



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF BATANGAS

July 8, 2025

DIVISION MEMORANDUM  
No. 331, s. 2025

**EMPOWERING INCLUSIVE EDUCATION: FILIPINO SIGN LANGUAGE AND  
DISABILITY AWARENESS TRAINING FOR SHS, SNED AND RECEIVING  
TEACHERS**


- TO:** Assistant Schools Division Superintendents  
Chief-Curriculum Implementation Division (CID)  
Chief-School Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned
1. Pursuant to Republic Act No. 11106, also known as the Filipino Sign Language Act, Republic Act No. 11650 or the Inclusive Education for Learners with Disabilities Act, and in line with DepEd Order No. 21, s. 2019 (Policy Guidelines on the K to 12 Basic Education Program), the Schools Division of Batangas through the Curriculum Implementation Division will conduct a capacity-building program titled: **"Empowering Inclusive Education: Filipino Sign Language and Disability Awareness Training for School Heads, SNED, and Receiving Teachers."**
  2. The training will be held on **October 29-31, 2025**, at **BSA Twin Towers, Greenhills East, Ortigas Center, Mandaluyong City**.
  3. This training aims to enhance participant's capacity to implement inclusive education by equipping them with basic skills in Filipino Sign Language (FSL) and essential knowledge on disability awareness. Likewise, it addresses existing gaps in communication, empathy, and instructional strategies for learners with disabilities.
  4. Participants are requested to bring a laptop and extension cord for use during the workshop sessions.
  5. The Technical Working Group shall have an online meeting on July 18, 2025 at 3:00 o'clock in the afternoon via Google Meet through the link: [meet.google.com/scs-svfr-res](https://meet.google.com/scs-svfr-res).
  6. The lists of participants, Technical Working Group (TWG), and the training matrix are herein attached for reference. Furthermore, this memorandum shall serve as the official authority to travel.



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7. Immediate dissemination of this memorandum is desired.

  
**MARITES A. IBÁÑEZ, CESO V**  
Schools Division Superintendent

Encl. 1 List of Participants

Encl. 2 Technical Working Group

Encl. 3 Terms of Reference

Encl. 4 Training Matrix

Reference: Republic Act No. 11106, Filipino Sign Language Act, Republic Act No. 11650 Inclusive Education for Learners with Disabilities Act & DepEd Order No. 21, s. 2019 Policy Guidelines on the K to 12 Basic Education Program

To be indicated in the Perpetual Index under the following subject:

Issuances- Division Memorandum

MRV/ EMPOWERING INCLUSIVE EDUCATION: FILIPINO SIGN LANGUAGE AND DISABILITY AWARENESS TRAINING FOR SHS, SNED AND RECEIVING TEACHERS/R2-144729/07/08/2025





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Enclosure 1.

**LIST OF PARTICIPANTS**

	<b>NAME</b>	<b>GENDER</b>	<b>POSITION / DESIGNATION</b>	<b>SCHOOL</b>	<b>SUB- OFFICE</b>
1	Magpantay, Gloria T.	Female	TEACHER III	Barigon Elementary School	Agoncillo
2	Canteras, April Joy B.	Female	TEACHER III	Pamiga Elementary School	Agoncillo
3	Aquino, Melanie C.	Female	TEACHER III	Panhulan Elementary School	Agoncillo
4	Materum Maria Pamela M	Female	TEACHER I	Coral Na Munti Elementary School	Agoncillo
5	Montalban, Jocelyn I.	Female	TEACHER III	Alitagtag Central School	Alitagtag
6	Atienza, Cristina, B.	Female	TEACHER II	Alitagtag Central School	Alitagtag
7	Villanueva Leceria S.	Female	TEACHER II	Alitagtag Central School	Alitagtag
8	Bidei, Maribeth D.	Female	TEACHER III	Alitagtag Central School	Alitagtag
9	De La Vega, Ellen A.	Female	TEACHER III	Balayan East Central School	Balayan East
10	Sumilang, Aprilyn B.	Female	TEACHER III	Balayan National High School	Balayan East
11	Incilan, Maria Darlene A.	Female	TEACHER III	Balayan National High School	Balayan East
12	Cabrera, Mary Grace B.	Female	TEACHER I	Balayan East Cs	Balayan East
13	Julongbayan, Myrna D.	Female	TEACHER III	San Piro National High School	Balayan West
14	Beadoy, Rica Joyce F.	Female	TEACHER II	Balayan West Central School	Balayan West
15	Salazar, Marissa R.	Female	TEACHER III	Balayan West Central School	Balayan West



