



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools  
Division Superintendent**

DIVISION MEMORANDUM

CID-2025- 007

TO : **LEMUEL B. BAROL**  
Principal I- Tagbilaran City Central School – SPED  
**CONCEPCION C. GALLENTE**  
Principal II – City East Elementary School  
**PROSERPINA A. DOROY**  
Principal II – Manga Elementary School  
**LANIE G. GUTAS**  
Asst. Principal II, DCPNHS SHS  
**GLAIZA T. JALA**  
Principal I – Cogon Elementary School

FROM : **WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

SUBJECT : **TRAINING ON ENHANCING LEADERS' COMPETENCE IN  
INCLUSIVE EDUCATION AND DEVELOPMENT OF  
INDIVIDUALIZED EDUCATION PLAN (IEP)**

DATE : January 9, 2025

1. In reference to Regional Memorandum No. 0027, s. 2025, this office, through the Curriculum Implementation Division (CID), would like to inform you that you are scheduled to attend the training on Enhancing Leaders' Competence in Inclusive Education and Development of Individualized Education Plan (IEP) to be held on January 20 -24, 2025, at Ecotech Center, Lahug, Cebu City.

2. Participants are requested to pre-register through this link: <http://forms.office.com/r/VwV2p3sVia> and are advised to bring the following:

- Laptop and extension cords
- Copies of existing IEPs
- School data on learners with special needs

3. Expenses incurred during the training, including accommodation, meals, and materials, will be charged to the SPED Program Support Funds while transportation expenses of participants shall be charged to their respective school/division MOOE/local funds or other source of funds subject to the usual government accounting and auditing rules and regulations.

4. Immediate dissemination of, and compliance with this memorandum are directed.

WDB/JAAL/CID/JTB/jcl



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

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**DEPED TAGBILARAN CITY DIVISION  
SDS OFFICE  
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BY

DATE: 1/7/25

Office of the Regional Director

**REGIONAL MEMORANDUM**

No. 0027 s. 2025

07 JAN 2025


**TRAINING ON ENHANCING LEADERS' COMPETENCE IN INCLUSIVE EDUCATION  
AND DEVELOPMENT OF INDIVIDUALIZED EDUCATION PLAN (IEP)**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. In line with the department's commitment to fostering inclusive education and enhancing the capacity of education leaders, this Office, through the Curriculum and Learning Management Division, will conduct a Training on Enhancing Leaders' Competence in Inclusive Education and Development of Individualized Education Plan (IEP) on January 20-24, 2025 at DepEd Ecotech Center, Lahug, Cebu City.
2. This 4-day training aims to:
  - a. strengthen the leadership skills of education supervisors, school heads, and inclusive education coordinators in implementing inclusive education programs;
  - b. provide participants with the necessary knowledge and skills to develop and implement effective Individualized Education Plans (IEPs) for learners with special needs, for them to guide and assists the teachers, ensuring a meaningful teaching-learning experiences for diverse learners; and
  - c. promote collaboration among education leaders to address challenges in inclusive education and improve outcomes for diverse learners.
3. The training will be participated in by selected supervisors, school heads, and inclusive education coordinators from each Schools Division Office who are physically fit, and have the passion and competence to promote inclusive education. The allocated number of participants per division is stipulated in enclosure number 1.
4. Participants are advised to bring the following:
  - a. Laptop and extension cords;
  - b. Copies of existing IEPs;
  - c. Division/district/school data on learners with special needs; and
  - d. Personal essentials for a 4-day stay.
5. Division Offices are requested to inform their identified participants to pre-register through this link: <https://forms.office.com/r/VwV2p3sVia> on or before **January 10, 2025**.
6. Members of the Program Management Team are requested to attend the dry-run session on day 0, January 20, 2025. It will start at 10:00 in the morning.

7. Expenses for board and lodging, training materials, and other related costs will be charged to the SPED Program Support Funds, while transportation expenses shall be charged to SPED-PSF, division/school MOOE, or other source of funds, subject to the usual accounting and auditing rules and regulations. First and last meal to be served to the management team is morning snacks of January 20 and lunch on January 24, while first meal to be served to the participants is breakfast of January 21, and last meal is lunch of January 24.

