



Republic of the Philippines  
**Department of Education**  
Region VII – Central Visayas  
Schools Division of CEBU PROVINCE

**Office of the Schools Division  
Superintendent**

November 16, 2021

DIVISION MEMORANDUM  
No. 487, s. 2021

**SERIES OF FACE TO FACE TRAINING ON INCLUSIVE EDUCATION**

To: Assistant Schools Division Superintendents  
Chiefs, CID and SGOD  
Public Schools District Supervisors/OICs  
Elementary School Heads  
All Others Concerned

1. This Office informs the field on the conduct of the **Series of Face to Face Training on Inclusive Education for the following participants and on the specified dates, viz:**

| Participants  | Date                 | Venue                 |
|---|----------------------|-----------------------|
| Resource Speakers (TOT)   | December 8-10, 2021  | To be announced later |
| Identified Grades 2 and 3 Receiving Teachers (1 Grade 2 teacher and 1 Grade 3 teacher per district) | December 13-15, 2021 | To be announced later |
| SPED Teachers   | December 16-17, 2021 | To be announced later |
| District Inclusive Education Coordinators   | December 20-22, 2021 | To be announced later |

2. This training aims to capacitate the Grades 2 and 3 receiving teachers and the District Inclusive Education Coordinators on the different strategies in handling Learners with Special Educational Needs who are enrolled in the regular classes and orient the SPED teachers on the different strategies in handling different kinds of SPED learners.

3. Public Schools District Supervisors are requested to submit to the Division Office the names of their Grades 2 and 3 teachers who will attend in the said activity on or before **December 1, 2021** (Attn. Mrs. Maria Elena T. Paras).

4. All trainers are required to report to the training venue on Day 0 at 2:00 PM for the preparation of training materials and to undergo antigen test. Teacher-participants are required to report to the venue as early as 7:00 AM on Day 1 to undergo Antigen test. First meal is breakfast on Day 1 while the last meal will be dinner on the last day.



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5. All participants should be fully vaccinated and shall bring their vaccination card to the venue to be presented to the division nurse on duty before the start of the training proper. Trainers and participants are directed to observe strictly the IATF/Health standards and protocols like wearing of masks and observing social distancing. In addition, trainers and participants are not allowed to go out from the hotel during the duration of the training to ensure the safety of participants from COVID19.
6. Meals, board and lodging of trainers and participants shall be charged to **Division GAD Funds**, while traveling expenses shall be charged to **school MOOE/PTA funds**, subject to the usual accounting and auditing rules and regulations.
10. This Memorandum serves as **Authority to Travel** of the participants, trainers and the training support personnel as well as the other members of the training team/management.
11. Immediate dissemination of and compliance with this Memorandum is desired.

  
**MARILYN S. ANDALES EdD, CESO V**  
Schools Division Superintendent



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