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16	Binter, Haydee B.	Female	SPET III	Nasugbu West CS	Balayan West
17	Vergara, Angelyn M.	Female	SPET II	Balete Central School	Balete
18	Austria, Gemalyn Villegas	Female	TEACHER I	Cesar Oroña Elementary Education	Balete
19	Tupas, Laurenz O.	Female	TEACHER I	Balete Central School	Balete
20	Menes, Christine V.	Female	TEACHER II	Balete Central	Balete
21	Macapuno, Lucylyn C.	Female	SPET III	Bauan East Central School	Bauan East
22	Guia, Felisa D.	Female	SPET III	Manghinao Elementary School	Bauan East
23	Belegal, Roselle Ann C.	Female	TEACHER III	Sta.Maria- San Pedro Elementary School	Bauan East
24	Hermilao, Sherille S.	Female	TEACHER III	Sta.Maria-San Pedro Elementary School	Bauan East
25	Datinguinoo, Marisa M.	Female	TEACHER III	West Bauan Central School	Bauan West
26	Manalo, Rocelie P.	Female	TEACHER III	West Bauan Central School	Bauan West
27	Abrea. Marie Emmanesa H.	Female	TEACHER III	West Bauan Central School	Bauan West
28	Garalza, Mary Ann A.	Female	TEACHER III	West Bauan Central School	Bauan West
29	Lontoc, Carl Amielle H.	Female	SPET I	Dacanlao G. Agoncillo Elementary School	Calaca
30	Arenas, Joe M.	Male	PRINCIPAL IV	Calaca Central Integrated School	Calaca
31	Camson, Justine A.	Female	TEACHER III	Calaca Central Integrated School	Calaca
32	Reyes, Joan R	Female	SPET I	Dacanlao G. Agoncillo Elementary School	Calaca





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33	Tenorio, Evelyn A.	Female	TEACHER I	Angelita Zobel Elementary School	Calatagan
34	De Guzman, Melanie	Female	TEACHER	Jacobo Zobel Elementary School	Calatagan
35	Masuay, Rachelle G.	Female	TEACHER I	Angelita Zobel Elementary School	Calatagan
36	Mercado, Marielle Anne E.	Female	SPET I	Jacobo Zobel Elementary School	Calatagan
37	Lopez, Charo L.	Female	TEACHER I	Cuenca Central School	Cuenca
38	Magadia, Gemmar H.	Male	TEACHER III	Col. Pedro Pasia Memorial School	Cuenca
39	Orlanda, Shien D.	Female	TEACHER I	Sa Felipe Elementary School	Cuenca
40	Gonzales, Realyn M.	Female	SPET I	Cuenca Cs	Cuenca
41	Pagdingalan, Ruby Rose F.	Female	TEACHER I	Dr. Juan A. Pastor INHS	Ibaan
42	Guerra, Geraldine C.	Female	TEACHER II	Maximo T. Hernandez MIHS	Ibaan
43	Dimaano, Roselyn D.	Female	TEACHER I	Ibaan Central School	Ibaan
44	Temonos, Karen May P.	Female	TEACHER I	Ibaan Central School	Ibaan
45	Enriquez, Julina M.	Female	TEACHER III	Laurel Central School	Laurel
46	Matienzo., Gemma P.	Female	TEACHER III	Balakilong Integrated School	Laurel
47	Matienzo, Gemma P.	Female	TEACHER III	Balakilong Integrated School	Laurel
48	Atienza, Myra S.	Female	SPET I	Bugaan IS	Laurel
49	Nesnia, Debralyn T.	Female	SPET I	Lemery Pilot Es	Lemery
50	Bernardo, Marissa S.	Female	TEACHER III	Lemery Pilot Elementary School	Lemery



