



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
 No. 297 , s. 2025

May 23, 2025

**PARTICIPANTS TO THE REGIONAL TRAINING ON SERIES OF ACTIVITIES ON THE
 DEVELOPMENT OF INSTRUCTIONAL PLANS (iPlans), AND INDIVIDUALIZED
 EDUCATION PLANS (IEPs) FOR INCLUSIVE AND MULTIGRADE
 CLASSES UNDER PROJECT BRIDGE**

To: Assistant Schools Division Superintendent
 Chiefs, CID and SGOD
 Heads of Public Elementary Schools
 All Others Concerned

1. In line with RM 0410, s. 2025, titled, **Series of Activities on the Development of Instructional Plans (iPlans) and Individualized Education Plans (IEPs) for Inclusive and Multigrade Classes Under Project BRIDGE**, this Office, through the Curriculum Implementation Division (CID), informs the field of the conduct of the Regional Training on Series of Activities on the Development of Instructional Plans and Individualized Education Plans for inclusive and Multigrade Classes Under Project BRIDGE on the following schedules at DepEd Ecotech Center, Lahug, Cebu City:

- June 9-13, 2025 - Development Phase
- July 3-9, 2025 - Quality Assurance Phase
- August 1-7, 2025 - Finalization Phase

2. These series of activities aim to:

- develop and contextualize iPlans and IEPs suitable for multigrade and inclusive learning environments;
- ensure that the developed iPlans and IEPs undergo a rigorous quality assurance process based on established standards and guidelines;
- finalize iPlans and IEPs exemplars ready for regional dissemination and eventual use in schools.

3. Participants in these activities are the following:

NAME	DESIGNATION	ROLE	SCHOOL
Florencio P. Karaan Jr	SPET III	Writer	TCCS SPED
Pearly Maraguinot	Master Teacher	Writer	TCCES
Annabelle Pergamino	Master Teacher	Writer	Ubujan ES
Glaiza Jala	Principal	Writer	Cogon ES
Rose Ann Ido	Teacher	Writer	TCCS SPED
Nerissa Boniel	Master Teacher	Writer	Booy South ES



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Maria Jane Estodillo	Teacher	Writer	Manga ES
Ceilito B. Carreon	Teacher	Writer	TCCES
Rubisita Buslon	Teacher	Writer	TCCES
Oliva Agad	Teacher	Writer	Dao ES
Lorelei Anore	Principal	Evaluator	Taloto ES
Editha Gone	Principal	Evaluator	City East ES
Lemuel Barol	Principal	Evaluator	TCCES SPED
Juanita Lafuente	Education Program Supervisor	Evaluator	Division Office

4. Participants are advised to bring laptops, printed references, and other relevant materials for the workshop. For guidance and reference, please refer to the attached enclosures.

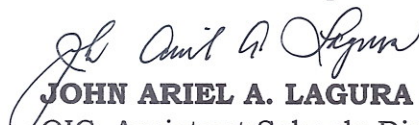

5. Compensatory Time-Off (CTO) shall be granted to participants in lieu of workshop days that fall on holidays, in accordance with DepEd Order No. 53, s. 2023, *Updated Guidelines on the Grant of Vacation Service Credits to Teachers*, and CSC-DBM Joint Circular No. 2, s. 2015, *Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees*.

6. Expenses for the board and lodging of participants shall be charged against OSEC 7-24-5156, while travel and other incidental expenses incurred by participants in relation to the activity shall be charged against school/division MOOE/SPED/MG-PSF funds, or other available sources, subject to the usual accounting and auditing rules and regulations. The first meal to be served will be dinner on Day 0, and the last meal will be afternoon snacks on Day 5.

