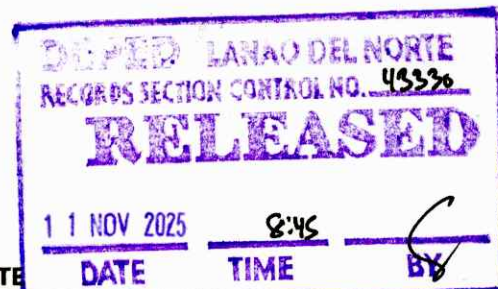




Republic of the Philippines  
Department of Education  
REGION X

SCHOOLS DIVISION OF LANA DEL NORTE



November 10, 2025

DIVISION MEMORANDUM

No. 699, s.2025

**COMPREHENSIVE TRAINING ON CONTENT, PEDAGOGY, AND  
STANDARDIZED FORMS FOR SPECIAL NEEDS EDUCATION TEACHER  
AND SCHOOL HEADS**

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS/  
COORDINATING SCHOOL PRINCIPALS  
ELEMENTARY AND SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED  
This Division

1. Pursuant to the Department of Education's commitment to ensuring inclusive, equitable, and quality education for all learners, this Office will conduct the Comprehensive Training on Content, Pedagogy, and Standardized Forms for Special Needs Education (SNED) Teachers and School Heads on December 15-16, 2025 at Ever Green Garden Resort, Bacolod, Lanao del Norte.
2. This training intends to:
  - a. Enhance participants' understanding of inclusive education content and pedagogical strategies suitable for learners with disabilities;
  - b. Capacitate teachers and school heads in the proper accomplishment and utilization of standardized SNED forms;
  - c. Promote uniformity, accuracy, and accountability in the documentation of learners with special needs; and
  - d. Strengthen collaboration among teachers, SPED coordinators, and administrators in managing inclusive classrooms.
3. Attached herewith are the training matrix and the list of participants. All participants are advised to bring the following: laptop, extension cord, and writing materials.
4. Travel and other incidental expenses incurred relative to this activity shall be charged to SNED PSF Funds downloaded for the Region subject to usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is highly enjoined.

Enclosures.: as stated in paragraph 3

To be indicated in the Perpetual Index

Under the following subjects: CURRICULUM/ SNED/ SEMINARS

CID: Denz

**EDWIN R. MARIBOJOC EdD, CESO V**  
Schools Division Superintendent



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