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51	Garlan, Evalyn O.	Female	TEACHER I	Lemery Pilot Elementary School	Lemery
52	Bonsol, Nikki M.	Female	TEACHER I	Lemery Pilot Elementary School	Lemery
53	Fameronag, Jimmilyn D.	Female	TEACHEE III	Matabungkay National High School	Lian
54	Austria Erlyn C.	Female	TEACHER II	Lian National High School	Lian
55	Lagui Jennifer L.	Female	TEACHER III	Lian Central School	Lian
56	Balingit, Ma. Theresa T.	Female	TEACHER III	Lian Senior High School	Lian
57	Magnaye, Rica May D.	Female	TEACHER III	Lobo Central School	Lobo
58	Arellano, Jacqueline A.	Female	TEACHER II	Biga Elementary School	Lobo
59	Custodio, Angelica R.	Female	TEACHER I	Balibago Elementary School	Lobo
60	Ramirez, Jamelyn L.	Female	TEACHER II	Soloc Elementary School	Lobo
61	Baby Jane E. Baual	Female	TEACHER III	Mabini Central School	Mabini
62	Albo, Suzette A.	Female	TEACHER III	Malimatoc Elementary School	Mabini
63	Estacio, Armida Sandoval	Female	TEACHER III	Mainaga San Francisco Integrated School	Mabini
64	Encena, Miralyn M.	Female	SPET I	Talaga Elementary School	Mabini
65	De Guzman, Marina M	Female	TEACHER I	Malvar School Of Arts And Trade	Malvar
66	Aranas, Josyl C.	Female	TEACHER I	Luta Norte Elementary School	Malvar
67	Moren, Marian C.	Female	TEACHER II	Malvar Central School	Malvar





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68	De Ocampo Alvin S.	Male	SPET II	Luta Norte Elementary School	Malvar
69	Mabognga, Lyn L.	Female	TEACHER III	Paaralang Sentral ng Mataasnakahoy	Mataasnakahoy
70	Manao, Lizette A.	Female	TEACHER I	Paaralang Sentral ng Mataasnakahoy	Mataasnakahoy
71	Bautista, Juvie C.	Female	TEACHER II	Paaralang Elementary Ng Nangkaan	Mataasnakahoy
72	Fos, Jessica Marie S.	Female	TEACHER III	Paaralang Elementary Ng Lumanglipa	Mataasnakahoy
73	De Las Alas, Jeniren R.	Female	TEACHER I	Nasugbu East Central School	Nasugbu East
74	Holgado, Merry Joy M.	Female	TEACHER I	Nasugbu East Central School	Nasugbu East
75	Alla, Florabel M.	Female	TEACHER III	Nasugbu East Central School	Nasugbu East
76	Olhoc, Louella J.	Female	SPET III	Nasugbu East Central School	Nasugbu East
77	Milareyna R. Quintana	Female	SPET III	Nasugbu West Central School	Nasugbu West
78	Jamili, Job Nelson D.	Male	TEACHER I	Pantalan Senior High School	Nasugbu West
79	Gurtiza, Ardelyn C.	Female	SPET I	Wawa Elementary School	Nasugbu West
80	Montano, Joyce F.	Female	TEACHER I	Dr. Crisogono B. Ermita Sr. Memorial National High School	Nasugbu West
81	Barrion, Lovely M.	Female	SPET I	Bawi Elementary School	Padre Garcia
82	Lagaya, Jacquilyn A.	Female	SPET II	Padre Garcia Central School	Padre Garcia
83	Atienza, Jennifer B.	Female	TEACHER I	Padre Garcia Central School	Padre Garcia
84	Garcia Geren N.	Female	SPET III	Padre Garcia Central School	Padre Garcia





