



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
 No. 612, s. 2026

JUN 22 2026

PARTICIPATION IN THE WORKSHOPS ON THE VALIDATION AND FINALIZATION OF RESOURCE PACKAGES ON SPECIAL NEEDS EDUCATION FOR THE SCHOOL HEADS DEVELOPMENT PROGRAM

To: Schools Division Superintendents of Himamaylan City, Sagay City, Negros Oriental & Canlaon City
 All Others Concerned

1. Attached is DepEd Memorandum No. DM-LS-2026-231 titled Participation in the Workshops on the Validation and Finalization of Resource Packages on Special Needs Education (SNED) for the School Heads Development Program on the following schedule:

| Activity | Date | Venue |
|-----------------------|------------------|---------------------------------|
| Validation Workshop | July 7-9, 2026 | DepEd EcoTech Center, Cebu City |
| Finalization Workshop | July 22-24, 2026 | |

2. The following are the identified participants:

| No. | Name | Designation | SDO |
|------------------------------|---------------------|------------------------------------|-----------------|
| <i>Validation Workshop</i> | | | |
| 1. | Jocelyn B. Barnuevo | Education Program Supervisor | Himamaylan City |
| 2. | Glendame E. Flores | Public Schools District Supervisor | Sagay City |
| <i>Finalization Workshop</i> | | | |
| 1. | Marian B. Espinosa | Education Program Supervisor | Negros Oriental |
| 2. | Marilyn J. De Lima | Education Program Supervisor | Canlaon City |

3. Travel expenses downloaded to the respective divisions of the participants, as well as board and lodging, shall be charged against SNED Continuing Funds, subject to the usual government accounting and auditing rules and regulations. Should the actual travel expenses exceed the downloaded funds, remaining expenses shall be charged against any available local funds.

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

RAMIR B. UYTICO EdD, CESO III
 Regional Director



Address: Batinguel, Dumaguete City, 6200
 Telephone Nos:
 Email Address: nir@deped.gov.ph
 Website: <https://depednir.net>



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Encl.: As stated

Reference: As stated

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

CURRICULUM

CONFERENCE

PROGRAMS

MSG/CLMD-RMWLC- Workshops on the Validation and Finalization of Resource Packages on Special Needs
Education for the SHDP.
000/June 19, 2026



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

MEMORANDUM
DM-LS-2026-231

TO : REGIONAL DIRECTORS

FROM : **JANIR T. DATUKAN**
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Learning Systems *JB*

SUBJECT : PARTICIPATION IN THE WORKSHOPS ON THE
VALIDATION AND FINALIZATION OF RESOURCE PACKAGES
ON SPECIAL NEEDS EDUCATION FOR THE SCHOOL HEADS
DEVELOPMENT PROGRAM

DATE : June 8, 2026

In line with the Department of Education's (DepEd) Five-Point Reform Agenda on ensuring an enabling learning environment through the improvement of teacher quality to address the diverse educational needs of learners with disabilities, the Learning Systems Strand, through the Bureau of Learning Delivery – Student Inclusion Division (BLD-SID), will conduct the **Resource Packages for the School Heads Development Program (Validation Workshop)** on July 7-9, 2026, and the **Resource Packages for the School Heads Development Program (Finalization Workshop)** on July 22-24, 2026, both to be held at the DepEd Ecotech Center, Cebu City, Region VII.

These activities aim to:

- validate and finalize the developed modules focused on Special Needs Education (SNED) for the School Heads Development Program (SHDP);
- build the capacity of school heads to effectively implement SNED and inclusive education, with particular emphasis on supporting learners with disabilities;
- equip school heads with the knowledge and skills necessary to meet the diverse learning needs of all learners.

Participants are Education Program Supervisors, Public Schools District Supervisors, or School Heads with SNED specialization or experience handling SNED Program. Each Regional Office, through the Curriculum and Learning Management Division (CLMD), is requested to identify two (2) participants for the Validation Workshop and two (2) participants for the Finalization Workshop.

To ensure continuity in the development of the materials, the same set of participants who took part in the Development Workshop shall also participate in the Finalization



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Workshop. A different set of participants shall be engaged in the Validation Workshop to provide objective and constructive feedback for further refinement of the materials.

Each Regional SNED Focal Person shall submit the list of identified participants, duly approved by the Regional Director, to the BLD-SID through email at bld.sid@deped.gov.ph, and ensure their online registration on or before June 25, 2026 (See Enclosure 1: List of Participants and Criteria for the Selection of Participants).

Participants are expected to bring laptop, extension cord, and pocket Wi-Fi, wear business attire; and attend all sessions. For information regarding the dates of registration, and first and last meal of the activities, please refer to Enclosure 2.

