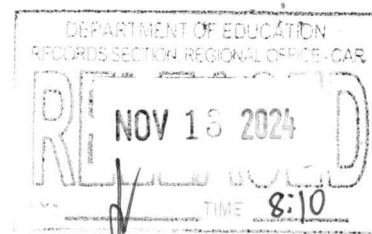




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



11 November 2024

REGIONAL MEMORANDUM

No. 810.2024

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

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

1. In reference to RM No. 752, s. 2024 titled Conduct of Activities for Special Needs Education (SNED) Program, this Office announces that the venue for the activities is at **Baguio Palace Hotel, Legarda Rd., Baguio City.**
2. Attached is the updated activity matrix for the Training of Trainers and workshop on the Administration of Multi-Factored Assessment (MFA) along with the Preparation of Materials for the Domain as found in **Enclosure 1.**
3. A meeting of all SNED Focal Persons and Resource Persons is scheduled on November 17, 2024 at 4:00 pm onwards at the said venue.
4. All other provisions of RM No. 752, s. 2024 shall be in place.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.

ESTELA P. LEON-CARIÑO
 EdD, CESO III
 2024.11.12 16:43:48 +08'00'

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

CLMD/JPA/dot
 November 11, 2024



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Enclosure 1 to RM No. 810.2024

**Updated Activity Matrix for the Training of Trainers cum Workshop
on the Administration of Multi-Factored Assessment (MFA)
and Preparation of Materials**

Time	Session Title	Resource Speaker	Facilitator	Secretariat/ Technical Support
Day 0: November 17, 2024				
2:00pm onwards	Arrival and Check-in			
Day 1: November 18, 2024				
7:30am- 8:00am	Registration			
8:00am – 8:30 am	Opening Program		Sydney Shan M. Carino	Fely Badival Librarian CLMD
08:30 am - 10:00 am	Session 1 The K to 3 Learners	Denia O. Tarnate EPS-SNED Focal	c/o HRDD & Representative from SDO Baguio City	
10:00am – 10:15am	Uninterrupted Health Break			
10:15am – 12:00NN	Session 2 Inclusive Education and the proper utilization of Multi-Factored Assessment Tool	Carmel F. Meris OIC-ASDS SDO Baguio City		
12:00NN- 1:00pm	Uninterrupted Lunch Break			
1:00pm- 3:00pm	Session 3 Activity 1: Let's Talk	Jennifer P. Ande Chief-CLMD	SDO Apayao & Representative from SDO Apayao	
3:00pm- 3:15pm	Uninterrupted Health Break	and Gary Tamiking		
3:15pm – 4:30pm	Continuation of Session 3 Walkthrough of the Tool and Demonstration of the Activity	Master Teacher III SDO Benguet		
4:30pm- 5:00pm	Workshop on Material Preparation for Session 3			
5:00pm- 5:30pm	End of the Day Evaluation			

5:30pm-6:00pm	Debriefing	QAD/HRDD/CLMD/Resource Speakers		
6:00pm-7:00pm	Dinner			
Day 2: November 19, 2024				
7:45am-8:00am	Registration			
8:00am - 8:30am	Management of Learning and Announcements		SDO Ifugao	
8:30am-10:00pm	Session 4 Activity 2: Treasure Box	Jovita T. Caldito SPET III	c/o HRDD & Representative from SDO Ifugao	Fely Badival Librarian CLMD
10:00am-10:15pm	Uninterrupted Health Break	Baguio SPED Center		
10:15am-11:30am	Continuation of Session 4 Walkthrough of the Tool and Demonstration of the Activity	SDO Baguio City		
11:30am-12:00NN	Workshop: Preparation of Materials for Session 4			
12:00NN-1:00pm	Uninterrupted Lunch Break			
1:00pm-3:00pm	Session 5 My Daily Routine	Leila Rose V. de San Jose School Head SDO Apayao	c/o HRDD & Representative from SDO Tabuk City	
3:00pm-3:15pm	Uninterrupted Health Break			
3:15pm-4:30pm	Continuation of Session 5 Walkthrough of the tool and Demonstration of the Activity			
4:30pm-5:00pm	Workshop: Preparation of Materials for Session 5			
5:00pm-5:30pm	End of the Day Evaluation			
5:30pm-6:00pm	Debriefing	QAD/HRDD/CLMD/Resource Speakers		
6:00pm-7pm	Dinner			
Day 3: November 20, 2024				
7:45am-8:00am	Registration			
8:00am - 8:30am	Management of Learning and Announcements		SDO Mt. Province	

