



Republic of the Philippines  
**Department of Education**  
 Region XI  
**SCHOOLS DIVISION OF PANABO CITY**

**DIVISION MEMORANDUM**

CID – 2025 -0310

To : Assistant Schools Division Superintendent  
 Chief Education Supervisor, Curriculum Implementation Division  
 Chief Education Supervisor, Schools Governance and Operation Division  
 Education Program Supervisors  
 Public Schools District Supervisors

Subject : **CONDUCT OF WORKSHOPS ON THE DEVELOPMENT, VALIDATION AND FINALIZATION OF LEARNING ACTION CELL (CEL) RESOURCES PACKAGES ON DISABILITY AND SENSITIVITY AWARENESS.**

Date : June 4, 2025

Herewith are Memorandum DM-CT\_2025-154 dated May 26, 2025 and Regional Memorandum dated June 4, 2025 regarding the Conduct of Workshops on the Development, Validation and Finalization of Learning Action Cell (LAC) Resources Packages on Disability Sensitivity Awareness on June 9-11, 2025, at Ecotech, Lahug, Cebu City.

The participant to this activity is **JAIME C. CARLOM**, EPS- Division SNED Focal Person.

Board and lodging and travel expenses of the participant shall be charged against 2025 SNED Funds of ROXI/SDO Panabo City, subject to the usual accounting and auditing rules and regulations.

All other details in this Memorandum are in the enclosure.

Immediate dissemination of this Memorandum is desired.

**JINKY B. FIRMAN PhD, CESO VI**  
 Schools Division Superintendent

Enclosed: As stated  
 CID/jey/jcc

**RELEASED**

**JUN 09 2025**



RECORDS SECTION SDO PANABO CITY  
 BY



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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**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.



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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.