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

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

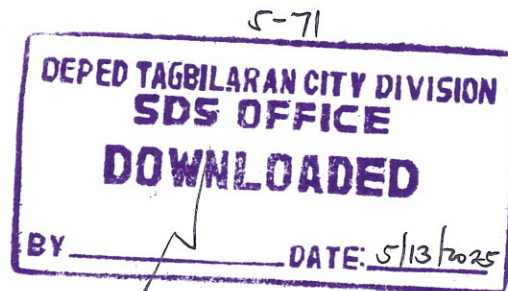

JOHN ARIEL A. LAGURA PhD
OIC, Assistant Schools Division Superintendent 

WDB/JAAL/

CID/JTB/jcl



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



Office of the Regional Director

REGIONAL MEMORANDUM

No. **0410** s. 2025

05 MAY 2025

SERIES OF ACTIVITIES ON THE DEVELOPMENT OF INSTRUCTIONAL PLANS (iPlans), AND INDIVIDUALIZED EDUCATION PLANS (IEPs) FOR INCLUSIVE AND MULTIGRADE CLASSES UNDER PROJECT BRIDGE

To: Schools Division Superintendents
All Others Concerned

1. In line with the Department's thrust to strengthen inclusive education and enhance the quality of multigrade instruction, this Office, through the Curriculum and Learning Management Division, announces the conduct of the Series of Activities on the Development of Instructional Plans and Individualized Education Plans for Inclusive and Multigrade Classes Under Project BRIDGE on the following schedules at DepEd Ecotech Center, Lahug, Cebu City:

- June 9-13, 2025 – Development Phase
- July 3-9, 2025 – Quality Assurance Phase
- August 1-7, 2025 – Finalization Phase

2. Instructional planning is a vital component of effective teaching and learning. In multigrade and inclusive classrooms, where learner diversity, varying competency levels, and limited resources are common, well-crafted instructional plans are essential in ensuring differentiated, meaningful, and learner-centered delivery of instruction. This initiative will provide teachers with structured, context-based instructional plans aligned with the learning competencies, inclusive education frameworks, and principles of multigrade pedagogy.

3. Specifically, these series of activities aim to:

- develop and contextualize iPlans and IEPs suitable for multigrade and inclusive learning environments;
- ensure that the developed iPlans and IEPs undergo a rigorous quality assurance process based on established standards and guidelines;
- finalize iPlans and IEPs exemplars ready for regional dissemination and eventual use in schools.

4. Participants to these activities are selected regional and division education program supervisors, multigrade and inclusive education coordinators, and identified writers. A separate advisory will be issued indicating the final list of participants.



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DepEd Tayo Region VII



region7.deped.gov.ph



Certificate No. PIP QMS
24 81 016


5. Participants are advised to bring laptops, printed references, and other relevant materials for the workshop. For guidance and reference, attached are the following documents:

- o Enclosure No. 1- Indicative Schedule of Activities
- o Enclosure No. 2- List of Deliverables and Guidelines
- o Enclosure No. 3- Roles and Responsibilities of Participants
- o Enclosure No. 4- Detailed Matrix of Activities

6. Compensatory-Time-Off will be granted to participants in lieu of workshop days that will fall on holidays in accordance with DO 53 s. 2023, Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Circular No. 2 s 2015, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.

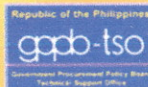
7. Board and lodging and accommodation of the participants shall be charged against OSEC 7-24-5156 while travel and other incidental expenses incurred by the participants relative to the participation of the activity shall be charged against school/division MOOE/SPED/MG-PSF funds or other sources of funds, subject to the usual government accounting and auditing rules and regulations. First meal to be served is dinner of Day 0 and last meal is afternoon snacks of Day 5.

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


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



Philippine Institute of Certified Public Accountants (PICPA)
The National Organization of Certified Public Accountants
and
PICPA La Union Chapter



**SEMINAR ON RA 12009
OTHERWISE KNOWN AS THE
NEW GOVERNMENT PROCUREMENT ACT**

(INCLUDING ITS IMPLEMENTING RULES AND REGULATIONS)

ACCREDITED UNDER ACC-2009-001-15245 WITH 20 CPD UNITS

August 21-23, 2025, Thursday to Saturday
3rd Floor, Main Hall, Hotel Ariana, Bauang, La Union

ACCREDITED BY THE GPPB

OPEN TO ALL CPAs & NON-CPAs

SCAN TO REGISTER



DIR. RYAN A. MILANES
DIRECTOR III, DEPARTMENT OF BUDGET AND
MANAGEMENT REGIONAL OFFICE I



PAY TO:
LAND BANK OF THE PHILIPPINES (LBP)
ACCOUNT NAME: PICPA LU CHAPTER
CHECKING ACCOUNT NO.
0202-0149-25

Contact us at: 09437043474
Mr. Jervy A. Baklayan, Chapter President
picpalaunionchapter@picpa.net

