



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

September 9, 2025

DIVISION MEMORANDUM
No. 487, s. 2025


**PARTICIPANTS IN THE REGIONAL TRAINING ON SCHOOL PERSONNEL on
SNED INDIVIDUALIZED EDUCATION PLAN (IEP) and CREATION of SCHOOL-
BASED MULTIDISCIPLINARY TEAM (MDT) BATCH 3**

- TO:** Assistant Schools Division Superintendents
Chief-Curriculum Implementation Division (CID)
Chief-School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned
1. Relative to Regional Memorandum No. 660 s. 2025, dated August 29, 2025, this office through the Curriculum Implementation Division announces the **List of Participants and TWG in the Regional Training on School Personnel on SNED Individualized Education Plan (IEP) and Creation of School-Based Multidisciplinary Team (MDT) Batch 3 on November 13-15, 2025 at M.I Sevilla Resort, Brgy. Domoit. Lucena City, Quezon Province, Philippines.**
 2. The list of participants and TWG members is attached in this memo. Participants are advised to bring the following:
 - a. Laptop for workshop activities.
 - b. Sample medical diagnosis or psycho-educational assessment of a SPED learners
 - c. Two (2) to three (3) Individualized Education Programs (IEPs) prepared for SY 2024–2025.
 3. Board and lodging and expenses for supplies and materials shall be charged to RO SNED PSF-OSEC-4A-25-00664 while travelling and other incidental expenses shall be charged to Local Funds or School MOOE subject to the usual government accounting and auditing rules and regulations.
 4. The first meal to be served is breakfast on Day 1, while the last meal is PM Snacks on Day 3.
 5. This memo shall also serve as the Travel Authority of the participants.



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6. Immediate and widest dissemination of this Memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

Encl. As stated

Reference: Regional Memorandum No. 660 s. 2025

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

Issuances- Division Memorandum

MRV/Participants in the Regional Training on School Personnel on SNED Individualized Education Plan (IEP) and Creation of School-Based Multidisciplinary Team (MDT) Batch 3/ S2-111786 /09/08/2025



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TECHNICAL WORKING GROUP

NO.	FULL NAME	SCHOOL	POSITION/DESIGNATION
1	Mercy R. Villanueva	SDO BATANGAS PROVINCE	Education Program Supervisor/TWG
2	Myrasol D. Beltran	Jacobo Zobel Elementary School/Calatagan Sub-office	Master Teacher II/Documenter/Minute Taker
3	Russel L. Perez	Anacleto Villanueva Elementary School/ Padre Garcia Sub-Office	Principal II/ Documenter/Minute Taker

LIST OF PARTICIPANTS

NO.	FULL NAME	SCHOOL	POSITION/DESIGNATION
1	Primila A. Mendiola	Alitagtag Central School	Teacher I
2	Elizabeth P. Macalincag	Alitagtag Central School	Master Teacher I
3	Elenita J. Hernandez	Alitagtag Central School	School Guidance Counselor/Designate
4	Maria Emma Caridad A. Tenorio	Alitagtag Central School	OIC - Master Teacher I
5	Rachelle G. Masuay	Angelita Zobel Elementary School	Teacher I
6	Gina D. Bautista	Angelita Zobel Elementary School	Master Teacher II
7	Loida D. Inciong	Angelita Zobel Elementary School	Teacher III/Guidance Designate
8	Reynalyn S. Mendoza	Angelita Zobel Elementary School	Principal II
9	Edna D. Gamo	Balakilong Integrated School	Teacher III
10	Jay-Ar A. Tenorio	Balakilong Integrated School	Special Education Teacher I
11	Tomasa A. Garcia	Balakilong Integrated School	Principal III
12	Joselyn C. Vega	Balakilong Integrated School	Master Teacher 1/ ICT School Coor



