



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

DEPARTMENT OF EDUCATION  
RECORDS UNIT, REGIONAL OFFICE-CARAGA  
**RELEASED**  
JUNE 11 2025  
BY: NMB  
TIME: 3:17 PM

JUNE 11 2025

REGIONAL MEMORANDUM  
CLMD – 2025 – 0575

To: Schools Division Superintendents      Division of Agusan del Norte  
All Others Concerned                              Division of Agusan del Sur

**CONDUCT OF WORKSHOPS ON THE DEVELOPMENT, VALIDATION  
AND FINALIZATION OF LEARNING ACTION CELL (LAC)  
RESOURCE PACKAGES ON DISABILITY  
SENSITIVITY AWARENESS**

1. In reference to the implementation of Republic Act 11650 otherwise known as “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 (BLD) will conduct the following activities with identified participants from the region, to wit:

| Activity                                                                                                         | Date                | Venue        | Participant        | Division         |
|------------------------------------------------------------------------------------------------------------------|---------------------|--------------|--------------------|------------------|
| Workshop on the Development of Learning Action Cell (LAC) Resource Packages on Disability Sensitivity Awareness  | June 9-11, 2026     | Cebu Ecotech | Jennifer Paynandos | Agusan del Sur   |
| Workshop on the Validation of Learning Action Cell (LAC) Resource Packages on Disability Sensitivity Awareness   | July 2-4, 2024      | Cebu Ecotech | Annabe M. Tubasis  | Agusan del Norte |
| Workshop on the Finalization of Learning Action Cell (LAC) Resource Packages on Disability Sensitivity Awareness | October 15-17, 2025 | Cebu Ecotech | Jennifer Paynandos | Agusan del Sur   |

2. In addition, Dr. Maria Veronica Ivy C. Torre Franca from Agusan del Sur is invited as resource person for the above-mentioned activities.



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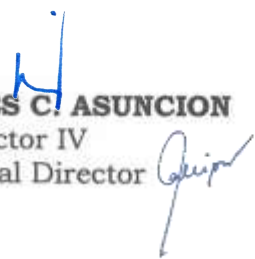


2025-06-09578

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3. Please see attached Memorandum DM-CT-2025-154 and the invitation letter for more information.
4. Immediate dissemination of this memorandum is desired.

  
**MARIA INES C. ASUNCION**  
Director IV  
Regional Director

Encl.: None

Reference: As stated

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

WORKSHOPS

CLMD/enc  
06/04/2025



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Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

### MEMORANDUM

DM-CT-2025-154

**TO :** REGIONAL DIRECTORS  
CONCERNED SCHOOLS DIVISION SUPERINTENDENTS  
CONCERNED SCHOOL HEADS OF PUBLIC ELEMENTARY  
AND SECONDARY SCHOOLS

**FROM :**  **GINA O. GONONG**  
Undersecretary for Curriculum and Teaching 

**SUBJECT :** CONDUCT OF WORKSHOPS ON THE DEVELOPMENT,  
VALIDATION AND FINALIZATION OF LEARNING ACTION  
CELL (LAC) RESOURCE PACKAGES ON DISABILITY  
SENSITIVITY AWARENESS

**DATE :** May 26, 2025

With reference to the implementation of the provisions of Republic Act 11650 otherwise known as "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 (BLD) will conduct the following activities:

| Activity                                                                                  | Date                  | Venue        |
|-------------------------------------------------------------------------------------------|-----------------------|--------------|
| Workshop on the Development of LAC Resource Packages on Disability Sensitivity Awareness  | June 9 – 11, 2025     | Cebu Ecotech |
| Workshop on the Validation of LAC Resource Packages on Disability Sensitivity Awareness   | July 2 – 4, 2025      | Cebu Ecotech |
| Workshop on the Finalization of LAC Resource Packages on Disability Sensitivity Awareness | October 15 – 17, 2025 | Cebu Ecotech |

This series of activities aims to develop a relevant, practical, and clear LAC Resource Package on Disability Sensitivity Awareness which is ready for wide-scale utilization.

In this regard, the Regional Offices, through the Curriculum and Learning Management Division (CLMD), are requested to identify two (2) Education Program Supervisors with specialization in Special Needs Education/SPED Teacher/School Head to participate in the series of activities. The names of the participants shall be endorsed by the Regional Director to BLD-SID through email address at [bld.sid@deped.gov.ph](mailto:bld.sid@deped.gov.ph) (see Enclosure 1: List of Participants) on or before May 30.



