



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. **776** , s. 2025

October 29, 2025

**PARTICIPANTS TO THE REGIONAL CONDUCT OF FINAL TECHNICAL AND
FORMAT CHECK AND PACKAGING OF INSTRUCTIONAL PLANS AND
SPED LEARNING PLANS UNDER PROJECT BRIDGE**

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

1. Pursuant to 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*," and Regional Memorandum No. 0976, s. 2025, "*Corrigendum and Addendum to Regional Memorandum No. 941, s. 2025*," this Office, through the Curriculum Implementation Division (CID), hereby announces the conduct of the **Regional Final Technical and Format Check and Packaging of Instructional Plans and SPED Learning Plans under Project BRIDGE**, to be held on **November 10–14, 2025**, at **Bluewater Resort, Panglao, Bohol**.
2. The activity aims to:
 - 2.1 verify the technical soundness and completeness of the instructional content;
 - 2.2 ensure consistency in layout, readability, and adherence to design standards; and
 - 2.3 undertake the final packaging of the iplans and SPED Learning Plans.
3. The participants in this activity are the Division SPED Focal Person, writers, and evaluators of the instructional resources, as listed in Enclosure No. 1. **November 10–12, 2025**, shall be devoted to the final technical and format check and packaging of instructional plans and SPED learning plans, while **November 13–14, 2025**, shall be allotted for the Recognition of Writers and Evaluators. The identified writers are expected to attend the opening program on **November 10, 2025, at 1:00 p.m.**, while the identified evaluators shall join in the afternoon of **November 12, 2025**, to carry out their evaluative roles and preparations.
4. The refined iPlans, IEPs, and SPED DLPs with signed LR Specialty Clearance must be submitted to the Regional Office through the following link: **<https://tinyurl.com/PtestedRefiPlans>**. The file name format below must be followed: **QuarterNo_WeekNo_Subject_GradeLevels_LastName**.

Example: **Q1W2_ENGLISH3&4_BANCOG**



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

5. The first meal to be served to the participants of the first activity will be lunch on Day 1, and the last meal will be morning snacks on Day 5. Meanwhile, the first meal to be served to the evaluators will be lunch on Day 3, and the last meal will be morning snacks on Day 5. Please see the attached Activity Matrix for your guidance.
6. Board and lodging, as well as other incidental expenses of the participants, shall be charged against the **2025 SPED Continuing Funds**, while travel expenses shall be charged against the **2024 SPED-PSF** to be downloaded to the division, subject to the usual accounting and auditing rules and regulations.
7. Immediate and wide dissemination of this Memorandum is desired.


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

WDB/JAAL/CID/JTB/jcl

IPLAN WRITERS AND EVALUATORS

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. Lemuel B. Barol	Principal	Evaluator	TCCS SPED Center
4. Proserpina A. Doroy	Principal II	Evaluator	Manga ES
5. Edgar A. Fernandez	Head Teacher III	Evaluator	Dampas ES

B. Writers

1. Rose Ann P. Ido	SPET III	Writer	TCCS SPED
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

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.