



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

DEPED-DIVISION OF SURIGAO DEL SUR  
**RELEASED**  
 DATE: JULY 29, 2025  
 TIME: 8:15 am  
 SIGNATURE: [Signature]

DIVISION MEMORANDUM  
 No. 707 , s. 2025

To: All Public Schools District Supervisor  
 School Heads  
 This Division

**CONDUCT OF DIVISION TRAINING ON SPECIAL NEEDS EDUCATION (SNED)  
 CONTENT AND PEDAGOGY FOR SCHOOL HEADS**

1. The Department of Education (DepEd)-Surigao del Sur Division through the Curriculum Implementation Division (CID) shall conduct a Division Training on Special Needs Education (SNED) Content and Pedagogy for School Heads on July 31, - August 2, 2025 at Shacene Pension House and Restaurant, Tandag City.
2. The objectives are the following:
  - 2.1 identify different difficulties/disabilities of learners
  - 2.2 demonstrate how learners with difficulty/disability can be accommodated
  - 2.3 value the importance of implementing inclusive education
3. Participants to this activity are select School Heads of the different districts who are expected to cascade SNED Content and Pedagogy to all teachers in the district. They are entitled to one day Compensatory Time Off (CTO) for the date which fall on a Saturday. Travel authority is attached to this memorandum.
4. This is a three (3) day activity. First meal is breakfast of July 31 and last serving will be afternoon snacks on August 2. This is a live in training, however, participants under the 50 kilometer radius from the division office, will not be billeted at the venue. Travel and per diem of School Heads and resource speakers 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 *[Signature]*



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:

TRAINING

SNED

CONTENT & PEDAGOGY

CID/eps  
07/25/2025



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

No.: 10-187-2025

**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	Purisima 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.	Alona A. Digaum	MT-1	Tagbina CES
17.	Analiza G. Doloricon	EPS	DO
18.	Jhun Clifford Reyna	EPS-2	DO
19.	Romeo Lepardo Jr.	EPS-2	DO
20.	Rosbelt John Grumo	Support Staff	
<b>Purpose of Travel</b> (Must be supported by attachments)		To conduct Division Training on SNED Content and Pedagogy for School Heads	
<b>Host of Activity</b>		DepEd DO	
<b>Inclusive Dates</b>		July 30-August 2, 2025	
<b>Destination</b>		Shacene Pension House & Restaurant, Tandag City	
<b>Fund Source</b>		School MOOE/local funds	





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

*Analiza G. Doloricon*  
**ANALIZA G. DOLORICON, EdD**  
EPS

**July 25, 2025**  
Date

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.

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

**July 25, 2025**  
Date

**APPROVED**

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

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Date