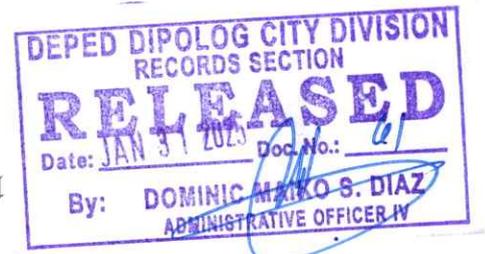




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



January 30, 2025

DIVISION TRAINING- WORKSHOP OF CORE TRAINERS ON INDIVIDUALIZED PROGRAMS FOR LEARNERS WITH SPECIAL NEEDS

**TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Division SNED Focal Person
All Public Schools District Supervisors
All Public Elementary School Heads/Principals
All Public Secondary School Heads/Principals
All Others Concerned**

1. This office informs all concerned of the **“DIVISION TRAINING - WORKSHOP OF CORE TRAINERS ON INDIVIDUALIZED PROGRAMS FOR LEARNERS WITH SPECIAL NEEDS ”** on February 6-8, 2025 at Top Plaza Hotel, Dipolog City.
2. This training aims to equip teachers with the knowledge and skills needed to create effective, individualized learning plans for students with special needs. By the end of the workshop, participants will:
 - a. gain a deep understanding of the purpose, legal requirements, and key components of IEPs, ITPs, and BIPs, including their roles in supporting learners with special needs.
 - b. create IEPs, ITPs, and BIPs that set measurable and attainable goals based on the individual strengths, challenges, and needs of each learner.
 - c. explore strategies for developing ITPs that facilitate smooth transitions for learners with special needs, whether from school to post-school activities or between educational settings.
 - d. acquire skills in designing BIPs that address specific behavioral challenges through positive reinforcement, consistent intervention strategies, and collaboration with stakeholders.
3. The participants in this activity are the Public Elementary and Secondary teachers, Resource Speakers Learning Facilitators, and the Program Management Team (PMT). (*Please see Enclosure 1*).
4. The participants are advised to bring laptops for the workshops.
5. Attached is the Training Matrix for guidance and information. (*Please see Enclosure 2*).
6. For any clarifications and concerns, you may contact the SNED Division Focal Person, PSDS Maria Lisa E. Valdehueza through her email add: marialisa.valdehueza@deped.gov.ph or mobile no. **09989520688**.
7. Immediate and wide dissemination of this memorandum is required.

MA. LIZA R. TABILON, EdD CESO V
Schools Division Superintendent



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Enclosure 1

LIST OF PARTICIPANTS

EAST DISTRICT			
1	EMMA P. ICAO	T-III	ESTAKA CS
2	CRISTY A. SALAVERIA	T-II	
3	FRITZIE F. GO	T - III	ZNNHS
4	MARIA JELLYLOU P. DARUNDAY	T-III	
5	GENALYN C. DIAMANTE	T-III	DICAYAS ES
6	GERALYN I. BALANGITAO	T-III	ST. JOHN ES
7	<i>*To be determined by SP</i>		MINAOG ES
8	CATHERINE E. LANGCAMAN	T-I	ST. NIÑO ES
9	BLENDA P. TINGAL	T-III	UDIS
10	SHEEN MAE M. MACAM	T-I	GULAYON IS
11	JAMES L. COLALJO, JR.	T-III	LINABO ES
12	MILA V. ENOY	T-III	LUGDUNGAN ES
13	<i>*To be determined by SP</i>	TIII	ZNNHS (TURNO)
14	<i>*To be determined by SP</i>	TIII	
15	JENNIE P. ALERIA	T-I	TURNO ES
NORTH DISTRICT			
16	<i>*To be determined by SP</i>		DPDS
17	DIANNE CECILIA E. TAJOM	T-III	
18	SYLVIA V. EDOMBINGO	T-III	SPED CENTER
19	MARYCRIS J. BARBASO	T-III	SPED CENTER
20	LORIE AN MAI B. PIDO	T-III	SPED CENTER
21	APRILYN C. BESTRE	T-III	SPED CENTER
22	MATT DINO C. VILLARIN	T-I	SPED CENTER
23	JANILIE E. JALANDONI	SPET - I	SPED CENTER
24	FLORA JAY B. TORTAL	T-II	DCNHS
25	EXCEL C. ALIAWAN	T-III	
26	MEDOLYN H. CATIPAY	T-III	BIASONG ES
27	ANALYN P. PANAMA	T-III	BARRA ES
28	IAN A. BATABAT	T-III	SICAYAB ES
29	<i>*To be determined by SP</i>		SICAYAB NHS
30	<i>*To be determined by SP</i>		
WEST DISTRICT			
31	<i>*To be determined by SP</i>		MECS



