



September 14, 2016

DIVISION MEMORANDUM

No. 598, s. 2016

SUBMISSION OF SPED ANNUAL IMPLEMENTATION PLAN (AIP) FOR SY 2016-2017

TO : All SPED Designated Principals

1. All SPED Designated Principals are directed to submit their School Annual Implementation Plan (AIP) for SY 2016-2017 to the CID Chief through the SPED Division Coordinator as basis for the release of all the request items for the centers.
2. Please be reminded of the items to be included in the AIP based on the Eligible Activities and expenses per exceptionality as stated in Annex 1 of DepEd Order # 13, s. 2015.
3. You are to follow these steps in making the AIP.
 - a. Vision & Mission
 - b. Enrolment per exceptionality (3 years) in bar graph
 - b. 1. Self-contained
 - b. 2. Mainstreamed (per Grade level)
 - c. Personnel Data of SPED Teachers (using the template below)

Name of Teacher	Type of Exceptionality Handled	Enrolment Male/Female	Grade Level	With SPED Item/Without	Trained/ Untrained	# of Years Exp.

d. Work & Financial Plan

Activity	Physical target	Financial Target	MDV
Pupil Development Ex. NDPR, Trng in SPED related Activities			
Procurement of manipulative materials/resources for FL and other disabilities (Pls. refer to the listed equipment and material requirements for SPED, Annex 1 of D.O. 13, s,2015)	-		
Psychological Services			
Supplies for the Transition Program			
Maintenance & minor repairs of existing devices/facilities,science models,apparatuses			
Travel expenses relative to teachers & School heads/ Supervisors' participation in			

12 SEP 2016






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Capitol Area, Dumaguete City

and attendance to activities relevant to
the implementation of the program.

e. Best practices such as: (w/ pictures)

- > Child-Find Strategy
- > Physical Environment (Classroom)
- > Presence of the Multi-media facilities
- > Curriculum Modifications
- > Enrichment Activities such as (math club, arts club, etc.)
- > Parent-Mediated intervention
- > Participation of NDPR

4. SPED Principals shall coordinate with the regular principals for the pupils under inclusion. Coordination with the SPED district Coordinator is also advised.
5. Submission of the said Annual Implementation Plan (AIP) in the CID office will be on the first week of October 2016 as basis for the purchase of the items requested. CID chief, Dr. Erlinda N. Calumpang will evaluate it.
6. For your information, guidance and compliance.


LELANIE T. CABRERA, CESE
OIC, Schools Division Superintendent
9/15/16