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13	Dr. Vicky P. De Torres	Balayan East Central	Principal IV
14	Ofelia E. Chua	Balayan East Central School	Master Teacher I
15	Jocelyn D. Robles	Balayan East Central School	T111/ Guidance Teacher
16	Mary Grace B. Cabrera	Balayan East Central School	Teacher 1
17	Chelsey L. Ulanday	Balayan West Central School	SPET 2
18	Haydee B. Binter	Balayan West Central School	SPET 2
19	Maryjane B. Prigo	Balayan West Central School	Teacher III/ Guidance Designate
20	Rosalinda V Sanchez ,Edd	Balayan West Central School	P-IV
21	Annaliza A. De Sagun	Balete Central School	Master Teacher I
22	Evangeline L. Ocampo	Balete Central School	Principal II
23	Angelyn M. Vergara	Balete Central School	SPET II
24	Maria Corazon A. Capinpin	Balete Central School	School Guidance Designate
25	Dionisio D. Cruzat	Bauan East Central School	Principal III
26	Lorenz Aira L. Maranan	Bauan East Central School	Special Education Teacher I
27	Marissa C. Caimbon	Bauan East Central School	Master Teacher I
28	Ofelia M. Hernandez	Bauan East Central School	Teacher III /School Guidance Designate
29	Juliet J Dimaculangan	Bawi Elementary School	Principal II
30	Lovely M. Barrion	Bawi Elementary School	SPET I
31	Ruby D. Escabosa	Bawi Elementary School	Master Teacher I
32	Perla P. Silva	Bawi Elementary School	Master Teacher I
33	Remedios D. Samaniego	Bolbok Elem School	Master Teacher II
34	Joselyn D. Orence	Bolbok Elementary School	Master Teacher 2
35	Noel C. Aseremo	Bolbok Elementary School	Principal I
36	Rowena B. Porio	Bolbok Elementary School	Teacher III
37	Belen P. Terrago	Bugaan Integrated School	PRINCIPAL-II
38	Leovina D. Garcia	Bugaan Integrated School	MT-I/ Guidance Designate



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39	Kristine Joy R. Carsocho	Bugaan Integrated School	T-III
40	Myra S. Atienza	Bugaan Integrated School	Special Education Teacher I
41	Zenaida G. Gutierrez	Cuenca Central School	Principal III
42	Angelene R. Lojo	Cuenca Central School	Master Teacher I
43	Realyn M. Gonzales	Cuenca Central School	SPET I
44	Eden Melanie A. Magpantay	Cuenca Central School	SPET-II
45	Ma. Michelle D. Ballelos	Gregorio Paradero Elementary School	SPET 1
46	Gloria E. Apacible	Gregorio Paradero Elementary School	Teacher III / Guidance Designate
47	Gina M. Aseremo	Gregorio Paradero Elementary School 107826	School Principal IV
48	Elsa B. Marcellana	Gregorio Paradero Es	Master Teacher I
49	Constancia A. Perez	Ibaan Central School	Principal IV
50	Annabelle E. Dilay	Ibaan Central School	Master Teacher 1
51	Violeta M. Guerra	Ibaan Central School	Spet3
52	Valentina G. Pere?A	Ibaan Central School	Guidance Designate
53	Toribia B. Coz	Jacobo Zobel Elementary School	Principal IV
54	Luzminda E. Doble	Jacobo Zobel Elementary School	Teacher III / Guidance Teacher
55	Mary Ann S. Babaran	Jacobo Zobel Elementary School	Master Teacher I
56	Lucia G. Alcantara	Jacobo Zobel Elementary School	Special Needs Education Teacher III
57	Jenniffer M. Ariola	Laurel Central School	Principal III
58	Marjorie Anne D. Belga	Laurel Central School	Special Education Teacher I
59	Myla L. Biscocho	Laurel Central School	Master Teacher 1
60	Justine M. De Castro	Laurel Central School	Teacher I
61	Louie L. Alvarez	Lemery Pilot Elementary School	Principal III
62	Shiela C. Banaag	Lemery Pilot Elementary School	Teacher III
63	Debralyn T. Nesnia	Lemery Pilot Elementary School	SPET 1
64	Princess Paolah L. De Guzman	Lemery Pilot Elementary School	Master Teacher I
65	Sherlina P. Birot	Lian Central School	Guidance Designate



