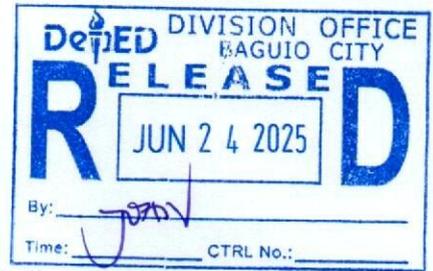




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



24 June 2025

Division MEMORANDUM
No. **370-2025**

**UPSKILLING OF RECEIVING CLASS ADVISERS/TEACHERS ON CRAFTING
INDIVIDUALIZED EDUCATION PLAN (IEP)**

To: Chief ES, Curriculum Implementation Division
Public Schools District Supervisors
School Heads
Other concerned

1. This Office, through the Curriculum Implementation Division, will be conducting its Upskilling of Receiving Class Adviser/ Teachers on Crafting Individualized Education Plan (IEP) on **June 27-28, 2025** at the **Division Office, 3rd Floor Training Hall**.
2. The upskilling has the following objectives:
 - a. enhance teachers' understanding of the pre-referral process as a critical step in identifying learners who may require specialized support;
 - b. equip receiving teachers with the knowledge and skills to develop functional and learner-centered Individualized Education Plans;
 - c. strengthen the implementation of inclusive education through accurate learner profiling and goal setting; and
3. Participants to this activity are advised to bring a copy of a formal, medical diagnosis of their learner to be used in the IEP workshop. Make sure that the name, address, and other personal data placed in the assessment are concealed.
4. Participants are to ensure that appropriate arrangements have been made for their classes by appointing a substitute teacher formally endorsed for monitoring to their school head.
5. Attached are the following enclosures:
 - a. Enclosure 1: List of Participants
 - b. Enclosure 2: Program/Activity Management Team
 - c. Enclosure 3: Activity Matrix
6. The assigned Inspectorate Team members of the activity are Rhylyzette A. Ching, and Cherry Ann Malecdan, together with the End User/ Focal Person Sydney Shan Cariño.



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7. Since Day 2 of the activity falls on a Saturday, teacher-participants shall be granted service credits pursuant to DepEd issuances DO No. 53, s. 2003 and DepEd Memorandum No. 065, s. 2021. SDO personnel shall avail the Compensatory Overtime Credit (COC) for the Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and Department of Budget Management (DBM) Joint Circular No. 2, s. 2004 on non-Monetary Remunerations for Overtime Service Rendered.
8. Immediate and wide dissemination of this Memorandum is desired.


SORAYA T. PACULO PhD, CESO VI
Schools Division Superintendent



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Enclosure 1 to Division Memorandum _____

List of Participants

1	Rosabel D. Geraga	F	Teacher I	D1 Baguio Country Club Village Es
2	Judy Ann D. Budas	F	Teacher I	D1 Lindawan Elementary School
3	Beverly Wanawan	F	Teacher III	D1 Lindawan National High School
4	Arsey A. Abanag	F	Teacher III	D1 Rizal Elementary School
5	Sunshine A. Ramos	F	Teacher III	D1 Rizal Elementary School-Liteng Ext.
6	Bobbie Grace G. Grate	F	Teacher I	D10 Bakakeng Elementary School
7	Jennifer L. Ferrer	F	Teacher III	D10 Bakakeng National High School
8	Cristy Joy B. Bacani	F	Teacher I	D10 Joaquin Smith National High School
9	Kathrine D. Lohan	F	Teacher III	D10 San Vicente Elementary School
10	Jasmine N. Saberdo	F	Teacher II	D2 Fort Del Pilar Elementary School
11	Melody G. Lacaden	F	Teacher II	D2 Happy Hollow Elementary School
12	Ruth Anne S. Pilo	F	Teacher II	D2 Happy Hollow Elementary School
13	Jayvee L. Lee	M	Teacher III	D2 Happy Hollow National High School
14	Desiree Ann S. Domerez	F	Teacher I	D2 Kias Elementary School
15	Ann Faith H. Langasan	F	Teacher III	D3 Baguio City High School
16	Brent K. Ricarte	M	Teacher I	D3 Hillside National High School
17	Olivia P. Balsino	F	MT 1	D3 Loakan Elementary School
18	Feliza D. Balangiao	F	Teacher III	D3 Mil-An National High School
19	Elvira K. Biniahan	F	Teacher III	D4 Brookspoint Elementary School
20	Ramon Kelly Jr.	M	Teacher III	D4 Dona Aurora National High School
21	Rachelle Lea D. Ismael	F	Teacher I	D4 Dona Nicasia Puyat Elementary School
22	Raquel Lapia	F	Teacher I	D4 Mabini Elementary School
23	Elvira T. Adiwang	F	Teacher I	D5 Adiwang Elementary School
24	Merlyn B. Coloma	F	Teacher I	D5 Crystal Cave Integrated School
25	Sally L. Alinao	F	Teacher III	D5 Manuel A. Roxas Elementary School
26	Valerie W. Mayet-An	F	Teacher I	D5 Roxas National High School
27	Jessica G. Oli	F	Teacher III	D5 Sto. Tomas Elementary School
28	Ilka D. Badecao	F	Teacher III	D6 Aguinaldo Elementary School
29	Ivy Ann B. Andres	F	Teacher III	D6 Baguio Central School
30	Bickert G. Dagasen	M	Teacher II	D6 Dominican-Mirador National High School
31	Dahnia Joy C. Teru	F	Teacher II	D6 Josefa Carino Elementary School
32	Sheerhan C. Chugsayan	M	Teacher I	D6 Pines City National High School
33	Zeporah O. Ilan	F	Teacher I	D6 Pines City National High School



