



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

AUG 22 2025

REGIONAL MEMORANDUM  
NO. **298**, s. 2025

**WORKSHOPS ON DEVELOPMENT, VALIDATION, AND FINALIZATION  
OF RESOURCE PACKAGES FOR (COLLABORATIVE EXPERTISE)  
LEARNING ACTION CELL (LAC) SESSION IN FACILITATING  
LEARNERS WITH DISABILITIES**

To: Schools Division Superintendents of Bacolod City, Dumaguete City,  
Escalante City, Guihulngan City, Himamaylan City, La Carlota City,  
Negros Occidental, Negros Oriental, San Carlos City, Silay City,  
Siquijor, and Victorias City  
All Others Concerned

1. Attached is DepEd Memorandum No. DM-LS-2025-043 titled Workshops on the Development, Validation, and Finalization of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities.
2. The following are the schedule of activities, venues, and the identified participants:

Activity	Date	Participants	Division	VENUE
Workshop on the Development of Resource Packages for (Collaborative Expertise) Learning Action Cell Session (LAC) in Facilitating Learners with Disabilities	August 27-29, 2025	Melchor Cenas Sheilamae Mayonila Juditha Paunillan Hernor Mole de Asis Emily Claro Chona Prietos	Siquijor Victorias Guihulngan San Carlos Silay Escalante	NEAP Region XII, General Santos City
Workshop on the Validation of Resource Packages for (Collaborative Expertise)	November 5-7, 2025	Lowelyn Escalona Jocelyn Barnuevo Sheila Hilado Carmelita Segara Marian Espinosa Sofia Tundag	Bacolod Himamaylan La Carlota Negros Occ. Negros Or. Dumaguete	



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Learning Action Cell Session (LAC) in Facilitating Learners with Disabilities				
Workshop on the Finalization of Resource Packages for (Collaborative Expertise) Learning Action Cell Session (LAC) in Facilitating Learners with Disabilities	December 3-5, 2025	Melchor Cenas Sheilamae Mayonila Juditha Paunillan Hernor Mole de Asis Emily Claro Chona Prietos	Siquijor Victorias Guihulngan San Carlos Silay Escalante	

3. The board and lodging, travel/transportation expenses and other incidental expenses shall be charged against the FY 2025 SNED Program Funds subject to the usual accounting and auditing rules and regulations.

4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

CURRICULUM  
LEARNING RESOURCES

SPECIAL NEEDS EDUCATION  
WORKSHOPS

KYS/CLMD/-RMWLC-Workshop on the Development, Validation and Finalization of Resource Packages for LAC Session  
000/Aug 22, 2025





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

**MEMORANDUM**  
**DM-LS-2025-**043

**TO : REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED**

*Carmela Oracion*  
**FROM : CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge,  
Office of the Undersecretary for Learning Systems

**SUBJECT : WORKSHOPS ON THE DEVELOPMENT, VALIDATION, AND  
FINALIZATION OF RESOURCE PACKAGES FOR  
(COLLABORATIVE EXPERTISE) LEARNING ACTION CELL  
(LAC) SESSION IN FACILITATING LEARNERS WITH  
DISABILITIES**

**DATE : 6 AUGUST 2025**

1. In line with the mandate of Republic Act No. 11650, also known as the 'Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act,' the Department of Education (DepEd), through the Bureau of Learning Delivery – Student Inclusion Division (BLD-SID), is set to conduct a series of workshops at the **National Educators Academy of the Philippines (NEAP) Region XII, DepEd Compound, Quirino East Ave. General Santos City** as detailed below:
  - 1.1 Workshop on the Development of Resource Packages for (Collaborative Expertise) Learning Action Cell Session (LAC) in Facilitating Learners with Disabilities on **August 27-29, 2025;**
  - 1.2 Workshop on the Validation of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities on **November 5-7, 2025;** and
  - 1.3 Workshop on the Finalization of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities on **December 3-5, 2025.**
2. These workshops aim to produce a comprehensive set of (Collaborative Expertise) Learning Action Cell (LAC) Learning Resource Packages focused on

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**Facilitating Learners with Disabilities** in support of the effective implementation of Inclusive Education, particularly the Special Needs Education (SNED) Program in basic education.

