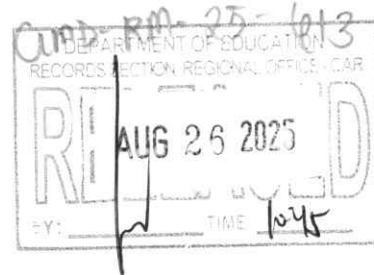




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



22 August 2025

**REGIONAL MEMORANDUM**  
No. 622-2025

**WORKSHOPS ON THE DEVELOPMENT, VALIDATION AND FINALIZATION  
OF RESOURCE PACKAGES FOR (COLLABORATIVE EXPERTISE)  
LEARNING ACTION CELL (LAC) SESSION IN FACILITATING  
LEARNERS WITH DISABILITIES**

To: Assistant Regional Director  
Schools Division Superintendents  
All Schools Division Offices  
All Others Concerned

1. Relative to **DM-LS-2025-043** titled **Workshops on the Development, Validation and Finalization of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities** dated August 6, 2025, this Office issues the list of participants for the aforementioned activities and dates as detailed below:

Activity/Participant	Position	SDO/Office/School
<b>A. Workshop on the Development of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities</b> <b>Date: August 27-29, 2025</b>		
Jumar P. Barbadillo	Master Teacher II	Abra SPED Center, Abra
Mae Marie K. Lunag	Master Teacher I	Olilicon ES, Ifugao
Jenny Lynne Bravo	Teacher III	Allagua ES, Kalinga
Glenda W. Atiwen	SPET I	Mt. Province
Adeline S. Abari	SPET I	Celo Haight ES, Benguet
Ashlyn M. Colangao	Master Teacher I	Bayabat ES, Tabuk City
<b>B. Workshop on the Finalization of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities</b> <b>Date: November 5-7, 2025</b>		
To be Identified by the SDO		Baguio City
Florhenz Mae V. Deza,	SPET I	Nueva ES, Apayao
Cresencia M. Na-oy	EPS	CID, Tabuk City
Pedro B. Talingdan	EPS	CID, Abra
Nancy C. Rosado	School Principal II	La Trinidad CS, Benguet
Denia O. Tarnate	EPS	CLMD, RO
<b>C. Workshop on the Finalization of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities</b> <b>Date: December 3-5, 2025</b>		

Address: Wangal, La Trinidad, Benguet, 2601

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DepEd Tayo Cordillera



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24 93 0192

Jumar P. Barbadillo	Master Teacher II	Abra SPED Center, Abra
Mae Marie K. Lunag	Master Teacher I	Olilicon ES, Ifugao
Jenny Lynne Bravo	Teacher III	Allagua ES, Kalinga
Glenda W. Atiwen	SPET I	Mt. Province
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2. The series of workshops will be conducted at the National Educators Academy of the Philippines (NEAP) Region XII, DepEd Compound, Quirino East Ave., General Santos City.

3. The workshops aim to produce a comprehensive set of (Collaborative Expertise) Learning Action Cell (LAC) Learning Resource Packages focused on **Facilitating Learners with Disabilities** in support of the effective implementation of Inclusive Education, particularly the Special Needs Education (SNED) Program in basic education.

4. The said learning resource materials will enhance the professional development and capacity of all public elementary and secondary school teachers. Through these efforts, teachers will be later equipped to facilitate meaningful learning experiences for Learners with Disabilities (LWDs) in inclusive settings, the workshops will:

- a. develop learning resource packages in the form of modules and session guides covering a broad range of SNED topics that address the identified difficulties and disabilities among learners, as stipulated in **DepEd Order No. 23, s. 2022**. These materials will be tailored to support all public elementary and secondary school teachers, including those designated as SNED Receiving Teachers;
- b. review and validate the essential components of the learning resource packages to ensure that these can be effectively utilized for **knowledge sharing** and the adoption of **emerging best practices** in facilitating LWDs, through the collaboration with various education stakeholders; and
- c. finalize and distribute the learning resource packages to ensure the effective and efficient conduct of collaborative expertise sessions that enhance **teachers' knowledge, skills** and **confidence** in facilitating LWDs within inclusive settings, alongside the strengthened implementation of SNED programs in basic education.

