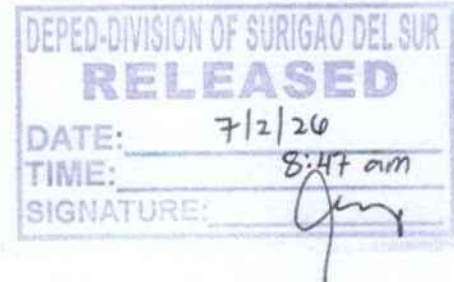




Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

DIVISION MEMORANDUM  
No. **254**, s. 2025



To: All Public Schools District Supervisor  
School Heads  
Teachers Handling SNED Learners  
All Others Concerned

**REORIENTATION OF DEPED ORDER NO. 44, S. 2021(POLICY GUIDELINES OF EDUCATIONAL PROGRAMS AND SERVICES FOR LEARNERS WITH DISABILITIES IN THE K TO 12 BASIC EDUCATION PROGRAM) AND IEP PREPARATION**

1. To strengthen implementation of Special Needs Education and align services and documents to be used as specified in DO 44, s. 2021, a Reorientation on the Policy Guidelines of Educational Programs and Services for Learners with Disabilities in the K to 12 Basic Education Program and Individualized Education Plan (IEP) Preparation, shall be conducted on July 4, 2025 at Selades Convention Center, Tandag City.
2. The objective of this are the following:
  - 2.1 revisit the department order specially that there are new teachers catering LWDs
  - 2.2 align documents needed as specified in the DO
  - 2.3 prepare IEP using results of assessment from medical practitioners
3. Participants in this activity are teachers handling special learners in special education classes and select general education teachers catering special needs learners. Travel authority is attached to this memorandum.
4. This is a one day activity. Breakfast, lunch and two (2) snacks shall be served. Travel and per diem of teachers shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum to all concerned is hereby directed.

**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent *F.c.*



Address: Balilahan, Mabua, Tandag City, Surigao del Sur, 8300  
Telefax No. (086) 211-3225  
Email Address: [surigaodelsur.division@depd.gov.ph](mailto:surigaodelsur.division@depd.gov.ph)  
Website: [depedsurigaodelsur.com](http://depedsurigaodelsur.com)

|                |               |      |        |
|----------------|---------------|------|--------|
| Doc. Ref. Code | SDO-OSDS-F001 | Rev  | 00     |
| Effectivity    | 02.3.2025     | Page | 1 of 4 |



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

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Encl.: Matrix, Travel Authority  
Reference: DO 44, s. 2021  
To be indicated in the Perpetual Index  
under the following subjects:

REORIENTATION

SNED

DOCUMENTS/IEP

CID/eps  
06/30/2025



**Republic of the Philippines**  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Enclosure 1 to Division Memo No. 254, s. 2021

REORIENTATION OF DEPED ORDER NO. 44, S. 2021(POLICY GUIDELINES OF  
 EDUCATIONAL PROGRAMS AND SERVICES FOR LEARNERS WITH DISABILITIES  
 IN THE K TO 12 BASIC EDUCATION PROGRAM) AND IEP PREPARATION  
 Selades Convention Center, Tandag City  
 July 4, 2025

MATRIX

| TIME                | TOPIC                                                                         | RESOURCE SPEAKER                |
|---------------------|-------------------------------------------------------------------------------|---------------------------------|
| 6:30 AM – 7:30 AM   | ARRIVAL/REGISTRATION                                                          | Support Staff                   |
| 7:30 AM – 8:00 AM   | Pre-Test                                                                      |                                 |
| 8:00 AM – 8:30 AM   | OPENING PROGRAM                                                               | Analiza G. Doloricon            |
| 8:30 AM – 9:30 AM   | DO 44, S. 2021<br>Rationale & Definition of Terms                             | AGNES V. BASAS<br>SPET-1        |
| 9:30 AM – 9:45 AM   | HEALTH BREAK                                                                  |                                 |
| 9:45 AM – 10:45 AM  | Educational Placement<br>-Full, Partial Inclusions and Self-<br>Contained     | DIANNE MICAH M. CLIMACO<br>MT-1 |
| 10:45 AM – 12:00 NN | Teachers/Individual Learners Profile                                          | MARITNESS S. LASAY<br>MT-1      |
| 12:00 NN – 1:00 PM  | LUNCH BREAK                                                                   |                                 |
| 1:00 PM – 1:15 PM   | -Energizer                                                                    |                                 |
| 1:15 PM – 2:15 PM   | Progress Report Card/Class<br>Program                                         | REYNA C. GANOT<br>MT-1          |
| 2:15 PM – 3:15 PM   | Behavior Intervention Report (BIR)<br>Individual Transition Plan/Goal<br>Plan | APOLINAR B. MIANO<br>MT-2       |
| 3:15 PM – 3:30 PM   | HEALTH BREAK                                                                  |                                 |
| 3:30 PM – 4:30 PM   | Individualized education Plan (IEP)                                           | UNI-SAN M. OTAGAN<br>SPET-2     |
| 4:30 PM – 5:00 PM   | Post Test<br>Closing Program                                                  |                                 |



Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

No.: LD-150-2024

**TRAVEL AUTHORITY FOR OFFICIAL TRAVEL**

| NO. | NAME                     | POSITION/DESIGNATION | PERMANENT STATION   |
|-----|--------------------------|----------------------|---------------------|
| 1.  | Uni-san M. Otagan        | SPET-2               | Lingig CES          |
| 2.  | Rey Malen M. Rosario     | T-1                  | Zion ES             |
| 3.  | Melissa A. Flores        | T-3                  | New Canaan ES       |
| 4.  | Jocelyn P. Bag-ao        | MT-1                 | Tomas Sim ES        |
| 5.  | Myca C. Manligon         | T-1                  | Mansailao ES        |
| 6.  | Marian Krizzle B. Sagang | T-1                  | Pagtilaan IS        |
| 7.  | Mirasol M. Malijao       | T-1                  | Tagpupuran ES       |
| 8.  | Gladys D. Briones        | SPET-1               | Hinatuan So. CES    |
| 9.  | Alona A. Digaum          | MT-1                 | Tagbina CES         |
| 10. | Marck Jason B. Golen     | T-2                  | Tagbina NHS         |
| 11. | Nerissa B. Miranda       | T-3                  | Sta. Juana CES      |
| 12. | Rose Marie I. Basigsig   | T-1                  | Libuacan ES         |
| 13. | Maritess S. Lasay        | MT-1                 | Barobo CES          |
| 14. | Queenie Ann Lomocso      | T-3                  | Barobo NHS          |
| 15. | Sally Malinao            | T-3                  | Tambis ES           |
| 16. | Alex I. Bernadas         | SPET-1               | Liang CES           |
| 17. | Roselie P. Yriarte       | SPET-1               | Diatagon ES         |
| 18. | Annalyn M. Montilla      | T-3                  | Diatagon Brgy. ES   |
| 19. | Christine Madel V. Galo  | T-1                  | Neptune ES          |
| 20. | Agnes V. Basas           | SPET-1               | San Agustin CES     |
| 21. | Anamie B. Rebucas        | T-1                  | Sto. Nino ES        |
| 22. | Judy Ann A. Loayon       | T-1                  | San Isidro ES       |
| 23. | Portia A. Lumpot         | T-3                  | Marihatag CES       |
| 24. | Nanette M. Juralbar      | T-3                  | Mararag ES          |
| 25. | Maria Chona L. Avila     | T-3                  | Hinogbakan ES       |
| 26. | Ranenie S. delos Reyes   | T-1                  | Mahaba ES           |
| 27. | Lenie Fernandez          | T-3                  | Unidad NHS          |
| 28. | Dianne Micah Climaco     | MT-1                 | Cagwait CES         |
| 29. | Reyna Espinoza           | T-3                  | Jose Sanvictores NS |
| 30. | Jeanie Marie Gorillo     | T-2                  | Tina CES            |



Republic of the Philippines  
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

|     |                           |               |                   |
|-----|---------------------------|---------------|-------------------|
| 31. | Maricel Casimina          | MT-1          | Carromata ES      |
| 32. | Janezel C. Burlat         | T-1           | Bolhoon ES        |
| 33. | Michelle Aragao           | T-2           | Falcon MES        |
| 34. | Mary Ann B. Luna          | SPET-1        | Purissima NHS     |
| 35. | Ivy Valerie Jean Anino    | SPET-1        | Gamut CES         |
| 36. | Reyna C. Ganot            | MT-1          | Cortes CES        |
| 37. | Apolinar B. Miano         | MT-2          | Burgos ES         |
| 38. | Mary Mae B. Martinez      | T-1           | Tag-anongan ES    |
| 39. | Rona C. Azarcon           | T-3           | Lanuza CES        |
| 40. | Joana Marie B. Lepardo    | MT-1          | Bunga IS          |
| 41. | Medeza N. Perez           | T-1           | Carmen CES        |
| 42. | Arlyn C. Pude             | T-3           | Carmen CES        |
| 43. | Ofelia G. Buca            | T-3           | Hinapoyan ES      |
| 44. | El Kyle Christine Ascarez | SPET-1        | Madrid CES        |
| 45. | Janis Ian L. Espura       | SPET-1        | Cantilan Pilot ES |
| 46. | Angelie L. Margate        | SPET-1        | Cantilan East CES |
| 47. | Jenalyn S. Llamera        | MT-1          | Adlay CS          |
| 48. | Lovelyn Irizari           | T-1           | Carrascal CES     |
| 49. | Analiza G. Doloricon      | EPS           | DO                |
| 50. | Dave F. Martinez          | Support Staff | Hinatuan So. CES  |
| 51. | Rosbelt John G. Grumo     | Support Staff | DO                |

**Purpose of Travel**  
(Must be supported by attachments)

To Participate in the Reorientation of DO 44, s. 2021 and IEP Preparation

**Host of Activity**

DepEd DO

**Inclusive Dates**

July 4, 2025

**Destination**

Selades Convention Center, Tandag City

**Fund Source**

School MOOE/local funds

I hereby attest that the information in this form and in the supporting documents attached hereto are true and correct.

**ANALIZA G. DOLORICON, EdD**

EPS

**June 30, 2025**

Date



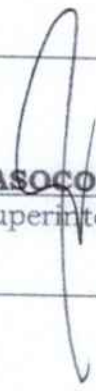
Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

This is to certify that the trip of the requesting employee satisfies all the minimum conditions for authorized official travel and that alternatives to travel are insufficient for purpose stated herein.

  
**FLUELLEN L. COS, PhD**  
CID Chief

**June 30, 2025**  
Date

**APPROVED**

  
**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent

\_\_\_\_\_  
Date