

Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

October 3, 2025

DIVISION MEMORANDUM

No. 278, s. 2025

**DIVISION TRAINING ON THE DEVELOPMENT AND PRODUCTION OF
ACCESSIBLE INSTRUCTIONAL MATERIALS FOR LEARNERS WITH SPECIAL
NEEDS**

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Elementary and Secondary School Heads
Special Education Teachers and Focal Persons

1. In line with DepEd Order No. 12, s. 2022 (Policy Guidelines for the Provision of Learning Resources and Needed Devices and Equipment and Funding Relevant Activities) ,and the Department's commitment to ensure access and support services for learners with disabilities and diverse learning needs, the Schools Division of Batanes, through the Curriculum Implementation Division said training on October 24-26, 2025 at the BNSHS Hall.
2. This activity aims to:
 - a. Equip teachers with knowledge and skills in developing varied forms of accessible learning materials such as large print, Filipino Sign Language (FSL) -based stories, tactile/3D aids and digital formats;
 - b. Produce prototype accessible learning materials aligned with the curriculum standards and competencies; and
 - c. Develop school-level action plans to ensure the utilization of these materials to support learners with special needs.
3. This training shall be participated in by SPED teachers, Kindergarten teachers and other identified personnel involved in curriculum implementation and instructional materials development. (see Enclosure)
4. Expenses relative to the conduct of this activity including travel expenses of participants from Sabtang and Itbayat shall be charged to the downloaded SPED Fund, subject to the usual accounting and auditing rules and regulations.



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Doc Code:	FM-ORD-005	Rev:	00
As of:	Jul 2, 2018	Page:	1

5. All teachers involved in the conduct of this activity shall be entitled of service credits as per DO # 53, s. 2003 while non-teaching personnel shall earn Compensatory Time Off (CTO) per CSC & DBM Joint Circular No. 2, s. 2004 to cover services rendered for Saturdays, Sundays, and holidays.

6. Widest dissemination of this Memorandum is desired.


DANTE J. MARCELO, PhD, CESO VI
Assistant Schools Division Superintendent
OIC- Office of the Schools Division Superintendent 

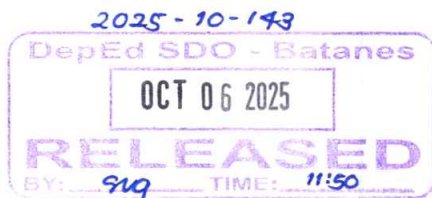
Encl: NONE

Reference: DepEd Order No. 12, s. 2022 (*Policy Guidelines for the Provision of Learning Resources and Needed Devices and Equipment and Funding Relevant Activities*)

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

ACCESSIBLE LEARNING MATERIALS
CURRICULUM IMPLEMENTATION
INCLUSIVE EDUCATION
SPECIAL EDUCATION

CID/vbg/blv



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LIST OF PARTICIPANTS

Division Training on the Development and Production of Accessible Instructional
Materials for Learners with Special Needs

October 24-26, 2025

NO	NAME	POSITION	SCHOOL
1	Joan M. Quibal	T1	Basco Central School
2	Livenda S. Noblejas	T3	Basco Central School
3	Maricris P. Rico	T2	Basco Central School
4	Hazel Romero	T1	Basco Central School
5	Kitsa Renalyn M. Tagulao	SPET 1	Basco Central School
6	Kathleen Mae R. Cariz	T2	Diptan Elementary School
7	Daniella E Paduga	T1	Diptan Elementary School
8	Kristine B. Villarin	T1	Tukon Elementary School
9	Eva M. Ibañez	T2	Chanarian Elementary School
10	Kaezy Español	T2	Valugan Integrated School
11	Luzviminda T, Cari	MT1	Mahatao Central School
12	Merry Shina R. Poncio	T3	Mahatao Central School
13	Mary Grace A. Fabia	T3	Diura Barrio School
14	Madeleste G. Adri	T3	Ivana Elementary School
15	Acela C. Barsana	SPET 1	Ivana Elementary School
16	Mary Grace De Ocampo	T3	San Vicente Elementary School
17	Gladys Jonalyn A. Arca	T3	Uyugan Elementary School
18	Rodilyn Noblejas	T1	Uyugan Elementary School
19	Mary Maica Adami	T1	Imnajbu Elementary School
20	Llewelyn C, Almeyda	T3	Yawran Barrio School
21	Xyrza G. Ibañez	T1	Chavayan Elementary School
22	Lourdes A. Cultura	T3	Sabtang Central School
23	Jackielyn D. Ponce	T2	Sumnanga Elementary School
24	Bernardita Carba	T3	Nakanmuan Elementary School
25	Ivy G. Castillejos	T1	Mayan Elementary School
26	Sarah C. Cobico	T3	Itbud Integrated School
27	Maria Lethly E. Gonzales	T3	Itbayat Central School
28	Jesusa G. Camacho	SPET 1	Itbayat Central School
29	Nancy N. Nico	T3	Raele Integrated School
30		Secretariat	Schools Division Office
31		QATAME	Schools Division Office
32		Welfare Officer	Schools Division Office
33		Finance	Schools Division Office
34		Logistic	Schools Division Office
35	Oswaldo Valiente	Resource Person	Schools Division Office
36	Bernadette L. Vinalay	EPS-SNED & KEP	Schools Division Office