



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 4, 2025

REGIONAL MEMORANDUM

No. **1094** s.2025

**WORKSHOP ON THE CRAFTING OF INDIVIDUALIZED EDUCATION
PLANS (IEP) FOR LEARNERS WITH DISABILITIES**

To: Schools Division Superintendents
Division SNED Supervisors
All Others Concerned

1. As part of the intensified efforts to realize the goals of inclusive education, this Office, through the Curriculum and Learning Management Division, and in partnership with the Division of Northern Samar, shall conduct the **Workshop on the Crafting of Individualized Education Plans (IEPs) for Learners with Disabilities** on October 7-10, 2025 in San Antonio, Northern Samar.
2. Provision for meals and snacks starts with afternoon snacks on October 7 and ends with lunch on October 10.
3. Details on the participants who shall attend the activity are stipulated in the following table:

PARTICIPANTS	DIVISIONS	NO. OF PAX
Division SNED Supervisors	All SDOs	13
School Heads of ILRCs, SPED Centers, or SNEd Program Implementing Schools	1 School Head per SDO	13
SNEd Teachers or GenEd Receiving Teachers from ILRCs, SPED Centers, or SNEd Program Implementing Schools	1 Teacher-Participant per SDO	13
Resource Persons	External Agencies/ Organizations	3
Regional Office PMT	DepEd RO VIII	5
Host Division PMT	SDO of Northern Samar	8
Total		55

3. The identified participants are advised to register through <http://bit.ly/4ghCc6v> not later than September 30, 2025 at the links stipulated in

the attached DepEd Memorandum and submit a copy of their travel report not later than a week after the conclusion of the activity.

4. Expenses for meals, accommodations, rental of venue and training equipment, as well as supplies and materials of the activity shall be charged to the remainder of the FY 2024 SNED Program Support Funds under OSEC-8-24-6482 dated November 5, 2025 which was downloaded to the host division while the cost of travel to be incurred by the participants shall be charged against their respective Regional/Division/School SNED Funds or applicable local funds subject to existing accounting and auditing rules and regulations.

5. A virtual planning conference with the members of the Program Management Team shall be held on the morning of September 12, 2025. The meeting link shall be shared with the participants through Facebook Messenger.

6. Immediate dissemination of and compliance with this Memorandum are desired.



RONALO AL K. FIRMO, CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Enclosures: As stated
Reference: As stated

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

IEP
LWDs
WORKSHOP
SNED

CLMD-DME