



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

09 October 2025

DIVISION MEMORANDUM
No. **715** s. 2025

**ORIENTATION ON THE DEVELOPMENT OF INDIVIDUALIZED EDUCATION
PLANS (IEPs) FOR SCHOOL HEADS, SPECIAL NEEDS EDUCATION (SNED)
TEACHERS, AND RECEIVING TEACHERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with the Department of Education's commitment to strengthen inclusive education and pursuant to the implementation of Republic Act No. 11650 (Inclusive Education Act of 2022), this Office through the Curriculum Implementation Division (CID) shall conduct an **Orientation on the Development of Individualized Education Plans (IEPs) for learners with disabilities.**
2. The orientation aims to:
 - a. Equip School Heads, SNED Teachers, and Receiving Teachers with the knowledge and skills in developing, implementing, and monitoring IEPs;
 - b. Ensure that learners with disabilities receive appropriate interventions and accommodations tailored to their needs; and
 - c. Strengthen collaboration among teachers, parents, and support service providers for effective inclusion practices.
3. The activity will be held on **November 20, 2025, at St. Jude Multipurpose Cooperative Hotel and Event Center.** To facilitate the preparation of the official list of participants, all schools are directed to **submit the names of their identified participants** (School Head, SNED Teacher/s, and Receiving Teacher/s) through this link: <https://tinyurl.com/IEPPARTICIPANTS> on or before **November 10, 2025.** The official list of participants shall be issued and posted through a separate advisory.
4. For reference, please see **Enclosure No. 1** indicating the required number of participants per school, and **Enclosure No. 2** for the prescribed submission template.
5. All participants are required to:
 - a. Bring their own **laptop and extension cord** to be used during the workshop sessions; and
 - b. Bring available **results of IQ Tests and Psychoeducational Assessments** of learners with disabilities from their respective schools, which will serve as references in crafting and simulating IEPs during the orientation.

6. Travel and incidental expenses of participants shall be charged against local school funds or other available sources, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: Republic Act No. 11650
To be indicated in the Perpetual Index
under the following subjects:

SPECIAL NEEDS EDUCATION
INDIVIDUALIZED EDUCATION PLAN
MONITORING AND EVALUATION

CID- orientation on the development of individualized education plans (ieps) for school heads, special needs education (sned) teachers, and receiving teachers
CIDJLCJ3-002215/October 09, 2025

Enclosure 1

Required Number of Participants per School

NO	SCHOOL	SCHOOL HEAD	SNED TEACHER	RECEIVING TEACHER
1	Alsam Integrated School	1	1	0
2	Buenaventura Alandy National High School	1	0	1
3	Busal Integrated School	1	0	1
4	Dapdap Integrated School	1	1	0
5	East Palale Elementary School	1	1	1
6	Eugenio Francia Integrated School	1	1	0
7	Froilan E. Lopez Elementary School	1	1	1
8	Ilasan Integrated School	1	1	1
9	Ipilan-Alitao Elementary School	1	0	1
10	Calumpang Integrated School	1	2	1
11	Katigan-Alupay Elementary School	1	1	0
12	Lakawan Elementary School	1	0	1
13	Lalo Elementary School	1	1	0
14	Lawigue Elementary School	1	1	0
15	Luis Palad Integrated High School	1	1	1
16	Malao-A / Calantas Elementary School	1	1	0
17	Mate Integrated School	1	0	1
18	Mayuwi Community School	1	0	1
19	North Palale Elementary School	1	0	1
20	Pandakake Integrated School	1	0	1
21	Potol Elementary School	1	0	1
22	South Palale Elementary School	1	1	1
23	Tayabas East CS	1	3	2
24	Tayabas West CS I	1	0	1
25	Tayabas West CS II	1	0	1
26	Tayabas West CS III	1	1	1
27	Valencia Elementary School	1	1	0
28	West Palale Elementary School	1	0	1
	TOTAL	28	19	21

Enclosure 2

Submission Template for Participants

Orientation on the Development of Individualized Education Plans (IEPs)
(To be submitted via the official link: <https://tinyurl.com/IEPPARTICIPANTS> on or before November 10, 2025)

School Name	Name of Participant	Position/Designation	Category (School Head/SNED Teacher/Receiving Teacher)	Contact Number/Email