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85	Acula, Ma. Luisa Jesusa Niña M.	Female	TEACHER III	Rosario East Central School	Rosario East
86	Arellano Juana H.	Female	TEACHER III	Rosario East Central School	Rosario East
87	Berjuega, Rhea P	Female	TIII	Rosario East Central School	Rosario East
88	Bamba, Jomarie A.	Female	TEACHER III	Rosario East Central School	Rosario East
89	Liquit, Judith C.	Female	TEACHER III	Rosario West Central School	Rosario West
90	Mendoza, Joy P	Female	TEACHER III	Rosario West Central School	Rosario West
91	Gaje, Donna M.	Female	TEACHER III	Rosario West Central School	Rosario West
92	Magsino, Liezl C.	Female	TEACHER III	Rosario West Central School	Rosario West
93	Doon, Maureen M.	Female	TEACHER II	Padre Imo Luna Memorial Elementary School	San Jose
94	Magnaye, Minerva L.	Female	MASTER TEACHER 1	Padre Imo Luna Memorial Elementary School	San Jose
95	Saplot, Mary Ann D.	Female	TEACHER III	Padre Imo Luna Memorial Elementary School	San Jose
96	Alday, Jo Anne P.	Female	TEACHER III	Padre Imo Luna Memorial Elementary School	San Jose
97	Garcia, Erica Joy L.	Female	TEACHER II	Aplaya National High School	San Juan East
98	Gabriel, Rose Ann R.	Female	TEACHER III	San Juan East Central School	San Juan East
99	Abellera, Mary Ann E.	Female	TEACHER III	Lipahan National High School	San Juan East
100	Endaya, Rustom A.	Male	TEACHER II	San Juan East Central School	San Juan East
101	Sadili, Maria Annaliza J.	Female	TEACHER 1	Paaralang Elementarya Ng Palahanan	San Juan West





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102	Lardizabal, Jonalyn Berania	Female	TEACHER III	San Juan West Central School	San Juan West
103	De Chavez, Sarah Jane, H.	Female	TEACHER I	San Juan West Central School	San Juan West
104	Quinto, Joanne Kristine V.	Female	TEACHER I	Paaralang Elementarya Ng Palahanan	San Juan West
105	Alcances, Marites A.	Female	TEACHER II	San Luis Central School	San Luis
106	De Castro , Mary Joan M.	Female	TEACHER II	San Luis Central School	San Luis
107	De Villa, Carla Lyn Mae C.	Female	TEACHER I	Banoyo Integrated National High School	San Luis
108	De Claro, Arnalyn B.	Female	TEACHER II	San Luis Senior High School	San Luis
109	Mendoza Maria Flor M.	Female	TEACHER III	Maabud Elementary School	San Nicolas
110	De Leon, Vitanie R.	Female	TEACHER III	San Nicolas. Central School	San Nicolas
111	Barrientos,Lileth M.	Female	TEACHER 1	Munlawin Elementary School	San Nicolas
112	Benamer,Vanessa C.	Female	TEACHER III	Balete Elementary School	San Nicolas
113	Manalo, Aubrey P.	Female	TEACHER 1	Laurel Elementary School	San Pascual
114	Sulit, Raquel M.	Female	TEACHER III	Ilat National HS	San Pascual
115	Abarquez,Rica Joy,R	Female	HEAD TEACHER II	San Pascual National High School	San Pascual
116	Pagsinuhin,Corazon B	Female	TEACHER III	San Antonio Elementary School	San Pascual
117	Maranan, Melea Mariz, B.	Female	TEACHER III	Mohon Elementary School	Sta. Teresita



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118	Hernandez, Kim Carla M.	Female	TEACHER III	Sta. Teresita National High School	Sta. Teresita
119	Andal, Regine R.	Female	TEACHER I	Sampa-Pacifico Integrated School (K To 12)	Sta. Teresita
120	Gonzales, Joy A	Female	SPET 1	Sta. Teresita Central School	Sta. Teresita
121	Guillermo, Mayet, J.	Female	TEACHER III	Taal Central School	Taal
122	Piol, Maria Fe P.	Female	TEACHER III	Taal Central School	Taal
123	Castillo, Ana Marie B.	Female	TEACHER III	Taal Central School	Taal
124	Perez, Rosemarie C.	Female	TEACHER III	Taal Central School	Taal
125	Hernandez, Regie Rey U.	Male	TEACHER 1	Bakas Buco Sta Maria National High School	Talisay
126	Salazar, Heidy U.	Female	TEACHER II	Miranda Elementary School	Talisay
127	Magpantay, Catherine D.	Female	TEACHER III	Quiling Elementary School	Talisay
128	Ilagan, Jocelyn L.	Female	TEACHER III	Doña Maria Laurel Platon Memorial School	Talisay
129	Cantos, Cryzil B.	Female	TEACHER II	Taysan Senior High School	Taysan
130	Manumbale, Randy M.	Male	TEACHER II	Taysan Senior High School	Taysan
131	De Castro, Jhonel G.	Male	TEACHER II	Pinagbayanan Integrated National High School	Taysan
132	Ayala, Jay, P.	Male	TEACHER I	Tilambo National High School	Taysan
133	Reyes, Michelle M.	Female	TEACHER 1	Papaya Elementary School	Tingloy





