Ed-Division of Catanduanes
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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BICOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

25 November 2026

DIVISION MEMORANDUM

No. 1403 s. 2026

DIVISION TRAINING ON STRENGTHENING INCLUSIVE PRACTICES THROUGH FILIPINO SIGN LANGUAGE (FSL) TO TEACHERS AND SCHOOL HEADS OF SNED IMPLEMENTING SCHOOLS– PHASE 2

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Special Education (SPET) Teachers
Other Concerned Personnel

1. In line with the Department of Education's commitment to providing inclusive, equitable, and accessible quality basic education for all learners, the Schools Division of Catanduanes, through the Curriculum Implementation Division (CID), particularly the Special Needs Education (SNED) Program, shall conduct the **Division Training on Strengthening Inclusive Practices through Filipino Sign Language (FSL) – Phase 2 on December 11–13, 2026, at Rakdell Inn, Virac, Catanduanes.** The activity, originally scheduled for September 3-5, 2026, was rescheduled due to overlapping division activities and the participation of the Division SNED Focal Person in a series of National Trainings.

2. This training is a continuation of the initial capacity-building initiative on Filipino Sign Language, which aims to strengthen the competencies of teachers and school heads in communicating with learners who are deaf or hard of hearing. Phase 2 will provide participants with further opportunities to develop their receptive and expressive FSL skills, deepen their understanding of Deaf culture, and apply appropriate communication strategies in actual teaching-learning situations.

3. Specifically, this training aims to:

   a. enhance participants' knowledge and practical skills in using Filipino Sign Language;

   b. develop proficiency in commonly used FSL signs, expressions, classroom instructions, and basic conversational exchanges;

   c. equip participants with strategies for integrating FSL into classroom instruction, learning activities, and school-based communication; and

   d. equip School Heads with the knowledge and leadership competencies to support, monitor, and institutionalize the integration of Filipino Sign Language (FSL) in school programs and practices, ensuring accessible and inclusive learning environments for learners who are deaf or hard of hearing.

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4. The participants shall include the following:

   a. Identified teachers handling learners who are deaf or hard of hearing of the SNED Implementing Schools in the following levels:
      - Elementary – 4teachers
      - Secondary – 4 Teachers

   b. School Heads of the SNED Implementing Schools
      - Elementary – 3 SH
      - Secondary – 2 SH

5. The Public Schools District Supervisors (PSDSs) shall identify the participants from their respective districts, giving priority to SNED Implementing Schools. The identified participants are requested to register through the following link:
   https://bit.ly/4A8jQhk

6. The Program Management Team (PMT) shall conduct a Division Staff Orientation Workshop **(DSOW) on December 4, 2026, from 8:00 AM to 5:00 PM, at Rakdell Inn, Virac, Catanduanes.** The list of the PMT Members is found in Enclosure No. 1 of this Memorandum.

7. Expenses relative to the conduct of this activity shall be charged against available and applicable SNED Division Program Support Funds (PSF), while transportation and other incidental expenses shall be charged to school MOOE subject to the usual accounting and auditing rules and regulations and the availability of funds.

8. Grant of Vacation Service Credits (VSC) and Compensatory Time-Off (CTO)

   a. Teaching personnel who participate in the training on **December 12–13, 2026 (Saturday and Sunday)** may be granted Vacation Service Credits (VSC) based on actual hours of attendance and participation, pursuant to DepEd Order No. 013, s. 2024, which provides that every hour of eligible service rendered during weekends is equivalent to 1.5 hours of VSC, subject to prior authorization and applicable requirements.

   b. Qualified non-teaching personnel may be granted Compensatory Time-Off (CTO), subject to CSC-DBM Joint Circular No. 2, s. 2004, as amended, and applicable approval and documentation requirements.

