



TC# 2411-122

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 373, s. 2024

Training-Workshop on Developing and Enhancing Effective Individualized Education Plans (IEPs) for Learners with Disabilities (LWDs)

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID/ SGOD)
Public Elementary and Secondary Schools
All Others Concerned

1. In accordance with the provisions of Republic Act 11650, which requires the development of Individualized Education Plans (IEPs) for learners with disabilities, the Schools Division Office of Vigan City will conduct Training-Workshop on Developing and Enhancing Effective Individualized Education Plans (IEPs) for Learners with Disabilities (LWDs) on November 18-19, 2024. Venue will be announced on a separate memorandum.
2. This training-workshop aims to:
 - a. familiarize participants with the legal framework and essential components of Individualized Education Plans (IEPs) in line with Republic Act 11650.
 - b. guide participants in assessing and identifying the specific needs of learners with disabilities to create customized, measurable goals within an IEP.
 - c. provide hands-on experience in drafting and refining IEPs, enabling participants to develop practical, individualized plans during the workshop.
 - d. foster collaboration between special needs education teachers and receiving teachers, ensuring consistency in the development, implementation, and monitoring of effective IEPs for learners with disabilities.
3. Participants in the activity are the Special Needs Education Teachers and the trained receiving teachers. The list of participants is attached as Enclosure No. 1.
4. All participants are requested to bring previous IEPs and other available materials currently used in IEP development. These resources will serve as valuable tools to support hands-on exercises and practical applications throughout the workshop.
5. Snacks, meals, supplies and other incidental expenses shall be charged against the Program Support Fund for Special Needs Education subject to usual government accounting and auditing rules.
6. It is highly recommended that Self-Learning Modules/Learning Activity Sheets (LASs) be provided to learners of the teacher participants to ensure continuous and uninterrupted learning progress.
7. The Training- Workshop Matrix is contained in Enclosure No. 2.



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
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8. This Memorandum serves as Authority to Travel of the attached list of participants and the Program Management Team.
9. Immediate dissemination of this Memorandum is earnestly desired.

VILMA D. EDA, CESO V
Schools Division Superintendent

Encl.: None
Reference: RA 11650
To be included in the Perpetual Index

IEP RA 11650 TRAINING



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Enclosure No. 1 to Division Memorandum No. 373, s. 2024

PROGRAM MANAGEMENT TEAM

Consultants:	Vilma D. Eda, CESO V
	Annie D. Pagdilao, EdD, CESO VI
Program Manager	Marie Christine L. Natividad
Asst. Manager	Elsie C. Amorin
QAME	Grace F. Castaneda
Resource Person	Invited Resource Person
Secretariat	Nora Paroligan
Documenter	Editha C. Bagcal

LIST OF PARTICIPANTS

No.	Name	Position	School
1	Jasmin Nina D. Rusibin	SPET I	Vigan Central School
2	Elnore Rose M. Pagalanan	SPET I	Vigan Central School
3	Alicia D. Pescador	SPET I	Vigan Central School
4	McLloyd Paa	SPET I	Vigan Central School
5	Edgar Arizabal	SPET I	Vigan Central School
6	Ella G. Celana	MT I (Handling HI Learners)	Vigan Central School
7	Recaido, Sancelle A.	Trained Receiving Teachers	ISNHS- JHS
8	Javier, Mary Mae A.	Trained Receiving Teachers	ISNHS- JHS
9	Battad, Miriam Grace T.	Trained Receiving Teachers	ISNHS- JHS
10	Acena, Dexter P.	Trained Receiving Teachers	ISNHS- JHS
11	Regua, Carlito	Trained Receiving Teachers	ISNHS-JHS
12	Soriano, Maricar	Trained Receiving Teachers	ISNHS- JHS
13	Alegre , Jeneth K.	Trained Receiving Teachers	ISNHS- JHS
14	Paa, Evelyn	Trained Receiving Teachers	ISNHS-JHS
15	Quario, Caryn	Trained Receiving Teachers	ISNHS- JHS
16	Amancio , Riza	Trained Receiving Teachers	ISNHS- JHS
17	Rabaca, Josephine	Trained Receiving Teachers	ISNHS- JHS
18	Delos Santos Arnel	Trained Receiving Teachers	ISNHS- JHS
19	Rafanan, Angeline	Trained Receiving Teachers	ISNHS- JHS
20	Gannaban, Jefferson	Trained Receiving Teachers	ISNHS- SHS
21	Alcantara, Joan Paulet	Trained Receiving Teachers	ISNHS-SHS
22	Cardona, Lovely Ann	Trained Receiving Teachers	ISNHS- SHS
23	Ramirez, Billy BJ	Trained Receiving Teachers	ISNHS- SHS
24	Kenneth Matthew Obrero	Trained Receiving Teachers	ISNHS- SHS



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Enclosure No. 2 to Division Memorandum No. 373, s. 2024

TRAINING-WORKSHOP MATRIX

TRAINING-WORKSHOP ON DEVELOPING AND ENHANCING EFFECTIVE INDIVIDUALIZED EDUCATION PLANS (IEPs)

Day 1	Time	Activity	Facilitator
Opening Program	8:00-8:30 AM	Registration and Opening Program	PMT
		National Anthem..... AVP	
		Prayer..... AVP	
		Opening Remarks..... Annie D. Pagdilao, EdD, CESO VI	
		Presentation of Participants & Resource Person..... Elsie C. Amorin	
		Statement of Purpose..... Marie Christine L. Natividad	
		Message..... Vilma D. Eda, CESO V	
		Moderator..... Elsie C. Amorin	
		8:30- 9:00	Overview of the Workshop and Objectives
Session I	9:00- 10:30	Understanding Republic Act 11650: Legal Mandate for IEPs	Elsie Amorin
Break	10:30- 10:45	Coffee/Tea Break	
Session 2	10:45- 12:00	Essential Components of an Effective IEP	Invited Resource Person
Lunch Break			
Session 3	1:00- 3:00 PM	Assessing Learner Needs: How to Gather and Use Data for IEPs	Invited Resource Person
Break	3:00-3:15	Coffee/Tea Break	
Session 4	3:15- 4:30	Setting SMART Goals and Objectives for Learners with Disabilities	Invited Resource Person
	4:30-5:00	Synthesis / Q&A	PMT
Day 2			
MOL	8:00-8:30		PMT



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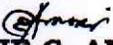




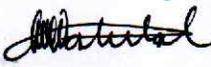
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MOL	8:00-8:30		PMT
	8:30 -10:00	Writing an IEP: Step-by-Step Guide	Invited Resource Person
Break	10:00-10:15	Coffee/Tea Break	
Workshop	10:15-12:00	Workshop 1 Activity: Preparing IEPs for Learners with Disabilities	
	1:00-3:00	Continuation	
Break	3:00-3:15	Coffee/Tea Break	
	3:15 -4:15	Presentation & Critiquing of outputs	
	4:15-5:00	Workshop Synthesis, Evaluation, and Awarding of Certificates	PMT

Prepared by:


ELSIE C. AMORIN
Education Program Supervisor

Reviewed by:


MARIE CHRISTINE L. NATIVIDAD
Chief Education Supervisor, CID

APPROVED:

VILMA D. EDA, CESO V
Schools Division Superintendent



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