



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

July 14, 2023

REGIONAL MEMORANDUM

No. **635**, s. 2023

To: School Division Superintendents
Chief, Curriculum and Learning Management Division
Chief, Human Resource Development Division
Chief, Quality Assurance Division

PRE-PLANNING WORKSHOP ON THE CONDUCT OF REGIONAL TRAINING OF TRAINERS ON HOTS-PLPs IN ENGLISH, MATHEMATICS, AND SCIENCE FOR GRADES 9 AND 10 TEACHERS

1. To ensure the smooth implementation of one of the priority professional development (PD) programs for teachers for this school year, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines-R (HRDD-NEAP-R) shall conduct the above-mentioned activity on **July 19 to 21, 2023**, in a venue to be announced later.
2. This activity has the following objectives:
 - a) walkthrough of the Session Guides (SG) and PowerPoint slide decks to be used to ensure the alignment of its content,
 - b) finalize the training matrices for English, Mathematics, and Science with complete details of sessions and facilitators,
 - c) define the terms of reference (TOR) of the Program Management Team and the Core/Regional Trainers,
 - d) identify the participants to be trained and allocate the number of participants from each Schools Division Office, and
 - e) simulate the sessions from each learning area to ensure that the delivery of the session follows the NEAP standards.
3. Please refer to the following Enclosures for guidance and reference:

Enclosure No. 1: Official Activity Matrix
Enclosure No. 2: List of the Participants



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4. Participants shall confirm their attendance through registration to DepEd NCR's Learning and Development Information System (LDIS) using <https://tinyurl.com/PRE-PLANNING-WORKSHOP> or scan the QR code.
5. Participants shall bring their own laptops and extension cords.
6. Training materials, board, and lodging of the participants shall be charged to FY 2023 HRD Funds. Travel expenses per diem and other incidental expenses shall be charged to local and/or HRD Funds, subject to the usual accounting and auditing rules and regulations.
7. Onsite registration starts at 7:30 A.M., program proper at 8:00 A.M., and check-in at 2:00 P.M. on **July 19, 2023**, where the first meal is AM snacks. The activity ends at 5:00 P.M. on **July 21, 2023**, while check out is at 12:00; the last meal is PM snacks.
8. For information and strict compliance.




WILFREDO E. CABRAL, CESO III
Regional Director



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Enclosure No. 1

ACTIVITY MATRIX

PRE-PLANNING WORKSHOP ON THE CONDUCT OF REGIONAL TRAINING OF
TRAINERS ON HOTS-PLPs IN ENGLISH, MATHEMATICS AND SCIENCE
FOR GRADES 9 AND 10 TEACHERS

July 19-21, 2023

Date and Time	Activity	Person-In-Charge
Day 1 July 19, 2023		
7:30-8:30 AM	Arrival and Registration of Participants	HRDD-NEAP R
8:30-9:45 AM	Opening Program	Mr. Jerol C. De Lira
	Prayer	
	National Anthem	AVP
	Acknowledgment of Participants	Dr. Rodolfo J. Colocar
	Inspirational Message	Mr. Wilfredo E. Cabral, CESO III Regional Director
9:45-10:00 AM	Leveling of Expectations	Dr. Rhea B. Eden
	The Learning and Development Information System	Mr. Donray V. Salvador
10:00-10:15 AM	Health break	
10:15-11:00 AM	Priority Professional Development Program	Mr. Hajji R. Palmero Chief, HRDD-NEAP-R
11:00-12:00 NN	The Higher Order Thinking Skills, Professional Learning Packages (HOTS-PLPs)	Dr. Melvin Willy-II B. Roque Chief Trainer
12:00-1:00 PM	Lunch break	
1:00-3:00 PM	Walkthrough of the Session Guide	Breakout Sessions: Facilitators English: Dr. Rhea B. Eden Math : Ms. Jennifer G. Medina Science: Mr. Hajji R. Palmero