9. Immediate dissemination of and compliance with this Memorandum are earnestly desired.

By Authority of the OIC- Schools Division Superintendent:

EVA S. TOLENTINO
Administrative Officer

CID/glc
25Nov2026

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Enclosure No. 1 to DM No. 1403 s. 2026

RESOURCE PERSONS

Name	Position / Role
RONALD JOHN J. INGUITO	Senior Education Program Specialist Student Inclusion Division – Bureau of Learning Delivery Department of Education – Central Office Pasig City
Jael Luis	Sign Language Interpreter – COS- ILRC
Basil de Leon	Deaf – Resource Person- CPAD
April Ariate	Deaf – Resource Person- CPAD
Cedric John Avila	Deaf – Resource Person- CPAD
Maricel Quintal	Deaf – Resource Person- CPAD
Roselle Lim	Deaf – Resource Person- CPAD
Erica Delos Santos	Deaf – Resource Person- CPAD
Julius Francisco	Deaf – Resource Person - CPAD

CATANDUANES PROVINCIAL ASSOCIATION OF DEAF (CPAD)

PROGRAM MANAGEMENT TEAM (PMTs)

No.	Name	Designation	School	District
	Learning Facilitators			
1	Romel G. Petajen	CID Chief	CID Proper	SDO Catanduanes
2	Gina L. Custodio	EPS- Kinder/ Division SNED Focal	CID Proper	SDO Catanduanes
3	Myla B. Cordial	School Principal II	JMAMES SNED Center	Virac North
3	Dianne Fritz M. Zafe	MT-I	JMAMES-SNED Center	Virac North
4	Irene M. Borja	MT-I	JMAMES-SNED Center	Virac North

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5	Paul Xavier T. Tejerero	Tr-VII	Bato Central Elem. School	Bato East
6	Francia Alberto	Tr-VII	Caramoran Central ES	Caramoran North
7	Janelyn Belmonte	Tr-VII	San Andres Central ES	San Andres East
8	Jamie Taule	Tr. VII	Bigaa ES	Virac North
9	Judy Taroy	Tr-VII	JMAMES SNED Center	Virac North
10	Nikki Vargas	SPET-I	Cobo IS	Pandan West
11	Kathlinee Bautista	SPET-III	Pandan Central ES	Pandan West
12	Maria Cortuna	SPET-I	Milaviga IS	Caramoran South
13	Rommelyn Ogale	SPET-III	JMAMES SNED Center	Virac North
	Technical Working Group			
1	Sandrine Tabuzo	AA-VI	CID Proper	SDO Catanduanes
2	Sanlyn Burce	JO	CID Proper	SDO Catanduanes
3	Moiselle Robles	JO	CID Proper	SDO Catanduanes
4	Lowie Villarey	JO	CID Proper	SDO Catanduanes
5	Peachie Roshelle Chavez	Librarian II	CID Proper	SDO Catanduanes
6	Jogene Alilly San Juan	PDO-LRMS	CID Proper	SDO Catanduanes
7	John Bryan Laguda	AA- I	CID Proper	SDO Catanduanes

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Enclosure No. 2 to DM No. 1402 s. 2026

TRAINING PROGRAM SCHEDULE — DAY 1 (November 11, 2026)

