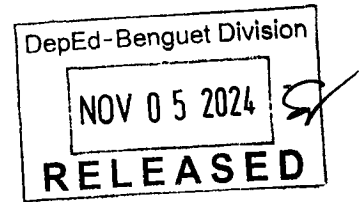




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



31 October 2024

**DIVISION MEMORANDUM**

No. 417, s.2024

**Orientation/Training cum Workshop on the Development of Individualized Education Plan (IEP)/Individualized Transition Plan (ITP)**

**TO:** CID and SGOD Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/Public Schools District In-charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Relative to DO 44 s. 2021 titled Policy Guidelines on Provision of Educational Programs and Services to Learners with Disabilities in the K to 12 Program and Republic Act 11650, also known as "Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education Act", the Schools Division of Benguet through the Curriculum Implementation Division will conduct an orientation/training cum workshop the development of Individualized Education Plan (IEP)/Individualized Transition Plan (ITP) on November 11-13, 2024. The specific venue will be announced later.
2. The objectives of this activity are to:
  - a. Orient the participants of the legal bases of the Special Needs Education (SNED) program.
  - b. provide guidance on the conduct of informal assessment and accomplishment of the IEP and IEP;
  - c. discuss the role of the school multidisciplinary team in the accomplishment of the IEP/ITP; and
  - d. appreciate the preparation and implementation of Anecdotal Record and IEP/ ITP.
3. Attached are the following enclosure for guidance and reference.

Enclosure 1: List of Participants and Training Management Team/Technical Working Group

Enclosure 2: Schedule of Activities



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Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
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4. Lunch and snacks shall be charged against the 2024 Program Support Fund (PSF) to Special Needs Education of the Division office while transportation and other expenses will be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. This memorandum shall also serve as Authority to Travel on official business for all listed participants.
6. Should there be any queries and/ or clarifications, please feel free to contact the Education Program Supervisor for Edukasyon sa Pagpapakatao (EsP), Division Coordinator for SPED/SNED at [erlinda.quinuan@deped.gov.ph](mailto:erlinda.quinuan@deped.gov.ph).
7. Immediate and widest dissemination of and compliance with this Memorandum is enjoined.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Regional Director and Concurrent Officer -in- Charge  
Office of the Schools Division Superintendent

CID/JIM/RAG/ffp/eca



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**SYAHAN**  
Integrity | Bold | Accomplishment | Modifies | Advancement | Nurture | Excellence





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**Enclosure 1 : SDO Memorandum No. 417 s. 2024- List of Participants and Training Management Team/Technical working Group**

No	Name	Position	Sex		School/District
			M	F	
1.	Rhoena P. Sato	SPET 1		/	Bokod Central School
2	Eden Grace Sumakey	T1-PSB		/	Ambuklao ES, Bokod
3	Jayrona L. Olsino	SPET 1		/	Loo ES, Buguias
4	Ivey A. Abuan	SPET 1		/	Sagandoy ES, Buguias
5	Fretzel P. Agustin	SPET 1		/	Loakan ES, Itogon I
6	Lorna Nañasca	SPET 2		/	Tuding ES, Itogon 1
7	Lerma P. Busoy	SPET 1		/	Balatoc ES
8	Janeline A. Camis	SPET 1		/	Itogon CS
9	Desiree Dale E. Ramirez	SPET 1		/	Kabayan
10	Amy Zyra Chiquino	SPET 1		/	Kabayan IS, Kabayan
11	Jacqueline B. Aladco	SPET 1		/	Adaoay NHS
12	Julianne Nicole Sowaken	SPET 1		/	Lomon ES
13	Frenzle T. Cadangen	SPET I		/	Mankayan District
14	Chiennhy L. Ugay	SPET 1		/	Sablan District
15	Judy Ann Chiquino	SPET 1		/	Palali ES
16	Cyrene P. Baiwo	SPET 1		/	Tuba District
17	Sheryll L. Ofo-ob	SPET 1		/	Tublay
18	Chian Mendoza	SPET I		/	Poad ES
19	Arlen G. Dolteo	SPET I		/	Tublay
20.	Agnes B. Guisdan,	HT3		/	Alicay Segundo ES, Bakun
21	Junalyn Palking	HT3		/	Ampusongan NHS, Bakun
22.	Claire Balasin	HT3		/	Buguias
23	Agnes Manzano	HT 3		/	Tinongdan ES, Itogon 1
24	Fe Belen Acbayaan	Nurse		/	Itogon 2
25	Jenneth M. Bastian	SP1		/	Kabayan
26	Nancy Costina	SP 1		/	Taba-ao IS, Kapangan
27	Julita B. Tibangay	T3		/	Kibungan Central ES
28	Noreen T. Esponicilla	HT3		/	Mankayan
29	Sharon B. Angupa	SP3		/	Mankayan NHS
30	Salome Balangue	MT 1		/	Sablan CS, Sablan
31	Carol C. Elis	SP 1		/	Tuba
<b>Technical Working Group/ Resource Speakers/Facilitators</b>					
32	Rizalyn A. Guznian	CES-CID		/	SDO
33	Emilyn E. Medina	PSDI		/	Bokod District Office
34	Cristeta E. Igueldo	PSDS		/	Kibungan District Office
35	Mesenia Laquiao	MT I		/	Benguet SPED Center



