

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2023-281

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

SDO Malabon SDO Makati
SDO Mandaluyong SDO Muntinlupa
SDO Navotas SDO Pasay
SDO Quezon City SDO TaPat

FROM : **WILFREDO E. CABRAL, CESO III**
Regional Director

SUBJECT : **DEVELOPMENT, VALIDATION AND FINALIZATION OF
THE POLICY ON INDIVIDUALIZED EDUCATION PLAN FOR
LEARNERS WITH DISABILITIES**

DATE : April 14, 2023

1. This is in reference to the attached memorandum dated March 20, 2023, from G.H. S. Ambat, Assistance Secretary officer-in-charge office of the Undersecretary for Curriculum and Teaching, Department of Education relative to above-captioned activity in support of the MATATAG agenda of the Vice President of the Republic of the Philippines and Secretary of the Department of Education (DepEd) Sara Z. Duterte to *“Take good care of Learners by Promoting Learner Wellbeing, Inclusive Education and a Positive Environment”*, content of which is self-explanatory.
2. Attached is the official list of participants for the above-mentioned activities.
3. Immediate dissemination and compliance of this Memorandum is desired.



Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

RECEIVED
 APR 12 2023
 BY: [Signature]
 TIME: 10:43 am
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MEMORANDUM
DM-CT-2023-045

TO: REGIONAL DIRECTORS
 [Signature]

FROM: **G.H. S. AMBAT**
 Assistant Secretary
 Officer-in-Charge
 Office of the Undersecretary for Curriculum and Teaching

SUBJECT: **DEVELOPMENT, VALIDATION, AND FINALIZATION OF THE POLICY ON INDIVIDUALIZED EDUCATION PLAN FOR LEARNERS WITH DISABILITIES**

DATE: March 20, 2023

In support of the MATATAG agenda of Vice President of the Republic of the Philippines and Secretary of the Department of Education (DepEd) Sara Z. Duterte to "take good care of learners by promoting learner well-being, inclusive education, and a positive learning environment," DepEd, through the Bureau of Learning Delivery-Student Inclusion Division (BLD-SID), shall be conducting a series of workshops on the **Development, Validation, and Finalization of the Policy on Individualized Education Plan (IEP) for Learners with Disabilities (LWDs)**.

The policy shall provide clear guidelines for field implementers in understanding the process of preparing and implementing an IEP for LWDs.

The activities and timeline of the workshops are as follows:

Activity	Participants	Timeline and Venue*
Workshop on the Development of Policy on IEP for LWDs	three (3) participants per region except Region 4A	April 17-21, 2023 Within NCR
Workshop on the Validation of Policy on IEP for LWDs	three (3) participants per region except Region 4A	June 19-23, 2023 Within Region 7
Workshop on the Finalization of Policy on IEP for LWDs	three (3) participants per region except Region 4A	August 14-18, 2023 Within Region 3

*A communication on the final venue shall be sent.

Attached in this Memorandum is the criteria for the selection of the participants (Annex A). The selected participants are expected to attend all activities in order to ensure continuity.



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Kindly send the details of the selected participants using the templates provided in Annexes B and C through email at zenaida.concon@deped.gov.ph not later than March 31, 2023.

Links for the pre-registration of the selected participants will be provided through email addresses before every workshop commences.

Additionally, participants are expected to have internet connection and, preferably, laptops during the workshops.

For more information and clarifications, please contact **Mr. Vic Emerson Danao** or **Ms. Zenaida G. Concon**, Supervising Education Program Specialists of BLD-SID through email at bld.sid@deped.gov.ph.

Immediate dissemination of this Memorandum is desired.



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Annex A

CRITERIA FOR THE SELECTION OF PARTICIPANTS

Selected participants are expected to:

1. Possess adequate knowledge and skills on Individualized Education Plan;
2. Have adequate experience on the development and implementation of the Individualized Education Plan;
3. Have experience in managing or supervising classes for learners with disabilities;
4. Have no other participation in other activities on the days of the workshop that will require them to excuse themselves from completing the required 5-day workshop; and
5. Can actively participate and provide inputs during the drafting of the policy.



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Annex B

TEMPLATE FOR SELECTED PARTICIPANTS FOR THE WORKSHOPS ON THE
DEVELOPMENT AND FINALIZATION OF THE POLICY ON INDIVIDUALIZED
EDUCATION PLAN (IEP) FOR LEARNERS WITH DISABILITIES (LWDs)

REGION AND DIVISION	NAME	DESIGNATION		EMAIL ADDRESS	CELL PHONE NUMBERS
		EPS	SCHOOL HEAD		

Prepared by: _____
Regional Supervisor In-Charge of SNED



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Annex C

TEMPLATE SELECTED PARTICIPANTS FOR THE WORKSHOPS ON THE
VALIDATION OF THE POLICY ON INDIVIDUALIZED EDUCATION PLAN (IEP) FOR
LEARNERS WITH DISABILITIES (LWDs)

REGION AND DIVISION	NAME	DESIGNATION		EMAIL ADDRESS	CELL PHONE NUMBERS
		EPS	SCHOOL HEAD		

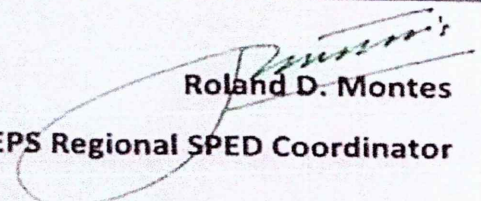
Prepared by: _____
Regional Supervisor In-Charge of SNED

DEVELOPMENT, VALIDATION AND FINALIZATION OF THE POLICY OF INDIVIDUALIZED EDUCATION PLAN FOR LEARNERS WITH DISABILITIES

ACTIVITY: DEVELOPMENT OF POLICY IEP	
DATE: APRIL 17-21, 2023	VENUE: WITHIN NCR
1. Roland D. Montes	NCR
2. Lillosa Palce	D.O Muntinlupa
3. Dennie Maño	D.O Qc

ACTIVITY: VALIDATION OF IEP	
DATE: JUNE 19-23, 2023	VENUE: WITHIN REGION 7
1. Cecilia San Jose	SDO Makati
2. Olivia Lagunilla Pagurayan	SDO Mandualuyong
3. Rosalie Conde	SDO Pasay

ACTIVITY: FINALIZATION OF IEP	
DATE: August 14-18, 2023	VENUE: WITHIN REGION 3
1. Virginia Eboña	SDO Tapat
2. Zeniada Roberto	SDO Malabon
3. Eloisa Sanchez	SDO Navotas


Roland D. Montes
EPS Regional SPED Coordinator