

February 14, 2018

Regional Memorandum
No. 063.2018



Pre-Planning Conference for Regional Trainers on Special Education Time: _____

To: **Schools Division Superintendents
All Divisions**

1. In support of the implementation of the Special Education Program, DepEd-CAR through the Curriculum and Learning Management Division, will conduct a series of training-workshops relative to the implementation of the Special Education Program this April and May. In preparation for these activities, a **Pre-Planning Conference** will be conducted on **March 14 to 16, 2018** at the **NEAP Conference Hall**, Wangal, La Trinidad, Benguet.
2. Objectives of this activity are for the participants to review plans for the Regional training on SPED and the Utilization of the Multifactor Assessment Tools; review session guides; and ensure readiness of materials and matrices for the training.
3. Complete attendance is expected from the following Regional, Division, and School personnel:

| Participants | No. of Participants | |
|---|---------------------|----------------------------|
| | Regional Office | Division Office/ School |
| Regional Director/Assistant Regional Director | 1 | |
| CLMD Chief | 1 | |
| EPS in-charge of SPED | 1 | |
| CLMD ADAS/Documenter/Secretariat | 1 | |
| QAD Monitor | 1 | |
| Training Team for MFAT | | 15 |
| Training Team for the Mass Training on SPED | | 34 |
| TOTAL | | 54 |

4. Accommodation and meals (breakfast, lunch, dinner, morning and afternoon snacks) for 3 days will be charged to Regional funds. Lodging of all field participants will be at the NEAP Dormitory. First meal will be breakfast of March 14 and last meal will be dinner of March 16.
5. Travel expenses and other meals not covered within the conference duration will be charged to local funds subject to the usual accounting and auditing rules and regulations.
6. Attached in *Enclosure No. 1* is the list of SPED Training Team and in *Enclosure No. 2* is the Matrix for your reference.
7. Immediate dissemination of and strict compliance to this Memorandum is directed.

MAY B. ECLAR, PhD, CESO V
Officer In-charge
Office of the Regional Director

REGIONAL SPED TRAINING TEAM

| NAME | DESIGNATION |
|-------------------------|---|
| Pedro B. Talingdan, Jr. | Education Program Supervisor, Abra |
| Jumar Barbadillo | SPET, Abra Central School, Abra |
| Jocelyn Belandres | SPET, Abra Central School, Abra |
| Lourdes Belandres | Teacher III, Abra Central School, Abra |
| Merlita Lopit | Principal, Apayao |
| Leila Tugaoen | Teacher, Apayao |
| Maricel Enciso | Principal, Apayao |
| Lala Vanessa Albano | Teacher, Apayao |
| Laila De San Jose | Principal I, Flora East Central School, Apayao |
| Niño Tibangay | Principal, Baguio City SPED Center, Baguio City |
| Art Abrena | SPET, Baguio City SPED Center, Baguio City |
| Regina Pedroño | SPET, Baguio City SPED Center, Baguio City |
| Teresa Pundo | Teacher, Baguio City |
| Sheryline Bustarga | SPET, Baguio SPED Center, Baguio City |
| Janice Alacyang | SPET, Baguio City SPED Center, Baguio City |
| Jeffrey Munar | SPET, Baguio City SPED Center, Baguio City |
| Jovita Caldito | SPET III, Baguio City SPED Center, Baguio City |
| Jasmin Lemon | Teacher III, Lucban Elem. School, Baguio City |
| Anna Liza Banglayan | Teacher III, Josefa Cariño ES, Baguio City |
| Remedios Lamsis | Principal, Benguet SPED Center, La Trinidad, Benguet |
| Joan Culbengan | Principal, Tuba, Benguet |
| Lorna Nañasca | SPET, Itogon, Benguet |
| Judy Ann Bolayo | Teacher, Benguet SPED Center, Benguet |
| Mesenia Laquiao | SPET III, Benguet SPED Center, Benguet |
| Joy Fernandez | Teacher I, Benguet SPED Center, Benguet |
| Menia Julian | Teacher III, La Trinidad Central School, Benguet |
| Raquel Manuel | Teacher II, Buyagan ES, La Trinidad, Benguet |
| Gary Tamiking | Master Teacher II, Tuba Central School, Benguet |
| Margarette Dulnoan | Principal I, Ifugao SPED Center, Ifugao |
| Mae Marie Lunag | SPET III, Ifugao SPED Center, Ifugao |
| Fleurdeliza Tegui-in | Teacher I, Ifugao SPED Center, Ifugao |
| Jane Basitan | Teacher, Kalinga |
| Myma Bernardez | Teacher, Kalinga |
| Ashlyn Colangao | Teacher, Kalinga |
| Isaac Bayangan | Principal, Mountain Province |
| Joanna Marie Tangilag | Teacher I, MP SPED Center, Mountain Province |
| Hiede Poloc | SPET I, MP SPED Center, Mountain Province |
| Nora Burgan | SPET, MP SPED Center, Mountain Province |
| Marjorie Ilacad | SPET I, MP SPED Center, Mountain Province |
| Joyce Engngeg | Teacher, Mountain Province |
| Merle Ayongan | Teacher III, Gonogon Elementary School, Mountain Province |
| Editha Calag | Teacher II, Sabangan Central School, Mountain Province |
| Melchor Langbisan | Principal, Kalinga SPED Center, Tabuk City |
| Ma. Corazon Tamangen | SPET I, Tabuk City |
| Lornalyn Beligan | SPET I, Tabuk City |
| Lasinda Pangsiw | Teacher, Tabuk City |
| Ivy Alingkeyon | Teacher III, Tabuk City |
| Gemma Laine Cawas | SPET I, Tabuk City |
| Crystal Clair Kotoken | Master Teacher I, Tabuk City |

