DIVISION MEMORANDUM
No. ___________________________ s. 2018

TO : Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All concerned

FROM : SOCORRO V. DELA ROSA, CESO VI
Schools Division Superintendent

Subject: DIVISION STAFF ORIENTATION WORKSHOP (DSOW) FOR
THE DIVISION TRAINING OF SCHOOL HEADS ON THE ROLL-
OUT OF INCLUSIVE EDUCATION TRAINERS/FACILITATORS
AND SUPPORT STAFF

DATE : September 13, 2018

1. In preparation for the conduct of Division Training of School Heads on the Roll-Out of Inclusive Education, a Division Staff Orientation Workshop (DSOW) of Trainers and Facilitators and Support Staff will be conducted on October 9, 2018 at a venue to be announced later.

2. The orientation workshop aims to:
   - orient trainers/facilitators on the processes/activities to be conducted; and
   - prepare instructional materials and visual aids needed in the conduct of the roll-out of Inclusive Education.

3. The workshop is a one-day live-out activity and the expected participants are the trainers/facilitators, and support staff of the Division Training of School Heads on the Roll-Out of Inclusive Education.

4. Enclosed are the lists of participants (trainers/facilitators and support staff) and training matrix for reference and dissemination.

5. There is no registration fee. All Expenses related to the activity such as: 2 snacks and 1 meal, supplies and materials are chargeable against SGOD HRTD Funds subject to the usual accounting and auditing rules and regulations. Travel and other incidental expenses shall be charged to school MOOE fund subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination and compliance of this Memorandum is highly desired.
**WORKSHOP MATRIX**

<table>
<thead>
<tr>
<th>TIME</th>
<th>DAY 1</th>
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</thead>
<tbody>
<tr>
<td>7:30-8:00</td>
<td>REGISTRATION/OPENING PROGRAM</td>
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<tr>
<td>8:00-9:00</td>
<td>Orientation and discussion of the Procedure</td>
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<tr>
<td>9:00 - 12:00</td>
<td>Walkthrough of the sessions</td>
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<td>Plenary Sessions: (see Division Training Matrix)</td>
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<td>12:00 – 1:00</td>
<td>LUNCH BREAK</td>
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<td>1:00- 5:00</td>
<td>Cont. of the walkthrough:</td>
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<tr>
<td></td>
<td>- Walkthrough of MFAT</td>
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<tr>
<td></td>
<td>- Walkthrough of Handbook for LSENs</td>
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**LIST OF TRAINERS/FACILITATORS AND SUPPORT STAFF**

<table>
<thead>
<tr>
<th>NO.</th>
<th>NAME</th>
<th>POSITION</th>
<th>DISTRICT/SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ZARITA M. BONEO</td>
<td>MT II</td>
<td>JMAMES-SPED</td>
</tr>
<tr>
<td>2.</td>
<td>MAILENE SOMIDO</td>
<td>SPET 1</td>
<td>JMAMES-SPED</td>
</tr>
<tr>
<td>3.</td>
<td>JUDY SONEJA</td>
<td>SPET 1</td>
<td>JMAMES-SPED</td>
</tr>
<tr>
<td>4.</td>
<td>GLENGA ISORENA</td>
<td>MT II</td>
<td>Pandan Central ES/Pandan West</td>
</tr>
<tr>
<td>5.</td>
<td>FRANCIA ALBERTO</td>
<td>T II</td>
<td>Caramoran Central ES/Cara. North</td>
</tr>
<tr>
<td>6.</td>
<td>JUNALET NAZARENO</td>
<td>MT I</td>
<td>San Andres Central ES/San Andres East</td>
</tr>
<tr>
<td>7.</td>
<td>CHRYSTINE VESAGAS</td>
<td>T I</td>
<td>Baras Rural DHS</td>
</tr>
<tr>
<td>8.</td>
<td>KAREN AZUR</td>
<td>T II</td>
<td>CNHS</td>
</tr>
<tr>
<td>9.</td>
<td>DANTE ALDEA</td>
<td>MT I</td>
<td>Gigmoto Rural DHS</td>
</tr>
<tr>
<td>10.</td>
<td>AILA ISAJAS</td>
<td>T I</td>
<td>Baras Rural DHS</td>
</tr>
<tr>
<td>11.</td>
<td>ROSELYN BORBE</td>
<td>T I</td>
<td>CNHS</td>
</tr>
<tr>
<td>12.</td>
<td>KATRINA IBARALOZA</td>
<td>T I</td>
<td>Bato RDHS</td>
</tr>
<tr>
<td>13.</td>
<td>JUAN TORREJA</td>
<td>SP I</td>
<td>Buyo IS</td>
</tr>
<tr>
<td>14.</td>
<td>AMELIA EUSEBIO</td>
<td>SP III</td>
<td>CNHS</td>
</tr>
<tr>
<td>15.</td>
<td>RUTH SORRERA</td>
<td>SP II</td>
<td>JMAMES</td>
</tr>
<tr>
<td>16.</td>
<td>NELSON ISORENA</td>
<td>PSOS</td>
<td>Pandan</td>
</tr>
<tr>
<td>17.</td>
<td>BELEN TAPAS</td>
<td>PSOS</td>
<td>San Miguel</td>
</tr>
<tr>
<td>18.</td>
<td>ACHILLES ALBERTO</td>
<td>QATAME</td>
<td>SDO-SGOD</td>
</tr>
<tr>
<td>19.</td>
<td>MARIEL GO</td>
<td>TWG</td>
<td>SDO-SGOD</td>
</tr>
<tr>
<td>20.</td>
<td>RONA SUAIISO</td>
<td>TWG</td>
<td>SDO-SGOD</td>
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