8. Immediate dissemination of, and compliance with this Memorandum are directed.

  
**SALUSTIANO T. JIMENEZ EdD, JD, CESO III**  
Director IV  
Regional Director

STJ/FYA/CLMD/MJCD /egb

A. Allocated Number of Participants Per Division

<b>Division</b>	<b>Number of Allocated Pax</b>	<b>Division</b>	<b>Number of Allocated Pax</b>
Bais	6	Dumaguete	6
Bayawan	8	Guihulngan	6
Bogo	6	Lapulapu	8
Bohol	10	Mandaue	8
Carcar	8	Negros Oriental	10
Canlaon	6	Siquijor	8
Cebu City	8	Tagbilaran	6
Cebu Province	10	Talisay	8
City of Naga	6	Tanjay	6
Danao	8	Toledo	8

B. Program Management Team

<b>NAME</b>	<b>DIVISION</b>	<b>Responsibility</b>
1. Maria Jesusa Despojo	RO7	CLMD Chief
2. Gilda Bancog	RO7	Program Owner
3. Bernadith De Jesus	Dumaguete	Trainer
4. Evelyn Codilla	Bohol Province	Trainer
5. Sisinia Vasquez	Talisay City	Trainer
6. Justino Catipay	Mandaue City	Trainer
7. Maritoni Baldespinoza	Carcar City	Trainer
8. Imelda Naveo	Lapulapu City	Trainer
9. Araceli Laude	Danao City	Trainer
10. Herminigilda Malapitan	Toldeo City	Trainer
11. Giovanni Montealegre	Cebu Province	Class Manager
12. Jeramel Bragat	Cebu Province	Class Manager
13. Harriet Dimalig	Siquijor Province	Process Observer
14. Juvy Ayenza	Bohol Province	Process Observer
15. Emmylou Molina	Siquijor Province	Documenter/Secretariat
16. Verna Deligero	Bohol Province	Documenter/Secretariat
17. Mike John Saberon	RO7	Staff

## TRAINING ON ENHANCING LEADERS' COMPETENCE IN INCLUSIVE EDUCATION AND DEVELOPMENT OF INDIVIDUALIZED EDUCATION PLAN

January 20-24, 2025  
Program Schedule Matrix

Time	Day 0 (Jan 20)	Day 1 (Jan 21)	Day 2 (Jan 22)	Day 3 (Jan 23)	Day 4 (Jan 24)
7:00 - 8:00		<b>Plenary</b>		<b>Management of Learning</b>	
8:05 - 9:00	Travel Time Opening program		<b>Session 4:</b> Learners with Difficulty in Basic Learning and Applying Knowledge <b>Zizinia Vasquez</b> Talisay City Division	<b>Session 8:</b> Learners with Difficulty in Displaying Interpersonal Behavior <b>Araceli Laude</b> Danao City Division	<b>Session 12</b> Instructional Supervision
9:00-9:55	Dry-run Leveling of Expectation <b>Giovanni Montealegre</b> Cebu Province Div				
9:55 - 10:10	<b>BREAK</b>				
10:10 - 12:00		<b>Session 1</b> Multifaceted Assessment Tool	<b>Session 5:</b> Learners with Difficulty in Communication <b>Maritoni Baldespina</b> Carcar City Division	<b>Session 9:</b> Learners with Difficulty in Performing Adaptive Skills <b>Evelyn Codilla</b> Bohol Province Division	<b>Session 13:</b> Planning School-based/ District-based Staff Development Activities Learning Action Cells (LACs) <b>Mr. Jeramel Bragat</b> Cebu Province Division
12:00- 1:00		<b>LUNCH BREAK</b>			
1:00- 2:50		<b>Session 2</b> Individualized Education Plan <b>G Bancog</b>	<b>Session 6:</b> Learners with Difficulty in Mobility <b>Bernadith De Jesus</b> Dumaguete City Division	<b>Session 10:</b> Learners with Difficulty in Hearing <b>Hermingilda Malapitan</b> Toledo City Division	<b>Closing</b>
2:50 -3:05		<b>BREAK</b>			
3:05 -4:55		<b>Session 3</b> Development of IEP <b>G Bancog</b>	<b>Session 7:</b> Learners with Difficulty in Remembering and Concentrating <b>Imelda Naveo</b> Lapulapu City Division	<b>Session 11:</b> Learners with Difficulty in Seeing <b>Justin Catipay</b> Mandaue City Division	Travel Time
4:55-5:00	Preparation of Materials	<b>Synthesis</b>	<b>Synthesis</b>	<b>Synthesis</b>	
5:00-5:30		<b>Debriefing</b>	<b>Debriefing</b>	<b>Debriefing</b>	<b>Debriefing</b>

