



Republic of the Philippines  
Bangsamoro Autonomous Region in Muslim Mindanao  
Ministry of Basic, Higher and Technical Education  
Cotabato City



Office of the Minister

REGIONAL MEMORANDUM

No. 743  
Series of 2023

To : **ABDULLAH P. SALIK, JR. JD.**, Director General, Basic Education  
**ALKHAN U. SANGKULA**, PhD., Director BSPED  
**JUDITH D. CAUBALEJO**, Director BIPED  
**ATTY. MOJAHID S. GURO**, Chief, Legal Office  
**JOURDAN K. PANGILAN**, Chief Planning Division  
**YUL ADELFO D. OLAYA**, Chief, Curriculum and Instruction Division  
**LYNETH U. MOKAMAD**, Regional GAD Focal  
**SAFIYA A. SUGALA-UNGGAS**, Regional SPED Focal  
**IMELDA S. SOMBRITO**, Regional IPED Focal  
**DIVISION SPED FOCALS**

From : **MOHAGHER M. IQBAL**  
Minister

Subject : **UPSKILLING OF DIVISION FOCALS AND SCHOOL HEADS ON  
INCLUSIVE EDUCATION USING THE FOUNDATIONS OF THE INCLUSIVE  
SCHOOLS APPROACH**

Date : September 15, 2023

1. In view of the passage of RA 11650 as an Act to Institute a Policy of Inclusion and services for Learners with Disabilities, the Ministry of Basic, Higher, and Technical Education is strengthening the adoption of Inclusive Education as part of the Basic Education learning systems to promote holistic development among learners, teachers, administrators, and stakeholders.
2. The Bureau of Special Education (BSPED) and with support from the Australian government through Education Pathways to Peace in Mindanao is extending a great effort to realize the dream of the Ministry of ensuring No Child shall be left behind in the Bangsamoro region especially those in the marginalized, underprivileged, and difficult circumstance.
3. In support of realization of the Ministry's goal of continuous development of its personnel as one of the processes to promote the Inclusive Education, the Bureau for Special Education will conduct an activity on the **Upskilling of Division Focal and School Heads on Inclusive Education using the Foundations of the Inclusive Schools Approach** on September 25-29, 2023 at Davao City (Hotel Venue TBA).
4. The activity aims to capacitate, reorient and update the school heads with the latest policies, practices, and activities in Inclusive Education using Modules and Session Guides that have been contextualized to the BARMM.
5. See **Annex A** for the list of key activities and identified participants.



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6. Accommodation and meals shall be charged to the Ministry's GAAB 2023 subject to the existing auditing and accounting rules and regulations. The Education Pathways to peace in Mindanao shall provide an augmentation financial assistance incurred in the activity as an agreement beforehand. Participants who might spend expenses that need to be reimbursed are required to present official receipts.
7. Should you have queries, kindly contact Safiya A. Sugala-Unngas at her mobile number **0916 781 2360** or email [sugalasafiya@gmail.com](mailto:sugalasafiya@gmail.com)
8. For information and compliance.

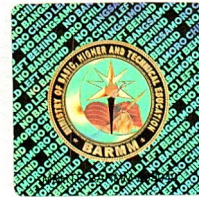
Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher and Technical Education  
**OFFICE OF THE MINISTER**

**RELEASED**

By: Hapsia  
 DATE: 19 SEP 2023  
 TIME: 3:00 PM  
 Cont. No: 2023-09-128

By Authority of the Minister  
**MOHAGHER M. IQBAL**

*[Signature]*  
**HARON S. MELING**  
 Deputy Minister



Republic of the Philippines  
 Bangsamoro Autonomous Region in Muslim Mindanao  
 Ministry of Basic, Higher and Technical Education  
**INFORMATION AND COMMUNICATIONS DIVISION**  
 Office of the Minister  
**RELEASED**  
 By: Moulam  
 Date: SEP 19 2023  
 Time: 3:10 PM  
 Control No.: 2023-09-128



