



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

October 14, 2024

**DIVISION MEMORANDUM**

No. 333, s. 2024

**ADDENDUM TO DIVISION MEMORANDUM NO. 312, s. 2024**  
(Division Orientation for Newly Hired Teachers on Inclusive Education)

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (CID and SGOD)  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Please be informed that the venue for the Division Orientation for Newly Hired Teachers on Inclusive Education will be at the SDO Conference Hall, Vigan City, on October 17 and 18, 2024.
2. All other provisions of Division Memorandum 312, s. 2024 shall remain in effect.
3. Immediate dissemination of this memorandum to all concerned is desired.



*[Signature]*  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur

Telephone No: (077) 722-20-23 / (077) 632-05-33

Email Address: vigan.city@dep.gov.ph

Website: [www.depedvigancity.com](http://www.depedvigancity.com)

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Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

September 25, 2024

DIVISION MEMORANDUM  
No. 3/2, s. 2024

To: Asst. Schools Division Superintendent  
Chief Education Supervisors (CID/SGOD)  
Public Elementary and Secondary School Heads  
All Others Concerned

**DIVISION ORIENTATION FOR NEWLY HIRED TEACHERS ON INCLUSIVE EDUCATION  
(Promoting Equity in Education: Inclusive Practices for New Teachers)**

1. In line with Republic Act No. 11650, also known as the "Inclusive Education Act," which promotes the integration of learners with disabilities into the general education system and ensures their right to appropriate education in inclusive classrooms, the Schools Division Office of Vigan City, through the Curriculum Implementation Division (CID), will conduct a Division Orientation on Inclusive Education for newly hired teachers on October 17-18, 2024. Details regarding the venue will be provided in a separate memorandum.
2. The orientation aims to:
  - a. equip the participants with the necessary knowledge on the policies and guidelines on the provision of educational programs and services for Learners with Disabilities (LWDs);
  - b. enhance their competencies in recognizing the diversity and unique needs of learners, equipping them with the skills necessary to effectively support and manage learners with disabilities;
  - c. encourage participants to accommodate all children regardless of their physical, intellectual, social, emotional, linguistic or other conditions; and
  - d. develop positive attitude towards Special Education.
3. The participants to this orientation are the newly hired teachers in both elementary and secondary schools who do not have orientation or training on inclusive education (Please see Enclosure No. 1)
4. Meals and snacks and other operational expenses shall be charged against the downloaded 2024 Program Support Fund for Special Needs Education subject to the usual accounting and auditing rules and regulations.



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5. It is highly recommended that Self-Learning Modules/ Learning Activity Sheets (LASs) be provided to learners of the teacher participants to ensure continuous and uninterrupted learning progress.
6. The Program Management Team and the Orientation Agenda Matrix are contained in Enclosures No. 2 & 3.
7. This memorandum shall serve as Authority to Travel of all participants.
8. Immediate dissemination of this Memorandum is earnestly desired.

  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent



Encl.: As stated  
References: RA 11560  
DepEd Order No. 44, s. 2022  
To be indicated in the Perpetual Index  
Under the following subjects:

CURRICULUM                      TRAININGS



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Enclosure No. 1 to Division Memorandum No. 312, s. 2024

**LIST OF PARTICIPANTS TO THE DIVISION ORIENTATION OF NEWLY HIRED  
 TEACHERS ON INCLUSIVE EDUCATION**  
**Promoting Equity in Education: Inclusive Practices for New Teachers**