3. The said learning resource materials will enhance the professional development and capacity of all public elementary and secondary school teachers. Through these efforts, teachers will be better equipped to facilitate **meaningful learning experiences** for Learners with Disabilities (LWDs) in inclusive settings. Specifically, the workshops will:
  - 3.1 develop Learning Resource Packages in the form of modules and session guides covering a broad range of SNED topics that address the identified difficulties and disabilities among learners, as stipulated in **DepEd Order No. 23, s. 2022**. These materials will be tailored to support all public elementary and secondary school teachers, including those designated as SNED Receiving Teachers.
  - 3.2 review and validate the essential components of the learning resource packages to ensure that these can be effectively utilized for **knowledge-sharing** and the adoption of **emerging best practices** in facilitating Learners with Disabilities, through the collaboration with various education stakeholders.
  - 3.3 finalize and distribute the learning resource packages to ensure the effective and efficient conduct of collaborative expertise sessions that enhance **teachers' knowledge, skills, and confidence** in facilitating learners with disabilities within inclusive settings, alongside the strengthened implementation of SNED programs in basic education.
4. This Office requests the participation of DepEd personnel composed of Regional and Schools Division Office (SDO) SNED Focal Persons, select School Heads with a SNED background, and select SNED and Receiving Teachers from each region, with corresponding slots and registration links indicated in **Enclosure 1**.
  - 4.1 The participants are reminded to bring laptops, chargers, extension cords, and other sources of internet connectivity (e.g. mobile data, pocket Wi-Fi, etc.), if deemed necessary.
  - 4.2 The same set of participants shall be engaged for both the development and finalization workshops to ensure continuity in the prescribed workflow and consistency in the expected outputs. On the other hand, a different set of participants shall be invited for the validation workshop to serve as independent evaluators, ensuring sound and acceptable results that will guide the writers in aligning the resource packages with the intended objectives of the workshops. The Terms of Reference are provided in **Enclosure 2**.

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- 4.3 Furthermore, other arrangements on meals and on-site registration outlined in **Enclosure 3** as well as the program of activities in **Enclosure 4**.
5. The board and lodging, travel/transportation expenses and other incidental expenses shall be charged against the FY 2025 SNED Program Funds subject to the usual accounting and auditing rules and regulations.
6. Compensatory Time-Off (CTO) shall be granted to the participants in lieu if the workshop day/s falling on either national/local holidays or weekends in accordance with CSC and DBM Joint Circular No. 2, s. 2004.
7. For inquiries or concerns, please contact the Bureau of Learning Delivery – Student Inclusion Division (BLD-SID) through Mr. Ronald John Inguito, Senior Education Program Specialist, at [bld.sid@deped.gov.ph](mailto:bld.sid@deped.gov.ph) or by telephone at (02) 8637-4346.
8. Immediate dissemination of and compliance to this Memorandum are desired.

*Enclosures:*

- Enclosure 1- Number of Participants*  
*Enclosure 2- Terms of Reference*  
*Enclosure 3- Schedule of Registration and Meal Arrangement*  
*Enclosure 4- Indicative Program of Activities*

WORKSHOPS ON THE DEVELOPMENT, VALIDATION, AND FINALIZATION OF RESOURCE PACKAGES FOR COLLABORATIVE EXPERTISE SESSION IN FACILITATING LEARNERS WITH DISABILITIES

*Copy furnished:*

**MALCOLM S. GARMA**  
Assistant Secretary  
Officer-in-Charge, Office of the Undersecretary for Operations

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**Enclosure 1: PARTICIPANTS AND REGISTRATION**

Workshops on the Development, Validation, and Finalization of Resource Packages  
 for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating  
 Learners with Disabilities

Participants	Number
Region I – Ilocos Region	6
Region II – Cagayan Valley	6
Region III – Central Luzon	6
Region IV-A – CALABARZON	6
MIMAROPA Region	6
Region V – Bicol Region	6
Region VI – Western Visayas	6
Region VII – Central Visayas	6
Region VIII – Eastern Visayas	6
Region IX – Zamboanga Peninsula	6
Region X – Northern Mindanao	6
Region XI – Davao Region	6
Region XII – SOCCSKSARGEN	6
Region XIII – Caraga	6
NCR – National Capital Region	6
CAR – Cordillera Administrative Region	6
NIR – Negros Island Region	6
DepEd CO/BLD-SID	7
Resource Persons	5
<b>TOTAL</b>	<b>114</b>

