



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF AKLAN

September 7, 2026

Division Memorandum

No. 518, s. 2026

**DIVISION TRAINING FOR RECEIVING TEACHERS ON SNED CONTENT
AND PEDAGOGY, IEP DEVELOPMENT, & MFAT AND
IMPLEMENTERS FOR INCLUSIVE EDUCATION**

**To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher-In-Charge of the Districts
Education Program Specialist II for ALS
Heads of Public Elementary, Secondary and Integrated Schools
ALS Teachers
All Others Concerned**

1. The Schools Division of Aklan, through the Curriculum Implementation Division (CID) – Special Needs Education (SNEd), will conduct the **Division Training for Receiving Teachers on SNEd Content and Pedagogy, IEP Development, and MFAT, and Implementers for Inclusive Education** on **October 3, 4, and 10, 2026**, at **Ati-Atihan Festival Hotel, Kalibo, Aklan**.
2. The training aims to strengthen the competencies of receiving teachers and inclusive education implementers in inclusive education policies and legal frameworks, SNEd content and pedagogy, Individualized Education Program (IEP) development, and the administration and utilization of the Multi-Factored Assessment Tool (MFAT) and other standardized assessments.
3. The Training Matrix is attached as **Enclosure No. 1**, while the List of Participants and District Allocation is attached as **Enclosure No. 2**. The participants are the identified receiving teachers and inclusive education implementers from the districts of the Division of Aklan, with a total of **141 participants**.

4. Participants are expected to attend all scheduled sessions and actively participate in the training activities.
5. Teacher participants, resource speakers, facilitators, and Technical Working Group (TWG) members who are present/serve during the training are entitled to service credits, where applicable, in accordance with DepEd Order No. 53, s. 2003, titled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers." On the other hand, non-teaching personnel, including the management staff, shall be provided with compensatory time off (CTO) in accordance with Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02, 2004 on Non-Teaching Monetary Remuneration for Overtime Service.
6. Expenses related to the conduct of this activity shall be charged against the Special Education Fund (SEF) for Special Needs Education (SNEd), subject to the usual government accounting and auditing rules and regulations.
7. It is understood that, in the conduct of this activity, there shall be no discrimination in the provision of Learning and Development interventions on account of age, school, sex, gender, civil status, disability, religion, or other factors/personal circumstances that run counter to the principles of equal opportunity.
8. Immediate and widest dissemination of this Memorandum is earnestly desired.

FELICIANO C. BUENAFE, JR. CESO V
Schools Division Superintendent 

Enclosure As Stated:

Allotment: 3(DO 54, s. 1994)

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

CURRICULUM

PROGRAMS

TEACHERS

TRAINING

Enclosure No. 1 – TRAINING MATRIX

Enclosure No. 2 – LIST OF PARTICIPANTS AND DISTRICT ALLOCATION

HST



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <https://depedaklan.online>
Email Address: aklan.1958@deped.gov.ph

LIST OF PARTICIPANTS AND DISTRICT ALLOCATION

No.	District	No. of Participants
1	Altavas	7
2	Balete	6
3	Banga	7
4	Batan	6
5	Buruanga	6
6	Ibajay East	6
7	Ibajay West	6
8	Kalibo I	7
9	Kalibo II	7
10	Lezo	6
11	Libacao	6
12	Madalag	7
13	Makato	6
14	Malay	7
15	Malinao	6
16	Nabas	6
17	New Washington	6
18	Numancia	7
19	Tangalan	7
Total		122

RESOURCE SPEAKERS and TECHNICAL WORKING GROUP

Resource Speakers	12
Technical Working Group	7
Total	19

HST

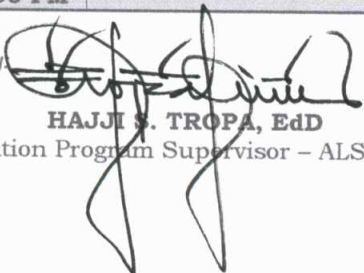
DIVISION TRAINING FOR RECEIVING TEACHERS ON SNED CONTENT AND PEDAGOGY, IEP DEVELOPMENT, AND MFAT AS IMPLEMENTERS FOR INCLUSIVE EDUCATION

October 3, 4, and 10, 2026
Atiatihan Festival Hotel, Kalibo, Aklan

TRAINING MATRIX

TIME	Day 1 October 3, 2026	Day 2 October 4, 2026	Day 3 October 10, 2026
07:00–08:15 AM	Registration	Management of Learning	Management of Learning
08:16–09:00 AM	Opening Program - Prayer, Phil. National Anthem, Aklan Hymn - Acknowledgment of Participants and Guests - Welcome Remarks - Background, Statement of Training Objectives - Message from the Key Division Official - Introduction of the Resource Persons and Training Management Team - Overview of the Training Program, House Rules - Energizer - Transition to the First Training Session	Session 5 The Roles of SNED Teachers and Receiving Teachers in the Implementation of Inclusive Education ROSA R. SUALOG	Session 10 Manifesting the Multi-factored Assessment Tool (MFAT) for Precision VICHEL V. SARDON
09:01–09:15 AM	Health Break	Health Break	Health Break
09:16–10:45 AM	Session 1 Salient Features of RA 11650 SALLY V. AGAPITO	Session 6 From Marking to Monitoring: Identifying Manifestations and Recording Behavioral Evidence DIONADITH GAY H. ISTURIS	Session 11 Standardized Administration: Protocols, Toolkits, and Environmental Setup for MFAT MAVEL A. NADUA
10:46–11:59 AM	Session 2 Understanding the 5-Year Compliance Window for Public and Private Schools WILMA N. CASTRO	Session 7 Anecdotal, LIS Tagging, SF-9 Non-Graded and SF-1 JOEMARIE T. FERNANDEZ	Session 12 Breaking Barriers in the Silent World IRMA JOY A. VIDAL
12:00–12:59 PM	Lunch Break	Lunch Break	Lunch Break
01:00–01:15 PM	Management of Learning	Management of Learning	Management of Learning
01:16–02:45 PM	Session 3 Classroom Practices to Promote Inclusion for Learners with Disabilities WILMA WERIGENE M. VILLA	Session 8 Individualized Education Plan in an Inclusive Setting ELYN M. BERSALES	Session 13 Navigating Challenges and Best Practices for Learners with Autism and Other Related Neurodevelopmental Delay JEMMAR M. ARANDELLA
02:46–03:00 PM	Health Break	Health Break	Health Break
03:01–04:45 PM	Session 4 Universal Design for Learning (UDL): The Framework for Inclusive Instructional Excellence WILMA WERIGENE M. VILLA	Session 9 Managing Instructional Materials NIÑA S. TERRE	CLOSING PROGRAM
04:46–05:00 PM	End-of-the-Day Reminders/FGD and Evaluation		

Prepared by:



HAJJI S. TROPA, EdD

OIC, Education Program Supervisor – ALS/FLP/SNEd

Recommending Approval:



Dr. DOBIE P. PAROHINOG
Chief Education Supervisor - CID

APPROVED:



FELICIANO C. BUENAFE, Jr. CESO V
Schools Division Superintendent

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