



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



Office of the Schools Division Superintendent

11 March 2025

Division Memorandum
No. 119 s. 2025

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

Division Orientation Cum Workshop on the Development of Individualized Education Plan (IEP)

1. The Division Office through the Curriculum and Implementation Division will conduct a Division Training and Orientation on the Development of Individualized Transition Plan (IEP) for Special Needs Education on March 20-21, 2025 At Las Vegas Hotel and Restaurant
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 IEP,
 - promote collaboration, answer questions, address concerns, and provide clarity on the goals, accommodations, modifications, and services outlined in the IEP, 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. Participants in this activity are the school heads and teachers of the SNED-PSF recipient schools.
4. Enclosed with this memorandum are Enclosures 1 and 2, or the distribution/allocation list of participants and Activity Matrix.
5. Immediate and wide dissemination of this memorandum is desired.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent





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

Office of the Schools Division Superintendent
Enclosure 1: Allocation of Participants

District	School	# of Pax
ETD 1	Matucnang ES	2
	Bulanao CS	3
	Nambaran ES	2
	Tannubong ES	2
	Masanita ES	1
	Maledda IS	2
ETD 2	Bulo Esat CS	2
	New Balbalan ES	2
	Dananao ES	2
	Burobor ES	2
	Lacnog IS	2
ETD 3	Agbannawag CS	3
	Hilltop ES	2
NTD 1	Casigayan ES	2
	Magsaysay ES	2
	TCCS	3
	Basao Isla ES	2
NTD 2	Balong CS	2
	Cabaruan ES	2
	Laya West ES	2
	San Julian ES	2
STD 1	Bulanao East ES	2
	Bulanao West E S	2
	Greenhills ES	2

District	School	# of Pax	
STD 2	Calaccad ES	2	
	Banneng ES	2	
	Cudal CS	2	
STD 3	Magabbangon ES	2	
	Amlao ES	2	
	Malin-awa ES	2	
	WTD 1	Cabaritan ES	2
WTD 1	Calanan ES	2	
	Gobgob ES	2	
	Lanna ES	2	
	Tangbay ES	2	
	Madapdapig ES	2	
	Toppan IS	2	
	WTD 2	Magnao ES	2
		Naneng ES	2
Pa-o ES		2	
Gawidan ES		2	
TOTAL		84	
Program Management Team			
SDS		1	
CES-CID		1	
Resources Speakers and Facilitators		11	
TOTAL		13	
GRAND TOTAL		97	

Enclosure 2. IEP Matrix

TIME	SESSION TITLE	RESOURCE SPEAKER	TECHNICAL SUPPORT/FACILITATOR
DAY 1:			
7:00-8:00	Arrival and Registration		
8:01-8:30	Preliminaries-c/o Celso U. Paguel Jr.		
8:30-9:30	What is IEP/ITP: It's Features, Goals & Purpose	Cresencia M. Na-oy SNEd Focal	Celso U. Paguel, HT-1 Tannubong ES
9:30-10:30	Legal Bases in the Accomplishment of IEP/ITP		
10:30-10:45	Uninterrupted Break		
10:45-12:00	Role of School Multidisciplinary Team and Processes on the Conduct of IEP	Kennedy D. Palcasio SNET-1 BCS	Kimyae P. Pascual



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





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

Office of the Schools Division Superintendent

12:00-1:00	Lunch Break		
1:00-3:00	Walkthrough of IEP Template	Flordeliza A. Sannadan- P1, SDO Tabuk City Karen W. Tabanganay PSDS- SDO Tabuk City	Violeta B. Banggollay T3- Cudal CS
3:00-3:15	Uninterrupted Break		
3:15-5:00	Walkthrough of IEP Template-cont'n		
DAY 2:			
7:45-8:00	MOL		
8:00-10:15-	Workshop on IEP Template	Kimyae P. Pascual SNET-1, TCNHS Junena Matammu RGC, TCNHS	Geraldine Ollibac
10:15-10:30	Uninterrupted Break		
10:30-12:00	Presentation on IEP Template	Celso U. Paguel- HT1, SDO Tabuk City Violeta R. Corong T-3, Calanan ES	Violeta R. Corong T-3, Calanan ES
12:00-1:00	Lunch Break		
1: 00-3:00	Simulation on the Conduct of IEP	Marionette S. Dooma EPS-Kinder Focal	
3:00-3:15	Uninterrupted Break		
3:15-4:30	Demonstration of the School Multidisciplinary Team in the Conduct of Meeting/Planning for Learner's IEP/ITP	Geraldine B. Ollibac, T3-SDO Tabuk City	
4:31-5:00	Closing Program		



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga

Email: tabuk.city@deped.gov.ph

Website: <https://www.depedtabukcity.com>

DepEd Tayo Tabuk City