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Date and Time	Activity	Person-In-Charge
3:00-3:15 PM	Health break	
3:00-5:00 PM	Presentation of initial outputs	Participants
5:00-6:00 PM	PMT Debriefing	PMT
6:00 PM onwards	End of Day 1/Dinner	
Officers of the Day: Mr. Christian T. Español Mr. Donray V. Salvador		
Day 2 July 20, 2023		
6:30 AM	Breakfast	
7:30-8:00 AM	Registration	PMT
8:00-8:30 AM	Management of Learning (MOL)	Selected Science, Math, & English Participants
8:30-10:30 AM	Session Continuation: Walkthrough of Session Guide	Facilitators
10:30-10:45 AM	Health break	
10:45-12:00 NN	Final Presentation	Participants
12:00-1:00 PM	Lunch break	
1:00-3:00 PM	Harmonization of Slide decks and Session Guides	Mr. Hajji R. Palmero Dr. Melvin Willy-II B. Roque Ms. Jennifer G. Medina
3:00-3:15 PM	Health break	
3:00-5:00 PM	Presentation of Harmonized Slide Deck and Session Guide	Participants
5:00-6:00 PM	PMT Debriefing	PMT
6:00 PM onwards	End of Day 2/Dinner	
Officers of the Day: Dr. Rodolfo J. Colocar Ms. Leah Ailah V. Vicencio		
Day 3 July 21, 2023		
6:30 AM	Breakfast	
7:30-8:00 AM	Registration	PMT
8:00-8:30 AM	MOL	Selected Science, Math, & English Participants
8:30-10:00 AM	Finalization of Activity Matrix for the Roll Out	Dr. Melvin Willy-II B. Roque Chief Trainer
10:00-12:00 PM	Identification of Participants for the Roll Out	Mr. Christian T. Español
12:00-1:00 PM	LUNCH	
1:00-2:30 PM	Principles of Adult Learning	Mr. Hajji R. Palmero Chief, HRDD-NEAP-R



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Date and Time	Activity	Person-In-Charge
2:30-3:30 PM	Presentation of Final Plan	Dr. Melvin Willy-II B. Roque Chief Trainer
3:30-3:45 PM	Ways forward and final agreements	Mr. Hajji R. Palmero Chief, HRDD-NEAP-R
3:30-4:00 PM	Closing Message	Dr. Cristito A. Eco ARD
4:00-5:00 PM	PMT Debriefing	
Officers of the day: Hajji R. Palmero Jennifer G. Medina		



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Enclosure No. 2: List of Participants

A. Core Trainers

Name	SDO	Designation
Science		
1. Manolo G. Peña	Manila	Principal III
2. Jonas Feliciano C. Domingo	San Juan	Education Program Supervisor
3. Laprizal Castueras	Las Piñas	Education Program Supervisor
4. Maripaz T. Mendoza	Pasay	Education Program Supervisor
5. Edna R. Galiza	Quezon City	Public School District Supervisor
6. Hernan M. Apurada	Makati	Education Program Supervisor
Mathematics		
1. Renato N. Felipe Jr.	Manila	Public School District Supervisor
2. Josefina M. Pablo	Caloocan	Chief, Curriculum Implementation Division
3. Alyn G. Mendoza	Malabon	Chief, Curriculum Implementation Division
4. Joel P. Feliciano	Quezon City	Education Program Supervisor
5. Loida O. Balasa	Navotas	Chief, Curriculum Implementation Division
English		
1. Filmore R. Caballero	Valenzuela	Chief, CID
2. Arnel M. Camba Jr.	Pasig	Master Teacher II
3. Vicente M. Victorio Jr.	Manila	Education Program Supervisor
4. Maria Czarina P. Cruz	Valenzuela	Principal I





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B. Regional Trainers

Science		
Name	Office/School/SDO	Designation
1. Maricris N. Surigao	CID, Caloocan	Public School District Supervisor
2. Angelina B. De Chavez	Caybiga HS, Caloocan	Principal III
3. Flora T. Teope	Ma. Clara HS, Caloocan	Principal III
4. Jennifer T. Erispe	Las Piñas North NHS	Principal II
5. Irene C. Agar	CID, Las Piñas	Public School District Supervisor
6. Felix T. Bunagan	Makati Science HS	School Principal III
7. Edwin I. Salviejo	Maximo Estrella SHS	School Principal I
8. Mardy P. Ocampo	Division Office, Malabon	Public School District Supervisor
9. Leonardo V. Aguilar	Col. Ramon Camus IS SDO-Malabon	Principal I
10. Joseph A. Alegre	Ilaya Barangka IS, Mandaluyong	Principal I
11. Josephine C. Emperado	City of Mandaluyong Science HS	Principal I
12. Nilo G. Salazar	E. Aguinaldo HS, Manila	OIC Principal
13. Mercedita T. Insigne	C.M. Recto HS, Manila	Principal II
14. Mark Anthony Casimiro	Marikina Science High School	Master Teacher 1
15. Alma B. Castano	Malanday NHS, Marikina	Asst. School Principal
16. Ador B. Querubin	Tunasan National High School, Muntinlupa	Principal IV
17. Felipe W. Marapao Jr.	Putatan Elementary School, Muntinlupa	Principal IV
18. Esperanza M. Soledad	CID- PSDS, Navotas	Public School District Supervisor
19. Russell P. Samson	Navotas National Science HS	School Head
20. Marilou A. de Jesus	Dr. Arcadio Santos NHS, Parañaque	Principal IV
21. Aurea C. Salazar	Parañaque National HS - San Isidro	Principal
22. Grace B. Torres	Pres. Corazon C. Aquino	OIC-Principal





