



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

06 March 2025

Division Memorandum
No. 105 s. 2025

TO: Public Schools District Supervisors
Public Elementary and Secondary School Heads
All others concerned

Division Orientation on the Development of Individualized Transition Plan (ITP)

1. The Division Office through the Curriculum and Implementation Division will conduct a Division Orientation on the Development of Individualized Transition Plan (ITP) for Special Needs Education on March 19, 2025
2. The purpose of conducting the activity is to:
 - ensure that all internal key stakeholders involved in the education and support of the individual with special needs understand and are familiar with the contents and purpose of the ITP,
 - promote collaboration, answer questions, address concerns, and provide clarity on the goals, accommodations, modifications, and services outlined in the ITP, and
 - establish a shared understanding among educators, parents, students (when appropriate), and other relevant parties to work together effectively towards the student's success and progress in their educational journey.
3. Enclosed with this memorandum are Enclosures 1 and 2, or the distribution list of participants and Activity Matrix.
4. Immediate and wide dissemination of this memorandum is desired.

BENEDICTA R. GAMATERO PhD, CESO V
Schools Division Superintendent





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Enclosure 1: Allocation of Participants

Particulars	Alloted Number
SDS	1
CES-CID	1
SNEd Focal	1
All PSDSs	10
SDO Health Units (Drs and Nurses)	13
School Nurse of IUs	3
Representative of all Secondary schools	28
Resource Speakers	5
Total	62

Enclosure 2. ITP Matrix

TIME	SESSION TITLE	RESOURCE SPEAKER
8:00-8:15	Arrival and Registration	
8:51-8:30	Preliminaries	
8:30-9:30	What is IEP/ITP: It's Features, Goals & Purpose	Cresencia M. Na-oy, Send Focal
9:30-10:30	Legal Bases in the Accomplishment of ITP	Flordeliza Sannadan, P1
10:30-10:45	<i>Health Break</i>	
10:45-12:00	Role of School Multidisciplinary Team and Processes on the Conduct of ITP	Geraldine Ollibac, T3
12:00-1:00	<i>Lunch Break</i>	
1:00-3:00	Walkthrough of IEP and ITP Templates	Celso Paguel, HT 1
3:00-3:15-	<i>Health Break</i>	
10:30-12:00	Presentation of ITP Templates	Karen W. Tabanganay, PSDS
3:15-5:00	Demonstration off the School Multidisciplinary Team in the Conduct of Meeting/Planning for Learner's ITP	Junena Matammu, RGC



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>

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