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34	Lorna A. Tagapong	F	Teacher III	D6 San Luis Elementary School
35	Ma. Casselyn N. Nonong	F	Teacher III	D7 Baguio City National Science HS
36	Gemmelyn R. Dulipas	F	Teacher III	D7 Elpidio R. Quirino Elementary School
37	Edgeline A. Fagel	F	Teacher I	D7 Irisan Elementary School
38	Janice C. Bey-Agan	F	Teacher III	D7 Irisan National High School
39	Mark C. Signabon	M	Teacher III	D7 Quezon Hill National High School
40	Ana Tresha C. Ignacio	F	Teacher I	D8 Bonifacio Elementary School
41	Donna Laurie C. Solano	F	Teacher III	D8 Fairview Elementary School
42	Rachelle C. Magtibay	F	Teacher III	D8 Lucban Integrated School
43	Jerome R. Lumbiag	F	Teacher III	D8 Pinsao Elementary School
44	Lydia G. Lis-Eg	F	Teacher III	D9 Magsaysay Elementary School
45	Marilyn D. Supa	F	Teacher III	D9 Magsaysay National High School
46	Alma Muriel B. Pugu-En	F	Teacher III	D9 Pinget Elementary School
47	Jessica N. Wanagen Polig	F	Teacher III	D9 Pinget National High School
48	Desiree W. Concepcion	F	Teacher III	D9 Quirino Hill Elementary School



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Enclosure 2 to Division Memorandum _____

Program/Activity Management Team

Role	Name	Term of Reference
Advisers	Soraya T. Faculo Phd CESO VI Carmel F. Meris	<ul style="list-style-type: none">Provide strategic guidance, professional advice, and oversight to ensure that the activity achieves its objectives
Learning Manager	Juliet C. Sannad	<ul style="list-style-type: none">Leads the conduct of the activity per sessionEnsures that the activity is carried out based on the detailed design in collaboration with the resource persons/subject-matter experts
Co-Learning Manager	Sydney Shan M. Carino,	<ul style="list-style-type: none">Co-leads the conduct of the activity per sessionAssists in ensuring that the activity is carried out based on the detailed design in collaboration with the resource persons/subject-matter experts
Resource Speakers/Subject Matter Expert	Cristina Acosta Cherry Malecdan Jovita Caldito	<ul style="list-style-type: none">Applies effective presentation and facilitation techniques in conducting assigned sessionsProvides expert content input during learning sessions
Secretariat/TWG	Rhylyzette A. Ching Cristina Acosta	<ul style="list-style-type: none">Attends to registration needs of learnersEnsures that learners fill up attendance sheets every dayAssists in the distribution of learning resource materials and supplies
Documenter/TWG	Cherry Ann C. Malecdan	<ul style="list-style-type: none">Documents the proceedings of the learning sessions using the prescribed documentation templateTakes photos of the different parts of the activity deliveryCraft the Accomplishment Report of the activity



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Enclosure 3 to Division Memorandum _____

Activity Matrix

Day and Time	Duration	Session	In-Charge/Speaker
Day 1 (June 27, 2025, Friday)			
08:00 am – 08:30 am	30m	Registration	TWG
08:30 am – 09:00 am	30m	Opening Program a. Lupang Hinirang b. Ecumenical Prayer c. DepEd Quality Policy Statement Welcome & Statement of Purpose MESSAGE Overview of the activity	Audio-Visual Presentation Juliet C. Sannad, CID-Chief ES Soraya T. Faculo PhD CESO VI Schools Division Superintendent Sydney Shan M. Cariño EPS, Division SNED Focal
09:00 am – 10:15 am	1h15m	Session 1: Understanding Republic Act 11650	Cherry Ann Malecdan
10:15 am – 10:30 am	15m	Health Break	
10:30 am – 12:00 nn	1h30m	Session 2: Understanding DepEd Order No. 44, s. 2021: Policy Guidelines on the Provision of Educational Programs and Services for LWDS	Cristina Acosta
12:00 nn – 01:00 pm	1h	Lunch Break	
01:00 pm – 03:00 pm	2h	Session 3: The Pre-Referral Process: Guide to Reporting Special Needs Manifestations of Learners	Sydney Shan M. Cariño
03:00 pm – 03:15 pm	15m	Health Break	
03:15 pm – 05:00 pm	1h45m	Continuation of Session 3 Workshop on Session 3	



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Day and Time	Duration	Session	In-Charge / Speaker
Day 2 (June 28, 2025, Saturday)			
08:00 am – 08:30 am	30min	Registration	TWG
08:30 am – 10:00 am	1h30min	Session 4: Understanding the Individualized Education Plan	Jovita Caldito
10:00 am – 10:15 am	15m	Health Break	
10:15 am – 12:00 nn	1h45m	Session 4 Workshop	
12:00 nn – 01:00 pm	1h	Lunch Break	
01:00 pm – 03:00 pm	2h	Session 4 Workshop continuation	
03:00 pm – 03:15 pm	15m	Health Break	
03:15 pm – 04:30 pm	1h15m	Presentation of IEP outputs	
04:30 pm – 05:00 pm	30m	Closing Program	TWG