8:30am-10:00am	Session 6: Weather Whether	Jasmin Lemon Teacher III SDO Baguio City	c/o HRDD & Representative from SDO Mt. Province	Fely Badival Librarian CLMD
10:00am-10:15am	Uninterrupted Health Break			
10:15am-11:30am	Continuation of Session 6			
11:30am-12NN	Workshop on the preparation of materials for session 6			
12:00NN-1:00pm	Uninterrupted Lunch Break			
1:00pm-3:00pm	Session 7: Activity 5a Work of Hands	Edith N. Calag Teacher III Sabangan CS	c/o HRDD & Representative from SDO Kalinga	
3:00pm-3:15pm	Uninterrupted Health Break	SDO Mt. Province		
3:15pm-4:30pm	Continuation of Session 7			
4:30pm-5:00pm	Materials preparation for Session 5a			
5:00pm-5:30pm	End of the Day Evaluation			
5:30pm-6:00pm	Debriefing	QAD/HRDD/CLMD/Resource Speakers		
6:00pm-7:00pm	Dinner			
Day 4: November 21, 2024				
7:45am-8:00am	Registration			
8:00am - 8:30am	Management of Learning and Announcements		SDO Benguet	
8:30am-10:00pm	Session 8. Activity 5b Let's Get Physical	Leila Rose V. de San Jose School Head SDO Apayao and Edith N. Calag Teacher III	c/o HRDD & Representative from SDO Benguet	Fely Badival Librarian CLMD
10:00am-10:15pm	Uninterrupted Health Break	Sabangan CS SDO Mt. Province		
10:15am-11:30am	Continuation of Session 8			
11:30am-12NN	Material preparation for Session 8			
12:00NN-1:00pm	Uninterrupted Lunch Break			
1:00pm-3:00pm	Session 9: Demonstration of the Multi- Factored Assessment Process	Jasmin Lemon (Assessor) Gary Tamiking (Learner)	c/o HRDD & Representative from SDO Abra	

3:00pm-3:15pm	Uninterrupted Lunch Break			
3:15pm-4:30pm	Continuation of Session 9			
4:30pm-5:00pm	Material preparation for Session 9			
5:00pm-5:30pm	End of the Day Evaluation			
5:30pm-6:00pm	Debriefing	QAD/HRDD/CLMD/Resource Speakers		
Day 5: November 22, 2024				
7:45am-8:00am	Attendance			
8:00am - 8:30am	Management of Learning and Announcements		SDO Abra	
8:30-10:00	Return Demonstration	Select Participants	c/o HRDD and all Resource Persons	Fely Badival Librarian CLMD
10:00-10:15	Uninterrupted Health Break			
10:15-11:00	Continuation of the Return Demonstration			
11:00-12:00	Session 10: WAP	c/o HRDD	Gary Tamiking Master Teacher III SDO Benguet	
12:00-1:00	Uninterrupted Lunch Break			
1:00-2:00	Continuation of Session 10	c/o HRDD	Gary Tamiking Master Teacher III SDO Benguet	
2:00-3:00	Workshop: Preparation of WAP			
3:00-3:15	Post Test			
3:15-3:45	Ways forward and closing Program			
3:45-4:00	End of the Day Evaluation			
4:00 onwards	Home Sweet Home			