



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. 551 , s. 2025

August 18, 2025

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

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

1. Pursuant to Republic Act No. 10533, otherwise known as the *Enhanced Basic Education Act of 2013*, which underscores learner-centered and inclusive approaches to ensure that all learners, including those with disabilities, have equitable access to quality education, this Office, through the Curriculum Implementation Division (CID), shall conduct the **Division Training on Enhancing Leaders' Competence in Inclusive Education and Development of Individualized Education Plans (IEPs)** on September 3–5, 2025. The specific venue shall be announced in a separate advisory.

2. The activity aims to:

- a) explain the key provisions of Republic Act No. 11650 and their implications for school leadership, inclusive education policies, and learner support systems;
- b) equip educational leaders with the competence to effectively implement inclusive education by utilizing the Multifactor Assessment Tool (MFAT) and preparing and managing Individualized Education Plans (IEPs);
- c) promote best assessment practices by ensuring understanding of the procedures and applications of the Special Needs Education Program Support Fund (SNED-PSF) and by fostering strong partnerships; and
- d) evaluate existing school practices and draft a SLAC Plan that integrates inclusive education principles and aligns with the mandates of RA 11650.

3. All elementary and secondary schools are required to send two participants to this activity, namely the School Head and the designated School SNED Focal Person. Each school shall also bring a report on the utilization of SNED Funds for SY 2024–2025, as stipulated in Division Memorandum No. 367, s. 2025, titled "*Monitoring and Validation on the Utilization of Program Support Funds for Special Education.*"

4. Service Credits will be granted to participants in accordance with **DO No. 013, s. 2024 dated September 18, 2024, Revised Guidelines on the Grant of Vacation Service Credits for Teachers.**



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5. Expenses relative to the conduct of the activity shall be charged to **PSF SNED**, while travel and other incidental expenses shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.

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

WDB/JAAL/CID/JTB/jcl