



Republic of the Philippines  
**Department of Education**  
 REGION XI  
 SCHOOLS DIVISION OF PANABO CITY

---

**DIVISION MEMORANDUM**

CID – 2025 -0710

To : Assistant Schools Division Superintendent  
 Chief Education Supervisor, Curriculum Implementation Division  
 Chief Education Supervisor, Schools Governance and Operation  
 Division  
 Education Program Supervisors  
 Public Schools District Supervisors  
 School Heads, Elementary and Secondary

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

Date : November 3, 2025

---

Herewith is the Regional Memorandum CLMD-2025-602 dated October 17, 2025 regarding to the Conduct of Workshop on the Individual Educational Plan (IEP) for Learners with Disabilities on November 29-30, 2025 at Ritz Hotel, Davao City.

Please see attached list of participants

Transportation and other incidental expenses of the participant shall be charged against local and PSF funds 2025, while meals and accommodation is charged to regional PSF subject to the usual accounting and auditing rules and regulations.

The participants will be granted service credits to the teachers and COC to non-teaching

All other details in this Memorandum are in the enclosure.

Immediate dissemination of this Memorandum is desired.

  
**JINKY B. FIRMAN PhD, CESO VI**  
 Schools Division Superintendent

  
**RELEASED**

  
**NOV 04 2025**

RECORDS SECTION SDO PANABO CITY

BY 

**DepEd Panabo:**  
**Empowering Champions in Education**   
 through Journeying, Blending and Fostering commitment in providing quality education. MATATAG for all.



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

**CONDUCT OF WORKSHOP ON THE INDIVIDUAL EDUCATIONAL PLAN (IEP) FOR LEARNERS WITH DISSABILITIES.**

November 29-30 2026  
Ritz Hotel, Davao City

**LIST OF PARTICIPANTS**

1.Jaime C. Carlom	18.Jachaela C. Sullan
2.Vivien C. Raya	19.Geamn M. Nalaza
3.Emelie J. Flauta	20. Ruth B. Cabesas
4.Anna Charist J. Estolas	21. Dianne Cristel C. Pocot
5.Lilibeth R. Josol	22. Mary Angeline M. Infiesto
6.Melanie P. Abarrientos	23.Jessa G. Dapusala
7.Julie J. Bunos	24. Aline M. Cachuela
8.Angelita C. Salibio	25. Sheryl N. Camino
9.Donnabel M. Cole	26. Jeany B. Sodaria
10.Cecil S. Penero	27. Louela M. Dumbase
11.Michelle E. Camino	28. Maricel D. Del Rosario
12.Glenn B. Davis	29. Junitte B. Rulona
13.Ellen Mae L. Olila	30. Honey P. Valentos
14.Cleofe Joy J. Magturo	31. Precy T. Robledo
15.Salvador A. Vilbar	32. Elvira C. Gulayan
16.Hyne Kristel E. Gacus	33.Janeth E. Gomez
17.Remmie A. Galagala	

Prepared:

  
**JAIME C. CARLOM**  
EPS, Division SNED Focal

Approved:

  
**JINKY B. FIRMAN, CESO VI**  
Schools Division Superintendent



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
  - d. 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 XI

RECORDS SECTION

**RELEASED**

ALLAN G. FARNAZO  
 Director IV

ROC3/jdc

By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: *Oct. 23, 2024*



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

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

**MATRIX OF ACTIVITIES**

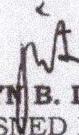
Day	Time	Activity/Topic	Objective	Facilitator
November 28, 2025	5:00 pm onwards	Check-in	1 <sup>st</sup> Dinner Registration	Jeselyn B. dela Cuesta TWGs
Day 1 November 29, 2025	6:30-7:30:pm	Breakfast Registration (Continuation)	To register participants and foster a welcoming atmosphere.	TWGs
	8:00-9:00 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



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

9:00- 12:00	WORKSHOP: Crafting of IEP	To apply learning by crafting IEPs in group.	Workshop
12:00- 1:00 nn	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 SNED Focal Person

*ROC3/fbdc*

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



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: [region11@deped.gov.ph](mailto:region11@deped.gov.ph)  
Website: [www.depedroxi.ph](http://www.depedroxi.ph)



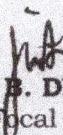


Republic of the Philippines  
Department of Education  
DAVAO REGION

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

ROC3/jbdc



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-0051  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph

