



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKÓL)

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES**

March 17, 2025

**DIVISION MEMORANDUM**  
NO. 257 s. 2025

**PARTICIPATION OF SDO CATANDUANES TO REGIONAL WORKSHOP ON THE SYNCHRONIZATION OF INDIVIDUALIZED EDUCATION PLAN FOR LEARNERS WITH DISABILITIES IN REGION V**

To: OIC- Assistant Schools Division Superintendent  
Chief Education Supervisors- (CID)  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Other Concerned

1. Pursuant to Regional Memorandum No. 00277, s. 2025, and Regional Memorandum No. 00376, titled Regional Workshop on the Synchronization of Individualized Education Plan for Learners with Disabilities in Region V and its addendum, the following participants are advised to attend the said activity on March 19-21, 2025, at The Apple Peach House, Corner Rosario and Marquez Streets, Old Albay Street, Legazpi City:

Name	Designation	School/District/Office
Gina L. Custodio	EPS- In-Charge of SNED	SDO Proper- CID
Dianne Fritz M. Zafe	SPET -III	JMAMES SNED Center- Virac North
Romelyn B. Ogale	SPET-III	San Andres Central ES- San Andres East

2. Travel and other incidental expenses of the participants shall be charged against the division or school Maintenance and Other Operating Expenses (MOOE)/ local funds/ SNED Program Support Funds, subject to the usual government accounting and auditing rules and regulations.

3. For information, guidance and compliance.

**CECILE C. FERRO CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge

Office of the Assistant Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**  
REGION V - BICOL



14 March 2025

REGIONAL MEMORANDUM  
No. 00376 s. 2025

ADDENDUM TO REGIONAL MEMORANDUM NO. 00277, s. 2025 RE: REGIONAL  
WORKSHOP ON THE SYNCHRONIZATION OF INDIVIDUALIZED EDUCATION PLAN  
FOR LEARNERS WITH DISABILITIES IN REGION V

To: Schools Division Superintendents

1. Please be informed that the venue of the Regional Workshop on the Synchronization of Individualized Education Plan for Learners with Disabilities in Region V scheduled on March 19 to 21, 2025 will be held at The Apple Peach House, Corner Rosario and Marquez Street, Old Albay District, Legazpi City.
2. All participants are expected to arrive at the venue in the afternoon of March 18, 2025, and leave in the afternoon of March 21, 2025. The first meal will be dinner on March 18, while the last meal is PM snacks on March 21, 2025.
3. For guidance.

  
**GILBERT T. SADSAD**  
Regional Director

CLMD/jll  
03/14/2025



Address: Regional Center Site, Rawis, Legazpi City, 4500  
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Republic of the Philippines  
Department of Education  
REGION V - BICOL



28 February 2025

REGIONAL MEMORANDUM  
No. 00277 s. 2025

REGIONAL WORKSHOP ON THE SYNCHRONIZATION OF INDIVIDUALIZED  
EDUCATION PLAN FOR LEARNERS WITH DISABILITIES IN REGION V

To : Schools Division Superintendents

1. The Department of Education, Regional Office V will initiate the conduct of the Regional Workshop on the Synchronization of Individualized Education Plans for Learners with Disabilities in Region V this March 19-21, 2025 in a venue to be disclosed later.

2. In the three-day live-in workshop, the participants are expected to finalize the Individualized Education Plan to ensure that learners with identified disabilities attending elementary or secondary educational institutions receive appropriate and specialized instruction and related services.

3. Participants in this activity are the following:

13 - SNED Coordinators

26 - seasoned SNED teachers who are familiar with the IEP  
(2 teachers per division)

1 - Regional SNED Coordinator

40 - Total Number of Participants

4. All the participants are expected to arrive at the venue in the afternoon of March 16, 2025, and leave in the afternoon of March 19, 2025. First meal will be dinner on March 16, while the last meal is PM snacks on March 19. The names of the division participants should be submitted to this Office, Attention: Joan Lagata, Regional SNED Coordinator, on or before **March 3, 2025**.

5. Division SNED Coordinators should bring samples of the Individualized Education Plan that are currently used in their respective divisions, for synchronization.



Address: Regional Center Site, Rawis, Legazpi City, 4500  
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6. Expenses on meals, accommodation, and supplies shall be charged against 2025 SNED Funds ; while travel and miscellaneous expenses of the participants shall be charged against the division or school Maintenance and Other Operating Expenses (MOOE)/local funds/SNED Program Support Funds, subject to the usual government accounting and auditing rules and regulations.

7. For information, guidance, and strict compliance.

  
**GILBERT T. SADSAD**  
Regional Director

CLMD/jll  
02/28/2025