



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

March 31, 2025

REGIONAL MEMORANDUM
 No. 332, s. 2025

To: Schools Division Superintendents
 Functional Division Chiefs
 All Others Concerned

**EMPOWERING LEADERSHIP: CAPACITY BUILDING FOR SCHOOL HEADS
 AND PSDSS ON SPECIAL NEEDS EDUCATION (SNED) PROGRAMS**

1. The Department of Education - National Capital Region (DepEd-NCR) in its commitment to provide quality and equitable education that is inclusive and responsive to the needs of all learners, will conduct the above-captioned activity.
2. The activity aims to capacitate School Heads and Public Schools District Supervisors (PSDSS) on Special Needs Education (SNED) programs. The goal is to enhance their knowledge, understanding, and capabilities in implementing SNED programs effectively in schools. Below are the details of the said activity.


BATCH	DIVISION		DATE	VENUE
BATCH 1	Navotas Parañaque Pasay Pasig	Quezon City TAPAT Valenzuela Mandaluyong	April 7 to 11, 2025	Forest Crest Nature Hotel and Resort, Km. 72 Batulao, Nasugbu, Batangas
BATCH 2	Caloocan Las Piñas Makati Malabon	San Juan Manila Marikina Muntinlupa	April 28 to May 2, 2025	

3. The participants to the said activity are SNED Education Program Supervisors, Public Schools District Supervisors, School Heads, Head Teachers, IE Program Focal Persons and SNED School Coordinators. Participants are requested to register via this link: <https://tinyurl.com/SNEDReg2025> below on or before April 4, 2025.
4. SDOs are given the freedom to identify their participants with the following considerations:
 - o They should come from different schools.
 - o Their participation will not disrupt end of school year rites activity/ies.



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5. Division SNED focal persons are requested to facilitate/ assist the travel authority of the identified participants.
6. Board and lodging and other expenses for supplies and materials will be charged to SNED FUNDS - **OSEC-NCR-24-5154 Current Appropriation** while travel and other incidental expenses of the identified participants, speakers, facilitators and regional technical working group (RTWG) may be charged against local funds, subject to the usual accounting and auditing rules and regulations.
7. In view of this, attached are the following annexes, for reference.
 - Annex A : Distribution of Participants per SDO
 - Annex B : Management team
 - Annex C : Indicative Activity Matrix
8. Consequently, the participation of regional and division officials to the aforesaid activities falling on a holiday or a weekend entitles them to a one and a half day (1.5) compensatory overtime credit (COC per day, pursuant to DepEd Order No. 53, s. 2003 and CSC and DBM Joint circular No. 2 s. 2004. Likewise, the participation of teachers in the mentioned activity falling on a weekend or holiday shall likewise be eligible for service credit pursuant to DO 53 s. 2023, "Updated Guidelines on Granting Vacation Service Credits to Teachers.", subject to existing DepEd rules and regulations
9. Immediate dissemination and compliance of this Memorandum is desired.


JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-in-Charge
Office of the Assistant Secretary for Operations

Encl.: As stated
Reference:
To be indicated in the Perpetual Index



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- **Annex A: Distribution of Participants per SDO**

DIVISION	SNED EPSs	PSDs	SCHOOL HEADS	DEPARTMENT HEAD/ IE PROGRAM FOCAL/ SNED SCHOOL COORDINATOR	TOTAL
Caloocan City	1	5	15	3	24
Las Piñas City	1	5	9	3	18
Makati City	1	5	9	3	18
Malabon City	1	5	9	3	18
San Juan City	1	0	6	3	10
Manila	1	5	15	3	24
Marikina City	1	5	9	3	18
Muntinlupa City	1	5	9	3	18
Navotas City	1	4	9	3	17
Paranaque City	1	4	9	3	17
Pasay City	1	5	9	3	18
Pasig City	1	5	9	3	18
Quezon City	1	5	15	3	24
Mandaluyong City	1	5	9	3	18
Taguig / Pateros	1	5	9	3	18
Valenzuela City	1	5	9	3	18

Registration link: <https://tinyurl.com/SNEDReg2025>



CLMD-MBangitMarch2025



No. 6, Misamis St., Bago Bantay, Quezon City
Tel. Nos.: 920-58-24; 926-2213 local 801
Email Address: ncr@deped.gov.ph
<http://www.deped.gov.ph/regions/ncr/>