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66	Rachell Anne R. Alfonso	Lian Central School	Teacher III
67	Anlyn P. Baesa	Lian Central School	Master Teacher I
68	Gelyn L. Jonson Edd	Lian Central School	School Principal II
69	Lina M. Magoling	Lobo Central School	Principal Iii
70	Judy Ann V. Bathan	Lobo Central School	SPET-I
71	Rosel D. Carmona	Lobo Central School	Master Teacher II
72	Leonisa A Pelingon	Lobo Central School	TEACHER III
73	Joy M. Gallon	Luta Norte Elementary School	School Principal I
74	Madel P. Salcedo	Luta Norte Elementary School	Teacher III/Guidance Designate
75	Josyl C. Aranas	Luta Norte Elementary School	Teacher I
76	Analyn L. Manalo	Luta Norte Elementary School	Master Teacher 1
77	Annalyn E. Jusi	Mabini Central School	Spet-I
78	Lenie Maramot Bautista	Mabini Central School	Teacher 3/ Guidance Designate
79	Arlyn C. Buela	Mabini Central School	Master Teacher 1
80	Gilma C. Porley	Mabini Central School	Principal IV
81	Nino A. Viaro	Magahis Elementary School	Head Teacher III
82	Gemma D. Cabrera	Magahis Elementary School	Master Teacher 1
83	Jovita A. Umali	Magahis Elementary School	Master Teacher I
84	Angie Rose G. Creus	Magahis Elementary School	SPET 1
85	Armida Sandoval Estacio	Mainaga San Francisco Integrated School	TEACHER III
86	Evangeline E. Sandoval	Mainaga-San Francisco Integrated School	School Guidance Designate
87	Brenda R. Mendoza	Mainaga-San Francisco Integrated School	Master Teacher 1
88	Ofelia M. Del Mundo	Mainaga-San Francisco Integrated School	PRINCIPAL III
89	Doris B. Panopio	Malimatoc Elementary School	Principal II
90	Suzette A. Albo	Malimatoc Elementary School	Teacher III
91	Lourdes A. Balita	Malimatoc Elementary School	Master Teacher I



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92	Braulia Adalia Agillon	Malimatoc Elementary School	Teacher III
93	Gilberto L. Perez	Malvar Central School	School Principal III
94	Jennyline T. Villalobos	Malvar Central School	SPET 1
95	Tessie T. Morcilla	Malvar Central School	Master Teacher I
96	Charina Anne Rose M. Valencia	Malvar Central School	Teacher III/ Guidance Designate
97	Felisa D. Guia	Manghinao Elementary School	SPET III
98	Edna C. Ilagan	Manghinao Elementary School	Principal III
99	Jeneth A. Castillo	Manghinao Elementary School	Master Teacher 2
100	Evelyn V. Maranan	Manghinao Elementary School	Teachers III/ Guidance Designate
101	Nerissa C. Gamboa	Molinete Elementary School	Teacher III/ School Guidance Coordinator
102	Marilou O. Solis	Molinete Elementary School	Head Teacher III
103	Michelle Anne M. Calinisan	Molinete Elementary School	Teacher II
104	Adelaida D. Mayuga	Molinete Elementary School	Master Teacher L
105	Patricia Ruth A. Panganiban	Nasugbu East Central School	SPET I
106	Louella J. Olboc	Nasugbu East Central School	SPET III
107	Paulina E. Galit	Nasugbu East Central School	Master Teacher II
108	Marissa C. Betchaida	Nasugbu East Central School	Principal III
109	Benilda A. Ativo	Nasugbu West Central School	Master Teacher I
110	Maria Belen L. Dastas	Nasugbu West Central School	SPET- 1
111	Rufina B. Samonte	Nasugbu West Central School	Principal IV
112	Nerilyn C. Calbayar	Nasugbu West Central School	Teacher III
113	Joanne Kristine V. Quinto	Paaralang Elementarya Ng Palahanan	Teacher I
114	Herbert A. Salva Cruz	Paaralang Elementarya Ng Palahanan	Principal I
115	Marilyn A. Hernandez	Paaralang Elementarya Ng Palahanan	Teacher III



