



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON PROVINCE
Sorsogon

November 24, 2025

DIVISION MEMORANDUM
NO 358 s. 2025

**DIVISION ORIENTATION ON THE UTILIZATION OF SYNCHRONIZED
INDIVIDUAL EDUCATION PLAN (IEP) FOR ELEMENTARY AND SECONDARY**

To: Asst. Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors
Elementary and Secondary School Heads
All others concerned

1. In line with the Department of Education's mandate to ensure inclusive and equitable access to quality education, this Office, through Curriculum Implementation Division will conduct a Division Orientation on Individualized Educational Plan (IEP) and Child Find Policy for Learners with Disabilities Towards Inclusive Education on December 20, 2025 (Batch 1) and January 15, 2026 (Batch 2) at 401K Resort Monbon, Irosin Sorsogon.
2. This activity aims to:
 - a. provide a comprehensive and in-depth discussion of the Child Find Policy, purpose, scope, and essential provisions;
 - b. strengthen participants' competencies in applying the synchronized Individualized Educational Plan (IEP) to address diverse needs of learners with disabilities;
 - c. enhance educators' understanding and appreciation of inclusive education as a fundamental component of equitable learning environments; and
 - d. equip schools with appropriate guidance and strategies for the effective planning and implementation of Child Find activities within their respective communities.



Sorsogon Sports Complex, Balogo, Sorsogon City, Sorsogon 4700.
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3. This activity adheres to L&D Policy on Equal Opportunity to all without regard to age, sex, sexual orientation, gender identity, civil status, religion, ethnicity, political affiliations, and disability.
4. Teaching personnel who participate in these activities during weekends and/ or holidays shall receive Service Credits (SC) in accordance with D. O. 13 s. 2024. Non-teaching personnel who render services during weekends shall be entitled to Compensatory Overtime Credits (COC) pursuant to CSC regulations and relevant Deped issuances.
5. Participants travel and incidental expenses shall be charged against school MOOE while travel expenses and incidental expenses of the members of the program management team shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
6. For information, guidance and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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(Enclosure No. 1 to Division Memorandum No. ____, s. 2025)

**LIST OF PARTICIPANTS FOR ORIENTATION ON UTILIZATION OF SYNCHRONIZED IEP
(Individualized Education Plan) for ELEMENTARY AND SECONDARY**

A. BATCH 1

Name of School	Name of SNED Teachers	School Head
Bulan South Central School	Mary Jane G. Morata	Edmon S. Morata
Bulan National High School	Aileen E. Paredes	Johnberk B. Evasco
Faustino Glua HS	Maricel H. Enteria	Aaron Gimpao
Quezon National HS	Cheryl Grace Shuni Furaque	Domingo H. Enteria
San Francisco ES	Aiza R. Madrona	Marife G. Hugo
Bantayan NHS	Anrlyn Escano	Ma. Hazel L. Naag
Magallanes North CS	Lilibeth B. Ricafort	Milo H. Romano
Sta. Magdalena CS	Yla Marie L. Encinares	Daria P. Fungo
Irosin CS	Shiryl F. Balitaon	Kareen O. Mercado
	Adelfa L. Dolosa	
Matnog Central School	Ivory Ann Garcera	Hazel O. Garrido
Gubat National High School	Evelyn E. Escasinas	Ave E. Mendizabal
Gubat North CS	Marilou E. Enguerra	Leny E. Codon
	Ivy Joy E. Jimera	
	Giselle G. Grayda	
Bulusan National IIS	Liza F. Codon	Liny B. Grefal
	Mica A. Fortes	

B. RECEIVING TEACHERS OF BULAN SOUTH CENTRAL SCHOOL

1. Marife Macabuhay
2. Sarabeth Mape
3. Sharine Dela Fuente
4. Rica Gimeno

C. ADDITIONAL PARTICIPANTS

1. 12 Kinder to grade 3 teachers from Bulan South CS
12 Kinder to grade 3 teachers from Magallanes North CS
12 kinder to grade 3 teachers from Sta. Magdalena CS
12 kinder to grade 3 teachers from Irosin CS
12 Kinder to grade 3 teachers from Matnog CS
12 Kinder to grade 3 teachers from Gubat North CS
12 kinder to grade 3 teachers from Bulusan CS