## TRAINING ON ENHANCING LEADERS' COMPETENCE IN INCLUSIVE EDUCATION AND DEVELOPMENT OF INDIVIDUALIZED EDUCATION PLAN

January 20-24, 2025

Program Schedule Matrix

Time	Day 0 (Jan 20)	Day 1 (Jan 21)	Day 2 (Jan 22)	Day 3 (Jan 23)	Day 4 (Jan 24)
7:00- 8:00		<b>Plenary</b>		Management of Learning	<b>Session 12</b>
8:05- 9:00	Travel Time Check in/Registration	<b>Session 4:</b> Learners with Difficulty in Displaying Interpersonal Behavior <b>Araceli Laude</b> Danao City Division	<b>Session 8:</b> Learners with Difficulty in Basic Learning and Applying Knowledge <b>Zizinia Vasquez</b> Talisay City Division	<b>Session 13:</b> Planning School-based/ District-based Staff Development Activities <b>Mr. Jeramel Bragat</b> Cebu Province Division	<b>Instructional Supervision</b>
9:00-9:55	Dry-run <b>Opening program</b>				
9:55 - 10:10	<b>BREAK</b>				
10:10 - 12:00	Levelling of Expectation <b>Giovanni Monteleagre</b> Cebu Province Div	<b>Session 5:</b> Learners with Difficulty in Performing Adaptive Skills <b>Evelyn Codilla</b> Bohol Province Division	<b>Session 9:</b> Learners with Difficulty in Communication <b>Maritoni Baldespinosa</b> Carcar City Division		
12:00- 1:00	<b>LUNCH BREAK</b>				
1:00- 2:50	<b>Session 2</b> Individualized Education Plan <b>G Bancog</b>	<b>Session 6:</b> Learners with Difficulty in Hearing <b>Hermingilda Malapitan</b> Toledo City Division	<b>Session 10:</b> Learners with Difficulty in Mobility <b>Bernadith De Jesus</b> Dumaguete City Division	<b>Closing</b>	
2:50- 3:05	<b>BREAK</b>				
3:05 -4:55	<b>Session 3</b> Development of IEP <b>G Bancog</b>	<b>Session 7:</b> Learners with Difficulty in Seeing <b>Justin Catipay</b> Mandaue City Division	<b>Session 11:</b> Learners with Difficulty in Remembering and Concentrating <b>Imelda Naveo</b> Lapulapu City Division	<b>Travel Time</b>	
4:55-5:00	Synthesis	Synthesis	Synthesis		
5:00-5:30	Debriefing	Debriefing	Debriefing	Debriefing	Debriefing

## CLUSTERING OF PARTICIPANTS

<b>CLUSTER 1</b>	<b>CLUSTER 2</b>
Bais	Canlaon
Bayawan	Cebu City
Bogo	Cebu Province
Bohol	City of Naga
Carcar	Danao
Dumaguete	Siquijor
Guihulgan	Tagbilaran
Lapulapu	Talisay
Mandaue	Tanjay
Negros Oriental	Toledo
CLASS MANAGER: JERAMAE L BRAGAT	CLASS MANAGER: GIOVANNI MONTEALEGRE
PROCESS OBSERVER: HARRIET DIMALIG	PROCESS OBSERVER: JUVY AVENZA
SECRETARIAT: EMMYLOU MOLINA	SECRETARIAT: VERNA DELICERO