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	NHS, Pasay	
23. Sonny Adriano	Pasay City Science National High School	Principal II
24. Annalyn M. Macasinag	Nagpayong HS, Pasig	Principal
25. Melvina S. Tarcena	F. Legaspi Memorial School, Pasig	Principal
26. George Emanuel F. Martin	Pedro Tuason SHS, Quezon City	OIC-Assistant School Principal II
27. Lerma S. Tuazon	Flora A. Ylagan HS, Quezon City	Assistant School Principal II
28. Vito L. Mengote	Pinaglabanan Elementary School, San Juan	Principal
29. Demie Atienza	San Juan City TVL	Principal
30. Magdalena Centeno	Palar Integrated School, Taguig-Pateros	School Principal
31. Angelita Buenafe	Tipas National High School, Taguig-Pateros	School Principal
32. Domingo A. Lozande	SDO-Valenzuela	Public School District Supervisor
33. Jaime S. De Vera Jr.	Valenzuela City School of Mathematics and Science	Principal III
34. Juliana T. Alvarez	Wawang Pulo NHS, Valenzuela	Principal I
Mathematics		
1. Raymundo P. Sandagon	Kasarinlan HS, Caloocan	Principal I
2. Philip A. Villamor	Pangarap HS, Caloocan	Principal I
3. Angelo D. Armas	Golden Acres NHS, Las Piñas	Principal II
4. Jeanette J. Ruga	Talon Village NHS, Las Piñas	Head Teacher VI OIC-Principal
5. Bayani P. Marquez	CAA NHS, Las Piñas	Head Teacher I
6. Rosalito N. Palatan	Pitogo HS, Makati	School Principal IV
7. Lutgardo P. Cruz	Bangkal HS, Makati	School Principal II
8. Teresita C. Dalmacio	Malabon National High School, Malabon	Head Teacher III/ OIC Asst. Principal II
9. Ma. Luz A. Cruz	Santiago Syjuco Memorial Integrated Secondary School, Malabon	Head Teacher VI/ OIC- Asst Principal II
10. Gigi G. Bullanday	Addition Hills IS, Mandaluyong	Principal III
11. Roderick Mendiola	Bonifacio Javier NHS, Mandaluyong	Principal III
12. George B. Borromeo	CID-Manila	Public School District



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		Supervisor
13. Cristina R. Solis	Manila Science HS	Head Teacher VI
14. Bielynda C. Daelo	Jesus Dela Pena NHS, Marikina	Master Teacher II
15. Freddie D. Viernes	SDO-Marikina	Public School District Supervisor
16. Florante C. Marmeto	Muntinlupa Science High School	Principal IV
17. Eden Binaday	Pedro E. Diaz HS, Muntinlupa	Principal III
18. Olival B. Cruz	San Roque National High School, Navotas	School Head
19. Irwin S. Jopi	Felimon T. Lizan Senior High School, Navotas	School Head
20. Nestor T. Torrecampo	Don Galo National High School, Parañaque	Principal I
21. Leonora J. Nofuente	CID, Parañaque	Public School District Supervisor
22. Agapito Teodoro Manaog	Kalayaan National HS, Pasay	Principal IV
23. Efren E. Canzana	Pasay City North HS	Principal III
24. Nenet M. Peñaranda	Sagad HS, Pasig	Principal
25. Charlie O. Fababaer	Pasig City Science HS	Principal
26. Ansiluz H. Betco	CID, Quezon City	Public School District Supervisor
27. Cristina P. David	San Francisco HS, Quezon City	Assistant School Principal II
28. Ludivina Porcare	Justice Cecilia Munoz SHS, Quezon City	Assistant School Principal II
29. Cesar A. Camayra	Salapan Elem. School, San Juan	Principal
30. Lloyd T. Tulaylay	San Juan National HS	Principal
31. Nelson S. Quintong	Taguig National High School	School Principal
32. Joselito Mataac	Taguig Integrated School	School Principal
33. Alvin Patrick Q. Penaflorida	Vicente P. Trinidad NHS, Valenzuela	Principal II
34. Christopher C. Delino	Valenzuela NHS	Principal IV