Travel expenses downloaded to the respective regions of the participants, as well as board and lodging, shall be charged against SNED Continuing Funds, subject to the usual government accounting and auditing rules and regulations. Should the actual travel expenses exceed the downloaded funds, remaining expenses shall be charged against any available local funds.

For inquiries or concerns, please contact the BLD-SID, attention Mr. John Michael C. Jalayjay, Supervising Education Program Specialist, through email at bld.sid@deped.gov.ph.

Immediate dissemination of this memorandum is desired.

Copy furnished:

OFFICE OF THE SECRETARY

MALCOLM S. GARMA

Undersecretary for Governance and Operations



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CRITERIA FOR THE SELECTION OF PARTICIPANTS

To ensure the quality and technical rigor of the Resources Packages for the School Heads Development Program, each Regional Office is requested to nominate participants who possess the appropriate qualifications based on their designated role in the workshop.

A. Criteria for Participants for the Validation Workshops

Participants assigned to the Validation Workshop shall provide technical review and recommendations to ensure the quality, accuracy, and usability of the developed resource packages. They should possess the following qualifications:

1. Currently serving as an Education Program Supervisor/ Public Schools District Supervisor/ School Head/ Division SNED focal person with leadership responsibilities in inclusive education implementation;
2. Has at least three (3) years of professional experience in SNED or inclusive education programs at the school, division, or regional level;
3. Has attended or participated in at least three (3) workshops, technical working groups, or review activities related to curriculum development, training module development, or instructional material validation;
4. Has demonstrated experience in reviewing, evaluating, or validating teaching and learning resources, training packages, or curriculum materials related to inclusive education or SNED; and
5. Must be able to actively participate in the sessions and provide technical feedback and recommendations to strengthen the quality and applicability of the developed resource packages.

B. Criteria for Participants for the Finalization Workshop

Participants assigned to the Finalization Workshop should possess the following qualifications:

1. Currently serving as Division SNED focal person/Education Program Supervisor/ School Head involved in the implementation of inclusive education programs;
2. Has at least one (1) year of professional experience in SNED or inclusive education at the school, division, or regional level;
3. Has attended at least one (1) training, workshop, or technical working group activity related to inclusive education, SNED, or instructional materials development;
4. Has experience in developing, writing, or adapting teaching and learning resources, training modules, or instructional materials related to inclusive education or SNED; and
5. Must be able to actively participate in collaborative writing sessions and commit to the entire duration of the workshop, including the completion of assigned outputs within the prescribed timelines.



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Enclosure 1

LIST OF PARTICIPANTS

Region: _____

- A. Workshop on the **Validation** of Resource Packages on Special Needs Education for the School Heads Development Program
July 7-9, 2026, DepEd Ecotech Center, Cebu City

| NAME 1 | SEX | POSITION | SCHOOL/ OFFICE | DIVISION |
|--------|-----|----------|-------------------|----------|
| 1. | | | | |
| 2. | | | | |

- B. Workshop on the **Finalization** of Resource Packages on Special Needs Education for the School Heads Development Program
July 22-24, 2026 DepEd Ecotech Center, Cebu City

| NAME 1 | SEX | POSITION | SCHOOL/ OFFICE | DIVISION |
|--------|-----|----------|-------------------|----------|
| 1. | | | | |
| 2. | | | | |

Please register at:

Validation SHDP- <https://tinyurl.com/RegistrationSHDPValidation>

Finalization SHDP- <https://tinyurl.com/RegSHDPPFinalization>

Prepared by:

Name of the Regional SNED Focal Person
Signature over Printed Name

Recommending Approval:

Name of the CLMD Chief
Signature over Printed Name

Approved:

Name of the Regional Director
Signature over Printed Name

Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES
Workshop on the Validation of Resource Packages on Special Needs Education
for the School Heads Development Program (SHDP) July 7-9, 2026 | DepEd EcoTech Cebu, Region VII

