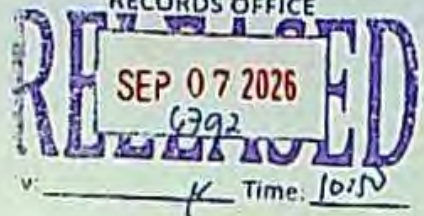




Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE



Office of the Schools Division
Superintendent

August 27, 2026

DIVISION MEMORANDUM

No. 482, s. 2026

**WORKSHOP ON THE DEVELOPMENT OF INDIVIDUALIZED EDUCATION PLANS
(IEPs) AND ESTABLISHMENT OF SCHOOL-BASED MULTIDISCIPLINARY
TEAMS (SBMTs)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

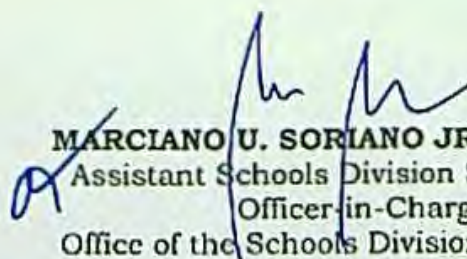
1. In reference to **Regional Memorandum No. 1041, s. 2026**, entitled ***"Workshop on the Development of Individualized Education Plans (IEPs) and Establishment of School-Based Multidisciplinary Teams (SBMTs)"***, the Department of Education Regional Office I, through the Curriculum and Learning Management Division (CLMD), shall conduct the said workshop for identified personnel from the Schools Division Offices.
2. The activity aims to strengthen the capacity of school personnel in developing quality, learner-centered Individualized Education Plans (IEPs) and establishing functional School-Based Multidisciplinary Teams (SBMTs) that will collaboratively plan, implement, monitor, and evaluate appropriate educational interventions and support services for Learners with Disabilities (LWDs), consistent with **Republic Act No. 11650** and **DepEd Order No. 044, s. 2021**.
3. In this connection, the personnel listed in Enclosure No. 1 are hereby authorized to travel and attend the said workshop on their respective assigned dates and at the designated venue.
4. This Memorandum shall serve as the Travel Authority of the identified participants for the duration of the activity, including the necessary travel time to and from the designated venue.



Republic of the Philippines
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REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
Superintendent

5. The participants are directed to:
 - a) attend and actively participate in all sessions and workshop activities;
 - b) observe the prescribed schedule and venue arrangements;
 - c) comply with all requirements and outputs of the workshop; and
 - d) submit the required post-activity documents to the Curriculum Implementation Division upon completion of the activity.
6. Participants whose permanent station is outside a reasonable commuting distance may avail of the designated accommodation, subject to applicable guidelines and arrangements of the Regional Office. Any changes in confirmed accommodation arrangements shall be properly coordinated with the concerned office.
7. Expenses relative to the attendance and travel of the participants shall be charged against 2026 Division SNED funds and/or other appropriate sources, subject to the usual accounting and auditing rules and regulations and the availability of funds.
8. Compensatory Time-Off (CTO) may be granted, when applicable, pursuant to **CSC-DBM Joint Circular No. 2, s. 2024**, particularly when the activity falls on a holiday, weekend, or when work is suspended due to typhoon, flooding, or other weather disturbances and calamities.
9. Immediate dissemination of and compliance with this Memorandum are desired.


MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

Office of the Schools Division
Superintendent
Enclosure No. 1

BATCH	DATE	VENUE
Batch 1	September 1-4, 2026	J and V Resort, Purok 5, Barangay Sevilla, San Fernando City, La Union
Batch 2	September 8-11, 2026	J and V Resort, Purok 5, Barangay Sevilla, San Fernando City, La Union

BATCH 1

EPS - MARIA SOCORRO G. DIMALANTA (SDO Dagupan City)
SNED Teachers - ZYRELLE MARIADO (NCES)
CLARIZA ROSARIO CUNTAPAY (WCES 1)
General Ed - JENNIFER AUSTRIA (WCES 1)
JONATHAN MONTOYA (NCES)
ALS Teacher - REYNALDO BOHOL

