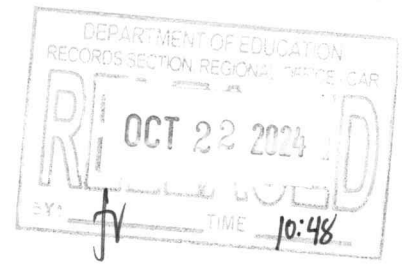




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



21 October 2024

**REGIONAL MEMORANDUM**

No. 752.2024

**CONDUCT OF ACTIVITIES FOR SPECIAL NEEDS EDUCATION (SNED) PROGRAM**

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) in coordination with Human Resource Development Division (HRDD) will be conducting **Activities for Special Needs Education (SNED) Program**.
2. The activities aim to:
  - a. strengthen the implementation of SNED;
  - b. capacitate participants on the identification, appropriate pedagogical approaches for learners with disability/difficulty responsive to teaching-learning delivery;
  - c. orient participants on the issued policies for SNED Program and administration of Multi-Factored Assessment (MFA);
  - d. prepare materials for the administration of Multi-Factored Assessment (MFA);
  - e. realize the importance of focusing on learner's abilities instead of their difficulties;
  - f. appreciate the utilization of multi-factored assessment tool for grade 1 learners who may have developmental advancement or delays or have manifestations of disability; and
  - g. prepare workplace application/action plan to integrate new knowledge and skills learned in the teaching-learning process.
3. Below is the summary of the activities to be conducted, dates and venues.

Activities	Date	Venue
1. Training of Trainers on SNED Implementation cum Content and Pedagogical Approaches for Learners with Disability/Difficulty	November 18-22, 2024 Day 0: November 17, 2024	Within Baguio City
2. Training of Trainers cum Workshop on the Administration of Multi-Factored Assessment (MFA) and preparation of Materials Domain	November 18-22, 2024 Day 0: November 17, 2024	Within Baguio City
3. Training of Trainers on the Use of	TBA	TBA



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>



Certificate No. PHP-QMS 24 53 0192

4. Attached are the following Enclosures for guidance:  
**Enclosures 1:** Criteria or the Selection of Participants per Activity  
**Enclosures 2:** Number of Participants per SDO and Regional Office  
**Enclosures 3:** Template for the List of Participants per Activity
5. Each SDO SNED Focal Person shall facilitate the identification of participants per activity and submit the endorsed list of participants on or before October 29, 2024 through CLMD email address: car.clmd@deped.gov.ph.
6. For any queries and/or clarifications, kindly contact Jennifer P. Ande, Chief-CLMD, through email address at jennifer.ande@deped.gov.ph.
7. Immediate dissemination of this Memorandum is enjoined.

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

**Criteria for the Selection of Participants**

<b>Activity</b>	<b>Criteria</b>
1. Training of Trainers on SNED Implementation cum Content and Pedagogical Approaches for Learners with Disability/Difficulty	With background and/or specialization in handling/teaching Learners with Disabilities/Difficulties; Managed/supervised a school with LWDs; Fully commit himself/herself to the activity <b>Note:</b> <i>School Heads and Teacher participants should come from the Elementary and High School</i>
2. Training of Trainers cum Workshop on the Administration of Multi-Factored Assessment (MFA) and preparation of Materials per Domain	With background on the administration of MFA; For Master Teacher Participants: Preferably MTs handling grade 1 Fully commit himself/herself to the activity
3. Training of Trainers on the Use of Filipino Sign Language (FSL)	With background and/or specialization in handling/teaching Learners with Disabilities/Difficulties especially Learners with Hearing Impairment; With Sign Language skills; Commit himself/herself to the activity <b>Note:</b> <i>School Head and Teacher participants should come from the Elementary and High School</i>

**Number of Participants per SDO**

<b>1. Training of Trainers on SNED Implementation cum Content and Pedagogical Approaches for Learners with Disability/Difficulty</b>		
<b>Particulars</b>	<b>No. of Participants/SDO</b>	<b>Total</b>
SDO SNED Focal Persons	1	8
SDO Kindergarten Focal Person	1	8
School Heads	2	16
Master Teachers	2	16
Special Needs Education Teachers (SNET)	2	16
PSDS (Kindergarten)	1	8
	<b>TOTAL</b>	<b>72</b>
<b>2. Training of Trainers cum Workshop on the Administration of Multi-Factored Assessment (MFA) and Preparation of Materials</b>		
SDO SNED Focal Persons or Representatives	1	8
School Heads	2	16
Master Teachers	4	32
Special Needs Education Teachers (SNET)	2	16
	<b>TOTAL</b>	<b>72</b>
<b>3. Training of Trainers on the Use of Filipino Sign Language (FSL)</b>		
SDO SNED Focal Persons	1	8
General Education (Receiving) Teachers	3	24
Special Needs Education Teachers (SNET)	4	32
	<b>TOTAL</b>	<b>64</b>

752.2024

Enclosure 3 to RM No. \_\_\_\_\_

**Template for the List of Participants per Activity**

SDO	Division	School Name	School ID	Name	Position Level (Teacher I - III, Master Teacher I - IV, Principal I - IV, etc.)	Grade Level Taught	Specialization (College and Graduate Studies)	Actual subject/s taught	Years in the current position	Sex	Age	Civil Status	Religion	Are you a Person with Disability? (YES/NO)	Are you a member of an Indigenous Group? (YES/NO)	Are you a solo parent? (YES/NO)	DepEd Email Address

Prepared by:

\_\_\_\_\_  
SDO SNED Focal

Noted:

\_\_\_\_\_  
SDS (or any Authorized Representative)