



Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**


DIVISION MEMORANDUM  
 No. 292, s. 2025



To: All Public Schools District Supervisor  
 School Heads  
 SPED Teachers Concerned  
 This Division

CONDUCT OF PRE-WORK CONFERENCE IN PREPARATION FOR THE  
 DIVISION TRAINING ON SPECIAL NEEDS EDUCATION (SNED)  
 CONTENT AND PEDAGOGY FOR SCHOOL HEADS

1. The Department of Education-Surigao del Sur Division through the Curriculum Implementation Division (CID) shall conduct a Pre-Work Conference to Resource Speakers in preparation for the Division Training on Special Needs Education (SNED) Content and Pedagogy for School Heads. The pre-work shall be conducted at Shacene Pension House and Restaurant, Tandag City on July 25, 2025.
2. The objectives are the following:
  - 2.1 Finalize presentation on the different sessions
  - 2.2 Prepare materials to be used in each session
  - 2.3 Develop Pre and Post tests for the training
3. Participants to this activity are School Heads who have attended the Regional training and select Special Education Teachers (SPET) who shall serve as Resource Speakers. Travel authority is attached to this memorandum.
4. This is a one day activity. Lunch and two (2) snacks shall be served. Travel and per diem of School Heads and SPED teachers shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum to all concerned is hereby directed.

  
**LORENZO O. MACASOCOL, PhD, CESO V**  
 Schools Division Superintendent



Address: Balilahan, Mabua, Tandag City, Surigao del Sur, 8300  
 Telefax No. (086) 211-3225  
 Email Address: surigaodelsur.division@deped.gov.ph  
 Website: depedsurigaodelsur.com

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Encl.: Travel Authority

Reference:

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

PRE-WORK CONFERENCE

SNED

CONTENT & PEDAGOGY

CID/eps  
07/16/2025

Received by  
School Head  
DepEd  
July 16, 2025  
Tandag City  
Surigao del Sur





Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

No.: 20-176-2025

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

NO	NAME	POSITION / DESIGNATION	PERMANENT STATION
1.	Uni-san M. Otagan	SPET-2	Lingig CES
2.	Ariel A. Paler	P-1	Barobo NHS
3.	Maritess S. Lasay	MT-1	Barobo CES
4.	Alex I. Bernadas	SPET-1	Liangá CES
5.	Roselie P. Yriarte	SPET-1	Diatagon ES
6.	Fivie S. Galdiano	P-1	Maurillo Avila IS
7.	Maricel Maco	P-1	Antipolo ES
8.	Susan Villaflor	HT-3	Carromata ES
9.	Emelda Crombie	P-1	CT Pimentel NHS
10.	Jonalyn C. Medrano	P-2	Gamut CES
11.	Mary Ann B. Luna	SPET-1	Purísima NHS
12.	Reyna C. Ganot	MT-1	Cortes CES
13.	Apolinar B. Miano	MT-2	Burgos ES
14.	Hazelsira L. Arreza	P-1	Carmen CES
15.	Cherrel Tagyam	HT-1	Gacub ES
16.	Analiza G. Doloricon	EPS	DO

**Purpose of Travel**  
(Must be supported by attachments)

To attend Pre-Work Conference on the conduct of SNED Content and Pedagogy for School Heads

**Host of Activity**

DepEd DO

**Inclusive Dates**

July 25, 2025

**Destination**

Shacene Pension House & Restaurant, Tandag City

**Fund Source**

School MOOE/local funds

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.

  
**ANALIZA G. DOLORICON, EdD**

EPS

**July 18, 2025**

Date



Address: Balilahan, Mabua, Tandag City, Surigao del Sur, 8300

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This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

**FLUELLEN L. COS, PhD**  
CID Chief

**July 18, 2025**  
Date

**APPROVED**

**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent

\_\_\_\_\_ Date

By the Authority of the SDS:

**DANTE A. GRUMO**  
Administrative Officer IV

7/21/2025

SNED PREWORK