

Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



CLMD-RM-2025-544

15 July 2025

**Regional Memorandum**  
No. 544, s.2025

**REGIONAL TRAINING ON SCHOOL PERSONNEL ON SNED  
INDIVIDUALIZED EDUCATION PLAN (IEP) AND CREATION  
OF SCHOOL-BASED MULTIDISCIPLINARY TEAM (MDT)**

To **Schools Division Superintendents**

1. Pursuant to RA 11650, also known as "An Act Instituting a Policy of Inclusion and Services for Learners with Disabilities in Support of Inclusive Education" and in support to the MATATAG Agenda, this Office will conduct the **Regional Training on School Personnel on SNED Individualized Education Plan (IEP) and creation of school-based Multidisciplinary Team (MDT)- Batches 1-3** on dates listed below. The venue and final list of participants shall be announced in a separate Regional Memorandum.

Batches	Clusters	Dates
Batch 1	Rizal & Quezon	September 11-13, 2025
Batch 2	Cavite & Laguna	October 16-18, 2025
Batch 3	Batangas	November 13-15, 2025

2. In this regard, this Office requests the SDOs to identify the participants composing of the **School Head, School Guidance Counselor/Designate, Master/Key Teacher and SNED/Receiving Teacher (4 pax) in an SNED and Inclusive Implementing School** as proportionally distributed based on the number of schools per SDO. Moreover, SNED EPSs/Focal Persons shall serve as facilitators in their assigned batch. All participants are expected to maximize the use of instructional time in schools as per DepEd Order No. 9, s. 2005, titled "Instituting Measures to Increase Engaged Time-on-Task and Ensuring



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Certificate No. PHP QMS  
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Compliance Therewith". They must register on or before August 01, 2025 on this link <https://bit.ly/3UdJCgQ>.




	<b>SDO</b>	<b>No of participants per Batch</b> (composed of 4 pax:1 SH, 1 GC/GD, 1 MT/KT, 1 SNET/RT)
<b>Batch 1 (Rizal &amp; Quezon Clusters)</b>		
	Quezon	260 (65 schools)
	Lucena City	16 (4 schools)
	Tayabas City	12 (3 schools)
	Rizal	82 (21 schools)
	Antipolo City	20 (5 schools)
<b>Batch 2 (Cavite &amp; Laguna Clusters)</b>		
	Cavite Province	88 (24 schools)
	Cavite City	8 (2 schools)
	Dasmaringas City	12 (3 schools)
	Bacoor City	12 (3 schools)
	Imus City	8 (2 schools)
	General Trias City	12 (3 schools)
	Laguna	92 (23 schools)
	Calamba City	20 (5 schools)
	San Pablo City	20 (5 schools)
	Sta. Rosa City	12 (3 schools)
	Binan City	12 (3 schools)
	Cabuyao City	8 (2 schools)
	San Pedro City	8 (2 schools)
<b>Batch 3 (Batangas Cluster)</b>		
	Batangas Province	200 (50 schools)
	Batangas City	28 (7 schools)
	Lipa City	24 (6 schools)
	Tanauan City	16 (4 schools)
	Sto. Tomas City	8 (2 schools)
	Calaca City	8 (2 schools)

- Board and lodging and expenses for supplies and materials shall be charged to RO SNED PSF- OSEC-4A-25-00664, titled, "Transfer of Program Support Funds for Special Needs Education Program to Implementing DepEd Regional Offices" and AC-25-BLD-SID-SPED-P017, titled, "Provision of Program Support Funds to Special Needs Education Program (SNED) Implementing DepEd Regional Offices". Travel and other incidental expenses shall be charged to the comprehensively downloaded ALS PSF to SDOs. Moreover, should there be an insufficiency in the amount downloaded, the deficit may be charged against any



available MOOE/local funds, subject to the usual government accounting and auditing rules and regulations

4. For clarification and further inquiries, contact Philips T. Monterola, SNED/ALS/ADM Regional Focal Person, and Viernalyn M. Nama, CLMD Chief Education Supervisor, at (02) 8681-2114 local 420.
5. Immediate and widest dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director 

02/ROC18