



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-

564

To : Assistant Schools Division Superintendent
CID Chief
Public Schools District Supervisors
Education Program Supervisor (SNED Focal)
School Heads
All Others Concerned

Subject : **ATTENDANCE TO THE CONDUCT OF WORKSHOP ON THE
INDIVIDUAL EDUCATIONAL PLAN FOR LEARNERS WITH
DISABILITIES (LWDs)**

Date : November 5, 2025

This is in pursuant to Regional Memorandum CLMD-2025-602, dated October 17, 2025, re: Conduct of Workshop on the Individual Education Plan (IEP) for Learners with Disabilities (LWDs) on November 29-30, 2025, at the Ritz Hotel, Obrero Street, Davao City.

The participants in the training are listed in the attached document.

Service credits shall be granted to teachers and COC to non-teaching personnel during the conduct of the activity. It is emphasized that the COC is subject to the existing CSC and CSC-DBM Joint Circular No. 2, 2004, or non-monetary remuneration for the overtime service rendered.

Transportation and other incidental expenses of the participants shall be charged against local and PSF funds, while meals and accommodation are charged to regional PSF funds, subject to the usual accounting and auditing procedures.

Please refer to the enclosures for other important details.

For information, guidance and compliance.

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

NOV 10 2025

Enclosed: As stated
CID/zms

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
DATE: NOV 10 2025 TIME: 3:57
BY: _____



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170 | (082)553-8375



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

List of Participants	
NAME	School
1. NOBA J. RUBION	Digos City NHS
2. LOURDES ANGELICA L. FAMULAGAN	Digos City NHS
3. CHEENEE A. OSORNO	Digos City NHS
4. ROCHEL G. HABUHAB	Digos City NHS
5. SERENA S. IBAO	Digos City NHS
6. PHYLLISAIDE A. BIONGAN	Digos City NHS
7. MARIA BASILIA G. FLORES	Digos City NHS
8. BERNARDINO JR. P. MAGNO	Digos City NHS
9. RADEE KING R. CORPUZ	Digos City NHS
10. ANTONETTE A. GONZALES	Digos City NHS
11. FRANCIS JILL L. ALBIOS	Digos City NHS
12. JESSE JAMES L. RUIZ	Digos City NHS
13. MAE LAARNI L. TORRES	Digos City NHS
14. ROSALINA B. YBAÑEZ	Digos City NHS
15. RIZZA L. VILLALUNA	Senior HS of Digos City
16. EDUARDO PALLER JR.	Pedro V. Basalan ES
17. KARINA PAULA P. LEOPARDAS	Pedro V. Basalan ES
18. LORINA P. BACUS	Pedro V. Basalan ES
19. EDSEL F. NACUA	Ramon Magsaysay CES
20. RICHILIE N. SOLIS	Ramon Magsaysay CES
21. MARILYN D. DELOS SANTOS	Ramon Magsaysay CES
22. MARIE ISABEL P. PERRAS	Ramon Magsaysay CES
23. DAISY C. BANZON	Ramon Magsaysay CES
24. LAARNI N. MONTEVERDE	Ramon Magsaysay CES
25. LENIE E. DEPALUBOS	Ramon Magsaysay CES
26. MERILYN T. SALBORO	Saplala N. Remedious
27. CECILIA S. RAMOS	Saplala N. Remedious
28. MARY LUV C. MADELO	Saplala N. Remedious
29. MARIO M. ANDALES	San Miguel ES
30. NORMA S. BARON	San Miguel ES
31. MARIA LUNA C. MINAO	Don Mariano Marcos ES
32. LUCY G. BAINO	Don Mariano Marcos ES
33. ZANDRIA M. SY	SDO- CID



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Republic of the Philippines
Department of Education
 DAVAO REGION