5. Participants are required to bring laptop, extension cord, and other sources of internet connectivity (mobile data, pocket Wi-Fi, et.) as deemed necessary.

6. The same set of participants shall be engaged for both the development and finalization workshops to ensure continuity in the prescribed workflow and consistency in the expected outputs.

7. Attached with this Memorandum are the following **Enclosures**, for guidance:

**Enclosure 1:** Terms of Reference for Writers and Validators

**Enclosure 2:** Schedule of Registration, Link and Meal Arrangement

**Enclosure 3:** Program of Activities (Development, Validation and Finalization)



8. In case of conflict of schedule, the Schools Division Superintendent or his/her duly authorized representative shall nominate a replacement.

9. The board and lodging, travel/transportation expenses and other incidental expenses of the participants shall be charged against the FY 2025 SNED Program Support Funds downloaded to the respective Regional and Schools Division Offices/Local Funds in accordance with internal accounting and auditing rules and regulations.

10. Compensatory Time Off (CTO) or Service Credit shall be granted to the participants in lieu if the workshop day/s falling on either national/local holidays or weekends in accordance with CSC and DBM Joint Circular No. 2, s. 2004.

11. Should there be any queries and/or clarifications, kindly contact Asterio C. Madalla, OIC-CLMD, through email address at clmd.car@deped.gov.ph.

12. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO, EdD CESO III**  
Director IV/Regional Director 

**TERMS OF REFERENCE FOR WRITERS AND VALIDATORS**

**1. Writers**

- a. Writers are composed of SNED teachers, school principals, education program supervisors, and other field-based implementers on the SNED program. They were selected for their firsthand experience, SNED specialization and deep understanding of inclusive education practices in basic education settings.
- b. Their role is to translate policy and pedagogical concepts into practical teacher-friendly modules and session guides. They are expected to integrate classroom-based strategies and research-based approaches into the resource packages. Their participation ensures the content is contextually relevant, inclusive, and grounded in real teaching experiences.
- c. Writers will work closely with the TWG and incorporate feedback from validators to improve their outputs.

**2. Validators**

- a. Validators are composed of select general education teachers, SNED teachers, supervisors, and experienced SNED implementers. They were identified based on their classroom experience and involvement in inclusive education initiatives.
- b. Their role is to review and assess the draft materials and the Field/Pilot Test to ensure effectiveness, accuracy, inclusivity, and usability. They will use validation tools to provide structured, evidence-based feedback for improvement. Their insights are critical in determining whether the resource packages are practical and aligned with the needs of teachers and learners.
- c. Validators will endorse the refined materials for finalization and field implementation.

Enclosure 2 to RM No. 622.2025

**SCHEDULE OF REGISTRATION, LINK AND MEAL ARRANGEMENT**

Activity	Registration Deadline and Link	Schedule of Registration and Meal Arrangement		
		Registration	First Meal	Last Meal
Workshops on the Development and Finalization of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities	August 18, 2025 <a href="https://tinyurl.com/CollabExpDevFin">https://tinyurl.com/CollabExpDevFin</a>	August 27, 2025 7:00 AM	Breakfast August 27, 2025	PM Snacks August 29, 2025
Workshops on the Validation of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities	October 27, 2025 <a href="https://tinyurl.com/CollabExpVal">https://tinyurl.com/CollabExpVal</a>	November 5, 2025 7:00 AM	Breakfast November 5, 2025	PM Snacks November 7, 2025
Workshops on the Finalization of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities	-	December 3, 2025 7:00 AM	Breakfast December 3, 2025	PM Snacks December 5, 2025