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134	Bagos, Hannah Mae A.	Female	TEACHER II	Papaya Elementary School	Tingloy
135	Mandanas, Baby Lesette A.	Female	TEACHER III	Tingloy Central School	Tingloy
136	Romano, Mae Bernadine A.	Female	MASTER TEACHER II	Tingloy Central School	Tingloy
137	Federio, Alyssa D.	Female	TEACHER III	Toong Elementary School	Tuy
138	Apdua, Marites A.	Female	TEACHER -III	Bolbok National High School	Tuy
139	Porio, Rowena B.,	Female	TEACHER III	Bolbok Elementary School	Tuy
140	Cuares, Lourjylyn A.	Female	TEACHER II	Guinhawa Elementary School	Tuy



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Enclosure 2.

**LIST OF TWG MEMBERS**

NO.	NAME	ROLE	DESIGNATION	SECTION / UNIT / SCHOOL	OFFICE / DISTRICT
1	Mercy R. Villanueva	Program Proponent/Learning Facilitator	EPSvr I-Kinder/SNED	CID	SDO Batangas
2	Niña D. Dimaculangan	Learning Facilitator	P IV	Bauan West CS	Bauan West
3	Romana M. Hernandez	Learning Facilitator	PIV	San Luis CS	San Luis
4	Jennifer H. Cabello	Learning Facilitator	P III	Subic ES	Agoncillo
5	Irene B. Nakpil	Learning Facilitator	PIV	PILMES	San Jose
6	Rosalinda V. Sanchez	Learning Facilitator	PIV	Balayan West CS	Balayan West
7	Gelyn L. Jonson	Learning Facilitator	PII	Lian CS	Lian
8	Edita Montalbo	Learning Facilitator	PIV	Alitagtag CS	Alitagtag
9	Zenaida G. Gutierrez	Learning Facilitator	PIII	Cuenca CS	Cuenca
10	Gilma C. Porley	Learning Facilitator	PIII	Mabini CS	Mabini
11	Marilyn Marasigan	Process Observer	PIV	Rosario East CS	Rosario East
12	Estrella A. Nuñez	QAME	PI	Lapolapo ES	San Jose
13	Lucila M. Caringal	Class Managers	PII	Sto. Niño ES	Ibaan
14	Imelda C. Tapero		PII	Rosario West CS	Rosario West
15	Maribeth A. Pesigan	Registration/Certificate	SPET I	Alitagtag CS	Alitagtag
16	Saeryl G. Mueco		SPET III	Rosario East	Rosario East
17	Armida S. Estacio	ICT/Documenter	Teacher III	Mainaga San Francisco Integrated School	Mabini
18	Loreno P. Norcio		Teacher III	Cuenca NHS	Cuenca
19	Marlon Borillo	Medical Officer	Nurse II	SDO Batangas	
20	Abiezer De Guzman	Medical Officer			





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Enclosure 3.