October 17, 2025

REGIONAL MEMORANDUM
 CLMD-2025-602

**CONDUCT OF WORKSHOP ON THE INDIVIDUAL EDUCATIONAL PLAN (IEP)
 FOR LEARNERS WITH DISABILITIES (LWDs)**

To: Schools Division Superintendents
 Chief Education Supervisor, CLMD

1. The Curriculum and Learning Management Division (CLMD) announces the Conduct of Workshop on the Individual Education Plan (IEP) for Learners with Disabilities (LWDs) on November 29-30, 2025, at the Ritz Hotel, Obrero Street, Davao City.
2. The objectives are to:
 - a. Familiarize and develop Individual Education Plan for learners with disabilities;
 - b. Identify the necessary support services and resources (e.g., assistive technology, specialized instruction) required to facilitate learning;
 - c. Foster collaboration among educators and specialists to track progress and ensure inclusive practices; and
 - c. Promotes inclusion by outlining strategies for integrating learners with disabilities into general education settings when appropriate.
3. Participants are the untrained receiving teachers. Further, all are encouraged to bring wellness attire, laptop and extension wires.
4. Transportation and other incidental expenses of the participants shall be charged against local and PSF funds, while meals and accommodation is charged to regional PSF funds, subject to the usual accounting and auditing procedures.
5. The Schools Divisions Offices (SDOs) advises the grant service credits to the teachers and COC to non-teaching personnel during the conduct of the activity. It is emphasized that the COC is subject to the existing CSC and CSC-DBM Joint Circular No. 2, 2004, or non-monetary remuneration for the overtime service rendered.
6. Enclosed are the Matrix of Activities and List of Trainers.
7. Immediate dissemination is desired.

DEPARTMENT OF EDUCATION RO:
 RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
 Director IV

ROC3/jdc

By:
 Date: Oct. 23, 2024 Time: 10:00 AM



Address: F. Torres St., Davao City (8000)
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Republic of the Philippines
Department of Education
 DAVAO REGION

WORKSHOP ON THE INDIVIDUALIZED EDUCATION PLAN (IEP) FOR LEARNERS
 WITH DISABILITIES (LWDS)

MATRIX OF ACTIVITIES

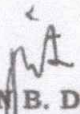
Day	Time	Activity/Topic	Objective	Facilitator
November 28, 2025	5:00 pm onwards	Check-in	1 st Dinner Registration	Jeselyn B. dela Cuesta TWGs
Day 1 November 29, 2025	6:30-7:30:pm	Breakfast Registration (Continuation)	To register participants and foster a welcoming atmosphere.	TWGs
	8:00-9:00 am	Opening Program	To inspire and motivate participants for the workshop.	Program Host
	9:00-10:00 am	Rationale of the activity	To provide an overview of various disabilities, including Autism Spectrum Disorder, ADHD, Intellectual Disabilities, and more.	Jeselyn B. dela Cuesta RO XI SNED Focal Person
	10:30 am	Pre-Test	To Assess Prior Knowledge: determine the knowledge about the workshop before instruction begins. (online)	Host
	10:30-11:30 am	Overview of IEP	To understand the components, purpose, and importance of IEPs.	Johnito O. Galan EPS, Davao City
	11:30-12:00	Assessing Learners' Needs	To discuss tools and strategies for identifying learners' strengths and needs.	Rovelyn Moreno EPS, Focal Person Davao del Sur
	12:00-1:00	LUNCH BREAK		
Day 2 November 30, 2025	1:00-5:00	-Crafting Effective and Collaborative IEP -Collaborative IEP Development -Writing the IEP	-To guide participants in setting specific, measurable, attainable, relevant, and time-bound goals for IEPs. -To practice writing effective IEP goals. -To learn the structure and components of the IEP document	Johnito O. Galan EPS Davao City
	7:00-7:30 am	Preliminaries	Management of Learning (MOL)	
	8:00-9:00am	Development of the Individual Education Plan	Workshop: Individual /Group Work	Division EPS



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9:00-12:00	WORKSHOP: Crafting of IEP	To apply learning by crafting IEPs in group.	Workshop
12:00-1:00 pm	LUNCH BREAK		
1:00-4:00	Presentation and Critiquing of Output	To present sample IEPs for collective feedback.	Group Representative
4:00-5:00	Closing Program		Secretariat/TWGs

Prepared by:


JESELYN B. DELA CUESTA
RO XI SLED Focal Person

ROC3/jbdc

WORKSHOP ON THE INDIVIDUALIZED EDUCATION PLAN (IEP) FOR LEARNERS WITH DISABILITIES (LWDS)



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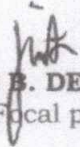


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NO. OF PARTICIPANTS PER SDOs and Technical Working Group

DIVISION	NO. OF PAX	EPS	Teacher		TOTAL
			Elem.	Sec.	
Chief ES	1	0	0	0	1
Regional SPED Focal Person	1	0	0	0	1
Technical Working Group	7	0	0	0	7
QAD	1	0	0	0	1
Davao City		1	22	17	40
Davao de Oro		1	19	17	37
Davao del Norte		1	19	17	37
Davao del Sur		1	19	17	37
Davao Occidental		1	19	17	37
Davao Oriental		1	19	17	37
Digos City		1	16	16	33
IGACOS		1	16	16	33
Mati City		1	16	16	33
Panabo City		1	16	16	33
Tagum City		1	16	16	33
	10	11	197	182	400

Prepared by:


JESELYN B. DELA CUESTA
SNED Focal person

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