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116	Merlita P. De Torres	Paaralang Elementarya Ng Palahanan	Master Teacher I
117	Dr. ELENITA D. DIMAYUGA	Paaralang Sentral Ng Mataasnakahoy	School Head
118	Liza O. Briones	Paaralang Sentral Ng Mataasnakahoy	SPET I
119	Juvy M. Gamlanga	Paaralang Sentral Ng Mataasnakahoy	Master Teacher II
120	Maria Eloisa Malaluan	Paaralang Sentral Ng Mataasnakahoy	Guidance Designate
121	Josephine H. Arnigo	Padre Garcia Central School	Principal IV
122	Geren N. Garcia	Padre Garcia Central School	SPET III
123	Mary Grace Mabansag Pestanio	Padre Garcia Central School	Teacher III
124	Flora L. Cabarteja	Padre Garcia Central School	Master Teacher II
125	Minerva L. Magnaye	Padre Imo Luna Memorial Elementary School	Master Teacher I
126	Aleli M. Velasquez	Padre Imo Luna Memorial Elementary School	SPET I
127	Irene B. Nakpil	Padre Imo Luna Memorial Elementary School	Principal IV
128	Arlene M. Atienza	Padre Imo Luna Mes	Teacher III
129	Maria Fe A. Alvarez	Papaya Elementary School	Head Teacher I
130	Michelle M. Reyes	Papaya Elementary School	Teacher 1
131	Hannah Mae A. Bagos	Papaya Elementary School	Teacher II
132	Michelle M. Reyes	Papaya Elementary School	Teacher 1
133	Marilyn C. Marasigan	Rosario East Central School	Principal IV
134	Edmond R. Escabosa	Rosario East Central School	Master Teacher I
135	Donna R. Hornilla	Rosario East Central School	Teacher III
136	Dorothy C. Chavez	Rosario East Central School	SPET I
137	Imelda C. Tapero	Rosario West Central School	Principal III
138	Myline B. Litong	Rosario West Central School	Teacher III
139	Jeannette E. Reyes	Rosario West Central School	SPET I
140	Joy P. Mendoza	Rosario West Central School	Teacher III



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141	Perla M. Angcaya	San Jose Elementary School	Teacher II/Guidance Designate
142	Eufrocino C. Erna	San Jose Elementary School	Head Teacher III
143	Gemma C. Dimaculangan	San Juan East Central School	Principal II
144	Lenny P. Saligao	San Juan East Central School	Master Teacher I/Guidance Designate
145	Mercy S. Arellano	San Juan East Central School	Master Teacher 1
146	Mary Rose D. Clerigo	San Juan East Central School	SPET I
147	Michaela I. Limbo	San Juan West Central School	OIC/T-III
148	Rowena M. Pendel	San Juan West Central School	TEACHER III
149	Elsa P. Patron	San Juan West Central School	Special Education Teacher I
150	Robina C. Caponpon	San Juan West Central School	Master Teacher II
151	Marites C. Pasigpasigan	San Luis Central School	Teacher III/School Guidance Advocate
152	Marites A. Alcances	San Luis Central School	Teacher II
153	Maricel A. Magsombol	San Luis Central School	MASTER TEACHER I
154	Romana M. Hernandez	San Luis Central School	Principal III
155	Genefer M. Pesigan	San Nicolas Central School	Master Teacher II
156	Susana E. Casalme	San Nicolas Central School	Principal III
157	Liwayway T. Bonsol	San Nicolas Central School	Teacher III/School Guidance Designate
158	Rina B. De Sagun	San Nicolas Cs	T-1
159	Nina D. Dimaculangan	San Pascual Central School	Principal IV
160	Emelie O. Marquez	San Pascual Central School	Master Teacher I
161	Maria Laureen G. Beredo	San Pascual Central School	Teacher III
162	Yoly Y. Mendoza	San Pascual Central School	Teacher III
163	Joy A. Gonzales	Sta. Teresita Central School	SPET 1