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32	ANDREA TRICIA O. BIOLANGO	T-1	MIPUTAK NHS
33	REMEDIOS U. ISAW	MT-I	STA. ISABEL ES
34	CLARISSE O. ZAMORAS	T-III	MAGSAYSAY ES
35	MENCHUC. PATANGAN	MT-II	STA. FILOMENA IS
36	KAREN B. TURA	T-III	TUBOD IS
37	RUTH JANE L. ADAZA	SHS T-II	GALAS NHS
38	<i>*To be determined by the SP</i>		GALAS NHS
39	DAWN L. CANTERY	T-III	GALAS ES
40	MA. TRULY T. SECORMAYLE	T-III	GALAS ES
SOUTH DISTRICT			
41	MARICAR P. NAONG	T-I	OLINGAN ES
42	CRISTINA P. ESPEJO	MT-II	OLINGAN SOUTH ES
43	MARYANN DAPHNE D. JARALVE	T-III	LAOY OLINGAN ES
44	ELIZA D. MAZARATE	T-III	STA. CRUZ ES
45	GENELES F. MACARIO	T-II	AQUMATSHS
46	JODEMARIE N. SUMOG	T-III	
47	MARIA SHAHANIE LYN P. MANAPSAL	T-III	PNHS
48	JESSA B. ALABANG	T-III	PUNTA CS
49	CATHLEYA S. SUMILAY	T-I	SINAMAN IS
50	ROSELITO C. VILLAVRER JR	T-I	SAN ALFONSO ES
51	KHESSIL Y. OGO	T-I	SAN JOSE ES
52	REGINA R. REAZOL	T-I	
53	MARGELITA J. QUINTO	T-III	COGON NHS
54	EVELYN A. PEPITO	T-III	COGON ES
55	PEREGRINA T. VILLEJO	T-III	DIWAN ES
56	REGINE S. BUONGAN	T-III	PAMANSALAN ES
57	JUDIT E. ORAT	T-I	PETHS
58	PAMELA RAYE R. VILLAZORDA	T-I	VIRGINIA ES
59	PHILIP D. SAMORANOS	T-I	KEPIYANAN ES
60	NEDELLE J. CATIPAY	T-I	GUINSANGAAN ES
61	JESSA A. HERNANDEZ	T-I	LINAY ES
62	BELINDA B. RANDES	T-1	CAYASAN IS
63	ARNEL M. TARIAO	T-III	SANGKOL ES



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PROGRAM MANAGEMENT TEAM (PMT)		
Name	Position	School/Office
1. MA.LIZA R. TABILON EdD, CESO V	SDS	SDO-Dipolog City
2. ROSALIO B. CONTURNO JR., PhD	ASDS	SDO-Dipolog City
3. AMELINDA D. MONTERO DM, CESE	Chief-CID	SDO-Dipolog City
4. MARIA LISA E. VALDEHUEZA	PSDS	SDO-Dipolog City
5. RAMBELLE C. FLORES	SEPS	SDO-Dipolog City
6. MARIE C. REFUGIO	EPS II	SDO-Dipolog City
7. LUISIANO S. MURRO JR.	SEPS	SDO-Dipolog City
8. MEDICAL NURSE	Division Nurse	SDO-Dipolog City
RESOURCE PERSONS/ LEARNING FACILITATORS		
Name	Position	School/Office
1. MARIA LISA E. VALDEHUEZA	PSDS-Division SNED Focal Person	SDO-Dipolog City
2. MA. ELVIE P. BAES	SPET II	Dipolog SPED Center
3. JONA D. PABALAY	MT II	ZNNHS
4. HEIDI S. ATON	T III	SINAMAN IS
5. CLAMMER S. REALIZA	T III	DPDS
6. LYNETH P. MORANDARTE	T III	Dipolog City NHS (Barra)
7. ERWIN A. JAUCULAN	T I	Miputak NHS

Enclosure 2 :

TRAINING MATRIX

Day 1, February 6, 2025		
7:30 AM - 8:00 AM	Registration of Participants	PMT
8:00 AM-8:30AM	Preliminaries and Overview	PMT
8:30 AM - 9:30 AM	Individualized Programs for LSNs	MARIA LISA E. VALDEHUEZA PSDS-Division SNED Focal Person
9:30 A.M.-10:00 AM	BREAK	
10:00AM - 12:00NN	Legal Bases on Individualization	MARIA LISA E. VALDEHUEZA PSDS-Division SNED Focal Person
LUNCH BREAK		
1:00 PM - 2:00 PM	The Multidisciplinary Team and its Functions	JONAH D. PABALAY Master Teacher II ZNNHS
2:00 PM - 3:00 PM		
3:00 PM - 3:30 PM	BREAK	



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3:30 PM - 5:00 PM	Case Analysis on Individualized Programs	MA. ELVIE P. BAES SPET- II Dipolog SPED Center
Day 2, February 7, 2025		
7:30 AM - 8:00 AM	Management of Learning	East and North District Participants
8:30 AM-9:30 AM	Individualized Education Plan: Its Contents and Development	HEIDI S. ATON Teacher III Sinaman IS
9:30 AM - 10:00 AM	BREAK	
10:00 AM -11:00 AM	Cooperative Learning on Mock IEP Meeting	CLAMMER S. REALIZA Teacher III DPDS
11:00 AM - 12:00NN	Identification of Priority Learning Needs	LYNETH P. MORANDARTE Teacher III Dipolog City NHS
LUNCH BREAK		
1:00 PM - 3:00 PM	Workshop on Crafting IEPs	ERWIN A. JAUCULAN Teacher I Miputak NHS
3:00 PM-3:30 PM	BREAK	
3:30 PM - 5:00 PM	Group output presentation	
DAY 3, February 8, 2025		
7:30 AM - 8:00 AM	Management of Learning	West and South District Participants
8:00 AM - 9:30 AM	Individualized Transition Planning and Workshop	CLAMMER S. REALIZA Teacher III DPDS
9:30 AM - 10:00 AM	BREAK	
10:00 AM - 12:00 NN	Crafting of ITP and group output presentation	ERWIN A. JAUCULAN Teacher I Miputak NHS
LUNCH BREAK		
1:00 PM-2:00 PM 2: 00PM-3:00 PM	Case Analysis on Behavioral Issues Mock BIP Meeting and crafting	MA. ELVIE P. BAES SPET- II Dipolog SPED Center
3:00 PM-3:30 PM	BREAK	
3:30 PM-4:00 PM	Presentation of BIP outputs	
4:00 PM-4:30 PM	Action Planning and submission of plans	
4:30 PM-5:00 PM	Closing Ceremony	