Rates for the 3-Day Seminar Pursuant to DBM Circular No. 596
for Government Personnel (VAT inclusive)

For PICPA Members in Good Standing:

P6,000 – If paid on or before May 31, 2025

P6,300 – If paid from June 1-30, 2025

P6,500 – If paid from July 1, 2025 to August 21, 2025

For Non-CPAs & PICPA Members NOT in Good Standing:

P7,000 – If paid on or before May 31, 2025

P7,300 – If paid from June 1-30, 2025

P7,500 – If paid from July 1, 2025 to August 21, 2025



Indicative Schedule of Activities

Date	Activity	Key Outputs
June 9–13, 2025	Development Phase	Drafted Instructional Plans for selected learning areas and grade-level combinations (Multigrade and Inclusive Education)
July 7–11, 2025	Quality Assurance Phase	Reviewed, critiqued, and enhanced versions of instructional plans based on set criteria and standards
August 11–15, 2025	Finalization Phase	Final validated and polished Instructional Plan Exemplars ready for layouting, documentation, and regional endorsement

Note:

All sessions will include plenary discussions, workshop time, peer reviews, and panel feedback.

Enclosure No. 2:

List of Deliverables and Guidelines

Expected Deliverables from Participants:

1. A complete set of instructional plan exemplars per assigned learning area and grade level combination (multigrade or inclusive setup).
2. A teacher's guide or annotation describing instructional adaptations, differentiated strategies, and learner support mechanisms.
3. Digital files of the instructional plans in editable formats (Word and PDF).
4. A brief reflection report on the instructional planning process and collaborative development experience.

Guidelines:

- All instructional plans must follow the prescribed instructional planning format.
- Content must be aligned with learning competencies and contextualized to the realities of multigrade and inclusive classrooms in Region VII.
- Learning strategies should reflect UDL (Universal Design for Learning), differentiated instruction, explicit teaching, and flexible grouping.
- Activities must promote active learner engagement and cater to diverse needs (e.g., learners with disabilities, indigenous learners, struggling readers).
- Materials used (e.g., texts, visuals) should be culturally responsive and gender-fair.

Enclosure No. 3:

Roles and Responsibilities of Participants

Role	Responsibilities
CLMD Chief	<ul style="list-style-type: none">- Provide overall leadership and strategic direction for the planning, implementation, and evaluation of the activity;- Provide technical oversight and guidance
Regional and Division EPS (Inclusive Education and Multigrade)	<ul style="list-style-type: none">- Facilitate sessions and consolidate outputs- Lead quality assurance and final validation- Draft instructional plans
Writers	<ul style="list-style-type: none">- Collaborate with peers in reviewing and refining outputs- Incorporate feedback during QA and finalization
Panel of Reviewers (assigned per session)	<ul style="list-style-type: none">- Critique outputs based on relevance, inclusivity, accuracy, and usability- Recommend enhancements for finalization
Documenters/Secretariat	<ul style="list-style-type: none">- Ensure proper documentation of sessions- Support logistical, technical, and coordination needs

