

New Era University SPECIAL EDUCATION PROGRAM No. 9 Central Avenue, Quezon City 1107 PHILIPPINES Tel no. 9814221 Loc. 3915 Fax no. 981-4240 Loc. 803/3923



Operational Plan A.Y. 2012- 2013

ACTIVITY	TIME TABLE	PERFORMANCE INDICATORS	PERSON(S) IN CHARGE	VENUE	RESOURCES NEEDED
• 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: 1. Nutrition Month 2. Buwan ng Wika (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 - 1. SPED Musical (Year 3) 2. SPED Month	-Whole school year July August October February February March December 2012 - February 2013	 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 SPEDrelated 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 	 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 	 NEU Faculty room NEU Open Field NEU Open Court and Gymn Quezon City Circle NEU Multipurpose Hall Classrooms of Gen. Educ. Program University Hall 	Old syllabi / program Home resources NEU SPED approved financial budget



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Conduct of learning experiences with emphasis on independent living and future vocation of learners with special needs and increase learners participation in the development of areas in: cognitive, fine motor and gross skills, psycho-social, language and communication in the conduct of:	Whole School Year	 Increased pre-vocational options/opportunities for learners are reflected in the secondary exit records Attainment of target objectives as reflected on the IEP of learners 	 Faculty members Area Heads and coordinators Educational Coaches Paraprofessionals Relevant Organizations Parents' Teacher Committee Assoc. (PTCA) 	 Designated Training Venue Audio Visual Room 	NEU SPED approved financial budget Home Resources
 NEU-SPED Exhibit and Trade Fair High School and Elementary SPED Food Laboratory Arts and Crafts Activities for High School and Elementary Physical fitness in every class -gardening in the elementary transition level Visit to relevant SPED school that focuses on independent living programs Establish communication/ties with prospective leading SPED affiliation and schools either through website; sending official letters or personal visit on respective dept. / office participation of learners to local and international affiliations (e.g. Special Olympics 	Whole school year	 increased affiliation from relevant organization increased students and teachers' participation opportunities (through invitations from relevant linkages) 	 Faculty Members, Paraprofessionals, coordinator, Director in NEU SPED Faculty members in the gen. educ. Computer Services Dept. 	 NEU Multipurpose Hall Classrooms of Gen. Educ. Program Specific school. to visit Relevant SPED Organizations Computer room 	NEU SPED Budget for Professional Development Community Resources



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	Philippines, Autism Society Philippines) culminating activities - visit to relevant institutions /prospective linkages			UP SPED Council		UP Educ. Council Fund
•	- participation of students in annual "SPEDCanRock" (sponsored by the University of the Philippines SPED Educ. Council) Progress in SPED Faculty educational attainment profile relevant to the subject area	February 2013	 increased submission of workable IEP of students by faculty members high evaluation ratings are reflected on faculty teaching evaluation 	 Human Resource and Development Department Resource Speakers Computer Services 	 Audio Visual Room NEU Multi- purpose Hall and 	NEU SPED Budget for Professional
Þ	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:	Whole school year Whole school year	 Improve action research product Innovative teaching approaches and technologies reflects in the syllabi or IEP the teachers' evaluation indicate at least 97% above average 	 Department (CSD) Faculty Members, Paraprofessionals, coordinator, Director in NEU SPED Learning Resource 	other designated venue	Development
•	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	Whole school year	innovative and other instructional materials that are reflected in the program	 Center/ Libraries Faculty Members, Paraprofessionals, coordinator, Director in NEU SPED 	Computer Department	NEU SPED Budget for Professional Development



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Educational Coaches - Conduct of Educational Coaches' Workshop (to improve provision of services for Learners with Special Needs)	Whole school year	improved level of ranking among services of educational coaches	Resource Speakers	 Audio Visual Room NEU Multi- purpose Hall and other designated venue 	
Parents Intensify parent participation in terms of support trough the Parents' Teacher Committee Assoc. (PTCA) thus conduct the first academic year meeting and election of its officers	Whole school year	 Increased support of parents in relevant NEU SPED undertaking Increased projects realized by the Parents Visible participation of PTCA in NEU SPED Projects 	 Officers of PTCA and parents of non- officers Faculty Members, Paraprofessionals, coordinator, Director in NEU SPED 	 Audio Visual Room NEU Multi- purpose Hall 	As per suggested by PTCA Home Resources

PENELOPE P. SANDOVAL NEU SPED DIRECTOR February 2013