



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

November 18, 2023

REGION MEMORANDUM
CLMD-2023-438

**ENHANCEMENT SEMINAR FOR SPECIAL NEEDS EDUCATION (SNED)
TEACHERS BATCH 1**

To: Schools Division Superintendents

1. The Department of Education SOCCSKSARGEN Region through the Curriculum and Learning Management Division (CLMD) will conduct an Enhancement Seminar for Special Needs Education (SNED) Teachers Batch 1 on **December 19-21, 2023** in Koronadal City. The specific venue of the activity will be announced through a separate issuance.

2. The activity aims to:
- equip teachers' behavior and management skills in dealing with Learners with Disabilities (LWDs);
 - enhance teachers' competence in identifying and addressing the diverse needs of learners;
 - establish clear communication channels between parents and teachers and how to support their child's education at home and;
 - stay motivated and inspired in teaching LWDs.

3. Below are the expected number of participants per division:

Division	Division SNED Focal	SNED Teachers
1. Cotabato	1	10
2. Kidapawan	1	10
3. Koronadal	1	10
4. General Santos City	1	10
5. Sarangani	1	10
6. South Cotabato	1	10
7. Sultan Kudarat	1	10
8. Tacurong	1	10

4. The list of participants shall be emailed to cynthia.diaz@deped.gov.ph on or before November 28, 2023

5. Enclosed is the Activity Matrix for reference.

6. The **pre-work** activities such as coordination meeting and preparation of the Learning Materials shall be conducted on December 6, 2023, at 9:00 am via Google Meet.

7. Meals, accommodation, training supplies, and other incidental expenses shall be charged against the Special Education Program Support Fund FY 2023 while



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travel and other expenses of the participants shall be charged through their local funds or other sources. The first meal is pm snacks on December 19, 2023, and the last meal is lunch on December 21, 2023.

8. Works that fall within, Saturdays, Sundays, and holidays are entitled to Compensatory Time Off (CTO) or Service Credits whichever is applicable for the employee following CSC and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered or DO 53, s. 2003, titled "Updated Guidelines in the Grant of Vacation Service Credits to Teachers."

9. For any inquiries or clarifications, all concerned may contact Cynthia G. Diaz, EPS, at cynthia.diaz@deped.gov.ph.

10. Immediate dissemination of this memorandum is desired.



CARLITO D. ROCAFORT
Director IV

Enclosure: As Stated

Reference: None

Allotment: SPED PSF FY 2023/MOOE

To be indicated in the PERPETUAL INDEX under the subject

SPECIAL EDUCATION

CGD/CLMD/RM/ ENHANCEMENT SEMINAR FOR SPECIAL NEEDS EDUCATION (SNED) TEACHERS / 442/ November 24, 2023



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Enclosure to Region Memorandum CLMD-2023-438

Activity Matrix

Time	Activity	Responsible Person
DAY 1 December 19, 2023		
12:30 – 1:30 pm	Arrival/Registration	
1:30 – 3:00 pm	Opening Program Preliminaries Advocacy Videos Welcome Remarks Message Rationale	GILBERT B. BARRERA <i>Chief - CLMD</i> CARLITO D. ROCAFORT <i>Regional Director</i> CYNTHIA G. DIAZ EPS- SPED Focal
3:00 – 5:00 pm	Work-Life Balance	
DAY 2 December 20, 2023		
7:45-8:00 am	MOL	
8:00-12:00nn	Collaboration and Communication with Parents	
12:00-1:00nn	Lunch Break	
1:00-5:00 pm	Behavior Management	
DAY 3 December 21, 2023		
7:45 -8:00 am	MOL	
8:00-11:30 am	Teaching as a Work of Heart	
11:30-12:00 nn	Closing Program	