**Annex A:**

	<b>Name</b>	<b>Designation/Position</b>	<b>Division/School</b>
1	Alkhan U. Sangkula	Director I, BSpEd	Regional Office
2	Aity. Mojahid Guro	Chief, Legal Division	Regional Office
3	Judith D. Caubalejo	Director I, BIPED	Regional Office
4	Jourdan Pangilan	Chief, Planning Division	Regional Office
5	Yul Adelfo Olaya	Chief, Curriculum and Instruction Division	Regional Office
6	Safiya A. Sugala	Regional SpEd Focal	Regional Office
7	Imelda S. Sombrito	Regional IpEd Focal	Regional Office
8	Lyneth U. Mokamad	MBHTE Gender and Development Focal	Regional Office
9	Omar H. Gani	Deputy Regional SpEd Focal	Regional Office
10	Monaria A. Kutig	ADAS BSpEd	Regional Office
11	Shaira Abedin	ADAS BIpEd	Regional Office
12	Nur-Ain M. Abas	DRRM Focal/ Alternate	Regional Office
13	Nida o. Padrique	Division SpEd Focal	Cotabato City
14	Mergie d. Benedicto	School Head	Sero C.S.
15	Agnes B. Ortega	School Head	Canizares NHS of Arts & Trade
16	Bai - Am M. Lauban	Division SpEd Focal	Maguindanao Del Norte
17	Bainot M. Mastura-Hassan	HTI OC	Sultan Mastura N.H.S.
18	Alsherin J. Daud	Schol Head	Datu Mantato NHS
19	Wilma Grace P. Rivero	Division SpEd Focal	Maguindanao Del Sur Division
20	Abdulrahman E. Esmael	School Head	Maringen Elem School
21	Elizabeth E. Estorninos	School Head	Pandan NHS
22	Gemma P. Tayuan	Division SpEd Focal	SGA Division
23	Raye Lester P. Ballano	School Head	Libungan Torreeta ES
24	Ruby M. Balolong	School Head	Pebpoloan ES
25	Shahera B. Lucman	Division SpEd Focal	Marawi Division
26	Zoraidah L.Ampaso	School Head	Dulay Elem School
27	Tarhata D. Tarusan	School Head	Banggolo Primary School
28	Nobaisah B. Ibrahim	Division SpEd Focal	Lanao Del Sur I Division
29	Abdulmalic C. Acoon	TIC	Piagapo NHS
30	Nor-Maliah M. Manding	TIC	Bubong- Madanding ES
31	Iyasmen D. Dandamun	Division SpEd Focal	Lanao Del Sur II
32	Rohaidah L.H.Nor	School Head	School Head
33	Indira M. Pagadiian	School Head	School Head
34	Ma. Cristina T. Delos Santos	Division SpEd Focal	Lamitan Division
35	Larry A. Paderanga	Lamitan Clty SpEd Resource Center	TIC

<b>36</b>	Rene Nerie Rizal	Colony CES	HT I
<b>37</b>	Glyndale B. Aguilos	Division SpEd Focal	Basilan Division
<b>38</b>	Amina Bapora	School Head	Principal I
<b>39</b>	Barsi A. Hotong	School Head	School Head
<b>40</b>	Kerwin B. Asid	Division SpEd Focal	Sulu Division
<b>41</b>	Merhama Pandi	TIC	Salih Yusah ES
<b>42</b>	Nusida H. Hajilon	TIC	Kasulutan Es
<b>43</b>	Rajis S. Abdulwahid	Division SpEd Focal	Tawi- Tawi Division
<b>44</b>	Sitti Berkis A. Sabtula	Principal I	Sea Orchids Elem. School
<b>45</b>	Sherny Ladjuddin	TIC	SpEd Center
<b>46</b>	BWC Representative		Bangsamoro Women's Commission
<b>47</b>	Marie Therese Angelie Bustos	Faculty	University of the Philippines College of Education
<b>48</b>	Lutze-Sol Vidal	Faculty	University of the Philippines College of Education
<b>49</b>	French Israel	Project Manager	The Teacher's Gallery
<b>50</b>	Irah Leni	Project Officer	The Teacher's Gallery
<b>51</b>	Nelson Mendaros	Project Head	Team Mendaros
<b>52</b>	Representative from DepEd		Department of Education
<b>53</b>	Representative from DepEd		Department of Education
<b>54</b>	Raeesa Piang	Inclusion Specialist	Pathways
<b>55</b>	Rosario Quitoras	CP&Safeguarding Officer	Pathways
<b>56</b>	Nancy Parreño	Gender Specialist	Pathways
<b>57</b>	Resurreccion Cruz	Information Management Systems Adviser	Pathways
<b>58</b>	Jerome Zayas	Lead Inclusion Adviser	Pathways

**BUREAU OF SPECIAL EDUCATION: UPSKILLING OF DIVISION FOCALS AND SCHOOL HEADS ON INCLUSIVE EDUCATION USING THE FOUNDATIONS OF THE INCLUSIVE SCHOOLS APPROACH**

**INDICATIVE PROGRAM OF ACTIVITIES**

Topic/Agenda	Expected Output	Methodology	Person Responsible (Both internal and external)
<b>Day 01 Sep 25, 2023</b>	Arrival and Check-In PRELIMINARY ACTIVITIES FOR TRAINERS 1. Briefing of Program Activities and Assignments /Mechanics 2. Simulation of Trainers of assigned topics 3. Preparation of Materials		
<b>Day 02 - Sep 26, 2023</b>			
7:00 – 8:30	Registration		Secretariat
8:30 – 9:15	Preliminaries <ul style="list-style-type: none"> <li>• Invocation</li> <li>• Philippine National Anthem</li> <li>• BARMM Hymn</li> </ul>		AVP
	<ul style="list-style-type: none"> <li>• Welcome Message</li> </ul>		Alkhan U. Sangkula Director BSpEd
	<ul style="list-style-type: none"> <li>• Recorded Message</li> </ul>		Abdullah P. Salik, Jr Director General for Basic Education, MBHTE
	<ul style="list-style-type: none"> <li>• Introduction of Participants and Expectation Check</li> </ul>		Division SpEd Coordinators
	<ul style="list-style-type: none"> <li>• Overview of Program / Admin and Logistics Orientation</li> </ul>		Safiya A. Sugala- Unggas Regional SpEd Focal Secretariat
	<ul style="list-style-type: none"> <li>• Program Flow and Objectives of the Activity</li> </ul>		
9:15 – 10:15	Getting Started on the Inclusive Schools Approach (ISA) (see Getting Started Session Guide of Module 1: Inclusive Education Basics – KaISA Foundations School-based Learning Session)	Presentation Discussion	Regional SpEd Focal
10:15 – 12:15	Session 1. Inclusive Education Basics 1.1. Understanding Gender 1.2. Understanding Disability	Presentation Activity Evaluation	Division SpEd Focal MBHTE GAD Focal Bangsamoro Women's Commission
	<i>Lunch</i>		
1:30 - 2:30	Session 1. Inclusive Education Basics 1.3. Understanding Inclusion	Presentation Activity Evaluation	Lead: Division SpEd Focal Support: Pathways & TTG
2:30 - 2:45	<i>Refreshment</i>		

2:45 - 3:15	Session 1: Inclusive Education Basics 1.4. Overview of the Inclusive Schools Approach	Presentation Activity Evaluation	Yul Olaya Division Chief – CID
3:15 – 5:00	Session 1: Inclusive Education Basics 1.5. Introduction to Inclusive Education		Lead: Division SpEd Focal Support: Pathways & TTG
<b>Day 03 - Sep 27, 2023</b>			
8:00 – 10:30	Session 2: Creating an Inclusive School Environment 2.1. Addressing Learner Diversity and Classroom Management	Presentation Activity Evaluation	Lead: Division SpEd Focal Support: Pathways & TTG
10:30 - 11:30	Session 2: Creating an Inclusive School Environment 2.2. School-wide behavior management	Presentation Activity Evaluation	Lead: Division SpEd Focal Support: Pathways & TTG
11:30 - 12:30	Session 2: Creating an Inclusive School Environment 2.3. Strengthening school-wide support	Presentation Activity Evaluation	Lead: Division SpEd Focal Support: Pathways & TTG
12:30 – 1:30	Lunch		
1:30 – 2:30	Session 2: Creating an Inclusive School Environment 2.4. Understanding Child Protection	Presentation Activity Evaluation	Lead: ATTY. MOJAHID S. GURO Support: Pathways & TTG
2:30 – 3:30	Session 3: Engaging and Assessing Diverse Learners 3.1. Universal Design for Learning	Presentation Activity Evaluation	Lead: Division SpEd Focal Support: Pathways & TTG
3:30- 5:00	Session 3: Engaging and Assessing Diverse Learners 3.2. UDL Lesson Planning	Presentation Activity Evaluation	Lead: Division SpEd Focal Support: Pathways & TTG
	Reading Assignment Session 3: Engaging and Assessing Diverse Learners 3.3. Formative Assessment 3.4. UDL Task Analysis		
<b>Day 04 - Sep 28, 2023</b>			
	Refreshment		
8:00 – 9:00	Group Reflections and Presentation from Reading Assignment	Presentation	Lead: Division SpEd Focal Support: Pathways & TTG
9:00 - 10:00	Session 4 – Reach Every Child 4.1. Tagging of Learners in LIS and BEMIS	Presentation Activity Evaluation	Division SpEd Focal Pathways IMS Adviser Department of Education
10:00 – 12:00	Session 4 – Reach Every Child 4.2. Division-level validation of Disability Information	Group work	Division SpEd Focal Pathways IMS Adviser Department of Education

	Management System Data with LIS and BEMIS		
12:00 – 1:00	Lunch Break		
1:00 – 3:30	Session 5 – ISA Division Action Planning 5.1. How to implement ISA in your Divisions 5.2. How to bring Out of School Learners in School		
3:30 – 4:00	Synthesis		Yul Olaya Division Chief – CID
4:00 – 5:00	Next steps Evaluation Closing		
<b>Day 5 - Sep 29, 2023</b>	Check-out		