



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

November 9, 2022

**DIVISION MEMORANDUM**

No. 413, s. 2022


To: Assistant Schools Division Superintendents  
CID Chief  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

**DIVISION TRAINING-WORKSHOP OF UNTRAINED SPED RECEIVING  
TEACHERS**

1. This division announces the conduct of division-training workshop for SPED receiving teachers on Nov. 25-27, 2022 at Schools Division of Bulacan Conference Hall.
2. The training-workshop aims to:
  - 2.1 heighten pedagogical knowledge, skills and attitude with respect to management of LWDs;
  - 2.2 maintain the mentorship commitment of the teaching experience to improve teaching and outcomes.; and
  - 2.3 support and understand the delivery of the SPED program.
3. The participants in this activity are the following SPED receiving teachers:
  - 1 Sta. Monica Elementary School – District of Hagonoy West;
  - 2 Calumpit National High School;
  - 2 Bajet Castillo High School;
  - 2 San Pedro National High School;
  - 2 Guiguinto National Vocational High School; and
  - 1 San Agustin Elementary School

Trainers:

Herminia Agsaoay – Lolomboy NHS  
Jenny Balanquit - Pulongbuhangin NHS  
Blessie Lyn A. Azarcon – Guiguinto CS  
Ruth Regalado – Calumpit CS  
Agnes R. Bernardo – SDO Bulacan
4. In adherence to the engaged time-on task policy, school principals are instructed to assign substitute to the teacher participants on November 25, 2022.
5. Two (2) days leave credit will be given to participants to compensate the Saturday and Sunday that will be used by this training.
6. This division memorandum will serve as the travel authority of the participants.
7. Adherence to the health and safety protocols is hereby required.
8. Enclosure 1 contains the Webinar Workshop Matrix.
9. Immediate dissemination of this Memorandum is desired.

  
**ROWENA T. QUIAMBAO, CESE**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent





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Enclosure No. 1 to Division Memorandum No. 413, s. 2022

**DIVISION TRAINING-WORKSHOP OF UNTRAINED SPED RECEIVING  
TEACHERS**

**Schedule of Activities**

**Program Outline:**

<b>Day 1- Nov. 25, 2022 (Friday)</b>		
<b>TIME</b>	<b>Activities</b>	<b>Speaker / Trainer</b>
7:30-8:00	Plenary of Trainers	Herminia A. Agsaoay – Lolomboy NHS Jenny Balanquit - Pulongbuhangin NHS Blessie Lyn A. Azarcon – Guiguinto CS Ruth Regalado – Calumpit CS Agnes R. Bernardo – SDO Bulacan
8:00 – 8:30	Attendance of Participants	

**Training Proper:**

<b>Date</b>	<b>Topic / Activities</b>	<b>Trainor/ Speaker</b>
<b>Nov.25, 2022</b> 8:30-9:00	Opening Remarks	Agnes R. Bernardo Ph.D. EPS - SPED
9:00-12:00	Introduction to SPED Program	
1:00 - 4:00	Different Types of Disabilities and How to Handle	Jenny O. Balanquit Blessie Lyn A. Azarcon
4:00-5:00	OUTPUT	
<b>Nov.26, 2022</b>	Day 2 - Saturday	
<b>8:00-8:30</b>	Opening Remarks MOL	Agnes R. Bernardo Ph.D. EPS - SPED O.D.
<b>A.M Session</b> 8:30-11:00	Preparation of Individualized Education Program (IEP)	Ruth Regalado
11:00-12:00	OUTPUT	
<b>P.M. Session</b> 1:00-4:00	Transition Program	Blessie Lyn Azarcon Herminia Agsaoay
4:00-5:00	OUTPUT	Jenny Balanguit Ruth Regalado
<b>November 27, 2022</b>	Day 3- Sunday	
	Opening Remarks MOL	Agnes R. Bernardo Ph.D. EPS - SPED O.D.





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<b>A.M Session</b> <b>8:30-12:00</b>	Presentation of Output	Jenny Balanquit Blessie Lyn A. Azarcon Ruth Regalado Agnes R. Bernardo
<b>P.M. Session</b> <b>1:00-4:00</b>	Clearing House	Jenny Balanquit Blessie Lyn A. Azarcon Ruth Regalado Agnes R. Bernardo
<b>4:00-5:00</b>	Final Output Song Interpretation Closing Remarks Distribution of Certificates	