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Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

2025, 5:00PM. For online confirmation of attendance, please access this link:  
<https://tinyurl.com/snedLAC>.

There shall be the same set of participants for the development and finalization stages to ensure continuity of the work flow. However, for the validation stage, there shall be another set of participants to ensure integrity of the validation results. The selection of participants shall be based on specific qualifications (*see Enclosure 2 – Criteria for Selecting Participants*).

Board and lodging and travel expenses shall be charged against 2025 SNED Funds subject to the usual government accounting and auditing procedures. All travel expenses will be downloaded to the respective regions of the participants. Should transportation expenses exceed the downloaded funds, remaining expenses shall be charged against any available local funds. Participants are expected to bring their own laptop, extension cord, pocket Wi-Fi, and one sample learning resource for LAC Session; wear business attire; and attend all sessions (*see Enclosure 3 – Program Matrix*).

For information regarding the dates of registration, first and last meal of the activities, please refer to enclosure 4 (Registration and Meal Schedule).

For queries or clarifications, please contact the Bureau of Learning Delivery – Student Inclusion Division (BLD-SID), attention: Mita A. Parocha, Supervising Education Program Specialist (SVEPS) through email address at [bld.sid@deped.gov.ph](mailto:bld.sid@deped.gov.ph).

Immediate dissemination of this memorandum is desired.



Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Enclosure 2

### Criteria for Selecting Participants

#### A. Development and Finalization of the LAC Resource Package on Disability Sensitivity Awareness

1. **Specialization in Special Needs Education (SNED)** – Must possess formal training or academic background in SNED.
2. **Relevant Teaching Experience** – Should have substantial teaching experience in the field of SNED.
3. **Familiarity with SNED Policies and Issuances** – Must be knowledgeable about existing policies, guidelines, and issuances related to SNED.
4. **Strong Writing and Communication Skills** – Must demonstrate excellent writing abilities and a solid grasp of SNED-related topics and concepts.
5. **Experience in Leading Learning Action Cell (LAC) Sessions** – Should have prior experience in facilitating LAC sessions within their school or district.

#### B. Validation of the LAC Resource Package on Disability Sensitivity Awareness

1. **Educational Background** – Must possess at least the minimum academic requirement leading to a Master's degree in Special Needs Education (SNED) or any related field.
2. **Professional Experience** – Must have relevant experience in both teaching and implementing SNED programs.
3. **Policy and Regulatory Knowledge** – Must be well-versed in current policies, guidelines, and issuances related to SNED.
4. **Writing and Subject Matter Expertise** – Should demonstrate excellent writing skills and possess strong background knowledge in SNED-related topics.
5. **Training and Facilitation Experience** – Must have experience in conducting trainings at any level and/or facilitating Learning Action Cell (LAC) sessions within their school or institution.



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Enclosure 3

**Development of LAC Resource on Disability Sensitivity Awareness**  
**PROGRAM MATRIX**  
**June 9 – 11, 2025 (Government Facility)**

| TIME          | June 9                                          | June 10               | June 11                                                                                                                                    |
|---------------|-------------------------------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 8:00 – 8:15   | Development of<br>Draft LAC Resource<br>Package | Presentation of Draft | Revision in<br>Compliance with the<br>Suggestions                                                                                          |
| 8:15 – 9:00   |                                                 |                       |                                                                                                                                            |
| 9:00 – 10:00  |                                                 |                       |                                                                                                                                            |
| 10:00 – 10:15 | <b>BREAK</b>                                    | <b>BREAK</b>          | <b>BREAK</b>                                                                                                                               |
| 10:15 – 12:00 | Development of<br>Draft LAC Resource<br>Package | Presentation of Draft | Revision in<br>Compliance with the<br>Suggestions                                                                                          |
| 12:00 – 1:00  | <b>LUNCH</b>                                    | <b>LUNCH</b>          | <b>LUNCH</b>                                                                                                                               |
| 1:00 – 2:00   | Development of<br>Draft LAC Resource<br>Package | Presentation of Draft | Revision in<br>Compliance with the<br>Suggestions                                                                                          |
| 2:00 – 3:00   |                                                 |                       |                                                                                                                                            |
| 3:00 – 4:00   |                                                 |                       |                                                                                                                                            |
| 4:00 – 4:15   | <b>BREAK</b>                                    | <b>BREAK</b>          | <b>BREAK</b>                                                                                                                               |
| 4:00 – 5:00   | Development of<br>Draft LAC Resource<br>Package | Presentation of Draft | Checking for<br>Compliance/Submission<br>of Developed Drafts<br>(9 modules)<br><i>Distribution of<br/>Certificate of<br/>Participation</i> |
| 5:00 – 6:00   |                                                 |                       |                                                                                                                                            |
| 6:00 – 7:00   | <b>DINNER</b>                                   | <b>DINNER</b>         | <b>DINNER</b>                                                                                                                              |
| 7:00 – 8:00PM | Debriefing                                      | Debriefing            | Debriefing<br>Preparation of Activity<br>Report                                                                                            |



Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**Validation of LAC Resource on Disability Sensitivity Awareness  
PROGRAM MATRIX**  
July 2 - 4, 2025 (Government Facility)

| TIME          | June 9                                        | June 10                           | June 11                                                                                                      |
|---------------|-----------------------------------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------|
| 8:00 – 8:15   | Validation of the Draft LAC Resource Material | Presentation of Validation Result | Writing of Suggested Changes                                                                                 |
| 8:15 - 9:00   |                                               |                                   |                                                                                                              |
| 9:00 – 10:00  |                                               |                                   |                                                                                                              |
| 10:00 – 10:15 | <b>BREAK</b>                                  | <b>BREAK</b>                      | <b>BREAK</b>                                                                                                 |
| 10:15 – 12:00 | Validation of the Draft LAC Resource Material | Presentation of Validation Result | Writing of Suggested Changes                                                                                 |
| 12:00 – 1:00  | <b>LUNCH</b>                                  | <b>LUNCH</b>                      | <b>LUNCH</b>                                                                                                 |
| 1:00 – 2:00   | Validation of the Draft LAC Resource Material | Presentation of Validation Result | Writing of Suggested Changes                                                                                 |
| 2:00 – 3:00   |                                               |                                   |                                                                                                              |
| 3:00 – 4:00   |                                               |                                   |                                                                                                              |
| 4:00 – 4:15   | <b>BREAK</b>                                  | <b>BREAK</b>                      | <b>BREAK</b>                                                                                                 |
| 4:00 – 5:00   | Validation of the Draft LAC Resource Material | Writing of Suggested Changes      | Compliance/Submission of Validated Drafts (9 modules)<br><i>Distribution of Certificate of Participation</i> |
| 5:00 – 6:00   |                                               |                                   |                                                                                                              |
| 6:00 – 7:00   | <b>DINNER</b>                                 | <b>DINNER</b>                     | <b>DINNER</b>                                                                                                |
| 7:00 – 8:00PM | Debriefing                                    | Debriefing                        | Debriefing<br>Preparation of Activity Report                                                                 |



Republic of the Philippines  
**Department of Education**  
 OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**Finalization of LAC Resource on Disability Sensitivity Awareness**  
**PROGRAM MATRIX**  
 October 15 – 17, 2025  
 Ecotech, Cebu City

| TIME          | October 15                      | October 16                                          | October 17                                                                                 |
|---------------|---------------------------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------|
| 8:00 – 8:15   | Discussion of Validation Result | Finalization of Draft                               | Revision                                                                                   |
| 8:15 – 9:00   |                                 |                                                     |                                                                                            |
| 9:00 – 10:00  |                                 |                                                     |                                                                                            |
| 10:00 – 10:15 | <b>BREAK</b>                    | <b>BREAK</b>                                        | <b>BREAK</b>                                                                               |
| 10:15 – 12:00 | Discussion of Validation Result | Finalization of Draft                               | Revision                                                                                   |
| 12:00 – 1:00  | <b>LUNCH</b>                    | <b>LUNCH</b>                                        | <b>LUNCH</b>                                                                               |
| 1:00 – 2:00   | Finalization of Draft           | Presentation and Critiquing (Modules 1, 2, 3, 4, 5) | Revision                                                                                   |
| 2:00 – 3:00   |                                 |                                                     |                                                                                            |
| 3:00 – 4:00   |                                 |                                                     |                                                                                            |
| 4:00 – 4:15   | <b>BREAK</b>                    | <b>BREAK</b>                                        | <b>BREAK</b>                                                                               |
| 4:00 – 5:00   | Finalization of Draft           | Presentation and Critiquing (Modules 6, 7, 8 and 9) | Presentation, Critiquing, Revision and <i>Distribution of Certificate of Participation</i> |
| 5:00 – 6:00   |                                 |                                                     |                                                                                            |
| 6:00 – 7:00   | <b>DINNER</b>                   | <b>DINNER</b>                                       | <b>DINNER</b>                                                                              |
| 7:00 – 8:00PM | Debriefing                      | Debriefing                                          | Debriefing<br>Preparation of Activity Report                                               |