#	NAME	SCHOOL
1	Paa, Evelyn P	ISNHS-JHS
2	Quinola, Donna Karen A.	ISNHS-SHS
3	Espejo, Arlene C	ISNHS-SHS
4	Fallet, Emily L.	ISNHS-SHS
5	Racusa, Zaira M.	ISNHS-SHS
6	Seguritan, Jhoanna S.	VNHSW
7	Alzate, Jamaica S.	VNHSW
8	Luben, Gladys B.	CCES
19	Bacay, Joyce Christine S.	ISNHS-JHS
10	Racoma, Armie Joana A.	ISNHS-SHS
11	Aquino, Marione Kayle A.	ISNHS-JHS
12	Dacumos, Roselle O.	ISNHS-JHS
13	Mercurio, Ma. Rose Leah P.	ISNHS-JHS
14	Hachuela, Almira P.	ISNHS-JHS
15	Cabotaje, Khlemen P.	NES
16	Tenorio, Ruby- An S.	RES
17	Gelacio, Julie Ann R.	CAPES
18	Romino, Je Ann T.	PIS
19	Alegre, Marilyn P.	BMSE
20	Arizabal, Vicky M.	MES
21	Farales, Florvie C.	BMSW
22	Acena, Richelle D.	CAPES
23	Palecpec, Allan C.	CAMES
24	Rafanan, Jhovie R.	NES
25	Abero, Kristel Mariz	NES
26	Palomares, Mark P.	ISNHS-JHS
27	Cagalingan, Owen Marck B. II	ISNHS-JHS
28	Quitorias, Cristine Mae A.	ISNHS-JHS
29	Quinola, Lennox P.	ISNHS-SHS
30	Tamag, Judy Ann R.	VNHSE
31	Bolor, Jonel T.	ISNHS-JHS
32	Rin, Anthony	ISNHS-SHS

	NAME	SCHOOL
33	Balanay, Sheryl R.	VNHSE
34	Pagay, Sunshine L	PIS
35	Bucarili, Angelica T.	SJES
36	Rebultan, Chryy Lyn Mae	VNHSE
37	Mabolo, Ann Claudeth	ISNHS-SHS
38	Aquino, Lani Rose	ISNHS-SHS
39	Corpuz, Mark Nickson	ISNHS-SHS
40	Altizen, Christopher	ISNHS-SHS
41	Parel, Maverick Nino	ISNHS-SHS
42	Tapat, Jessybelle	ISNHS-SHS
43	Ugale, Angelica	ISNHS-SHS
44	Campos, Marillwyne	ISNHS-SHS
45	Reyes, Dianne Mae	ISNHS-SHS
46	Hidalgo, R-Jay	ISNHS-SHS
47	Urro, George	ISNHS-SHS
48	Pascua, Richelle Joy	ISNHS-SHS
49	Apatan, Victor	ISNHS-SHS
50	Arca, Christian	ISNHS-SHS
51	Alibin, Jessica	ISNHS-SHS
52	Castillo, Inad Aaron	ISNHS-SHS
53	Antonio, Macbelle	ALS-SHS
54	Ragudo, Jane Pauleth	VNIIE
55	Agsaullo, Nina Paulette	VNHSE
56	Paa, Mc Cloyd	VCS
57	Rafanan, Antonio	VNHSE
58	Ramos, Annabelle	VNHSE
59	Perper, Leslie Anne	ISNHS-JHS
60	Supnet, Krizzle Joy	PIS
61	Virtudes, Kathleen Joyce	SPBES
62	Mangoba, Agnes	SJES
63	Arizabal, Edgar Jr.	VCS



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Enclosure No. 2 to Division Memorandum No. 312, s. 2024

**PROGRAM MANAGEMENT TEAM**

<b>Vilma D. Eda, CESO V</b>	Consultant
<b>Annie D. Pagdilao, EdD, CESO VI</b>	Consultant
<b>Marie Christine L. Natividad, CES-CID</b>	Program Manager
<b>Grace F. Castaneda</b>	QAME
<b>Maria Korynne P. Taborda</b>	Nurse
<b>Elnore Rose Pagalanan</b>	Secretariat
<b>Alicia Pescador</b>	Documenter

**LEARNING FACILITATORS**

<b>Elsie C. Amarin</b>	Education Program Supervisor
<b>Nina Jasmin D. Rusibin</b>	Special Education Teacher I
<b>Ella G. Celana</b>	Master Teacher I (Handling HI Learners)
<b>Miriam Grace T. Battad</b>	Master Teacher I (Receiving Teacher)
<b>2 Invited Resource Persons</b>	



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Enclosure No. 3 to Division Memorandum No. 3/2, s. 2024