Time	Session / Topic	Learning Facilitator
8:00 AM – 8:30 AM	Registration & Opening Preliminaries | Registration & Pre-test	PMT
8:30 AM – 9:30 AM	Opening Program National Anthem---------- AVP Prayer----------AVP Bagong Pilipinas Hymn----------AVP DepEd Policy Quality Statement--------AVP SDO Catanduanes Hymn----------AVP Opening Remarks---------- Romel G. Petajen CID Chief Presentation of Participants----------Myla B. Cordial SP-II, JMAMES SNED Center Inspirational Message----------Delfin A. Bondad ASDS Message---------- Ma. Jeany T. Abayon OIC-SDS Orientation----------Gina L. Custodio EPS- Kinder/ Division SNED Focal Lady of Ceremony: Dianne Fritz Zafe- MT- I, JMAMES SNED center	
9:30 AM – 10:30 AM	Introduction to Deaf Culture & Deaf Community Guidelines • Understanding Deaf identity, cultural norms, visual awareness, and appropriate terminology	Jael D. Luis Sign Language Interpreter COS- CID
10:30 AM – 10:45 AM	Healthy Break	
10:45 AM – 12:00 PM	FSL Building Blocks: Alphabet, Numbers & Handshapes • FSL Manual Alphabet (Fingerspelling), counting system, primary handshapes	Dianne Fritz M. Zafe Master Teacher I, JMAMES SNED Center
12:00 PM – 1:00 PM	Lunch Break	
1:00 PM – 2:00 PM	A POLICY PERSPECTIVE ON RA 11106: DEPED'S TURN From Legal Mandate to Meaningful Implementation of Filipino Sign Language in Basic Education	**Ronald John J. Inguito** Senior Education Program Specialist (SEPS) Student Inclusion Division-Bureau of Learning Delivery Department of Education-Central Office, Pasig City
2:00 PM – 3:30PM	FSL Syntax & Non-Manual Signals (NMS) • Basic FSL sentence structure (Topic-Comment), facial expression, body language, spatial mapping	Judy S. Taroy Teacher VII, JMAMES SNED Center
3:30PM – 3:45PM	Afternoon Break	
3:45PM-5:00PM	General Classroom Communication & Survival Signs • Daily greetings, teacher instructions ("Sit down", "Open your book", "Look here"), emotional states, questions (Who, What, Where, Why)	Janelyn Belmonte SPET III, SACES

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TRAINING PROGRAM SCHEDULE — DAY 2: BREAKOUT SESSIONS (Parallel Sessions by Key Stage — December 12, 2026- Saturday)

Time	Session / Topic	Learning Facilitator
8:00 AM – 8:15 AM	Preliminary Activities	PMT
8:15 AM – 10:00 AM	English and Filipino	• Key Stage 1: Maria Cortuna • Key Stage 2: Jaime Taule • Key Stage 3: Marites O. Tatel • CPAD: Erica Delos Santos & Julius Francisco
10:00 AM – 10:15 AM	Snack	—
10:15 AM – 12:00 PM	Mathematics	• Key Stage 1: Dianne Fritz M. Zafe • Key Stage 2: Francia Alberto • Key Stage 3: Judy Taroy • CPAD: Basil G. De Leon
12:00 PM – 1:00 PM	Lunch Break	—
1:00 PM – 3:00 PM	Science	• Key Stage 1: Janelyn Belmonte • Key Stage 2: Paul Xavier T. Tejerero • Key Stage 3: Nikki Vargas • CPAD: April Ariate & Maricel Quintal
3:00 PM – 3:15 PM	Snacks	—
3:15 PM – 4:45 PM	MAPEH / TLE / Araling Panlipunan	• Key Stage 1: Kathlinee Bautista • Key Stage 2: Rommelyn Ogale • Key Stage 3: Irene M. Borja • CPAD: Cedric John Avila & Roselle Lim
4:45 PM – 5:00 PM	Clearing House & Synthesis	PSDS / PMT

TRAINING PROGRAM SCHEDULE — DAY 3 (December 13, 2026- Sunday)

Time	Session / Topic	Learning Facilitator
8:00 AM – 8:30 AM	Preliminary Activities	PMT
8:30 AM – 12:00 PM	Demo Teaching per Subject	Learning Facilitators per Key Stage
12:00 PM – 1:00 PM	Lunch Break	—
1:00 PM – 2:30 PM	Plenary on Integrating FSL Vocabulary across Learning Areas to Promote Inclusive Classroom	Romel G. Petajen CID Chief
2:30 PM – 3:00 PM	Clearing House	Jael D. Luis Instructor CPIC / Sign Language Interpreter
3:00 PM – 4:00 PM	Run-up	PMT
4:00 PM – 5:00 PM	Closing Program	PMT / Participants

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