BATCH 2

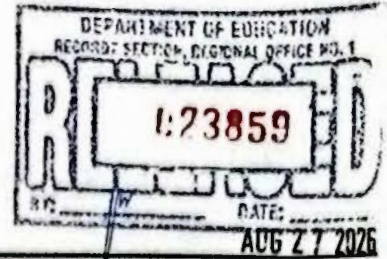
EPS Rep - MARISEL GATCHALIAN (BLISS ES)
SNED Teachers - JENNIFER PARAS (WCES 1)
GINALYN RODAS (NCES)
General Ed - MARY JANE SORIANO (WCES 1)
CATHERINE IGNACIO (NCES)
ALS Teacher - JONAVELLE POQUIZ

App

MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



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REGION I



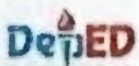
REGIONAL MEMORANDUM

No. 1094 s. 2026

**VENUE, LIST OF PARTICIPANTS PER BATCH AND MATRIX OF ACTIVITIES
FOR THE CONDUCT OF WORKSHOP ON THE DEVELOPMENT OF
INDIVIDUALIZED EDUCATION PROGRAM (IEP) AND ESTABLISHMENT OF
SCHOOL-BASED MULTIDISCIPLINARY TEAM (SBMDT)**

To: Schools Division Superintendents

1. The Department of Education Regional Office I, through the Curriculum and Learning Management Division (CLMD), shall conduct the Workshop on the Development of Individualized Education Program (IEP) and Establishment of School-Based Multidisciplinary Team (SBMDT) to strengthen the capacity of schools in providing appropriate, responsive, and learner-centered support for learners with disabilities (LWDs).
2. The activity shall be conducted in two batches at J and V Resort, Purok 5, Barangay Sevilla, San Fernando City, La Union. The schedule and participant allocation for each batch are reflected in Enclosure No. 1 of this Memorandum.
3. The CLMD, through the concerned EPS and SNED personnel, shall monitor the conduct of the activity and the completion of the required outputs. The SDOs shall likewise monitor the subsequent establishment and functionality of the SBMDT and the implementation and periodic review of IEPs in participating schools.
4. The complete list of participants per batch, venue assignments, and detailed activity matrix are attached as Enclosures 1 and 2, respectively, and shall form an integral part of this Memorandum.
5. All identified participants are required to pre-register through the online registration link provided by the Regional Office on or before August 28, 2026:
Pre-Registration Link: <https://tinyurl.com/IEP-MDTLink2026>
6. Travel expenses and other incidental expenses relative to participation in this activity shall be charged against the 2026 Division SNED Program Support Fund. If the downloaded funds is insufficient, expenses shall be charged to MOOE/Local Funds or other source of funds subject to existing budgeting, accounting, auditing, and procurement laws, rules, and regulations.



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Department of Education
REGION I

7. All provisions, information, guidelines, requirements, and other pertinent details stipulated in Regional Memorandum No. 1041, s. 2026 shall remain in full force and effect
8. For clarification and other concerns, please coordinate with the Curriculum and Learning Management Division (CLMD), DepEd Regional Office I through telephone number (072) 682-2324 local 120 and email at clmd.region1@deped.gov.ph
9. For information and guidance.


ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

Encl.: Participant Allocation Per SDO, Matrix
Reference: RM 2041, s. 2026
To be indicated in the Perpetual Index:
under the subjects:

WORKSHOP

CLMD/magd/IEP_MDT
August 26, 2026



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Enclosure 1

LIST OF PARTICIPANTS FOR BATCH 1
September 1-4, 2026

SDO	NAME OF PARTICIPANT
Alaminos City	1. Joesilin B. Pol
	2. Gerly Mamaril
	3. Josephine Rendon
	4. Kahren Picatoste
	5. Karen Raroque
	6. Rachel Marie B. Pol
Batac City	1. Joefrey C. Bataan
	2. Cheryl Ann L. Martinez
	3. Myline Jane B. Pacaoan
	4. Beulah Hephshibah T. Manglal-lan
	5. Jenela Ann G. Morales
	6. Joan Claire B. James
Candon City	1. Alexander M. Razo
	2. Ana Marjorie M. Ramos
	3. Jennifer M. Fontanilla
	4. Joshua Gabatino
	5. Alma Villanueva
	6. Christian Jade Magabilin
Dagupan City	1. Maria Socorro G. Dimalanta
	2. Zyrelle Mariado
	3. ClarizaRosario Cuntapay
	4. Jennifer Austria
	5. Jonathan Montoya
	6. Reynaldo Bohol
Ilocos Norte	1. Zyrill Ianna Pauline D. Pe Benito
	2. Rio Angela A. Losito
	3. Criselle Joy Bautista
	4. Jockerson Rick Bal
	5. Allelie Joy S. Quindica
	6. Helidel R. Lagazo
	7. Mai Mai Aguilar
	8. Richard Dela Cruz
Ilocos Sur	1. Emil R. Riodil
	2. Mary Jane S. Sistoza
	3. Lejen P. Isidro
	4. Annabel T. Abad
	5. Emee B. Prando
	6. Maricris A. Riodil
	7. Guillermo R. Alagadan Jr.
	8. Ruth J. Gironella



