



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. 674 , s. 2025

September 22, 2025

**COORDINATION MEETING WITH MULTIGRADE IPLAN WRITERS
AND EVALUATORS**

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

1. In line with Regional Memorandum No. 0941, s. 2025, titled **Conduct of Final Technical and Format Check and Packaging of Instructional Plans and SPED Learning Plans Under Project BRIDGE**, this Office, through the Curriculum Implementation Division (CID), shall conduct the Coordination meeting with all the MG Writers and Evaluators on **September 23, 2025, at 9 o'clock in the morning. The venue of the meeting will be at the Tagbilaran City Central Elementary School Library.**

2. Participants to this meeting are the identified Regional Writers and Evaluators listed below:

A. Evaluators

Name of Participant/s	Position	Role	School
1. Juanita C. Lafuente	Education Program Supervisor	Evaluator	Division Office
2. Editha G. Gone	Principal II	Evaluator	City East ES
3. Lorelei G. anore	Principal I	Evaluator	Taloto ES
4. Lemuel B. Barol	Principal	Evaluator	TCCS SPED Center
5. Proserpina A. Doroy	Principal II	Evaluator	Manga ES
6. Glaiza T. Jala	Principal I	Evaluator	Cogon ES
7. Edgar A. Fernandez	Head Teacher III	Evaluator	Dampas ES

B. Writers

1. Rose Ann P. Ido	SPET III	Writer	SPED Center
2. Maria Jane E. Estodillo	Teacher III	Writer	Manga ES
3. Nerissa P. Boniel	Master Teacher I	Writer	Booy South ES
4. Josephine P. Acedo	Master Teacher I	Writer	Dao ES
5. Pearly T. Maraguinot	Master Teacher I	Writer	TCCES
6. Annabelle M. Pergamino	Master Teacher II	Writer	Ubujan ES
7. Carmelita A. Sanchez	Teacher III	Writer	City East ES
8. Romeo John B. Balon	Teacher I	Writer	Booy ES

9. Kinneth M. Honculada	Teacher I	Writer	Cogon ES
10. Cielito B. Carreon	Teacher I	Writer	TCCES
11. Florencio P. Karaan Jr.	SPET III	Writer	TCCS SPED

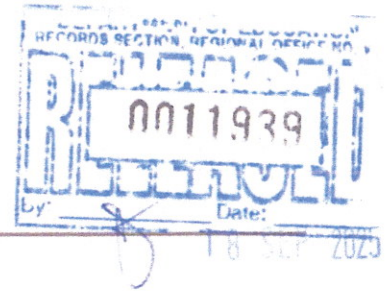
4 For immediate and wide dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS PhD, CESO V
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. **0841** s. 2025

18 SEP 2025

CONDUCT OF FINAL TECHNICAL AND FORMAT CHECK AND PACKAGING OF INSTRUCTIONAL PLANS AND SPED LEARNING PLANS UNDER PROJECT BRIDGE

To: Schools Division Superintendents
Other Concerned Personnel

1. To ensure that instructional resources are not only accurate but also accessible, user-friendly, and ready for classroom application, this Office, through the Curriculum and Learning Management Division, will conduct a workshop to subject the Instructional Plans (iPlans) and SPED Learning Plans under Project BRIDGE (Building Resources for Instruction, Development, Growth, and Equity) to a Final Technical and Format Check and Packaging process, on October 8-10, 2025 at DepEd Ecotech Center, Lahug, Cebu City.
2. Unlike the earlier stages of content review and validation, this process focuses on ensuring that the materials are technically sound, visually consistent, and properly packaged for practical use in schools. This step is vital in preparing the resources for their smaller-scale pilot implementation in multigrade classes, where they will serve as models of instructional delivery and inclusive teaching practices.
3. The participants of this activity are the writers and evaluators of the instructional resources. Specifically, they will:
 - verify the technical soundness and completeness of the instructional content;
 - conduct a format check to ensure consistency in layout, readability, and adherence to design standards;
 - undertake the final packaging of the iPlans and SPED Learning Plans, ensuring that these are ready for reproduction, dissemination, and classroom utilization.
4. This activity marks the final step before the official release of the instructional resources. After this process, the iPlans and SPED Learning Plans shall be issued to identified divisions for pilot testing in multigrade and SPED classes, paving the way for evidence-based improvements and broader implementation.
5. Board and lodging, and other incidental expenses of the participants shall be charged against 2025 SPED Continuing Funds, while travel expenses shall be charged against 2024 SPED-PSF to be downloaded to the division, subject to the usual accounting and auditing rules and regulations.



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DepEd Tayo Region VII



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6. Immediate and wide dissemination of this memorandum is desired.


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

STJ/FYA/CLMD/EBEJ /ggb

PROGRAM FLOW

Final Technical and Format Check and Packaging of Instructional Plans (iPlans) and SPED Learning Plans October 8–10, 2025 Bohol Province Division

Day 1 – October 8, 2025

Time	Activity	Responsible Person/Group
8:00 – 9:00 AM	Registration of Participants	Secretariat
9:00 – 9:30 AM	Opening Program (Prayer, National Anthem, Messages)	SDS Bohol / Regional Director / CLMD
9:30 – 10:30 AM	Orientation on Objectives and Expected Outputs	Regional Focal Person, Project BRIDGE
10:30 – 12:00 NN	Review of iPlans and SPED Learning Plans: Technical Completeness	Assigned Evaluators and Writers
12:00 – 1:00 PM	Lunch Break	—
1:00 – 4:30 PM	Group Work: Technical Check	Evaluators and Writers

Day 2 – October 9, 2025

Time	Activity	Responsible Person/Group
8:00 – 9:00 AM	Recap and Agreements from Day 1	Facilitator
9:00 – 12:00 NN	Format Check: Layout, Design, Readability, Standards Alignment	Evaluators and Writers
12:00 – 1:00 PM	Lunch Break	—
1:00 – 3:00 PM	Continuation of Format Check and Peer Review	Evaluators and Writers
3:00 – 4:30 PM	Workshop on Packaging: Consolidation of Final Versions	Assigned Groups

Day 3 – October 10, 2025

Time	Activity	Responsible Person/Group
8:00 – 9:00 AM	Recap and Final Instructions	Facilitator
9:00 – 11:00 AM	Presentation of Final Packaged Outputs per Group	Group Presenters
11:00 – 12:00 NN	Plenary Discussion and Agreement on Final Versions	All Participants
12:00 – 1:00 PM	Lunch Break	—

Time	Activity	Responsible Person/Group
1:00 – 3:00 PM	Endorsement and Turnover of Final Packaged Instructional Plans	Regional Focal Person / CLMD Chief
3:00 – 4:00 PM	Closing Program (Synthesis, Way Forward, Closing Remarks)	Regional Focal Person / ARD

Expected Output:

Final packaged and ready-to-disseminate **Instructional Plans (iPlans) and SPED Learning Plans** for pilot testing in multigrade classes in identified divisions.