelia E. Eclarin	Assistant School Principal II/Officer-in-Charge	Eugenio Francia IS
17	Niña Carla A. Reyes	Teacher III	Eugenio Francia IS
18	Alona C. Crisanto	School Principal III	Froilan E. Lopez ES
19	Judelyn O. Custodio	Teacher I	Froilan E. Lopez ES
20	Aldwin V. Capistrano	Head Teacher III	Gibanga ES
21	Michael M. Safred	School Principal I	Ilasan IS
22	Rhea Mariz O. Llaneras	Teacher I	Ilasan IS
23	Girly G. Abaricia	Head Teacher III	Ipilan-Alitao ES
24	Adela O. Bolivar	Teacher II	Ipilan-Alitao ES
25	Ronald O. Hugo	Master Teacher I/Officer-in-Charge	Katigan-Alupay ES
26	Jenny Rose P. Cabalsa	Teacher I	Katigan-Alupay ES
27	Larvin O. Labrada	School Principal I	Lakawan ES
28	Marial Eloisa P. Rabo	Teacher I	Lakawan ES
29	Regicelle D. Cabaysa	School Principal I	Lalo ES
30	Mary Joy E. Malimban	Teacher II	Lalo ES
31	Wenefredo B. Baylongo	School Principal I	Lawigue ES
32	Ivy Chrezell Y. Bebida	Teacher I	Lawigue ES
33	Raymund O. Hugo	Head Teacher IV	Luis Palad IHS
34	Jona R. de los Santos	Teacher I	Luis Palad IHS
35	Ronan R. Ranillo	School Principal III	Malao-A / Calantas ES
36	Anjello R. Pagdonsolan	Teacher I	Malao-A / Calantas ES
37	Arlene D. Pagana	Teacher III/Officer-in-Charge	Masin ES
38	Evelyn R. Palambiano	School Principal II	Mate Integrated School
39	Genelyn P. Leonar	Teacher II	Mate Integrated School
40	Joel N. de la Cruz	School Principal I	Mayuwi IS
41	Princess Ann C. Cabisuelas	Teacher I	Mayuwi IS
42	Luz A. Pacaigue	School Principal I	North Palale ES
43	John Ray M. Villarosa	Teacher I	North Palale ES
44	Democrito C. Cabile Jr.	School Principal I	Pandakake IS
45	Wayne Howard Ramallosa	Teacher I	Pandakake IS
46	Dennis O. Labita	School Principal III	Potol ES
47	Lalaine S. Ferreras	Teacher I	Potol ES
48	Rempson P. Sumilang	School Principal I	Rosario Quesada NHS
49	Ingrid A. Palad	School Principal II	South Palale ES
50	Jenifer N. Oriasel	Teacher III	South Palale ES
51	Elpidia C. Palayan	School Principal II	Tayabas East CS
52	Marie Jo Antonette Pandapatan	Teacher II	Tayabas East CS
53	Lea A. Cosico	School Principal II	Tayabas West CS I
54	Jeanie C. Salvatierra	Master Teacher I	Tayabas West CS I
55	Roderick O. Hugo	School Principal III	Tayabas West CS II
56	Natalia A. Andaya	School Principal II	Tayabas West CS III
57	May Ester M. Rubio	Master Teacher I	Tayabas West CS III

58	Julieta M. Labita	School Principal I	Tayabas West CS IV
59	Glades B. Etcubañas	Teacher II	Tayabas West CS IV
60	Reniel N. Cabuyao	School Principal I	Valencia ES
61	Mia Katrine N. Barao	Teacher I	Valencia ES
62	Corazon M. Oabel	School Principal II	West Palale ES
63	Judy Anne C. Reyes	Teacher I	West Palale ES
64	Joy B. Go	School Principal IV	West Palale National HS
65	Renalyn S. Quejada	Teacher I	West Palale National HS
66	Adrian N. Naynes	Head Teacher I/Officer-in-Charge	Talolong Elementary School

Enclosure 2

Program Matrix

CAPACITY BUILDING AND PROGRAM IMPLEMENTATION REVIEW ON SPECIAL NEEDS EDUCATION (SNED)

Theme: "Strengthening Inclusive Education through Capacity Building, Collaboration, and Evidence-Based Program Implementation"

DAY 1

Capacity Building on Inclusive Education

Time	Session/ Topic	Learning Objectives	Methodology	Resource Speaker	Expected Output
8:00– 8:30 AM	Registration	Complete participant registration.	Registration	Secretariat	Attendance
8:30– 9:00 AM	Opening Program	Set the objectives, expectations, and context of the activity.	Program Proper	PMT	Shared expectations
9:00– 10:15 AM	Session 1. Strengthening Inclusive Education: Policy Updates and Current Directions • RA 11650 (Inclusive Education Act) • DepEd Inclusive Education Policy Framework • Rights-Based and Inclusive Education Approach	Explain current policies, standards, and roles of schools in implementing Inclusive Education.	Lecture-Discussion, Open Forum	Maria Hannah P. Formento Legal Officer	Policy Reflection
10:15– 10:30 AM	Health Break				
10:30– 12:00 AM	Session 2. Understanding Learners with Disabilities and Educational Support Needs • Disability Categories • Functional	Recognize the characteristics, educational implications, and support needs of learners with disabilities.	Interactive Lecture, Case Sharing	Leanie R. Cabuyao Teacher V	Learner Support Profile