| Time | Day 1 July 7, 2026 | Day 2 July 8, 2026 | Day 3 July 9, 2026 |
|---------------------|--|--|---|
| 6:00 AM - 7:45 AM | TRAVEL, ARRIVAL, & REGISTRATION (4:00 AM - 6:00 AM) BREAKFAST (6:00 AM - 7:45 AM) | BREAKFAST | BREAKFAST |
| 7:45 AM - 8:00 AM | OPENING PROGRAM | MANAGEMENT OF LEARNING (MOL) | MANAGEMENT OF LEARNING (MOL) |
| 8:00 AM - 10:00 AM | Session 1: Orientation on the Development Process John Michael C. Jalayajay | Continuation of Validation of Resource Packages of the SHDP on SNE-D | Presentation of Validation and Feedback Summary of Resource Packages |
| 10:00 AM - 10:15 PM | Session 2: Orientation on the Validation Process NE/AP Representative | MORNING SNACKS | |
| 10:15 AM - 12:00 PM | Session 3 Inclusive Instructional Leadership Practices <i>IBA</i> | Continuation of Validation of Resource Packages of the SHDP on SNE-D | Presentation of Validation and Feedback Summary of Resource Packages |
| 12:00 PM - 1:00 PM | | LUNCH | |
| 1:00 PM - 3:00 PM | Session 4 Validation Proper of the Developed Resource Package for SHDP for SNE-D | Continuation of Validation of Resource Packages of the SHDP on SNE-D | Submission of Validated Resource Packages of the SHDP on SNE-D via OneDrive |
| 3:00 PM - 3:15 PM | | AFTERNOON SNACKS | |
| 3:15 PM - 5:00 PM | Initial Presentation of Validated Materials | Continuation of Validation of Resource Packages of the SHDP on SNE-D | |
| 5:00 PM - 6:00 PM | | Presentation of Validation and Feedback Summary of Resource Packages | |
| 6:00 PM - 8:00 PM | OPEN FORUM DINNER | | CLOSING PROGRAM |

- Plenary sessions on key concepts/topics;
- Guided activities and independent work; Group or individual work where participants will apply knowledge/competencies acquired from the input presentations towards crafting of the resource packages;
- Presentation of outputs for feedback; Participants will present their outputs to the whole group for feedback from other participants/resource persons/SID specialists;
- Online submission of resource packages and giving of feedback via OneDrive; and
- The first meal to be served is breakfast on Day 1, while the last meal will be afternoon snacks on Day 3.

INDICATIVE PROGRAM OF ACTIVITIES

Workshop on the Finalization of Resource Packages on Special Needs Education for the School Heads Development Program (SHDP) July 22-24, 2026 | DepEd EcoTech Cebu, Region VII

| Time | Day 1 July 22, 2026 | Day 2 July 23, 2026 | Day 3 July 24, 2026 |
|---------------------|--|--|--|
| 6:00 AM - 7:45 AM | TRAVEL, ARRIVAL, & REGISTRATION (4:00 AM - 6:00 AM) BREAKFAST (6:00 AM - 7:45 AM) | BREAKFAST | BREAKFAST |
| 7:45 AM - 8:00 AM | OPENING PROGRAM | MANAGEMENT OF LEARNING (MOL) | MANAGEMENT OF LEARNING (MOL) |
| 8:00 AM - 10:00 AM | Session 1: Orientation of the Validation Process <i>John Michael C. Jalayjay</i> Session 2: Summary of Feedback on Validated Resource Packages of the SHDP on SNED <i>NEAP Representative</i> | Continuation of the Finalization of Resource Packages of the SHDP on SNED | Presentation of the Finalized Resource Packages of the SHDP on SNED |
| 10:00 AM - 10:15 PM | | MORNING SNACKS | |
| 10:15 AM - 12:00 PM | Session 3: Inclusive Instructional Leadership Practices <i>TBA</i> | Continuation of the Finalization of Resource Packages of the SHDP on SNED Presentation of Finalized Resource Packages of the SHDP in SNED | Presentation of the Finalized Resource Packages of the SHDP on SNED |
| 12:00 PM - 1:00 PM | | LUNCH | |
| 1:00 PM - 3:00 PM | Session 3: Finalization Proper Resource Packages of the SHDP on SNED | Continuation of the Finalization of Resource Packages of the SHDP on SNED | Submission of Finalized Resource Packages of the SHDP on SNED via OneDrive |
| 3:00 PM - 3:15 PM | | AFTERNOON SNACKS | |
| 3:15 PM - 5:00 PM | Initial Presentation of the Finalized Resource Packages of the SHDP on SNED | Presentation of the Finalized Resource Packages of the SHDP on SNED | |
| 5:00 PM - 6:00 PM | OPEN FORUM | | |
| 6:00 PM - 8:00 PM | DINNER | | |

- Plenary sessions on key concepts/topics;
- Guided activities and independent work; Group or individual work where participants will apply knowledge/competencies acquired from the input presentations towards crafting of the resource packages;
- Presentation of outputs for feedback; Participants will present their outputs to the whole group for feedback from other participants resource persons/SID specialists;
- Online submission of resource packages and giving of feedback via OneDrive; and
- The first meal to be served is breakfast on Day 1 while the last meal will be afternoon snacks on Day 3