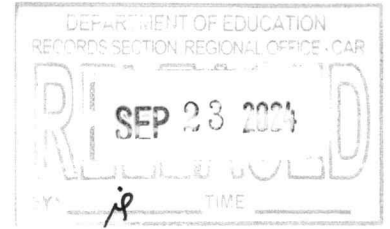




24-703



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

19 Sept 2024

REGIONAL MEMORANDUM

No. 640-2024

**INTERFACE CUM PLANNING MEETING OF REGIONAL OFFICE AND SCHOOLS
DIVISION OFFICE SPECIAL NEEDS EDUCATION (SNED)
AND KINDERGARTEN FOCAL PERSONS**

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

1. The Department of Education – Cordillera Administrative Region (DepEd – CAR) through the Curriculum and Learning Management Division (CLMD) shall conduct the **Interface and Planning Meeting of Regional Office and Schools Division Office Special Needs Education (SNED) and Kindergarten Focal Persons** on September 24-25, 2024. The specific venue within Baguio City will be released through a separate issuance.
2. The activity aims to:
 - a. present and discuss the upcoming activities for SNED & Kindergarten;
 - b. plan sessions/topics for the training of trainers;
 - b. assign sessions/topics to resource speakers; and
 - c. finalize training matrix for the activity.
3. Enclosed with this Memorandum are **Enclosures 1 and 2** or List of Participants and Activity Matrix, for guidance.
4. Each participant is advised to bring a laptop and extension cord to be used during the workshop.
5. Accommodation and meals of participants from SDO Abra, Apayao, Ifugao, Kalinga, Mt. Province and Tabuk City and meals of RO and SDOs Baguio City and Benguet participants shall be charged to the downloaded 2024 SNED Program Support Fund while travel and incidental expenses shall be charged to SDO/School MOOE/Local Funds subject to usual budgeting accounting and auditing rules and regulations.
6. Check – in of participants from the six (6) SDOs will start at 2 PM of September 23, 2024 while Check-out will be at 12NN of September 25, 2024.
7. Should there be any queries and/or clarifications, kindly contact Jennifer P. Ande, Chief-CLMD, through email address at jennifer.ande@deped.gov.ph.
8. Immediate dissemination of and strict compliance with this Memorandum is directed.

Digitally signed by ESTELA P.
LEON-CARIÑO EdD, CESO III
Date: 2024.09.20 15:21:05
+08'00'

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

CLMD/JPA/dot
September 19, 2024



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318
Email Address: car@deped.gov.ph

DepEd Tayo Cordillera

<https://depedcar.ph>



Enclosure 1 to RM No. 640.2024

**INTERFACE CUM PLANNING MEETING OF REGIONAL OFFICE AND SCHOOLS
DIVISION OFFICE SPECIAL NEEDS EDUCATION (SNED)
AND KINDERGARTEN FOCAL PERSONS
(September 24-25, 2024)**

List of Participants

Station	Name	Designation	Expected Number
A. SNED Focal Persons			
Regional Office	RD/ARD, CLMD Chief, OIC-HRDD/Representative, RO SNED Focal, ADAS I		5
SDO Abra	Pedro Talingdan Jr.	EPS	1
SDO Apayao	Jeanalyn Parinas	EPS	1
SDO Baguio City	Sydney Shan Carino	EPS	1
SDO Benguet	Erlinda Quinuan	EPS	1
SDO Ifugao	Marilou Yogyog	EPS	1
SDO Kalinga	Ruby Belgica	EPS	1
SDO Mt. Province	Atkinson Tudlong	PSDS	1
SDO Tabuk City	Cresencia Na-oy	EPS	1
B. Kindergarten Focal Persons /Representatives			
SDO Abra	Henrieta Bringas	EPS	1
SDO Apayao	Richard Simisim	EPS	1
SDO Baguio City	Marilyn Tami-ing	PSDS	1
SDO Benguet	Patricia Bendi	SPI	1
SDO Ifugao	Gina Attaban	EPS	1
SDO Kalinga	Jovelyn Dugayon	EPS	1
SDO Mt. Province	Christina Semon	EPS	1
SDO Tabuk City	Imelda Haban	EPS	1
TOTAL			21

Activity Matrix

DAY 0: September 23, 2024				
Time	Session Title	Resource Speaker	Facilitator	Secretariat/ Technical Support
2:00-6:00 PM	Arrival and Check-in of Participants			
6:00-7:00	Dinner			
Day 1: September 24, 2024				
6:30 – 7:45	Breakfast			
7:45 – 8:15	Registration	TWGs	TWG	
8:15 – 9:00	Opening Program			
9:00 – 10:30	Goals and Gains Gathering of Participants	Denia O. Tarnate	Sydney Shan Carino	Winnie Joy Jose
10:30 – 12:00	Presentation and discussion on the following: a. Downloaded Program Support b. SNED PSF Eligible Expenditures c. Upcoming SNED Activities d. Issues/Concerns during the M&E	Denia O. Tarnate	EPS, Baguio City	
12:00 – 1:00	Lunch Break			
1:00 – 1:30	Open Forum	Denia O. Tarnate	Richard Simisim EPS, Apayao	
1:30 – 2:30	HRDD Hour: Professional Development Proposal: Its Requirements, Criteria in the Selection of Speakers and Filling Out of Matrix	Rosita C. Agnasi/ Representative OIC-HRDD		
2:30 – 4:00	Planning sessions/topics for each Activity			Winnie Joy Jose
4:00 – 5:00	Workshop: Completion of Each Activity Matrix per Group			
5:00 – 7:00	Dinner			
MOL (PM)	SDO Ifugao and Abra			
DAY 2: September 25, 2024				

Time	Session Title	Resource Speaker	Facilitator	Secretariat/ Technical Support
6:30 – 8:00	Breakfast			
8:00 – 8:15	Management of Learning		SDO Apayao & Baguio City	
8:15 – 10:00	Continuation of Workshop		Marionette Dooma	Winnie Joy Jose
10:00- 12:00	Presentation of Activity Matrix per group and giving of inputs		EPS, Tabuk City	
12:00 – 1:00	Lunch Break			
1:00 – 1:30	Continuation of Presentation			Winnie Joy Jose
1:30 – 3:00	Finalization and Submission of each Activity Matrix		Erlinda Quinuan	
3:00 – 3:30	Ways Forward and Closing Prayer		EPS,	
3:30 onwards	Home Sweet Home		Benguet	