Republic of the Philippines
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REGION I

LIST OF PARTICIPANTS FOR BATCH 2
September 8-11, 2026

SDO	NAME OF PARTICIPANT
Alaminos City	1. Mark Anjo Balois
	2. Monica Chan
	3. Deborah Abarquez-Tan
	4. Molina C. Remeindo
	5. Siegfred Saylago
	6. Marie Chris delos Santos
Batac City	1. Lilibeth C. Dierpo
	2. Mylene S. Bagaoisan
	3. Frezar Marvyl F. Somera
	4. Fricilla Batangan
	5. Anie Faye Aribuabo
	6. Diane Mary B. Yala
Candon City	1. Jacel P. Galibut
	2. Jonnidine Barit
	3. Ma. Luz Unggay
	4. Alona Almazan
	5. Alma Janer
	6. Dianne Therese Toquero
Dagupan City	1. Marisel Gatchalian
	2. Jennifer Paras
	3. Ginalyn Rodas
	4. Mary Jane Soiano
	5. Catherine Ignacio
	6. Jonavelle Poquiz
Ilocos Norte	1. Mariefeanne Joy Dorotan
	2. Leigh Andrea Caluya
	3. Gloria Parico
	4. May Rose Q. Bernardo
	5. John Louis R. Asuncion
	6. Rochelle Abian Diego
	7. Mark Conrad Noroño
	8. John Raymond Rosqueta
Ilocos Sur	1. Miller S. Agbulos
	2. Cristabel Abaya
	3. Alma Europa
	4. Arlene Abad
	5. Dr. Emmanuel F. Jacosalen
	6. Kaezel Ann S. Simbe
	7. Jayson C. Casia
	8. Franklin Modesto



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Enclosure 2

**Workshop on the Development of Individualized Education Plan (IEP) and
Establishment of School-Based Multidisciplinary Team (SBMT)
J and V Resort, San Fernando City, La Union
September 1-4, 2026 (Batch 1) and September 8-11, 2026 (Batch 2)**

BATCH 1

TIME	DAY 1 Opening and Orientation	DAY 2 Understanding and Developing the IEP	DAY 3 IEP Development, Generative AI, and Team Establishment	DAY 4 Output Presentation and Closing
8:00– 8:15 AM	—	Management of Learning	Management of Learning	Management of Learning
8:15– 10:00 AM	—	Session 1: Salient Features of RA 11650 and Policy Foundations of the IEP Speaker: Mary Ann Grace B. Dulay	Session 6: Maximizing Assistive Technology for LWDs Speaker: Reynaldo D. Salayog II	Workshop 5: Finalization of Outputs Facilitator: Mary Ann Grace B. Dulay
10:00– 10:15 AM	—	Health Break	Health Break	Health Break
10:15 AM– 12:00 NN	—	Session 2: Understanding the Learner: Learner Profile, Strengths, Needs, and Assessment Data Speaker: Yani Pearl Natalie Caballero	Session 7: Ethical, Responsible, and Appropriate Use of Generative AI in IEP Development Speaker: Reynaldo D. Salayog II	Presentation of Outputs: IEP, SBMDT/IEP Team Structure, and School Action Plan Facilitator: Mary Ann Grace B. Dulay Closing Program
12:00– 1:00 PM	—	Lunch Break	Lunch Break	Lunch Break
1:00– 3:00 PM	—	Session 3: The IEP Development Process and the Role of the IEP Team	Workshop 3: Development and Completion of the IEP with AI-Assisted Strategies	



