



May 31, 2018

**DIVISION MEMORANDUM**

No. **02**, s. 2018

To: Public Schools District Supervisors  
 Public Elementary and Secondary School Principals

**DIVISION TRAINING WORKSHOP ON THE DEVELOPMENT OF INDIVIDUALIZED EDUCATIONAL PLAN (IEP) AND  
 TEACHER'S GUIDE FOR SPED AND KINDERGARTEN TEACHERS**

1. This is to announce the conduct of Division Training Workshop on the Development of Individualized Educational Plan (IEP) and Teacher's Guide for SPED and Kindergarten Teachers on July 4 -6, 2018 at the Starmall Event Center.
2. The training aims to:
  - a. further enhance the competencies of the teachers in dealing with learners and meeting their educational needs through Teacher's Guide and Individualized Educational Plan; and
  - b. equip the teachers of the skills, strategies and techniques needed in performing their tasks.
3. Participants to this training are the following:

A. All Elementary Schools	One (1) Kindergarten Coordinator per school	
	School	No. of Participant/s
B. Schools with SPED Program/Class	BBH ES	2
	Benito Nieto ES	2
	F. Homes ES	2
	Muzon Pabahay ES	2
	San Jose del Monte CS	1
	Sapang Palay NHS	2
	Muzon NHS	1
	Graceville ES	1
	Minuyan ES	1

4. Inclosure No. 1 contains the List of Facilitators and the Training Matrix.
5. All expenses to be incurred in the conduct of this seminar-workshop shall be charged against the Division MOOE Fund subject to the usual accounting rules and regulations. However, transportation expenses of participants to and from the venue and other incidental expenses shall be charged against local school funds.
6. Wide dissemination of the content of this Memorandum is earnestly desired.

*GHPascual*  
**GERMELINA H. PASCUAL, CESO V**  
 Schools Division Superintendent

**List of Facilitators**

1. MARIA CRISTINA H. NOGOY
2. RICHARD F. SANTOS
3. CAROLINE JO G. LACSON
4. MARIA RESURRECCION VALDOZ
5. MARICEL P. COSTELO
6. HELEN H. GUGULAN

**TRAINING MATRIX**

Day 1		Day 2		Day 3	
8:00 – 8:30	Registration/Opening Program	7:45 - 8:00	MOL	7:45 – 8:00	MOL
8:30 – 10:00	Understanding Child Development in School  ( Richard F. Santos )	8:00 – 10:00	Presentation of Output - IEP  ( Facilitators )	8:00 – 10:00	Continuation of Workshop
		10:00 – 12:00	Walkthrough of Kindergarten Curriculum – Identifying Critical Content  (Maria Resurreccion Valdoz)	10:00 – 12:00	Presentation of Output and Critiquing  ( Facilitators )
10:00 – 12:00	Providing Warmth and Structure in Everyday Teaching  ( Caroline Jo G. Lacson )				
<b>12:00 - 1:00 L U N C H B R E A K</b>					
1:00 - 3:00	Development of Individualized Educational Plan ( IEP )  ( Maria Cristina H. Nogoy )	1:00 – 2:00	Development of KTG  ( Maricel P. Costelo )	1:00 – 3:00	Continuation of Presentation and Critiquing
		2:00 – 5:00	Workshop on the Development of KTG  ( Helen H. Gugulan )	3:00 – 4:30	Finalization of Output
3:00 – 5:00	Workshop on IEP			4:30 – 5:00	Closing Program