Republic of the Philippines  
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OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Enclosure 4

**Registration and Meal Schedule**

| <b>Activity</b>                                                                              | <b>Registration</b>          | <b>First Meal</b>             | <b>Last Meal</b>           |
|----------------------------------------------------------------------------------------------|------------------------------|-------------------------------|----------------------------|
| a. Workshop on the Development of LAC Resource Packages on Disability Sensitivity Awareness  | On or Before May 20, 2025    | June 9, 2025<br>Breakfast     | June 11, 2025<br>Dinner    |
| b. Workshop on the Validation of LAC Resource Packages on Disability Sensitivity Awareness   | On or Before June 20, 2025   | July 2, 2025<br>Breakfast     | July 4, 2025<br>Dinner     |
| c. Workshop on the Finalization of LAC Resource Packages on Disability Sensitivity Awareness | On or Before October 3, 2025 | October 15, 2025<br>Breakfast | October 17, 2025<br>Dinner |



Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNING DELIVERY

May 27, 2025

**MA. INES ASUNCION**

Regional Director  
Region XIII  
Government Center, Patingay,  
Prosperidad, Agusan Del Sur

Dear **Dir. Asuncion**:

In line with Republic Act No. 11650, also known as the *Inclusive Education Act of 2022*, the Department of Education (DepEd) remains committed to fostering inclusive learning environments that address the needs of learners with disabilities (LWDs). This commitment is further reinforced by related DepEd policies, such as DepEd Order (DO) No. 44, s. 2021, which underscores the importance of inclusive education practices at all levels of the education system.

To support the effective implementation of these policies, the Bureau of Learning Delivery – Student Inclusion Division (BLD-SID) is organizing a series of workshops for the **development, validation, and finalization** of the **Learning Action Cell (LAC) Resource Package on Disability Sensitivity and Awareness**. This resource package aims to serve as a practical guide for teachers, equipping them with the knowledge and tools needed to promote inclusive and disability-sensitive practices in both educational and community settings.

Below is the schedule of workshops:

| Activity                                                                                         | Date                | Venue        |
|--------------------------------------------------------------------------------------------------|---------------------|--------------|
| Workshop on the Development of the LAC Resource Package on Disability Sensitivity and Awareness  | June 9–11, 2025     | Cebu Ecotech |
| Workshop on the Finalization of the LAC Resource Package on Disability Sensitivity and Awareness | October 15–17, 2025 | Cebu Ecotech |

In view of her expertise and extensive experience in disability sensitivity, training, and inclusive education, we are pleased to invite **Dr. Ma Veronica Ivy C. Torrefranca**, Education Program Supervisor, to serve as **Resource Person** in workshops stated above. She is expected to provide content guidance to ensure the successful development of Session Guides and Slide Decks for the following topics: **1) Cultural Competency in Disability Awareness** and **2) Basic Courtesy and Communications**.



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**Department of Education**  
BUREAU OF LEARNING DELIVERY

She will also collaborate closely with the BLD-SID Program Management Team to guide the development and refinement of the resource package in alignment with national policies and inclusive education principles.

For any questions or additional information, please contact this Office through email at **[bld.sid@deped.gov.ph](mailto:bld.sid@deped.gov.ph)**, attention **Ms. Mita A. Parocha**, Supervising Education Program Specialist, Bureau of Learning Delivery – Student Inclusion Division or call 09173245468.

We look forward to your favorable response and your valuable support in this important initiative to advance inclusive education in the Philippines.

Very truly yours,

**MARILYN B. SIAO**

Director III  
Officer-in-Charge, Office of Director IV  
Bureau of Learning Delivery