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164	Alona V. Salazar	Sta. Teresita Central School	Master Teacher I
165	Elisa D. Bagos	Sta. Teresita Central School	Teacher III/Guidance Designate
166	Mylene B.Bathan	Sta. Teresita Central School	Principal III
167	Nellie Jane P. Alcazar	Subic Elementary School	Special Education Teacher II
168	Rosemarie C. Del Mundo	Subic Elementary School	Teacher III/Guidance Designate
169	Jennifer H. Cabello	Subic Elementary School	Principal III
170	Cecilia C.Maala	Subic Elementary School	Master Teacher II
171	Loida P. Rosales	Taal Central School	Principal IV
172	Raquel T. Reyes	Taal Central School	Guidance Advocate
173	Jaqueline C. Cabungcal	Taal Central School	Teacher III/ Receiving Teacher
174	Irene M. Casapao	Taal Central School	Master Teacher II
175	Mary Jane E. Bacay	Talaga Elementary School	Principal II
176	Ligaya Guia Mendoza	Talaga Elementary School	Master Teacher
177	Nellie B. Acosta	Talaga Elementary School	School Guidance Designate
178	Miralyn M. Encena	Talaga Elementary School	SPET 1
179	Analiza P. Galicia	Taysan Central School	Teacher III
180	Belinda D. Arellano	Taysan Central School	Principal IV
181	Aiza A. Sedigo	Taysan Central School	Teacher 1
182	Teodora M. Macatangay	Taysan Central School	Master Teacher I
183	Roscel G. Mulingbayan	Toong Elementary School	Guidance Designate
184	Ruvilando A. Villalobos	Toong Elementary School	Head Teacher III
185	Marilou T. Sara	Tulo Elementary School	Principal IV
186	Amelia C.Villalobos	Tulo Elementary School	Teacher II/Guidance Advocate
187	Cristeta L. Bonsol	Tulo Elementary School	Master Teacher II
188	Mayrose P. Barro	Tulo Elementary School	SPET 1
189	Mary Grace L. Mendoza	Venancio Trinidad Sr. Memorial School	Principal IV
190	Mia Collen E. Atienza	Venancio Trinidad Sr. Memorial School	Special Education Teacher III
191	Janette S. Cuevas	Venancio Trinidad Sr. Memorial School	Master Teacher I



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192	Myra L. Gallivo	Venancio Trinidad Sr. Memorial School	Master Teacher 1/School Guidance Designate
193	Ardelyn C. Gurtiza	Wawa Elementary School	SPET 1
194	Marivel V. Dela Vega	Wawa Elementary School	Teacher III
195	Siena Grace V. Atienza	Wawa Elementary School	Master Teacher I
196	Ma. Cecilia P. Sevilla	Wawa Elementary School	Principal II
197	Aurelia A. Aguila	West Bauan Central School	Principal IV
198	Ruby Ann O. Silang	West Bauan Central School	Teacher III
199	Florentina A. De Quina	West Bauan Central School	Master Teacher I
200	Jovelyn A. Cruzat	West Bauan Central School	Teacher III/Guidance Designate



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Enclosure 3. Indicative Program of Activities

3 DAY MATRIX
Regional Training on School Personnel on SNED Individualized
Education Plan (IEP) and Creation of School-Based
Multidisciplinary Team (MDT) Batch 1-3
 M.I. Sevilla Resort, Brgy. Domoit, Lucena City, Quezon Province

