



Operational Plan
A.Y. 2012- 2013

ACTIVITY	TIME TABLE	PERFORMANCE INDICATORS	PERSON(S) IN CHARGE	VENUE	RESOURCES NEEDED
<p><u>Faculty Members and Students</u></p> <ul style="list-style-type: none"> • Review and align all SPED culminating/ in (inclusion in general education classes), NEU SPED extra-curricular, and off-campus activities towards active learning (include its evaluation and assessment). These activities are: <ol style="list-style-type: none"> 1. Nutrition Month 2. <i>Buwan ng Wika</i> (Filipino Language Month) 3. United Nations Day 4. SPORTS Intramurals/SPED Olympics 5. SPED Month 6. SPED Recognition Day • Provide a venue for learners with talent in arts, music and dancing, more specifically - <ol style="list-style-type: none"> 1. SPED Musical (Year 3) 2. SPED Month 	<p>-Whole school year</p> <p>July August</p> <p>October February</p> <p>February March</p> <p>December 2012 - February 2013</p>	<ul style="list-style-type: none"> • list of SPED Core Competencies (generalized/ per subject) • develop synchronized lesson content, objectives, and teaching methodologies • at least 98 % of students' active participation in all NEU SPED.-related activities • increase of participating students for the stated activities • at least 90% attained objectives in the IEP • official documentation (videos and photos) • high performance-based evaluation from teachers 	<ul style="list-style-type: none"> • Faculty members both from general educ. and SPED Area • Area Heads and coordinators • Designated Committees • Learning Resource Center • Building and Grounds Admin. • Persons/ faculty members who are specialized in sports, dance and physical fitness for learners with special needs 	<ul style="list-style-type: none"> • NEU Faculty room • NEU Open Field • NEU Open Court and Gymn • Quezon City Circle • NEU Multi-purpose Hall • Classrooms of Gen. Educ. Program • University Hall 	<p>Old syllabi / program</p> <p>Home resources</p> <p>NEU SPED approved financial budget</p>



<p>Philippines, Autism Society Philippines) culminating activities</p> <ul style="list-style-type: none"> - visit to relevant institutions /prospective linkages - participation of students in annual “<i>SPEDCanRock</i>” (sponsored by the University of the Philippines SPED Educ. Council) <ul style="list-style-type: none"> • Progress in SPED Faculty educational attainment profile relevant to the subject area • Update and attendance of the faculty members with the on- going seminars/ workshops, (local and international) and other beneficial short courses that will upgrade faculty professional development, which will in turn benefit the education of learners These are: - Improving the IEP Official Format and revising the Students’ Handbook Manual • Identify the educational needs of the students and the faculties wherein the NEU SPED information technology would be beneficial 	<p>February 2013</p> <p>Whole school year</p> <p>Whole school year</p> <p>Whole school year</p>	<ul style="list-style-type: none"> • increased submission of workable IEP of students by faculty members • high evaluation ratings are reflected on faculty teaching evaluation • Improve action research product • Innovative teaching approaches and technologies reflects in the syllabi or IEP • the teachers' evaluation indicate at least 97% above average • innovative and other instructional materials that are reflected in the program 	<ul style="list-style-type: none"> • UP SPED Council • Human Resource and Development Department • Resource Speakers • Computer Services Department (CSD) • Faculty Members, Paraprofessionals, coordinator, Director in NEU SPED • Learning Resource Center/ Libraries • Faculty Members, Paraprofessionals, coordinator, Director in NEU SPED 	<ul style="list-style-type: none"> • Audio Visual Room <ul style="list-style-type: none"> ▪ NEU Multi-purpose Hall and other designated venue • Computer Department 	<p>UP Educ. Council Fund</p> <p>NEU SPED Budget for Professional Development</p> <p>NEU SPED Budget for Professional Development</p>
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<p><u>Educational Coaches</u> - Conduct of Educational Coaches' Workshop (to improve provision of services for Learners with Special Needs)</p>	<p>Whole school year</p>	<ul style="list-style-type: none"> • improved level of ranking among services of educational coaches 	<ul style="list-style-type: none"> • Resource Speakers 	<ul style="list-style-type: none"> • Audio Visual Room <ul style="list-style-type: none"> ▪ NEU Multi-purpose Hall and other designated venue 	
<p><u>Parents</u> <ul style="list-style-type: none"> • Intensify parent participation in terms of support through the Parents' Teacher Committee Assoc. (PTCA) thus conduct the first academic year meeting and election of its officers </p>	<p>Whole school year</p>	<ul style="list-style-type: none"> • Increased support of parents in relevant NEU SPED undertaking • Increased projects realized by the Parents • Visible participation of PTCA in NEU SPED Projects 	<ul style="list-style-type: none"> • Officers of PTCA and parents of non-officers • Faculty Members, Paraprofessionals, coordinator, Director in NEU SPED 	<ul style="list-style-type: none"> • Audio Visual Room <ul style="list-style-type: none"> ▪ NEU Multi-purpose Hall 	<p>As per suggested by PTCA Home Resources</p>

PENELOPE P. SANDOVAL
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 February 2013