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Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

April 11, 2023

REGIONAL MEMORANDUMNo. **318**, s. 2023

**PARTICIPANTS TO THE SERIES OF WORKSHOPS ON THE DEVELOPMENT,
VALIDATION, AND FINALIZATION OF THE POLICY GUIDELINES ON THE
INDIVIDUALIZED EDUCATION PLAN (IEP) FOR LEARNERS
WITH DISABILITIES (LWDs)**

To: Schools Division Superintendents

- Division of Biliran
- Division of Borongan City
- Division of Catbalogan City
- Division of Maasin City
- Division of Ormoc City
- Division of Tacloban City

All Others Concerned

1. Attached is DepEd Memorandum DM-CT-2023-045 dated March 20, 2023 announcing the conduct of a series of workshops on the development, validation, and finalization of the policy guidelines on the IEP from April to August 2023 which requires regional participants who can provide relevant inputs and help craft a unified policy which shall guide teachers in preparing a suitable and appropriate IEPs for LWDs.

2. In response to the requirement to send Supervisors in Special Education and/or School Heads from SPED Centers or schools implementing the SPED Program, this Office, through the Curriculum and Learning Management Division (CLMD), has selected the following personnel as the official participants of the Region:

PARTICIPANT	POSITION	OFFICE/SCHOOL	ACTIVITY	DATE & VENUE
Aurora B. Amboy	Division SPED Supervisor	SDO of Borongan City	Workshop on the Development of Policy Guidelines on the IEP	April 17-21, 2023, Manila Grand Opera Hotel
Carmen R. Lim	Division SPED Supervisor	SDO of Catbalogan City		
Melissa R. Bughao	OIC - Public Schools Division Supervisor	SDO of Ormoc City		
Hilario B. Genovia	School Head	Maasin City SPED Center	Workshop on the Validation of Policy Guidelines on the IEP	June 19-23, 2023, Region 7
Dean Ric M. Endriano	Regional SPED Supervisor	DepEd Regional Office VIII		



Miguel Jr M. Dumas	Division SPED Supervisor	SDO of Tacloban City		
Arnold T. Cerera	Head Teacher	Cabucgayan National School of Arts and Trade	Workshop on the Finalization of Policy Guidelines on the IEP	August 14-18, 2023, Region 3
Carmen R. Lim	Division SPED Supervisor	SDO of Catbalogan City		
Melissa R. Bughao	Regional SPED Supervisor	DepEd Regional Office VIII		

3. The Schools Division Superintendents shall ensure the participation of their identified personnel and shall facilitate the preparation of the needed travel authority prior to their attendance to the activities.
4. Travel expenses of the participants shall be charged to the 2023 SPED-PSF which will be downloaded to the Region. In case the fund is still unavailable or insufficient, the same expenses may be charged to the remainder of the Regional Office 2022 FY SPED-PSF thru SARO No. OSEC-8-22-2754 subject to the existing accounting rules and regulations.
5. The participants are also required to submit a report about their involvement in the said workshops not later than two weeks after their return.
6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
 Regional Director 

Enclosures: As stated
 References: As stated

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

IEP POLICY GUIDELINES SPED WORKSHOP

CLMD-DME





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

03458

MEMORANDUM
DM-CT-2023-045

TO: REGIONAL DIRECTORS
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FROM: **G.H. S. AMBAT**
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Curriculum and Teaching

SUBJECT: **DEVELOPMENT, VALIDATION, AND FINALIZATION OF THE POLICY ON INDIVIDUALIZED EDUCATION PLAN FOR LEARNERS WITH DISABILITIES**

DATE: **March 20, 2023**

In support of the MATATAG agenda of Vice President of the Republic of the Philippines and Secretary of the Department of Education (DepEd) Sara Z. Duterte to "take good care of learners by promoting learner well-being, inclusive education, and a positive learning environment," DepEd, through the Bureau of Learning Delivery-Student Inclusion Division (BLD-SID), shall be conducting a series of workshops on the **Development, Validation, and Finalization of the Policy on Individualized Education Plan (IEP) for Learners with Disabilities (LWDs)**.

The policy shall provide clear guidelines for field implementers in understanding the process of preparing and implementing an IEP for LWDs.

The activities and timeline of the workshops are as follows:

Activity	Participants	Timeline and Venue*
Workshop on the Development of Policy on IEP for LWDs	three (3) participants per region except Region 4A	April 17-21, 2023 Within NCR
Workshop on the Validation of Policy on IEP for LWDs	three (3) participants per region except Region 4A	June 19-23, 2023 Within Region 7
Workshop on the Finalization of Policy on IEP for LWDs	three (3) participants per region except Region 4A	August 14-18, 2023 Within Region 3

*A communication on the final venue shall be sent.

Attached in this Memorandum is the criteria for the selection of the participants (*Annex A*). The selected participants are expected to attend all activities in order to ensure continuity.



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Kindly send the details of the selected participants **using the templates provided in Annexes B and C through email at zenaida.concon@deped.gov.ph not later than March 31, 2023.**

Links for the pre-registration of the selected participants will be provided through email addresses before every workshop commences.

Additionally, participants are expected to have internet connection and, preferably, laptops during the workshops.

For more information and clarifications, please contact **Mr. Vic Emerson Danao** or **Ms. Zenaida G. Concon**, Supervising Education Program Specialists of BLD-SID through email at bld.sid@deped.gov.ph.

Immediate dissemination of this Memorandum is desired.



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Annex A

CRITERIA FOR THE SELECTION OF PARTICIPANTS

Selected participants are expected to:

1. Possess adequate knowledge and skills on Individualized Education Plan;
2. Have adequate experience on the development and implementation of the Individualized Education Plan;
3. Have experience in managing or supervising classes for learners with disabilities;
4. Have no other participation in other activities on the days of the workshop that will require them to excuse themselves from completing the required 5-day workshop; and
5. Can actively participate and provide inputs during the drafting of the policy.



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Annex C

TEMPLATE SELECTED PARTICIPANTS FOR THE WORKSHOPS ON THE
VALIDATION OF THE POLICY ON INDIVIDUALIZED EDUCATION PLAN (IEP) FOR
LEARNERS WITH DISABILITIES (LWDs)

REGION AND DIVISION	NAME	DESIGNATION		EMAIL ADDRESS	CELL PHONE NUMBERS
		EPS	SCHOOL HEAD		

Prepared by: _____
Regional Supervisor In-Charge of SNED