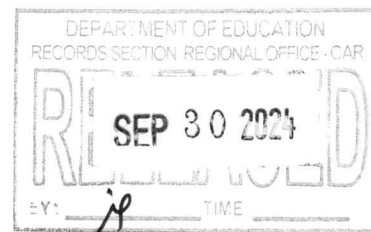




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



27 Sept 2024

REGIONAL MEMORANDUM

No. 664-2024

**TRAINING OF TRAINERS CUM WORKSHOP ON THE DEVELOPMENT
OF INDIVIDUALIZED EDUCATION PLAN (IEP)/INDIVIDUALIZED
TRANSITION PLAN (ITP)**

To: Assistant Regional Director
Schools Division Superintendents
All Schools Division Offices
All Others Concerned

1. The Department of Education – Cordillera Administrative Region (DepEd – CAR) through the Curriculum and Learning Management Division (CLMD) shall conduct the **Training of Trainers cum Workshop on the Development of Individualized Education Plan (IEP)/Individualized Transition Plan (ITP)** on October 15-18, 2024. The specific venue will be released through a separate issuance.
2. The activity aims to:
 - a. discuss the legal bases in the accomplishment of IEP/ITP;
 - b. identify/explain the parts of the IEP/ITP;
 - c. discuss the role of school multidisciplinary team in the accomplishment of IEP/ITP;
 - d. ensure the accomplishment of IEP/ITP forms; and
 - e. appreciate the importance of IEP/ITP
3. In this regard, this Office requests each SDO to select 8 participants, composed of the school multi-disciplinary team, with a **background in handling/teaching Learners with Disabilities**. The list of participants shall be endorsed by the Schools Division Superintendent and to be forwarded to the CLMD email address: car.clmd@deped.gov.ph on or before October 4, 2024.
4. Enclosed with this Memorandum are **Enclosures 1 and 2** or Template for the List of Participants and Number of Participants Allocated per SDO and Training Matrix, for guidance.
5. Each participant is advised to bring a laptop and extension cord to be used during the workshop.
6. Accommodation and meals of participants from SDO Abra, Apayao, Ifugao, Kalinga, Mt. Province and Tabuk City and meals of RO and SDOs Baguio City and Benguet participants shall be charged to the downloaded 2024 SNED Program



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



Certificate No. PHP OMS
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Support Fund while travel and incidental expenses shall be charged to SDO/School MOOE/Local Funds subject to usual budgeting accounting and auditing rules and regulations.

7. Check – in of participants from the six (6) SDOs will start at 2 PM of October 14, 2024 while Check-out will be at 12NN of October 18, 2024.
8. Should there be any queries and/or clarifications, kindly contact Jennifer P. Ande, Chief-CLMD, through email address at jennifer.ande@deped.gov.ph.
9. Immediate dissemination of and strict compliance with this Memorandum is directed.


ESTELA P. LEON-CARIÑO, EdD CESO III
Director IV/Regional Director 

CLMD/JPA/dot
September 27, 2024

Enclosure 1 to RM No. 664.2024

Template for the List of Participants and Number of Participants Allocated per SDO

SDO: _____

Allocation of Participants/SDO		Profile of Participants			
Particulars	Allotted Number	Name	Position	Station/School	DepEd Email Address
SDO SNED Focal Person	1				
SDO SNED Kindergarten	1				
School Heads	2				
School Guidance Counselor/Designate	2				
School SNED Coordinators	2				
PSDS (Kindergarten)	1				
TOTAL	9				