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		Speaker: Laurice Dela Cruz	Speaker: Reynaldo D. Salayog II	
3:00-3:15 PM	Registration	Health Break	Health Break	
3:15-4:00 PM	Opening Program	Session 4: Developing Present Levels of Academic Achievement and Functional Performance (PLAAFP) Speaker: Laurice Dela Cruz	Session 8: Establishment of the School-Based Multidisciplinary and IEP Teams: Composition, Roles, and Functions Speaker: Rosebeth Gabay	
4:00-5:00 PM	Pre-Test and Training Orientation	Workshop 1: Learner Case Analysis and Development of PLAAFP Facilitator: Laurice Dela Cruz	Workshop 4: Establishment of SBMDT/IEP Team and Development of School-Based Implementation Plan Facilitator: Rosebeth Gabay	
5:00 PM	End of Session	End of Session	End of Session	

BATCH 2

TIME	DAY 1 Opening and Orientation	DAY 2 Understanding and Developing the IEP	DAY 3 IEP Development, Generative AI, and Team Establishment	DAY 4 Output Presentation and Closing
8:00-8:15 AM	—	Management of Learning	Management of Learning	Management of Learning
8:15-10:00 AM	—	Session 1: Salient Features of RA 11650 and Policy Foundations of the IEP Speaker: Mary Ann Grace B. Dulay	Session 6: Maximizing Assistive Technology for LWDs Speaker: Reynaldo D. Salayog II	Workshop 5: Finalization of Outputs Facilitator: Mary Ann Grace B. Dulay



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10:00-10:15 AM	—	Health Break	Health Break	Health Break
10:15 AM-12:00 NN	—	Session 2: Understanding the Learner: Learner Profile, Strengths, Needs, and Assessment Data Speaker: Yani Pearl Natalie Caballero	Session 7: Ethical, Responsible, and Appropriate Use of Generative AI in IEP Development Speaker: Reynaldo D. Salayog II	Presentation of Outputs: IEP, SBMDT/IEP Team Structure, and School Action Plan Facilitator: Mary Ann Grace B. Dulay Closing Program
12:00-1:00 PM	—	Lunch Break	Lunch Break	Lunch Break
1:00-3:00 PM	—	Session 3: The IEP Development Process and the Role of the IEP Team Speaker: Laurice Dela Cruz	Workshop 3: Development and Completion of the IEP with AI-Assisted Strategies Speaker: Reynaldo D. Salayog II	
3:00-3:15 PM	Registration	Health Break	Health Break	
3:15-4:00 PM	Opening Program	Session 4: Developing Present Levels of Academic Achievement and Functional Performance (PLAAFP) Speaker: Laurice Dela Cruz	Session 8: Establishment of the School-Based Multidisciplinary and IEP Teams: Composition, Roles, and Functions Speaker: Mary Ann Grace B. Dulay	
4:00-5:00 PM	Pre-Test and Training Orientation	Workshop 1: Learner Case Analysis and Development of PLAAFP Facilitator: Laurice Dela Cruz	Workshop 4: Establishment of SBMDT/IEP Team and Development of School-Based Implementation Plan Speaker: Mary Ann Grace B. Dulay	
5:00 PM	End of Session	End of Session	End of Session	



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AUG 17 2026

REGIONAL MEMORANDUM

No. 1041 s. 2026

WORKSHOP ON THE DEVELOPMENT OF INDIVIDUALIZED EDUCATION PLANS (IEPs) AND ESTABLISHMENT OF SCHOOL-BASED MULTIDISCIPLINARY TEAMS (SBMTs)

To: Schools Division Superintendents

1. The Department of Education (DepEd) Regional Office I, through the Curriculum and Learning Management Division (CLMD), shall conduct the Training on the Development of Individualized Education Plans (IEPs) and Establishment of School-Based Multidisciplinary Teams (SBMTs) for identified personnel from the Schools Division Offices (SDOs), with the following schedule:

Batch 1: September 1-4, 2026

Batch 2: September 8-11, 2026

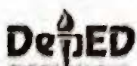
2. The activity aims to strengthen the capacity of school personnel in developing quality, learner-centered IEPs and establishing functional SBMTs that will collaboratively plan, implement, monitor, and evaluate appropriate educational interventions and support services for Learners with Disabilities (LWDs), consistent with Republic Act No. 11650 and DepEd Order No. 044, s. 2021.

3. The activity shall be participated in by SNED EPS/Coordinators, SNED Teachers, Receiving Teachers/General Education Teachers, and ALS Teachers from the SDOs. The number of participants allocated to each SDO is provided in Annex A of this Memorandum.