Activity	Registration	
	Deadline	Link
Workshop on the <b>Development</b> of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities	August 18, 2025	<a href="https://tinyurl.com/CollabExpDevFin">https://tinyurl.com/CollabExpDevFin</a>
Workshop on the <b>Finalization</b> of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities		
Workshop on the <b>Validation</b> of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities	October 27, 2025	<a href="https://tinyurl.com/CollabExpVal">https://tinyurl.com/CollabExpVal</a>

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**Enclosure 2: TERMS OF REFERENCE**

Workshops on the Development, Validation, and Finalization of Resource Packages  
for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating  
Learners with Disabilities

**1. Technical Working Group (TWG)**

- 1.1 The TWG is composed of selected Education Program Specialists from the DepEd Central Office (CO) and Resource Persons (RPs). They are identified for their technical expertise and experience in materials development, inclusive education, and policy implementation, all of which are related to Special Needs Education (SNED) particularly Facilitating Learners with Disabilities.
- 1.2 The TWG will provide strategic guidance and oversee the entire process of developing, validating, and finalizing the learning resource packages. Their role ensures that the materials align with national standards and inclusive education frameworks. They will also coordinate the activities of writers and validators to maintain consistency and quality.
- 1.3 Their leadership is essential in endorsing the final outputs for official use.

**2. Writers**

- 2.1 Writers are composed of SNED teachers, school principals, education program supervisors, and other field-based implementers of the SNED program. They were selected for their firsthand experience, SNED specialization and deep understanding of inclusive education practices in basic education settings.
- 2.2 Their role is to translate policy and pedagogical concepts into practical, teacher-friendly modules and session guides. They are expected to integrate classroom-based strategies and research-based approaches into the resource packages. Their participation ensures the content is contextually relevant, inclusive, and grounded in real teaching experiences.
- 2.3 Writers will work closely with the TWG and incorporate feedback from validators to improve their outputs.

**3. Validators**

- 3.1 Validators are composed of selected general education teachers, SNED teachers, supervisors, and experienced SNED implementers. They were identified based on their classroom experience and involvement in inclusive education initiatives.
- 3.2 Their role is to review and assess the draft materials and the Field/Pilot Test to ensure effectiveness, accuracy, inclusivity, and usability. They will use validation tools to provide structured, evidence-based feedback for improvement. Their insights are critical in determining whether the resource packages are practical and aligned with the needs of teachers and learners.
- 3.3 Validators will endorse the refined materials for finalization and field implementation.

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### Enclosure 3: SCHEDULE OF REGISTRATION AND MEAL ARRANGEMENT

Activity	Registration	First Meal	Last Meal
Workshop on the Development of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities	7:00AM August 27, 2025	Breakfast August 27, 2025	PM Snacks August 29, 2025
Workshop on the Validation of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities	7:00AM November 5, 2025	Breakfast November 5, 2025	PM Snacks November 7, 2025
Workshop on the Finalization of Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities	7:00AM December 3, 2025	Breakfast December 3, 2025	PM Snacks December 5, 2025





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**Enclosure 4: PROGRAM OF ACTIVITIES**

Workshop on the **Development** of Resource Packages for (Collaborative Expertise)  
 Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities  
**August 27-29, 2025**