**ORIENTATION AGENDA MATRIX**

Title: **DIVISION ORIENTATION FOR NEWLY HIRED TEACHERS ON INCLUSIVE EDUCATION  
 (Promoting Equity in Education: Inclusive Practices for New Teachers)**

Participants: **Newly Hired Teachers**

Date: **October 17-8, 2024**

Venue: **TBA**

Time	Duration	Session	Purpose/Objectives	Materials Needed
7:30- 8:00	<b>Arrival/Registration</b>			
8:00-8:30	<b>Opening Program</b>			
		Singing of the National Anthem.....AVP		
		Prayer ..... AVP		
		Opening Remarks..... Annie D. Pagdilao, EdD, CESO VI, ASDS		
		Presentation of Participants..... Elsie C. Amarin, EPS- ALS/SPED		
		Statement of Purpose..... Marie Christine L. Natividad, CES-CID		
		Message..... Vilma D. Eda , CESO V - Schools Division Superintendent		
		Moderator..... Jasmin Nina D. Rusibin- School SNED Coordinator		
8:30- 9:30	60 mins LF: Elsie C. Amarin	Salient Features of RA 11560: Inclusive Education Act and DepEd Order No. 44, s. 2022	Promote awareness and understanding of the legal framework supporting inclusive education in the Philippines	Pre-Test  Slide Presentation Laptop
9:30 9:45	<b>Health Break</b>			
9:45-11:45	120 minutes LF: Invited RP	Recognizing Learners with Disabilities and Learning Difficulties: Promoting Inclusive School Instruction Towards Learners' Well-Being	Provide participants with knowledge of the common signs and symptoms associated with developmental delays and learning difficulties in children	Slide Presentation Laptop
<b>LUNCH BREAK</b>				
1:00- 3:00	120 minutes LF: Jasmin Nina Rusibin	Educational Placement in Special Needs Education	Explore how educational placement balances the rights of learners with special needs to access mainstream education with the need for tailored	Meta Cards Pentel Pen PPT



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			support that addresses their unique challenges	
<b>3:00- 4:30</b>	90 minutes LF: Miriam Grace Battad	Instructional Strategies for Learners with Intellectual Disabilities/ Learning Disabilities	Equip teachers with tools and techniques to differentiate instruction, ensuring that each student receives support based on their individual strengths and challenges	Meta Cards Pentel Pen Manila Paper PPT
<b>Officer of the Day</b>	Jasmin Nina D. Rusibin- School SNED Coordinator			
<b>Day 2</b>				
<b>8:00- 8:30</b>	<b>Management of Learning</b>			
<b>8:30- 10:30</b>	120 minutes LF: Invited RP	Diagnosing Neurological Disorders in learners Focusing on ADHD & ASD	Provide a clear understanding of Attention Deficit Hyperactivity Disorder (ADHD) and Autism Spectrum Disorder (ASD), their characteristics, and how they manifest in learners	Slide Decks Laptop
<b>10:30- 10:45</b>	<b>Health Break</b>			
<b>10:45- 12:00</b>	75 minutes LF: Jasmin Nina Rusibin	Instructional Strategies for learners with ADHD & ASD	Equip teachers with methods to differentiate lessons and classroom activities, ensuring that learners with ADHD and ASD are able to access the curriculum at their own pace and level of understanding	Meta Cards Pentel Pen PPT
<b>12:00-1:00</b>	<b>LUNCH BREAK</b>			
<b>1:00-3:00</b>	120 minutes LF: Ella G. Celana	Basic Filipino Sign Language	Provide non-signers with the basic knowledge of FSL vocabulary and grammar, empowering them to communicate effectively and respectfully with individuals who use sign language	Handouts PPT
<b>3:00-4:00</b>	60 minutes LF: Gloria Cabotaje	Tagging of Learners with Difficulties/Disabilities in the LIS	Ensure accurate tagging and identification of learners with difficulties or disabilities in the LIS, enabling schools and educators to recognize and respond to their unique educational requirements	PPT Laptop
<b>4:00-4:30</b>	30 minutes	Closing Program		
<b>Officer of the Day</b>	Miriam Grace Battad, MT I			



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