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- **Annex B: Management team**

EMPOWERING LEADERSHIP: CAPACITY BUILDING FOR SCHOOL HEADS AND PSDSS ON SPECIAL NEEDS EDUCATION (SNED) PROGRAMS

EXECUTIVE COMMITTEE

Executive Chair:	DR. JOCELYN DR ANDAYA, CESO III Regional Director, NCR Concurrent Officer-in-Charge Office of the Assistant Secretary for Operations
Executive co-chair:	DR. CRISTITO A. ECO, CESO III Assistant Regional Director
Executive Member:	DR. MICAH G. PACHECO EPS Science, OIC-Chief, CLMD
Overall in-charge:	DR. ROLAND D. MONTES EPS, SNED, GMRC, VALUES DR. MARICAR A. BANGIT EPS, Kindergarten, OIC-Filipino

WORKING COMMITTEES:

Registration: Chairperson: Kerwin M. Regis , Member: Michael B. Regudo	Accommodation: Chairperson: Jelyn C. Vigonte , Member: Vincent Portin
Program and invitation Chairperson: Samantha Abuan Member: Lea A. Fernando	Documentation Chairperson: Dorothy C. Apar Member: Analine C. Vergara
Certificates Chairperson: Jessie A. Matriano , Member: Elvira Punzal	
Secretariat: Chairperson: Vincent Portin Member: Jesuzaine Cruzada	

Annex C : Indicative Activity Matrix (Batch 1 and 2)

Time	Day 1	Day 2	Day 3	Day 4	Day 5
8:00AM - 8:15AM		MOL			
8:15 AM - 9:45 AM		Advancing Inclusive Education: Strategies for Empowering Learners and Fostering Equitable Learning Environment Dr. Eloy P. Aenlle	Embracing Inclusion for Learners Diversity and Its Legal Bases Batch 1: Dr. Ma.Teresita U. Pangan Batch 2: Dr. Lilloso B. Palco	Revisiting the Administration of Multi-Factor Assessment Tool Batch 1: Dr. Ma.Teresita U. Pangan Batch 2: Dr. Amcy Esteban	Preparation and Presentation of Action Plan - by Division Supervisor
9:45 AM - 10:00 AM		BREAK			
10:00 AM - 11:00 AM		Activity	Continuation	Simulation activity	Closing Program
11:00 - 12:00NN					
12:00 NN - 1:00 PM		LUNCH BREAK			
1:00PM - 2:00 PM	Arrival and Registration	Bridging the Gap: Stakeholder's Role in Supporting Inclusive Education Dr. Elena D. Mulle	Educating Learners with Visual Impairment- Dr. Rosalie S. Condes	Understanding Individual Education Plan (IEP) Dr. Susan L. Cobarrubias Dr. Leovigilda Gempisao	Home Sweet Home
2:00 PM - 2:30 PM	Opening Program				
2:30 PM - 3:30 PM	Overview of Special Needs Education (SNED) - Understanding of Inclusive Education Dr. Roland Montes SNED Supervisor, DepEd NCR	Continuation:	Continuation of Batch 1 / Batch 2: Overview of child Find System Dr. Zenaida M. Roberto	Workshop	
3:30 PM - 3:45 PM	Break				
3:45 PM - 5:00 PM	School Leaders as Champion of Diversity Eloisa S. Sanchez	Empowering Inclusive Education Through Technology: Bridging Gaps to Enhance Learning Dr. Brennan S. Cataquiz	Educating Learners with Hearing Impairment Dr. Jordan S. Madronio	Presentation of Output per SDO representative	
BATCH 1-MOL ASSIGNMENTS	NAVOTAS (OPENING PROGRAM)	PARANAQUE (AM), PASAY (PM)	PASIG (AM), MANDALUYONG (PM)	TAPAT (AM) VALENZUELA (PM),	QUEZON CITY (MOL AND CLOSING CEREMONY)
BATCH 2-MOL ASSIGNMENTS	CALOOCAN (OPENING PROGRAM)	MAKATI (AM), MALABON (PM)	SAN JUAN (AM), MANILA (PM)	MARIKINA (AM) LAS PINAS (PM),	MUNTINLUPA (MOL AND CLOSING CEREMONY)