Day 1		
Time	Sessions/Activities	Person-in-Charge
7:00 – 8:30	ARRIVAL/REGISTRATION	PMT
8:30 – 9:30	OPENING PROGRAM	
9:30 – 10:00	SNACKS	PMT
10:00 – 12:00	Learner Diversity and Inclusive Education	UP ISNED
12:00 – 1:00	LUNCH	PMT
1:00 – 1:15	MANAGEMENT OF LEARNING	PMT
1:15 – 3:00	Inclusive Education in Calabarzon Workshop: Addressing Elephants	UP ISNED
3:00 – 3:15	SNACKS	PMT
3:15 – 4:15	Assessment of LWD: Intro, Tools and Strategies	UP ISNED
4:15 – 4:30	Session Announcements	PMT
4:30 – 5:00	ROOM ASSIGNMENTS & CHECK-IN	PMT
Day 2		
Time	Sessions/Activities	Person-in-Charge
7:45 – 8:30	Management of Learning	PMT
8:00 – 10:30	Assessment of LWD: Procedure, Guidelines and Reporting	UP ISNED
10:30 – 10:45	SNACKS	PMT
10:45 – 12:15	The PDSP Workshop: Crafting the PDSP	UP ISNED
12:15 – 1:15	LUNCH	PMT
1:15 – 2:15 PM	Workshop: The Continuum of Skills	UP ISNED
2:15 – 3:15 PM	The IEP: Goal-setting	UP ISNED
3:15 – 3:30 PM	SNACKS	PMT
3:30 – 4:30 PM	The IEP: Activity Planning	UP ISNED
4:30 – 5:00 PM	SESSION ANNOUNCEMENTS	PMT
Day 3		
Time	Sessions/Activities	Person-in-Charge
8:00 – 8:30	Management of Learning	PMT
8:30 – 9:40	The IEP: Mastery Setting	UP ISNED



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9:45 – 10:15	SNACKS	PMT
10:15 – 12:15	Workshop: Crafting the IEP	UP ISNED
12:15 – 1:00	LUNCH	PMT
1:00 – 1:30	Open Forum	UP ISNED
1:30 – 2:00	Workshop: Crafting the IEP	UP ISNED
2:00 – 2:45	Presentation of Outputs	UP ISNED
2:40 – 3:15	CLOSING PROGRAM	PMT
	Thank you!	



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Enclosure 4

TERMS OF REFERENCE

The Training Management Team shall be responsible for the entire training from the venue to the logistics needed.

A. The Training Management Chairperson and Vice-Chairperson shall:

- prepare the ATC, RBA, proposal, memorandum and Authority to Procure;
- Coordinate with the training venue management and prepare the contract for the event;
- Coordinate with the Supplies Officer for the supplies needed;
- Conduct meetings with the facilitators;
- Lead the review and evaluation of the presentation to be used for the activity;
- Oversee the conduct of the activity; and
- Lead the team in the conduct of debriefing sessions.

B. The Members of the TWG shall:

- Prepare the completion report;
- Prepare the contract and supplies;
- Prepare the room listing;
- Coordinate with the moderator regarding the materials needed for the workshop and the documents needed to be accomplished daily;
- Prepare the documents needed for the payment/liquidation;
- Prepare and print certificates of recognition, participation and appearance; and
- Submit the needed requirements to respective functional divisions after the conduct of the activity.

C. The Resource Persons shall:

- Prepare the presentation slide deck;
- Deliver the assigned topic convincingly;
- Provide instructions and inputs during the training;
- Ensure maximum participation and learnings from the participants; and
- Answer all the queries and questions of the participants satisfactorily.

D. The Facilitators shall:

- Lead the MOL;
- Check the attendance;
- Introduce the participants and resource speakers;
- Lead the FGD;
- Prepare materials needed for the workshop;
- Facilitate the collection and presentation of outputs;
- Give the synthesis;



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- Ensure maximum & active participation of the participants; and
 - Address all concerns of the participants;
- E. **The Documenter/ Minute Taker** shall:
- Document agreements, issues and concerns, important scenario or proceedings during the training; and
 - Submit the newsletter at the end of the training.
- F. **The Participants** shall:
- Always observe punctuality and mutual respect;
 - Follow the house rules and regulations of the venue;
 - Attend and participate actively in all engagements and activities;
 - Secure and submit all necessary forms and other documents necessary;
 - Report any significant event related to the activity; and
 - Submit all the target outputs on time.