4. The official names of the participants corresponding to the allocated slots in Annex A shall be submitted by the concerned SDOs to the CLMD through **clmd.region1@deped.gov.ph** on or before **August 20, 2026**. The submitted list shall be used as the basis for the issuance of the official list of participants.

5. The official list containing the names of the confirmed participants, including their respective batch assignments, shall be issued through a separate Regional Memorandum. The specific venue for Batch 1 and Batch 2 shall likewise be indicated in the said Memorandum.

6. Participants whose permanent station is outside a reasonable commuting distance may be provided accommodation in the designated hotel to minimize



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Republic of the Philippines
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repeated transportation expenses, travel time, and productivity losses associated with daily commuting, while ensuring their safety and timely participation in the required activities.

7. Confirmed participants who fail to stay in the assigned accommodation without providing prior notice and a written justification shall be required to refund the full accommodation cost incurred for them. The refund shall be made in accordance with applicable government accounting and auditing rules and regulations.

8. Any participant who is unable to attend or needs to make changes to the confirmed accommodation arrangement shall provide prior notice to the Regional Office and a written justification. The concerned SDO shall ensure that appropriate notification is made within the prescribed period.

9. Compensatory Time-Off (CTO) shall be granted to participants if the activity falls on a holiday, weekend, or if there is cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, other weather disturbances, and calamities, pursuant to the guidelines specified in CSC-DBM Joint Circular No. 2, s. 2024 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is appropriate and applicable.

10. For clarification and other concerns, please coordinate with the Curriculum and Learning Management Division (CLMD), DepEd Regional Office I through telephone number (072) 682-2324 local 120 and email at clmd.region1@deped.gov.ph

11. For information and guidance.


ESTELA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

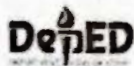
Encl.: Participant Allocation Per SDO
Reference: Memorandum DM-OULS-2026-746
To be indicated in the Perpetual Index:
under the subjects:

WORKSHOP

CLMD/magd/IEP_MDT
August 17, 2026



CLMD261168



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Enclosure 1 to RM _____, s. 2026

PARTICIPANT ALLOCATION PER SCHOOLS DIVISION OFFICE

SDO	SNED EPS/Coordinator	SNED Teacher	Receiving Teachers	
			General Education Teacher	ALS Teacher
Alaminos City	1	2	2	1
Batac City	1	2	2	1
Candon City	1	2	2	1
Dagupan City	1	2	2	1
Ilocos Norte	1	2	3	2
Ilocos Sur	1	2	3	2
La Union	1	2	3	2
Laoag City	1	2	2	1
Pangasinan I	1	2	3	2
Pangasinan II	1	2	3	3
San Carlos City	1	2	2	1
San Fernando City	1	2	2	1
Urdaneta City	1	2	2	1
Vigan City	1	2	2	1
RO and Speaker	5			
TOTAL	19	28	33	20

* The official names of participants shall be submitted by the concerned SDOs to clmd.region1@deped.gov.ph on or before August 20, 2026. The final list of participants, batch assignments, and specific venues for Batch 1 (September 1–4, 2026) and Batch 2 (September 8–11, 2026) shall be issued through a separate Regional Memorandum.



Republic of the Philippines
Department of Education
REGION I

Enclosure 1 to RM _____, s. 2026

PARTICIPANT ALLOCATION PER SCHOOLS DIVISION OFFICE

SDO	SNED EPS/Coordinator	SNED Teacher	Receiving Teachers	
			General Education Teacher	ALS Teacher
Alaminos City	1	2	2	1
Batac City	1	2	2	1
Candon City	1	2	2	1
Dagupan City	1	2	2	1
Ilocos Norte	1	2	3	2
Ilocos Sur	1	2	3	2
La Union	1	2	3	2
Laoag City	1	2	2	1
Pangasinan I	1	2	3	2
Pangasinan II	1	2	3	3
San Carlos City	1	2	2	1
San Fernando City	1	2	2	1
Urdaneta City	1	2	2	1
Vigan City	1	2	2	1
RO and Speaker	5			
TOTAL	19	28	33	20

** The official names of participants shall be submitted by the concerned SDOs to clmd.region1@deped.gov.ph on or before August 20, 2026. The final list of participants, batch assignments, and specific venues for Batch 1 (September 1–4, 2026) and Batch 2 (September 8–11, 2026) shall be issued through a separate Regional Memorandum.*