	Characteristics • Educational Implications • Referral and Support Services				
12:00–1:00 PM	Lunch Break				
1:00–2:15 PM	Session 3. Universal Design for Learning (UDL), Differentiated Instruction, and Reasonable Accommodations	Apply inclusive instructional practices and reasonable accommodations to support diverse learners.	Lecture-Demonstration	Michael Leonard D. Lubiano Education Program Supervisor	Classroom Accommodation Matrix
2:15–2:30 PM	Health Break				
2:30–3:45 PM	Workshop 1. Learner Case Analysis and Functional Learner Profile	Analyze learner cases to identify strengths, functional needs, barriers to learning, and educational support requirements.	Case Analysis, Small Group Workshop, Presentation	Nicole May R. Lumanglas PDO II	Functional Learner Profile
3:45–5:00 PM	Workshop 2. Developing an Individualized Education Program (IEP) Based on the Functional Learner Profile	Develop measurable IEP goals, accommodations, instructional strategies, and monitoring indicators.	Guided Workshop and Coaching	Elizabeth B. Maranan Teacher IV	Enhanced Individualized Education Program/Plan (IEP)

Day 2
Capacity Building (Morning)

Time	Session/Topic	Learning Objectives	Methodology	Resource Speaker	Expected Output
8:00–8:15 AM	Recap and Energizer	Reinforce key learnings from Day 1.	Interactive Activity	Facilitator	Key Learning Points
8:15–9:15 AM	Session 4. Identification, Validation, Tagging, and Documentation of Learners with Disabilities	Apply DepEd guidelines on the identification, validation, tagging, documentation,	Lecture-Discussion, Demonstration, Hands-on Workshop	Marife R. Lagar Planning Officer Mildred Z. Galleno	Sample Learner Identification and Tagging Checklist

	(LWDs) • Identification and Screening • Validation of Educational Support Needs • Proper Tagging of LWDs • Documentation Requirements • Common Issues and Good Practices	and reporting of learners with disabilities.		EPS – Kinder/SNE D	
9:15–9:30 AM	Health Break				
9:30–10:30 AM	Session 5. Classroom-Based Assessment, Progress Monitoring, and Transition Planning	Utilize assessment data to monitor learner progress, evaluate interventions, and support educational transition.	Lecture-Workshop	Mildred Z. Galleno EPS – Kinder/SNE D	Progress Monitoring Plan
10:30–11:30 AM	Session 6. Strengthening Multi-sectoral Partnerships for Inclusive Education• Parents and Families • LGUs and PDAO • DOH, DSWD, NGOs •Community-Based Support Services	Strengthen collaboration among schools, families, and stakeholders in supporting learners with disabilities.	Panel Discussion / Lecture	Joan Kathleen Talabong EPS II	School Stakeholder Engagement Plan
11:30–12:00 PM	Synthesis and Transition to PIR	Consolidate key learning and connect training outputs to program implementation.	Reflection	Lead Facilitator	Learning Insights

Day 2
Program Implementation Review (Afternoon)

Time	Session/ Activity	Objectives	Methodology	Facilitator/R esource Person
1:00– 1:20 PM	Overview of the Program Implementation Review (PIR)	Present the objectives, process, performance indicators, and expected outputs of the PIR.	Presentation	EPS-SNED
1:20– 2:15 PM	Presentation of School Accomplishments, Best Practices, and Challenges	Share school accomplishments, innovative practices, and implementation challenges in Inclusive Education.	School Presentations	School Heads / SNED Coordinators
2:15– 2:30 PM	Health Break			
2:30– 3:20 PM	Workshop 3. Program Implementation Review and Gap Analysis	Review implementation using agreed indicators and identify strengths, gaps, issues, and priority concerns.	Workshop, Group Discussion	EPS-SNED
3:20– 4:10 PM	Workshop 4. School Action Planning	Develop strategic interventions, performance targets, timelines, and persons responsible for addressing identified gaps.	Action Planning Workshop	Facilitators
4:10– 4:40 PM	Presentation of School Action Plans and Commitment Setting	Validate action plans and gather recommendations from peers and facilitators.	Presentation and Feedback	CID Management Team
4:40– 5:00 PM	Closing Program	Recognize commitments and summarize key agreements for continuous program improvement.	Closing Ceremony	PMT

Enclosure 3

Guidelines for the 5-Minute Video Presentation

To ensure uniformity and quality of outputs, the following guidelines shall be observed in the preparation of the 5-minute video presentation on SNED programs and services:

1. Duration

- The video shall run for a maximum of five (5) minutes only.

2. Content

The video should highlight:

- Brief school profile and SNED background.
- Overview of SNED programs and services implemented.
- Effective and replicable strategies that showcase inclusive practices.
- Success stories, learner outcomes, or impact on stakeholders.
- Closing message or key takeaway.

3. Format

- The presentation may be in video, narrated slides, or a combination of live recording and visuals.
- Use clear audio and legible text/graphics.
- English and/or Filipino may be used as medium of communication.

4. Submission

- The final video presentation, together with the corresponding report, shall be uploaded to these links: <https://tinyurl.com/SNEDACCOM26> or <https://forms.gle/Qpc27JDrk2nMpT156>,
- **Deadline for submission:** November 24, 2026.

5. Documentation and Use

- Submitted videos will form part of the division documentation and consolidation of best practices in SNED program.