nothing follows

Enclosure No. 2 to RM on Pre-Planning Conference for SPED

**MATRIX OF ACTIVITIES
(March 14 to 16, 2018 NEAPR)**

| DAY 1 (March 14, 2018) | | |
|-------------------------------|---|-------------------------|
| TIME | ACTIVITY | FACILITATOR |
| 8:00 – 9:00 | Opening Program | CLMD |
| 9:00 – 10:00 | Overview of MFAT | Carmel F. Meris |
| 10:00 – 10:15 | <i>Health Break</i> | |
| 10:15 – 12:00 | Overview of Mass Training on SPED | Carmel F. Meris |
| 1:00 – 3:00 | Review of the Matrix of Activities | Carmel F. Meris |
| 3:00 – 3:15 | <i>Health Break</i> | |
| 3:15 – 5:00 | The Training Team and their Responsibilities (Terms of Reference) | Carmel F. Meris |
| DAY 2 (March 15, 2018) | | |
| 8:00 – 10:00 | Review of Facilitating Skills | Marcelo Talamayan |
| 10:00 – 10:15 | <i>Health Break</i> | |
| 10:15 – 12:00 | Review of Facilitating Skills | Marcelo Talamayan |
| 1:00 – 3:00 | Presentation Tips and Troubleshooting | Laureen Likigan |
| 3:00 – 3:15 | <i>Health Break</i> | |
| 3:15 – 5:00 | Presentation Tips and Troubleshooting | Laureen Likigan |
| DAY 3 (March 16, 2018) | | |
| 8:00 – 10:00 | Workshop Review of Session Guides | Pedro B. Talingdan, Jr. |
| 10:00 – 10:15 | <i>Health Break</i> | |
| 10:15 – 12:00 | Workshop Review of Session Guides | Pedro B. Talingdan, Jr. |
| 1:00 – 3:00 | Final Agreements on the Conduct of Training Activities | Carmel F. Meris |
| 3:00 – 3:15 | <i>Health Break</i> | |
| 3:15 – 5:00 | Open Forum Closing Program | Training Team |