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English		
1. Arlene C. Ocol	Manuel L. Quezon HS, Caloocan	Principal IV
2. Cristina P. Tablanza	Deparo HS, Caloocan	Principal II
3. Nelson R. Imaculata Jr.	LPCNSHS-Doña Josefa Campus, Las Piñas	Principal II
4. Dennis M. Marquez	LPNHS-Almanza, Las Piñas	Master Teacher I
5. Alixander H. Escote	Fort Bonifacio HS, Makati	School Principal III
6. Eden F. Samadan	Tibagan HS, Makati	School Principal II
7. Olivia Q. Martin	Potrero NHS, Malabon	Principal IV
8. Nenita J. Rivera	Dampalit IS, Malabon	Principal I
9. Elizabeth Catibog	Dona Pilar C. Gonzaga ES, Mandaluyong	Principal I
10. Susan Ramos	Mandaluyong High School	Head Teacher IV
11. Joselin Balane	Schools Division Superintendent, Malabon	Public School District Supervisor
12. Lilybeth F. Cuento	A.J. Villegas Voc. HS, Manila	Principal II
13. Ma. Josefina B. Luna	C. Aquino HS, Manila	Principal II
14. Simonette A. Castrence	CID, Manila	Public School District Supervisor
15. Kendra I. Adordionisio	Sta Elena NHS, Marikina	Head Teacher III
16. Cyril P. Santos	Sta Elena NHS, Marikina	Master Teacher II
17. Jinky D. Santos	Cupang Senior High School	Assistant principal II
18. Shella C. Navarro	Alabang Elementary School	Principal IV
19. Lorena J. Mutas	CID-PSDS Office	Public School District Supervisor
20. Wilfreza P. Balagosa	Kaunlaran High School	School Head
21. Erzenia P. de Guzman	Baclaran National High School, Parañaque	Principal II
22. Susana Aguilar	Marcelo Green High School, Parañaque	Principal I
23. Imelda V. Boquiren	CID, Pasay	Education Program Supervisor
24. Marlyn A. Mamadod	Pasay City East High School	Head Teacher VI



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25. Lorna O. Rodriguez	Sta. Lucia HS, Pasig	Principal
26. Christopher Santos	San Lorenzo Ruiz ES , Pasig	Principal
27. Lorna C. Mendoza	Talipapa SHS, Quezon City	OIC Principal/ASP II
28. Ma. Rhodora E. Maliao	Apolonio Samson NHS, Quezon City	OIC-Assistant School Principal II
29. Ma. Aileen B. Callorina	San Juan City Acad SHS	Principal
30. Florence C. Ares	Pedro Cruz Elem School, San Juan	Principal
31. Gil Teodoro	Upper Bicutan National High School, Taguig- Pateros	School Principal
32. Donald S. Bruno	Taguig Science High School	School Principal
33. Leah D. Oducayen	Vicente P.Trinidad NHS, Valenzuela	OIC-Assistant Principal/Master Teacher I
34. Lilia H. Jaime	Maysan NHS, Valenzuela	Principal II

C. Program Management Team

Name	Office	Designation	Role
1. Jennifer Vivas	CLMD	Chief, Curriculum	Program Lead
2. Micah Pacheco	CLMD	Education Program Supervisor	Content Expert - Science
3. Bernadeth Daran	CLMD	Education Program Supervisor	Content Expert - Mathematics
4. Arnold Gatus	CLMD	Education Program Supervisor	Content Expert - Science
5. Hajji R. Palmero	HRDD- NEAP	Chief, HRDD-NEAP	Overall Program Manager Program Coordinator for Science





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6. Christian T. Español	HRDD-NEAP	Education Program Supervisor	Training Program Focal Person
7. Rhea B. Eden	HRDD-NEAP	Education Program Supervisor	Program Coordinator for English
8. Rodolfo J. Colocar	HRDD-NEAP	Education Program Supervisor	Lead Documenter
9. Melvin Willy II B. Roque	SDO Valenzuela	Public School District Supervisor	Chief Trainer
10. Jennifer G. Medina	HRDD-NEAP	Education Program Specialist II	Program Coordinator Mathematics
11. Don Ray V. Salvador	HRDD-NEAP	Education Program Specialist II	Technical Manager and LDIS Focal Person
12. Leah Ailah C. Vicencio	HRDD-NEAP	Education Program Specialist II	Documenter
13. Jerol C. De Lira	HRDD-NEAP	Administrative Assistant III	Logistics Manager
14. Herbert Vertucio	Quality Assurance Division	Education Program Supervisor	Monitoring and Evaluation
15. Avel Alvarez	SDO Manila	School Nurse	Medical Staff



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