



2502-1459

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

**DIVISION MEMORANDUM**

No. 95, s. 2025

**ORIENTATION OF ELEMENTARY AND SECONDARY SCHOOL HEADS AND RECEIVING TEACHERS ON SPECIAL NEEDS EDUCATION (SNED) CONTENT AND PEDAGOGY**

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

- In line with the Department of Education's (DepEd) continuous efforts to improve teaching and learning the Curriculum and Learning Management Division (CLMD) shall conduct an Orientation of Elementary and Secondary School Heads and Receiving Teachers on Special Needs Education (SNED) Content and Pedagogy on March 3-7, 2025, at El Pescador Resort Hotel, San Andres Street, Binalonan, Pangasinan.
- The activity aims to:
  - provide school heads and receiving teachers with comprehensive knowledge of SNED content and pedagogy;
  - equip participants with strategies and skills to manage and support learners with special needs effectively;
  - ensure that school heads and teachers understand their roles in implementing inclusive education; and
  - promote collaboration and resource sharing among teachers to create an inclusive and supportive learning environment.
- Below are the identified participants in this activity. They are advised to check in on March 3 (Day 0) at 2:PM with dinner as the first meal and PM snacks as the last meal on March 7, 2025 (Day 4).

EPS/ALTERNATE (SNED)	Nora Paroligan - School Principal III - VCS
SCHOOL HEADS	Raymond Florendo - Assistant Principal II - ISNHS
	Maggie Aytona - OIC, Office of the Principal II - PIS
RECEIVING TEACHERS	Frances Aina Altarez - Teacher III - NES
	Mark Palomares - Teacher I - ISNHS
	Junelyn Joy Berina, Teacher I - ISNHS

- Attached is the Regional Memorandum for reference.
- Immediate dissemination of this memorandum to all concerned is desired.

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

Encl.: RM No. 296, s. 2025  
 Reference: RM No. 296, s. 2025  
 To be indicated in the Perpetual Index  
 under the following subject:

Inclusive Education                      Orientation

SCHOOLS DIVISION OFFICE  
 DEPED VIGAN CITY  
 28 FEB 2025  
**RELEASED**  
 BY: *[Signature]*



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@deped.gov.ph  
 Website: [www.depedvigan.city](http://www.depedvigan.city)  
 Your Feedback is important to us. Visit this link [bit.ly/SDOViganCityCSM](http://bit.ly/SDOViganCityCSM)



202-1654



Republic of the Philippines  
**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**  
No. 296, s. 2025

**ORIENTATION OF ELEMENTARY AND SECONDARY SCHOOL HEADS  
AND RECEIVING TEACHERS ON SPECIAL NEEDS EDUCATION (SNED)  
CONTENT AND PEDAGOGY**

To: Schools Division Superintendents

1. In line with the Department of Education's (DepEd) continuous efforts to improve teaching and learning, the Curriculum and Learning Management Division (CLMD) shall conduct an Orientation of Elementary and Secondary School Heads and Receiving Teachers on SNED Content and Pedagogy on March 3 – 7, 2025 at El Pescador Resort Hotel, San Andres Street, Bolinao, Pangasinan.
2. The activity aims to:
  - a. provide school heads and receiving teachers with comprehensive knowledge of SNED content and pedagogy;
  - b. equip participants with strategies and skills to manage and support learners with special needs effectively;
  - c. ensure that school heads and teachers understand their roles in implementing inclusive education; and
  - d. promote collaboration and resource sharing among teachers to create an inclusive and supportive learning environment.
3. Attached is Enclosure 1 indicating the number of participants per SDO. The participants shall check in on March 3 (Day 0) at 2:00 PM with dinner as the first meal and the last meal is PM snacks on March 7, 2025 (Day 4).
4. Board and lodging of the participants shall be charged against OSEC-1-24-5147 while their transportation, per diem, and other incidental expenses shall be charged against local funds or other source of funds, subject to existing budgeting, accounting, auditing, and procurement laws, rules, and regulations.
4. Compensatory Time – Off (CTO) shall be granted to participants if the activity falls on holiday, weekend, cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, other weather disturbances, and calamities pursuant to the guidelines specified in CSC-DBM Joint Circular No. 2 s. 2024 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is appropriate and applicable.
5. For advance coordination and further information, please get in touch with CLMD through telephone number (072) 682-2324 local 120 and email at [clmd.region1@deped.gov.ph](mailto:clmd.region1@deped.gov.ph).

6. For immediate dissemination and compliance.



**TOLENTINO G. AQUINO**  
Director IV

Encl.: None  
Reference: None

To be included in the Perpetual Index  
Under the following subject

**ORIENTATION**



DepEd RO1



Document

CLMD250432

CLMD/magd/RM\_ORIENTATIONOFFELEMENTARYANDSECONDARYSCHOOLHEADS  
February 25, 2025

**ORIENTATION OF ELEMENTARY AND SECONDARY SCHOOL HEADS  
AND RECEIVING TEACHERS ON SPECIAL NEEDS EDUCATION (SNED)  
CONTENT AND PEDAGOGY**

<b>SDO</b>	<b>EPS/ALTERNATE</b>	<b>SCHOOL HEADS</b>	<b>RECEIVING TEACHERS</b>	<b>TOTAL</b>
Alaminos City	1	2	3	6
Batac City	1	2	3	6
Candon City	1	2	3	6
Dagupan City	1	2	3	6
Ilocos Norte	1	3	4	8
Ilocos Sur	1	3	4	8
La Union	1	3	5	9
Laoag City	1	2	3	6
Pangasinan I	1	3	5	9
Pangasinan II	1	3	5	9
San Carlos City	1	2	3	6
San Fernando City	1	2	3	6
Urdaneta City	1	2	3	6
Vigan City	1	2	3	6
<b>TOTAL</b>	<b>14</b>	<b>33</b>	<b>50</b>	<b>97</b>