



Republic of the Philippines
Department of Education
 REGION II - CAGAYAN VALLEY
 SCHOOLS DIVISION OF BATANES

July 21, 2025

DIVISION MEMORANDUM

No. 208, s. 2025

**DIVISION CAPABILITY TRAINING ON THE PREPARATION OF INDIVIDUALIZED
 EDUCATION PLANS (IEP) FOR LEARNERS WITH SPECIAL NEEDS IN THE REGULAR
 CLASSROOMS**

To: Asst. Schools Division Superintendent
 CID Chief Education Supervisor
 Education Program Supervisors
 Elementary and Secondary School Heads
 All other Concerned

1. To strengthen Inclusive Education practices, this Division, through the Curriculum Implementation Division, shall conduct a Division Capability Training on the Preparation of Individualized Education Plans (IEP) for Learners with Special Needs in the Regular Classrooms on September 12-14, 2025, at Valugan Integrated School Covered Court.
2. The training aims to equip receiving teachers in the inclusive classrooms with the necessary knowledge and skills to effectively prepare and implement IEPs responsive to the unique needs of learners with special needs.
3. Specifically, the training shall:
 - a. Deepen teachers' understanding of policies on IEP;
 - b. Develop teachers' competence in assessing learners' needs and setting appropriate goals;
 - c. Guide teachers in crafting functional and realistic IEPs aligned with the curriculum; and
 - d. Strengthen collaboration among SNEd coordinators, regular teachers, parents, and other stakeholders.
3. Participants in this training are selected regular classroom teachers who are currently handling, or will be assigned to handle, learners with special needs, SPED coordinators, and other relevant personnel identified in the enclosed list of participants. (see Enclosure 1)
4. All teachers involved in the conduct of this activity shall be entitled to service credits as per DO # 53, s. 2003, while non-teaching personnel shall earn Compensatory Time Off (CTO) per CSC & DBM Joint Circular No. 2, s. 2004 to cover services rendered for Saturdays, Sundays, and Holidays.



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4. Expenses relative to the conduct of this activity shall be charged against the downloaded SPED Fund, subject to the usual accounting and auditing rules and regulations.
5. Widest dissemination of this Memorandum is desired.

ALFREDO B. GUMARU JR., EdD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent

pmb
DANTE J. MARCELO PhD, CESO VI
Assistant Schools Division Superintendent *+*

Encl: NONE

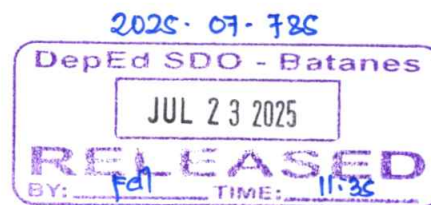
Reference: DepEd Order No. 72, s. 2009 *Inclusive Education as Strategy for Increasing Participation Rate of Children with Special Needs*

DepEd Order No. 26, s. 1997 *Institutionalization of SPED Programs in all Schools*

To be indicated in the Perpetual Index
under the following subjects:

INCLUSIVE EDUCATION
SUPPORT SERVICES

CID/vbg/blv



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Enclosure to Division Memorandum No. 208, s. 2025

LIST OF PARTICIPANTS

Division Capability Training on the Preparation of Individualized Education Plans (IEP) for Learners with Special Needs in the Regular Classrooms

September 12-14,2025

NO	NAME	POSITION	SCHOOL
1	Joan M. Quibal	T1	Basco Central School
2	Jenny C. Gimenez	MT2	Basco Central School
3	Mary Anne C. Cobarria	T3	Basco Central School
4	Jeanette G. Mirabueno	T3	Basco Central School
5	Jenica Mae M.Noblejas	T3	Basco Central School
6	Maricris P. Rico	T2	Basco Central School
7	Hazel D. Romeo	T1	Basco Central School
8	Rowena D. Asa	T3	Basco Central School
9	Hazel M. Velayo	MT1	Basco Central School
10	Lessette C. Duguran	ALS	Basco Central School
11	Meredith S. Agudo	T3	Basco Central School
12	Melanie I. Rodriguez	MT2	Diptan Elementary School
13	Kathleen Mae R. Cariz	T2	Diptan Elementary School
14	Claire Marie C. Anastacio	ALS	Diptan Elementary School
15	Kathy Joy M. Castillo	T1	Tukon Elementary School
16	Liza D. Estoy	T3	Chanarian Elementary School
17	Welma V. Guisando	T3	Chanarian Elementary School
18	Merry Shina R. Poncio	T3	Mahatao Central School
19	Raquel A. Cariaso	T3	Mahatao Central School
20	Bernard Allan Comaya	ALS	Mahatao Central School
21	Mary Grace A. Fabia	T3	Diura Barrio School
22	Jennifer Veronica D. Barcelona	T3	Ivana Elementary School
23	Acela C. Barsana	SPET 1	Ivana Elementary School
24	Sandra V. Gabilo	ALS	Ivana Elementary School
25	Catherine N. Delos Santos	T1	San Vicente Elementary School
26	Gladys Jonalyn A. Arca	T3	Uyugan Elementary School
27	Ethel P. Battuing	T3	Uyugan Elementary School
28	Rodilyn Nobleza	T1	Uyugan Elementary School
29	Lorraine Cabugao	ALS	Uyugan Elementary School
30	Cristeta V. Balasbas	T3	Imnajbu Elementary School
31	Ma.Teresita M. Poncio	T3	Mahatao National High School
32	Columba H. Merin	T3	Mahatao National High School
33	Rachel Andrea B. Atunay	T2	Ivana National High School
34	Grace Sharon Cari	T3	Ivana National High School
35	Carol F. Dela Cruz	MT1	Savidug Elementary School
36	Babylyn P. Homigop	T3	Chavayan Elementary School
37	Elvira A. Ng	ALS	Sabtang Central School

38	Catherine V. Habana	T3	Sabtang Central School
40	Jennifer D. Beronque	MT1	Sumnanga Elementary School
41	Jane C. Esperanza	T1	Nakanmuan Elementary School
42	Ivy G. Castillejos	T1	Mayan Elementary School
43	Mitus S. Gutierrez	ALS	Mayan Elementary School
44	Sarah C. Cobico	T3	Itbud Integrated School
45	Cathlyn Y. Duguran	T3	Itbud Integrated School
46	Mark Ryan C. Nanud	ALS	Itbud Integrated School
47	Rossan A. Come	HT1	Batanes National Science High School
48	Dante J. Marcelo	ASDS	Schools Division Office
49	Myrna H. Agudo	EPS- Filipino	Schools Division Office
50	Vilma C. Bongay	EPS- Values	Schools Division Office
51	Dennis V. Ballesteros	EPS-TLE	Schools Division Office
52	Elena A. Baldomar	EPS- MAPEH	Schools Division Office
53	Leilani D. Ugali	EPS- English	Schools Division Office
54	Carina H. Delos Santos	SP1	Uyugan Elementary School
55	Jennilyn C. Valiente	Secretariat	Schools Division Office
56	Sharon V. Gonzales	QATAME	Schools Division Office
57	Kathleen E. Castillo	Welfare Officer	Schools Division Office
58	Micah D. Gavilan	Finance	Schools Division Office
59	Emerita D. Castellon	Logistic	Schools Division Office
60	Bernadette L. Vinalay	EPS-SNed &KEP	Schools Division Office