**TERMS OF REFERENCE**

**PROGRAM PROPONENT/MANAGER**

1. Manages the entire training/program
2. Acts as over-all cluster/venue adviser, supervisor
3. Leads the debriefing at the end of the day
4. Provides feedback during the debriefing
5. On the lookout for the welfare of the participants

**LEARNING FACILITATOR**

1. Runs the assigned session
2. Responsible for participants learning
3. Where necessary, develops, reviews, contextualizes the Session for the assigned session
4. Provides feedback to Program Manager
5. Attends debriefing sessions

**CLASS MANAGER**

1. Serves as class adviser all throughout the training program
2. Provides the needs of the participants and facilitators during the session
3. Gives/ announces management concerns
4. Checks the attendance
5. Reminds the participants regarding the evaluation
6. Posts, records, and checks the outputs of participants

**PROCESS OBSERVER**

1. Accomplishes the process observation form
2. Attends the debriefing sessions to disseminate what is written in the PO form

**QAME**

1. Ensures that the QAME process such as data gathering through monitoring tools and FGD, analysis of data, as well as the presentation of findings are observed, and ensures protocol is observed in this process.
2. Consolidates QAME results and submits reports to the program manager/ training manager
3. Oversees the entire QAME process of the program
4. Provides QAME results during debriefing
5. Ensures that debriefing happens at the end of the day
6. Submits all accomplished F1, F2 and F3



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**MEDICAL OFFICER**

1. Ensures the health conditions of the participants
2. Provides first aid and immediately attends to participants needing medical attention
3. Reports participants' health problems to the training management team
4. Attends debriefing sessions

**REGISTRATION AND CERTIFICATE FOCAL PERSON**

1. Secures logistics (supplies, materials, equipment) for the assigned classes
2. Keeps the master list of participants
3. Spearheads the registration and checking of all attendance of participants
4. Gathers and keeps the supporting documents for liquidation and reporting purposes

**DOCUMENTER / ICT FOCAL PERSON**

1. Sees to it that all equipment needed for the training are available and functional
2. Takes pictures and writes narrative reports of everything during the training
3. Takes down minutes of all meetings/ debriefing sessions
4. Prepares a draft of Completion Report following the given format

**EVALUATOR**

1. Assists the lead facilitator in evaluating the submitted outputs of the participants





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Enclosure 4.

**TRAINING MATRIX**

**EMPOWERING INCLUSIVE EDUCATION: FILIPINO SIGN LANGUAGE AND DISABILITY  
AWARENESS TRAINING FOR SHs, SNED AND RECEIVING TEACHERS**

**October 29-31, 2025**

<b>Time</b>	<b>Activity</b>
<b>DAY 1</b>	
7:00-8:00	Arrival of Participants
8:00- 9:00	Registration
9:00- 9:30	Opening Program
9:30-12:00	RA 11650 and Its Salient Features ( <b>Dr. Mercy R. Villanueva</b> )
12:00 – 1:00	Lunch
1:00 – 3:00	Inclusive Education: The Global and Local Agenda ( <b>Niña D. Dimaculangan</b> )
3:00-5:00	Revisiting the SNED Policies and It's Implications ( <b>Romana M. Hernandez &amp; Jennifer H. Cabello</b> )
<b>DAY 2</b>	
8:00-8:30	MOL
8:30-10:00	Essential Features of Inclusive Learning Resource Center (ILRC) ( <b>Irene B. Nakpil</b> )
10:00- 10:30	Health Break
10:30-12:00	RA 11106: Use of Filipino Sign Language ( <b>Rosalinda V. Sanchez</b> )
12:00-1:00	Lunch
1:00- 3:00	Basics and Usage of Filipino Sign Language ( <b>Gelyn L. Jonson &amp; Louella J. Olboc</b> )
3:00-3:30	Health Break
3:30-5:00	Filipino Sign Language- English ( <b>Zenaida G. Gutierrez &amp; Realyn M. Gonzales</b> ) Filipino Sign Language- Filipino ( <b>Gilma C. Porley and Alvin S. De Ocampo</b> )
<b>DAY 3</b>	
8:00-8:30	MOL
8:30-10:00	Filipino Sign Language- Science ( <b>Edita Montalbo and Haydee B. Binter</b> )
10:00- 10:30	Health Break
10:30-12:00	Filipino Sign Language- Math ( <b>Mary Grace B. Cabrera and Geren N. Garcia</b> )
12:00-1:00	Lunch
1:00- 3:00	Filipino Sign Language-AP ( <b>Myra S. Atienza &amp; Debralyn T. Nesnia</b> )
3:00-3:30	Health Break
3:30-5:00	Training Evaluation/Closing Program