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36	Florelia A. Pascian	SP 2		/	Celo Haight ES, Atok
37	Arcy D. Layugan	HT V		/	TSHI, Tublay
38	Aira Paquito	T3		/	Eastern LTNHS
39	Rizalyn L. Tello	T3		/	Celo Haight ES, Atok
40	Mercy O. Gorospe	SPET 2		/	Beng. NHS, La Trinidad
41	Myrla L. Maguilang	T3			TSHI, Tublay
42	Antionette Sacyang	PDO II		/	SDO
43	Erlinda C. Quinuan	EPS		/	SDO



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Enclosure 2 : SDO Memorandum No. 417 s. 2024- Schedule of Activities/Training Matrix

<b>B. Activity /Training Proper - Capability Building on Inclusive Education/ Special Education of District SPED Coordinators</b>					
<b>Date and Time</b>	<b>Session Title</b>	<b>Resource Speaker</b>	<b>Facilitator</b>	<b>Secretariat/ Technical Support</b>	
<b>Day 1:</b>					
9:00AM-4:00 PM	Travel Time of Participants				
7:45 – 8:20	Registration			Antionette Sacyang	
8:21 – 9:00	Opening Program	TWG			
9:01 –10:00	Legal Bases in the Implementation of SPED/Inclusive Education	Erlinda C. Quinuan EPS, EsP/GMRC/ Values Ed.; Div Coor for SNED	Aira Paquito		
10:01-10:15	Health Break				
10:16-11:00	Assessment of Learners with Manifestations of Difficulty	Erlinda C. Quinuan EPS, EsP/GMRC/ Values Ed.; Div Coor for SNED	Aira Paquito		
11:01-12:00	Administering informal assessment of Learners with Manifestations of Difficulty using SDO contextualized tool	Mesenia P. Laquiao, MT2 Benguet SPED Center	Mercy O. Gorospe		
<b>12:00-1:00</b>	<b>Lunch Break</b>				
01:01-02:30	Demonstration on conducting informal assessment of learners	Mesenia P. Laquiao, MT2 Benguet SPED Center			
02:31-03:10	Preparation of Anecdotal Record for LWDs	Emilyn E. Medina PSDI, Bokod District	Rizalyn L. Tello		
03:11-03:20	<b>Health Break</b>				
03:21-04:15	Legal Bases in the Accomplishment of IEP and ITP	Cristieta E. Iualdo PSDS, Kibungan District	Florelia Pacian		
04:16-05:00	Walkthrough of the IEP Template	Rizalyn L. Tello	Arcy Layugan		
<b>Day 2</b>					
8:00 – 8:15	Preliminaries- MOL	Atok, Bakun, Buguias, Bokod			
8:15 – 9:15	Walkthrough of the ITP Template	Aira Paquito	Mercy O. Gorospe		



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9:16 –10:00	Role of the Multidisciplinary team	Arcy Layugan HTV TSHI & Florelia Pascian SP2, Celo Haight ES	Cristeta E. Igualdo
10:01 10:15	Health Break		
10:16-12:00	Transition Program/curriculum	Mercy O. Gorospe SPET 2, BengNHS, Myrla L. Maguilang T3-TSHI	Emilyn E. Medina
<b>12:00-1:00</b>	<b>Lunch Break</b>		
1:01-2:00	Continuation on Transition Program/curriculum	Mercy O. Gorospe SPET 2-BengNHS,	
2:01-3:00	Demonstration of the conduct of IEP/ITP Meeting	Facilitators	
03:01-03:00	<b>Health Break</b>		
03:01-5:00	Workshop on the development of IEP	Workshop on the Development of IEP	
<b>Day 3</b>			
8:00 – 8:15	Preliminaries- MOL	Itogon 1, Itogon 2, Kabayan, Kapangan, Kibungan	
8:16– 9:00	Return Demo on conducting Informal Assessment	Mesenia P. Laquiao, MT2 Benguet SPED Center	
9:01:-10:00	Presentation of outputs on IEP(Filled IEP-Forms	Facilitators	
10:01- 10:16	Health Break		
10:16- 12:00	Development ITP	Myrla L. Maguilang T3-TSHI	Florelia Pascian
12:01- 1:00	Lunch Break		
1:01-2:00	Continuation - Development ITP		
2:01-3:00	Presentation of outputs- develop /filled ITP forms	Myrla L. Maguilang T3-TSHI	
3:01-3:15	Health Break		
3:16- 4:20	Return Demonstration on the Conduct of ITP Meeting	Facilitators	
4:20- 5:00	Closing Program	Mankayan, La Trinidad, Sablan, Tuba, Tublay	



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