Enclosure 2 to RM No. 664.2024

Training Design/Matrix

DAY 0: October 14, 2024				
Time	Session Title	Resource Speaker	Facilitator	Secretariat/ Technical Support
2:00-6:00 PM	Arrival and Check-in of Participants			
6:00-7:00	Dinner			
Day 1: October 15, 2024				
6:30 – 7:45	Breakfast			
7:45 – 8:15	Registration	TWGs	TWG	Winnie Joy Jose
8:15 – 9:00	Opening Program			
9:00 –10:00	What is IEP/ITP? Its Features, Goals/Purpose/s	Denia O. Tarnate	Sydney Shan Carino EPS, Baguio City	
10:10-10:15	Health Break			
10:10 – 10:45	Legal Bases in the Accomplishment of IEP/ITP			
10:45 – 12:00	Walkthrough of the IEP Template Role of School Multidisciplinary Team and Processes in the conduct of IEP	Mesenia T. Laquiao Master Teacher, Benguet SPED Center		
12:00 – 1:00	Lunch Break			
1:00 – 1:30	Continuation of the Session on IEP		Cresencia Na-oy EPS, Tabuk City	Winnie Joy Jose
1:30 – 1:45	Open Forum			
1:45 – 3:00	Introduction of Transition Program/ Curriculum and Walkthrough of Its Templates	Teodoro P. Dicos SNET III Benguet SPED Center		
3:00 – 3:15	Health Break			
3:15 – 4:45	Continuation of the Session on Transition Program/Curriculum			
4:45 – 5:00	Open Forum			
5:00 – 6:00	Debriefing and Evaluation of the Activity	QAD, CLMD, HRDD and Speakers		
6:00 – 7:00	Dinner			
MOL (PM)	SDO Tabuk City			
DAY 2: October 16, 2024				

Time	Session Title	Resource Speaker	Facilitator	Secretariat/ Technical Support
6:30 – 8:00	Breakfast			
8:00 – 8:15	Management of Learning		SDO Abra	
8:15 – 10:00	Demonstration in the Conduct of IEP/ITP	Mesenia Laquiao, MT II, Benguet SPED Jovita Caldito, SNET III, Baguio SPED Teodoro Dicos SNET III, Benguet SPED	Pedro Talingdan Jr EPS, Abra	Winnie Joy Jose
10:00-10:15	Open Forum			
10:15 – 10:30	Health Break			
10:30 – 12:00	Workshop in filling out the IEP template and ITP			
12:00 – 1:00	Lunch Break			
1:00 – 3:00	Continuation of Workshop			Winnie Joy Jose
3:00 – 3:15	Health Break			
3:15 – 4:45	Continuation of Workshop			Erlinda Quinuan EPS, Benguet
4:45 – 5:00	Open Forum			
5:00 – 6:00	Debriefing and Evaluation of the Activity			
6:00 – 7:00	Dinner			
MOL (PM)	SDOs Benguet & Kalinga			
Day 3: October 17, 2024				
6:30 – 8:00	Breakfast			
8:00 – 8:15	Management of Learning		SDO Mt. Province	
8:15 – 10:00	Workshop in Filling out the IEP/ITP Template and other templates enclosed in DO 44, s. 2021		Joyce Marie Engngeg EPS, SDO Mt. Province	Winnie Joy Jose
10:00 – 10:15	Health Break			
10:15-12:00	Continuation of Workshop			
12:00 1:00	Lunch Break			
1:00 – 3:00	Continuation of Workshop		Marilou Yogyog EPS, SDO Ifugao	Winnie Joy Jose
3:00 – 3:15	Health Break			
3:15 – 4:45	Continuation of Workshop			
4:45 – 5:00	Open Forum			
5:00 – 6:00	Debriefing and Evaluation of the Activity			
6:00 – 7:00	Dinner			
MOL (PM)	SDO Baguio City & Abra			
Day 4: October 18, 2024				

6:30 – 8:00	Breakfast		
8:00 – 8:15	Management of Learning	SDO Kalinga	
8:15 – 9:15	Presentation of IEP Outputs	Ruby Belgica & Resource Speakers	Winnie Joy Jose
9:15 – 9:45	Giving of Feedback		
9:45 – 10:00	Health Break		
10:00 – 11:00	Presentation of ITP Outputs, including the forms,		
11:00- 11:11:30	Giving of Feedback		
11:30 – 12:00	Finalization of Outputs		
12:00 – 1:00	Lunch Break		
1:00 – 3:00	Demonstration of the School Multidisciplinary Team in the Conduct of Meeting/Planning for Learner's IEP/ITP	Resource Speakers	Winnie Joy Jose
3:00 -3:30	Giving of Feedback		
3:30 – 4:00	Ways Forward and Closing Program	SDO Apayao	
MOL (PM)	SDO Ifugao & Mt. Province		