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**LIST OF PARTICIPANTS FOR ORIENTATION ON UTILIZATION OF SYNCHRONIZED IEP
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BATCH 2

Name of School	Name of SNED Teachers	School Head
Donsol East CS	Arra Mae P. Mendiola	Rhea A. Feliciano
Pto. Diaz ES	Angielyn A. Espinar	Alma B. Fernando
Barcelona ES	Kristy Fulgueras	Liza D. Salonga
Tagdon ES	Eve Encinas	Alfie E. Espallardo
Gallanosa NHS	Lea D. Contante	Benita A. Cielo
	Mylene G. Goyala	
	Senas B. Furio	
	Girly G. Gabito	
Jose G. Alindogan ES	Erlyn Duhaylungsod	Brain Bulanon
Cumadcad CS	Rubielyn L. Bernardino	Abegail Cha
	Veronica A. Mendizabal	
Pilar I CS	Leny R. Mirabueno	Mary Ann Ascaño
	John Andrey Tarog	
Pilar II CS	Joan M. Lleba	Lydia L. Socito

B. RECEIVING TEACHERS OF BULAN SOUTH CENTRAL SCHOOL

1. Rocsan Gepulle
2. Marilyn Goña
3. Freynaldir Gutlay
4. Ivy Rose Salazar

C. ADDITIONAL PARTICIPANTS

- 12 kinder to grade 3 teachers from Donsol East CS
- 12 Kinder to grade 3 teachers from Prieto Diaz CS
- 12 Kinder to grade 3 teachers from Barcelona CS
- 12 kinder to grade 3 teachers from JGAES
- 12 kinder to grade 3 teachers from Cumadcad CS
- 12 Kinder to grade 3 teachers from Pilar 1 CS
- 12 Kinder to grade 3 teachers from Pilar 2 CS
- 12 kinder to grade 3 teachers from Casiguran CS



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MATRIX OF ACTIVITIES

Division Training on the Utilization of Synchronized IEP (Individual Education Plan) in Region V

December 20, 2025 & January 15, 2025
(Dates)

Venue: 401K Resort Monbon, Irosin Sorsogon

Time	Activities/Topics	Facilitators
7:00 – 8:00 am	Registration of Participants	PMT
8:00 – 8:30 am	Opening Program	PMT
8:30 – 9:30 am	Overview of the Regional Memorandum No. 00505, S. 2025	LEONISA M. ENOLVA Division SNED Coordinator
9:30 – 10:30 am	Structure of Individualized Education Plan (IEP)	Ms. MARY JANE G. MORATA SNED Teacher Bulan South Central School
10:30 – 12:00 am	Utilization of Individualized Education Plan (IEP)	
12:00 – 1:00 pm	Lunch Break	
1:00 – 4:00 pm	-Workshop on Crafting the IEP -Presentation of IEP Output -	Ms. RUBIELYN BERNARDINO SPET III Cumadcad Central School Ms. MARY JANE G. MORATA SNED Teacher Bulan South Central School
4:00 – 4:30 pm	Closing Program	PMT

PROGRAM MANAGEMENT TEAM/TECHNICAL WORKING GROUP

Registration:	AVE L. MENDIZABAL	SSP III	Gubat National High School
	MARIVIC AÑONUEVO	SSP I	Batang Integrated School
	ADELFA DOLOSA	SPET III	Irosin Central School
Attendance:	MARY ANN ASCAÑO	ESP-II	Pilar I Central School
	GERRYL G. ARROGANTE	ESP-I	Bliss Elementary School
	GRACE L. GARCES	SPET-III	Casiguran Central School
Certificates:	GISELLE GRAYDA	SPET-I	Gubat North Central School
	JOHN ANDREY TAROG	SPET-I	Pilar I Central School
	LESTER OWEN BAYNA	SPET-I	Casiguran Central School
Documentation:	ALMA B. FERNANDO	ESP-II	Prieto Diaz Central School
	MYLEN G. GOYALA	T-III	Gallanosa National High School
	SHIRYL BALITAON	SPET-III	Irosin Central School