



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
Schools Division of Cebu Province

**Office of the Schools Division Superintendent**

November 7, 2023

DIVISION MEMORANDUM  
No. **543**, s. 2023

**TRAINING OF GRADES 6, 9, AND 10 RECEIVING TEACHERS  
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 **Face-to-Face Training of Identified Receiving Teachers (Grades 6, 9, and 10) on Inclusive Education** on **December 26 to 28, 2023** at **DepEd-Ecotech Center, Lahug, Cebu City**.
2. This training aims to capacitate the receiving teachers with the different teaching strategies on how to best help Learners with Difficulties (LWDs) who are enrolled in regular classes.
3. Public Schools District Supervisors thru the District Inclusive Education Coordinators are hereby directed to submit to **Mrs. Maria Elena T. Paras** (not later than December 20, 2023) the names of the identified Grades 6, 9, and 10 general education teachers who will participate in this training.
4. **All trainers and support staff are requested to report to the training venue on December 25, 2023, at 4:00 PM** for the preparation of training materials. Dinner shall be served for the trainers on this day. **Teacher- participants are directed to report to DepEd-Ecotech Center as early as 7:00 AM on December 26, 2023 (no Day 0)**. The first meal for participants is breakfast on December 26 while the last meal will be dinner on December 28, 2023.
5. Teacher-participants/speakers who render services during non-school days shall be entitled to service credits following the provisions of DepEd Order No. 19, s. 2011 and DepEd Order No. 53, s. 2003.
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.
7. 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.
8. Immediate dissemination of and compliance with this Memorandum is desired.

**SENEN PRISCILO P. PAULIN, CESO V**  
Schools Division Superintendent



Address: IPHO Bldg., Sudlon, Lahug, Cebu City  
Telephone No.: (032)424-9000  
Email Address: [cebu.province@deped.gov.ph](mailto:cebu.province@deped.gov.ph)