Detailed Matrix of Activities

A. Development Phase

June 9–13, 2025 | DepEd Ecotech Center, Lahug, Cebu City

Day	Time	Activity	Description	Expected Output
Day 1	8:00 – 9:30 AM	Opening Program & Orientation	Welcome, program objectives, overview of multigrade and inclusive instruction	Participants oriented on goals and frameworks
9:30 – 12:00 NN	Input Session: Instructional Planning Dr. Emiliano Elnar, Jr. CLMD Chief	Principles, structure, and pedagogy	Common understanding of lesson components	
1:00 – 5:00 PM	Team Grouping and Planning/Unpacking Dr. Gilda G Bancog EPS_CLMD	Assignment of tasks per subject/grade cluster, planning of outputs/unpacking	Finalized work plan and team assignments, unpacked competencies	
Day 2	8:00 – 12:00 NN	Workshop 1: Drafting Instructional Plans	Development of lesson drafts based on LCs and local contexts	First draft instructional plans
1:00 – 5:00 PM	Workshop 2: Collaboration & Peer Feedback	Internal review and refinement	Enhanced draft with peer suggestions	
Day 3	8:00 – 12:00 NN	Workshop 3: Inclusion and Differentiation Strategies	Integration of inclusive features (UDL, DI, IEP-based strategies)	Revised plans with inclusive elements
1:00 – 5:00 PM	Session: Sharing of Outputs and Group Feedback	Present draft plans per group, collect feedback	Documented suggestions for improvement	
Day 4	8:00 – 5:00 PM	Workshop 4: Refinement of Instructional Plans	Revisions based on feedback; add visuals, materials, and assessment tools	Refined and complete draft plans

Day	Time	Activity	Description	Expected Output
Day 5	8:00 – 12:00 NN	Consolidation of Outputs	Final organization, file naming, and submission	Soft copies of instructional plans submitted
1:00 – 3:00 PM	Reflection and Evaluation	Individual and group feedback, synthesis	Reflection reports and workshop evaluation	
3:00 – 4:00 PM	Closing Program	Recognition and closing message	Formal closure of Development Phase	

B. Quality Assurance Phase

July 7-11, 2025 | DepEd Ecotech Center, Lahug, Cebu City

Day	Time	Activity	Description	Expected Output
Day 1	8:00 – 9:30 AM	Opening & QA Orientation	Objectives and QA tools orientation	Review criteria and rubrics understood
9:30 – 12:00 NN	Review Team Assignments	Distribution of instructional plans to QA teams	Clear team assignments	
1:00 – 5:00 PM	Initial QA Review	Begin critiquing instructional plans using rubrics	Annotated plans with feedback	
Day 2	8:00 – 5:00 PM	Peer and Panel QA Review	Continue reviews and consolidate comments	Completed QA sheets and notes
Day 3	8:00 – 5:00 PM	Writers' Revision Workshop	Instructional plan revision based on QA feedback	Improved instructional plans
Day 4	8:00 – 12:00 NN	Validation Presentation	Groups present revised plans to QA panel	Approved validated versions
1:00 – 5:00 PM	Summary of QA Findings	Highlight of strengths and areas for improvement	Consolidated QA report	

Day	Time	Activity	Description	Expected Output
Day 5	8:00 – 12:00 NN	Final Editing and File Submission	Ensure completeness, formatting, and version control	QA-validated files submitted
1:00 – 3:00 PM	Evaluation and Reflection	Sharing of QA experience and feedback	Reflection forms, evaluation results	
3:00 – 4:00 PM	Closing Program	Acknowledgment and closing remarks	Formal closure of QA Phase	

C. Finalization Phase

August 11–15, 2025 | DepEd Ecotech Center, Lahug, Cebu City

Day	Time	Activity	Description	Expected Output
Day 1	8:00 – 9:30 AM	Opening & Orientation	Review of finalized QA outputs and goals	Refreshed direction for final edits
9:30 – 5:00 PM	Final Technical Editing	Proofreading, layout, format checking	Finalized instructional plan layout	
Day 2	8:00 – 5:00 PM	Supplement Development	Add teacher notes, contextual materials, and differentiation strategies	Instructional packages with support tools
Day 3	8:00 – 12:00 NN	Internal Validation	Simulation by sample users (teachers)	User feedback for improvement
1:00 – 5:00 PM	Final Revisions	Apply validation feedback	Polished instructional plan exemplars	
Day 4	8:00 – 5:00 PM	Packaging and Compilation	Organizing digital files and finalizing layout versions	Print-ready and upload-ready files
Day 5	8:00 – 12:00 NN	Presentation of Final Outputs	Official presentation of completed outputs	Final documentation submitted

Day	Time	Activity	Description	Expected Output
1:00 – 3:00 PM	Evaluation & Rollout Planning	Discuss next steps for field use	Regional rollout plan drafted	
3:00 – 4:00 PM	Closing Program	Certificate awarding and final messages	Formal closure of Finalization Phase	