Enclosure 3 to RM No. 622.2025

### PROGRAM OF ACTIVITIES

#### Workshop on the Development of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities

August 27-29, 2025

Time	Day 1	Day 2	Day 3
7:00 am-8:00am	Arrival and Registration		
8:00am-9:00am	Opening Ceremony		
9:00am-10:00am	<b>Plenary Session 1: Foundational Frameworks</b>  Presentation of the Proposed Collaborative Expertise Session Resource Package Outline: Key Components, Structure, and Pedagogical Alignment for SNED Content  DepEd Specialists	<b>Breakout Session 2.1</b>  Discussion of Mechanics and Template 2 and Crafting of the SNED Resource Packages per Disability	<b>Continuation of Breakout Session 2.2</b>
10:00am-10:15am	<b>Health Break</b>		
10:15am-12:00NN	<b>Plenary Session 2</b>  Championing Collaborative Expertise for SNED Resource Person	<b>Continuation...</b>	<b>Continuation...</b>
12NN-1PM	Lunch Break		
1:00pm-2:00pm	<b>Plenary Session 3</b>  Collaborative Discussion on the Standards, Considerations, and Outline for the Resource Packages aligned to the	<b>Breakout Session 2.2</b>  Drafting of Resource Packages Aligned with the Professional Development Needs of Teachers in SNED and Trends in SNED	<b>Consolidating, Polishing, and Submission of the Draft LAC Resource Package</b>

	SNED Content and Pedagogy		
3:00pm-4:00pm	<b>Breakout Session 1 (per Disability)</b>	<b>Breakout Session 2.2</b>	<b>Closing Ceremony</b>
4:00pm-5:00pm	<p>Discussion of Mechanics and Template 1: Budget of Work for SNED Resource Development</p> <p>Assignment of SNED Topics and Submission of Template 1</p>	<p>Drafting of Resource Packages Aligned with the Professional Development Needs of Teachers in SNED and Trends in SNED</p>	
<b>Expected Outputs</b>	Draft Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities		

## PROGRAM OF ACTIVITIES

### Workshop on the Validation of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities

November 5-7, 2025

Time	Day 1	Day 2	Day 3
7:00 am- 8:00am	Arrival and Registration		
8:00am- 9:00am	Opening Ceremony		
9:00am- 10:00am	<b>Plenary Session 1: Recapitulation</b>  Recap of the Development Workshop	<b>Continuation of Breakout Session 1:</b>  Validation Proper	<b>Continuation of Breakout Session 2</b>
10:00am- 10:15am	<b>Health Break</b>		
10:15am- 12:00NN	<b>Plenary Session 2</b>  Presentation of Draft Outputs  Question and Answer	<b>Continuation...</b>	<b>Continuation...</b>
12NN- 1PM	Lunch Break		
1:00pm- 2:00pm	<b>Breakout Session 1:</b>  Presentation and Discussion on the Validation Tool to be Utilized and its Specification per Disability	<b>Continuation....</b>	<b>Output Appraisal and Polishing</b>
3:00pm- 4:00pm 4:00pm- 5:00pm	<b>Plenary Session 3:</b>  Recalibration of Draft Resource Packages	<b>Breakout Session 2:</b>  Checking of Process and Alignment and Presentation of Initial Outputs	<b>Closing Ceremony</b>
<b>Expected Outputs</b>	Validated Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities		



## PROGRAM OF ACTIVITIES

### Workshop on the Finalization of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities

December 3-5, 2025

Time	Day 1	Day 2	Day 3
7:00 am-8:00am	Arrival and Registration		
8:00am-9:00am	Opening Ceremony		
9:00am-10:00am	<b>Plenary Session 1:</b>  <b>Recapitulation</b>  Recap of the Validation Workshop  DepEd Specialists	<b>Breakout Session 1:</b>  Accessibility Evaluation of the Resource Packages	<b>Continuation of Breakout Session 3</b>
10:00am-10:15am	<b>Health Break</b>		
10:15am-12:00NN	Plenary Session 2  Presentation of Draft Outputs  Question and Answer	<b>Continuation...</b>	<b>Continuation...</b>
12NN-1PM	Lunch Break		
1:00pm-2:00pm	<b>Breakout Session 1:</b>  Presentation and Discussion on the Validation Tool to be Utilized and its Specification per Disability	<b>Continuation....</b>	<b>Output Appraisal and Polishing</b>
3:00pm-4:00pm 4:00pm-5:00pm	<b>Plenary Session 3:</b>  On-Boarding Confirmation and Rewriting Resource Packages for Collaborative Expertise Sessions on SNED	<b>Breakout Session 2:</b>  Checking of Process and Alignment and Presentation of Initial Outputs	<b>Closing Ceremony</b>
<b>Expected Outputs</b>	Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities		