



Office of the Secretary

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DepED MEMORANDUM
No. **360**, s. 2003

SEP 17 2003

**2003 ORIENTATION ON THE UTILIZATION OF THE LEARNING PACKAGE
AND TEACHER DEVELOPMENT FOR SCHOOL INTEGRATION
OF CHILDREN WITH AUTISM**

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Special Education Division of the Bureau of Elementary Education (SPED-BEE) will conduct a five-day live-in Orientation on the Utilization of the Learning Package and Training for Public School Teachers Teaching Children with Autism to be held at Aloha Hotel, 2150 Roxas Boulevard, Malate, Manila on November 3-8, 2003.
2. The training aims to: (a) equip the participants with basic knowledge and skills on the provision of educational intervention for children with autism; (b) orient them on the utilization of assessment procedures on the screening and identification of children with autism; and (c) introduce the use of the learning package as guide in teaching and managing pupils/students identified with autism.
3. Sixty-five (65) participants are expected to attend this training, forty-eight (48) of whom shall come from the regions (Enclosure No. 1). Selection of participants shall be determined by the Regional Office through the Chief of the Elementary Education Division. The criteria for the selection is found in Enclosure No. 2. The list of nominees shall be forwarded to the SPED, BEE, 2nd Floor, Bonifacio Building, DepED Complex, Meralco Avenue, Pasig City **not later than October 17, 2003**. Participants are advised to check-in at 8:00 a.m., Monday, November 3, 2003. The first meal to be served shall be the morning snack on Day 1. Breakfast on November 8, 2003 shall be the last meal to be served.
4. Travel expenses, board and lodging of participants, supplies and materials, honoraria of consultants/resource speakers, extra essentials of staff and payment of training venue shall be charged against funds of the Office of the Secretary (OSEC, A.II, 5) subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.


EDILBERTO C. DE JESUS
Secretary

Maricar/dm-2003 autism
09-05-03

Encls.:
As stated

Reference:
None

Allotment: 1- -(D.O. 50-97)

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

OFFICIALS
TEACHERS
SPECIAL EDUCATION

Inclosure No. 1

SUGGESTED LIST OF PARTICIPANTS TO THE ORIENTATION
ON THE UTILIZATION OF LEARNING PACKAGE FOR CHILDREN
WITH AUTISM AND TEACHER DEVELOPMENT FOR SCHOOL
INTEGRATION OF CHILDREN WITH AUTISM

Region	Number of Participants	
	Teacher	Administrator/Supervisor
I	1	1
II	1	1
III	1	1
IV-A & B	2	2
V	1	1
VI	1	1
VII	1	1
VIII	1	1
IX	1	1
X	1	1
XI	1	1
XII	1	1
CARAGA	1	1
CAR	1	1
ARMM	1	1
NCR	1	1
	26	22

Bee Staff

Name	Designation
1. Teresita G. Inciong/Yolanda S. Quijano	Director IV/Director III
2. Mirla Olores/Fc M. Villalino	Chief/Asst. Chief
3. Simeona T. Ebol/Proserpina M. Flores	SEPS
4. Ma. Chita I. Singayan/Florita V. Alcala	SEPS/ÉPS
5. Leticia Z. Bertumen/Zenaida G. Concon	EPS
6. Trinidad M. Lagarto	EPS
7. Romeo M. Mina/Forcefina E. Frias	EPS
8. Eufrosina R. Lontoc	Clerk II
9. Evangeline R. Quintos/Glotilde G. de Guzman	Clerk I
10. Angel M. Nabor/Myrna N. Galang	Typesetter
11. Rodolfo Fortaleza/Saturnino Ocho	Driver
12. Julius Samulde	Clerk II
13. Gloria Yungca	Cashier III
14. Felisa Remo	Accounting Clerk

Inclosure No. 2

**CRITERIA FOR THE SELECTION OF NOMINEES
TO THE 2003 ORIENTATION ON THE UTILIZATION
OF THE LEARNING PACKAGE AND TEACHER DEVELOPMENT
FOR SCHOOL INTEGRATION OF CHILDREN WITH AUTISM**

1. Is actually teaching regular or SPED classes without training on special education
2. Has a performance appraisal rating of at least **Very Satisfactory for the past three (3) Rating Periods**
3. Has a grade point average of **not lower than 2.0/85** in the undergraduate/graduate/post graduate study
4. Is not more than 50 years old
5. If married, is not pregnant or not a nursing mother
6. Has no administrative/criminal record
7. Is physically fit, mentally healthy and manifests positive attitude and commitment toward work, peers and pupils
8. Is willing to conduct and/or assist in in-service training activities and to organize class for children with autism after training
9. Has not availed of any national training program for the past three (3) years.
10. Can communicate in both English and Filipino with fluency

**PERTINENT PAPERS TO BE SUBMITTED
TO THE REGIONAL DIRECTOR/ SCHOOLS DIVISION
SUPERINTENDENT AND TO THE CHIEF
OF THE SPECIAL EDUCATION DIVISION**

1. Performance Appraisal Rating for the past three (3) rating periods
2. Certified true copy of Transcript of Records
3. Form 86 (Health Certificate)
4. Certification from the Head of Office (Principals/Superintendent/Chief of Elementary Education/) that the nominee is actually teaching and recommending him/her for training duly endorsed by the Superintendent and Regional Director.
5. Authority to travel