Time	DAY 1 August 27, 2025	DAY 2 August 28, 2025	DAY 3 August 29, 2025
7:00 AM-8:00 AM	Arrival and Registration	Management of Learning	
8:00 AM-9:00 AM	<b>Opening Ceremony</b>	<b>Breakout Session 2.1:</b> Discussion of Mechanics and Template 2 and Crafting of the SNED Resource Packages per disability	<b>Continuation of Breakout Session 2.2</b>
9:00 AM-10:00 AM	<b>Plenary Session 1: Foundational Frameworks</b> Presentation of the Proposed Collaborative Expertise Session Resource Package Outline: Key Components, Structure, and Pedagogical Alignment for SNED Content.  <i>DepEd Specialist</i>		
10:00 AM-10:15AM	<b>HEALTH BREAK</b>		
10:15 AM-12:00 PM	<b>Plenary Session 2:</b> Championing Collaborative Expertise for SNED  <i>Resource Person</i>	↓	↓
12:00PM-1:00PM	<b>LUNCH BREAK</b>		
1:00PM-2:00PM	<b>Plenary Session 3:</b> Collaborative Discussion on the Standards, Considerations, and Outline for the Resource Package aligned to the SNED Content and Pedagogy  <i>Resource Person</i>	<b>Breakout Session 2.2:</b> Drafting of Resource Packages Aligned with the Professional Development Needs of Teachers in SNED and Trends in SNED	<b>Consolidating, Polishing, and Submission of the Draft LAC Resource Package</b>
3:00PM-4:00PM	<b>Breakout Session 1: (per disability)</b> <ul style="list-style-type: none"><li>• Discussion of Mechanics and Template 1: Budget of Work for SNED Resource Development</li><li>• Assignment of SNED Topics and Submission of Template 1</li></ul>		<b>Closing Ceremony</b>
4:00PM-5:00PM			
<b>EXPECTED OUTPUTS</b>	Draft Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities		

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Workshops on the **Validation** of Resource Packages for (Collaborative Expertise)  
 Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities  
**November 5-7 2025**

Time	DAY 1 November 5, 2025	DAY 2 November 6, 2025	DAY 3 November 7, 2025
7:00 AM-8:00 AM	Arrival and Registration	Management of Learning	
8:00 AM-9:00 AM	<b>Opening Ceremony</b>	<b>Continuation of Breakout Session 1:</b> Validation Proper	<b>Continuation of Breakout Session 2</b>
9:00 AM-10:00 AM	<b>Plenary Session 1: Recapitulation</b> Recap of the Development Workshop  <i>DepEd Specialist</i>		
10:00 AM-10:15 AM	<b>HEALTH BREAK</b>		
10:15 AM-12:00 PM	<b>Plenary Session 2:</b> Presentation of Draft Outputs  Question and Answer	↓	↓
12:00PM-1:00PM	<b>LUNCH BREAK</b>		
1:00PM-2:00PM	<b>Breakout Session 1:</b> Presentation and Discussion on the Validation Tool to be utilized and its specification per disabilities	<b>Breakout Session 2:</b> Checking of Process and Alignment and Presentation of Initial Outputs	<b>Output Appraisal and Polishing</b>
3:00PM-4:00PM	<b>Plenary Session 3:</b> Recalibration of Draft Resource Packages		<b>Closing Ceremony</b>
4:00PM-5:00PM			
<b>EXPECTED OUTPUTS</b>	Validated Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities		





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Workshops on the **Finalization** of Resource Packages for (Collaborative Expertise)  
 Learning Action Cell (LAC) in Facilitating Learners with Disabilities  
**December 3-5, 2025**

Time	DAY 1 December 3, 2025	DAY 2 December 4, 2025	DAY 3 December 5, 2025
7:00 AM-8:00 AM	Arrival and Registration	Management of Learning	
8:00 AM-9:00 AM	<b>Opening Ceremony</b>	<b>Breakout Session 1:</b> Accessibility Evaluation of the Resource Packages	<b>Continuation of Breakout Session 2</b>
9:00 AM-10:00 AM	<b>Plenary Session 1: Recapitulation</b> Recap of the Validation Workshop  <i>DepEd Specialist</i>		
10:00 AM-10:15AM	<b>HEALTH BREAK</b>		
10:15 AM-12:00 PM	<b>Plenary Session 2:</b> Presentation of Workshop Outputs  Question and Answer	↓	↓
12:00PM-1:00PM	<b>LUNCH BREAK</b>		
1:00PM-2:00PM	<b>Plenary Session 3:</b> On-Boarding Confirmation and Rewriting of Resource Packages for Collaborative Expertise Sessions on SNED	<b>Breakout Session 2:</b> Checking of Process, Alignment, and Accessibility and Presentation of Initial Outputs	<b>Output Appraisal and Polishing</b>
3:00PM-4:00PM			<b>Closing Ceremony</b>
4:00PM-5:00PM			
<b>EXPECTED OUTPUTS</b>	Resource Packages for (Collaborative Expertise) Learning Action Cell (LAC) Session in Facilitating Learners with Disabilities		