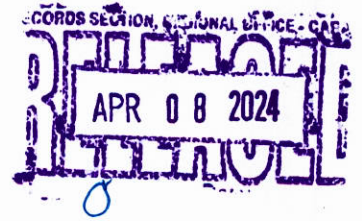




Republic of the Philippines
Department of Education
CARAGA REGION



April 8, 2024

REGIONAL MEMORANDUM

No. 0315, s.2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

SEMINAR WORKSHOP ON DESIGNING AN INDIVIDUALIZED EDUCATION
PLAN (IEP), INDIVIDUAL TRANSITION GOAL PLAN (ITGP) AND
INDIVIDUAL TRANSITION PLAN (ITP) FOR SPECIAL
NEEDS EDUCATION LEARNERS

1. The Department of Education, Caraga Region through the Curriculum and Learning Management Division (CLMD) shall conduct a Seminar Workshop on designing an Individualized Education Plan (IEP), Individual Transition Goal Plan (ITGP), Individual Transition Plan (ITP) to be participated by the School Heads, Guidance Counselors and Supervisors on April 11-12, 2024 at Robinson Land Corporation (Go Hotel, Robinson) Butuan, J.C. Aquino, Butuan City.
2. The general objective of this seminar-workshop is to capacitate the participants in the provision of technical assistance to Special Need Education and General Education teachers in designing the Individualized Education Plan (IEP), Individual Transition Goal Plan (ITGP), and Individual Transition Plan (ITP).
3. The target participants are the selected school heads implementing Special Needs Education Program, guidance counselors/trained school heads/supervisors in guidance counselling and supervisors. They are also requested to bring their own laptop, bring an assessment result of particular LWDs to be used for the actual workshop. Please see attached for the slots per division and Training Matrix.
4. Participants shall bring travel authority approved by the Schools Division Superintendent.
4. Accommodation of the participants shall be charged to RO SPED PSF while travelling and incidental expenses related to the activity shall be charged to School/ Division SPED PSF or local funds subject to the usual accounting and auditing rules and regulations. Check-in time shall be on April 11, 2024 at 2 o'clock in the afternoon and check-out time shall be at 12 noon on April 12, 2024. The first meal shall be breakfast at 6:00 o'clock in the morning on April 11, 2024 and the last meal shall be afternoon snacks on April 12, 2024.

5. Wide dissemination of this Memorandum to all concerned is highly appreciated.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

BERNABE L. LINO
Chief, CLMD

Encl/s.: As Stated

Reference/s: NONE

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

INDIVIDUALIZED EDUCATION PLAN (IEP)
INDIVIDUAL TRANSITION GOAL PLAN (ITGP)
INDIVIDUAL TRANSITION PLAN (ITP)
SEMINAR WORKSHOP
SPECIAL NEEDS EDUCATION LEARNER

CLMD/enc
04/08/2024

Seminar Workshops in designing an Individualized Education Plan (IEP),
Individual Transition Goal Plan (ITGP), Individual Transition Plan (ITP)
to School Heads, Guidance Counselors and Supervisors
April 11-12, 2024 at Go Hotel, Robinson Butuan, Butuan City

Slots per division

No	Division	School Heads	Guidance Counselor	Supervisors	Total
1	Agusan del Norte	3	3	3	9
2	Agusan del Sur	3	3	3	9
3	Bayugan City	3	3	3	9
4	Bislig City	3	3	3	9
5	Butuan City	3	3	3	9
6	Cabadbaran City	3	3	3	9
7	Dinagat	3	3	3	9
8	Siargao	3	3	3	9
9	Surigao City	3	3	3	9
10	Surigao del Norte	3	3	3	9
11	Surigao del Sur	4	3	3	10
12	Tandag City	3	3	3	9
Total		37	36	36	109

Training Matrix Seminar Workshops in designing an Individualized Education Plan (IEP), Individual Transition Goal Plan (ITGP), Individual Transition Plan (ITP) to School Heads, Guidance Counselors and Supervisors
April 11-12, 2024 at Go Hotel, Robinson Butuan, Butuan City

Date	Time	Topic	Speaker
	6:00 AM- 7:00 AM	Break fast	
April 11, 2024	7:00AM – 7:30 AM	Opening Program	
	7:31 AM – 8:30AM 8:31 AM -9:30 AM 9:31 AM -10:00 AM	DO 44 s., 2021, Policy Guidelines on the Provision of Educational Programs and Services for Learners with Disabilities in the K to 12 Basic Education	Elena N. Capangpangan
	10:01AM- 10:15AM	health break	
	10:16-12:00	DO 53, s 2008 Maximization of Trained Teachers and Administrators in Special Education	Antonina Prisco
	12:00 NN- 1:00PM	Lunch Break	
	1:01 PM- 2:00 PM 2:01 PM -2:30 PM	DO 21 s, 2020, Policy Guidelines on the Adoption of the K to 12 Transition Curriculum for LWDs	Genevieve S. Verceles
	2:31PM- 2:45PM	health break	
	2:45 PM -345 PM 3:46 PM-4:00 PM 4:00PM- 5:00 PM	The Role of a Guidance Counselors in Special Education	Mr. Himigbayan Balagtas Santiago
	6:01PM- 7:00 PM	Dinner	
	8:00AM -9:00AM		Ms. Jolivette Yao
April 12, 2024	9:01AM- 10:00AM	Workshop in designing IEP, ITGP and ITP	
	10:01 AM- 10:15 AM	Health break	
	10:16- 11:15 AM 11:15 O 12:00NN	Continuation: Workshop in accomplishing IEP, ITGP and ITP	Ms. Jolivette Yao
	12:01- 1:00PM	Lunch Break	
	1:00 PM- 2:00 PM	Presentation of output by division	Ms. Jolivette Yao
	2:01 PM – 3:00 PM 3:01 – 4:00 PM	Monitoring and Evaluation of learners Progress	Mr. Himigbayan Balagtas Santiago
	4:00PM – 4:30 PM	Closing Program	PMT
	4:31 PM ONWARD	Home sweet home	