



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

September 9, 2024

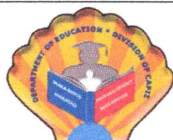
DIVISION MEMORANDUM
NO 529 S. 2024

**WORKSHOP ON THE FINALIZATION OF TRAINING DESIGN ON FOSTERING
INCLUSIVE CLASSROOMS: A WORKSHOP ON INTEGRATING
FILIPINO SIGN LANGUAGE FOR TEACHERS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary and Integrated Schools

1. In support of the implementation of the MATATAG Curriculum, this office, through the Curriculum Implementation Division will conduct a Workshop on the Development of Training Design and other required documents for the proposed professional development activity titled Fostering Inclusive Classrooms: A Workshop on Integrating Filipino Sign Language for Teachers on September 14, 2024 at Circulo Convention Center, Pueblo de Panay Township, Lawaan Roxas City.
2. Specifically, this activity aims to:
 - a. develop the training design and related documents for the above activity to ensure compliance with Continuing Professional Development (CPD) Accreditation standards;
 - b. identify the roles and responsibilities of learning resource facilitators, substitutes, and alternates; and
 - c. submit the developed documents to the Division Office Focal Person of the Human Resource Development Unit for comments and suggestions.
3. Participants to this activity are listed below.

Name	School/Office
1.Dr. Segundina F. Dollete	SDO
2. Dr.Ruth C. Gervero	SDO
3. Dr. Merlie J. Rubio	SDO
4. Arlyn Lucas	Mambusao East
5.Mary Lyn De Guzman	Pilar
6.Evita Rose Busil	Pontevedra
7. Etidal Dela Paz-Gallones	Pres. Roxas
8. Mark Frugalidad	Cuartero
9. Loryna Mae Villa	Sigma
10. Cherilie Benedian	Sigma
11. Mary Bem Billones	Panitan
12. Maricel Macatangay	Pontevedra
13.Maricris Venus	Pontevedra



Address: Banica, Roxas City
Contact Number: (036) 620 2371
Email Address: capiz@deped.gov.ph



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14. Mark Nel Venus	CLANHS
15. Edwin Salanatin	CLANHS
16. Arnold Delfin	Pilar
17. Immaculada Amores	SDO
18. Esther Grace Salvilla	Maayon
19. Shimie Grace Duron	Ivisan
20. Melessa Manguardia	Ivisan

4. Participants are advised to bring a laptop and extension cord.
5. Participants and trainers are entitled to service credits in accordance with DepED Order No. 53, s. 2003 titled: *Updated Guidelines on the Grant of Vacation Service Credits to Teachers*. On the other hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
6. Expenses relative to the conduct of this activity shall be charged against the 2023 SPED Support Fund while transportation of participants is chargeable against school MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

WORKSHOP
SPECIAL EDUCATION

CURRICULUM
FILIPINO SIGN LANGUAGE