



March 16, 2016

DIVISION MEMORANDUM

No. 204, s. 2016

UTILIZATION OF *LEARNING PLAN* and *INDIVIDUALIZED EDUCATION PLAN (IEP)* FOR SPECIAL CHILDREN

TO : Division Education Program Supervisors/Division Coordinators
Division Schools District Supervisors/District In-Charge
Public Elementary / Secondary School Heads
All Others Concerned

1. This office reminds the field that the *SPED teachers handling Handicapped children* should utilize / use the *Learning Plan for Special Children* as their Lesson Plan and the *Individualized Education Plan (IEP)* for special children's information background which will be prepared yearly.
2. Regular teachers who catered handicapped children in their regular classroom (inclusion) will also prepare the same IEP to track the behavior and performance of the child.
3. The said forms (Learning Plan & IEP) were distributed to the SPED teachers who attended the orientation on Mainstreaming done last March 11, 2016.
4. For your information and guidance.

LELANIE T. CABRERA, CESE
Assistant Schools Division Superintendent
Officer-In-Charge

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16 MAR 2016

