



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

October 11, 2024

REGIONAL MEMORANDUM

No. 1061, s. 2024

To: Schools Division Superintendents
 Chief, Human Resource Development Division
 Officer-in-Charge, Curriculum and Learning Management Division
 Officer-in-Charge, Quality Assurance Division
 All Others Concerned

REGIONAL TRAINING OF TRAINERS (RTOT) ON HIGHER-ORDER THINKING SKILLS- PROFESSIONAL LEARNING PACKAGES (HOTS-PLPs)-BATCH 2

- In reference to Memorandum DM-OUHROD-2023-0851 dated June 22, 2023, from the Office of the Undersecretary for Human Resource and Organizational Development, entitled *List of Priority Professional Development Programs for Teachers and School Leaders with Activities to be charged against HRD Funds in ROs and SDOs*, and Regional Memorandum 740, s. 2023, this Office informs the field of the above-captioned subject which will be held on **October 21 to 25, 2024** at **Angels Hills Retreat and Formation Center, Arnoldus Road, Barangay Maitim II East, Emilio Aguinaldo Highway, Tagaytay City, Cavite**.
- Spearheaded by the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD-NEAP-R) and the Curriculum Learning and Management Division (CLMD), the training underscores the commitment of the Department to align its curriculum to the MATATAG Agenda, specifically for Grade 7 and 8 English, Mathematics, and Science Teachers.
- Public School District Supervisors (PSDS), Head Teachers (HT), and Master Teachers (MT) shall be identified as the participants by the Chief of the Curriculum Implementation Division with the following configuration:

Schools Division Office	Number of allotted slot for PSDS/Head Teacher/Master Teacher	Schools Division Office	Number of allotted slot for PSDS/Head Teacher/Master Teacher
Caloocan	9	Navotas	6
Las Pinas	6	Paranaque	6



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 14





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Makati	6	Pasay	6
Malabon	6	Pasig	6
Mandaluyong	6	Quezon City	9
Manila	9	San Juan	6
Marikina	6	Taguig-Pateros	6
Muntinlupa	6	Valenzuela	6

- a. All SDO endorsed participants must be a graduate of at least an MA degree or its equivalent, and
 - b. For SDOs Caloocan, Manila, and Quezon City, there are allotted 3 slots per subject areas while the rest of remaining SDOs have 2 allotted slots for their participants.
4. The Senior Education Program Specialists (SEPS) or the Education Program Specialist II (EPS II)- HRD will be in charge of the **encoding of the official SDO endorsed participants** through this link: <https://tinyurl.com/HOTSPLP-Batch2> on **or before October 16, 2024**.
 5. Participants shall bring their own laptops, extension cord, and personal maintenance medicines.
 6. The training materials, board and lodging of the participants shall be charged to FY 2023 HRD Continuing Fund. 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. The onsite registration is at 9:00 AM. The program starts at 9:30 A.M. The first meal on October 21, 2024 is AM snacks and the last meal will be lunch on October 25, 2024.
 8. Please refer to the following Enclosures for guidance and reference:

Enclosure No. 1: Activity Matrix and Terms of Reference
Enclosure No. 2: List of Core Trainer, Regional Trainers, and Program Management Team
 9. For questions and clarifications regarding the activity, please contact **Hajji R. Palmero**, Chief, HRDD-NEAP at 09954766518 or **Leah Ailah C. Vicencio**, Senior Education Program Specialist at 09177337748.



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

10. For information and strict compliance.


JOCELYN DR ANDAYA
Director IV



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Enclosure 1 : Official Activity Matrix and Terms of Reference

Day 1 Session No.	Duration	Time	Topic	Resource Person
		7:00 AM - 9:00 AM	Travel Time	
		9:00 AM 9:30 AM	Arrival and Registration	PMT
Opening Program	30 mins	9:30 AM-10:00 AM	Plenary <ul style="list-style-type: none"> • National Anthem • Ecumenical Prayer • Acknowledgement of Participants and Activity Norms • Welcome/ Inspirational Messages • Activity Objectives and Matrix • Photo Documentation • Break away Instructions 	AVP Christian T. Español Education, Program Supervisor, HRDD-NEAP Jocelyn DR Andaya Director IV Hajji R. Palmero Chief, HRDD-NEAP PMT Richard Vidal Education Program Specialist II, HRDD-NEAP
Pretest	30 mins	10:00 -10:30 AM	Pretest	Lydia L. Martin Education Program Supervisor, Quality Assurance Division
Session 1	60 mins	10:30 AM-11:30 AM	Walk-through of Resources	Manolo G. Pena Principal IV



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

			<ul style="list-style-type: none"> Teacher's Resource and Mentor's Guide 	
Session 1 (continuation)	30 mins	11:30-12:00 NN	Walk-through of Resources (continuation) <ul style="list-style-type: none"> Teacher's Resource and Mentor's Guide (processing) 	
	60 mins	12:00-1:00 PM	Lunch Break	
	15 mins	1:00 -1:15 PM	Energizer	PMT
Session 2A	60 mins	1:15-2:15 PM	SOLO and HOTS in the Classroom <ul style="list-style-type: none"> Multi-tasking LOTS and HOTS 	Math Agapito Teodoro N. Manaog Principal IV English Lilybeth F. Cuento Science Flora T. Teope
	30 mins	2:15-2:45 PM	Health Break	
Session 2B	60 mins	2:45-3:45 PM	SOLO and HOTS in the Classroom	Math Agapito Teodoro N. Manaog Principal IV English Wilfreza Balagosa Science Mardy P. Ocampo
	45 mins	3:45-5:00 PM	Wrap-up/Reminders/Debriefing	PMT



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Session No.	Duration	Day 2 Time	Topic	Resource Person
Management of Learning	30 mins	8:00-8:30 AM	Preliminaries <ul style="list-style-type: none"> • Nationalistic Song • Ecumenical Prayer • Energizer • Recap • Reminders 	PMT
	30 mins	8:30 - 9:00 AM	Clearing House	Session 1 Facilitators
Session 2B (Continuation)	60 mins	9:00-10:00 AM	Session 2B (Continuation)	Math Agapito Teodoro N. Manaog Principal IV English Wilfreza Balagoza Science Mardy P. Ocampo
	15 mins	10:00-10:15 AM	Health Break	
Session 2C	105 mins	10:15 AM -12:00 NN	Session 2C <ul style="list-style-type: none"> • Higher Order Thinking Skills (HOTS) in the Classroom • Words Used for Lower and Higher Levels in the Original SOLO Model • SOLO in Assessment (Qualitative, Closed-Items, Open-Ended Items, Writing a Super Item) 	Math Philip Villamor English Elizabeth E. Catibog Science Ador B. Querubin
	60 mins	12:00 - 1:00 PM	Lunch Break	
	15 mins	1:00 -1:15 PM	Energizer	PMT
Session 2C (Continuation)	30 mins	1:15-1:45 PM	Session 2C (Continuation)	Math Philip Villamor English



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

				Elizabeth E. Catibog Science Ador B. Querubin
Session 3	60 mins	1:45-2:45 PM	Session 3 Learning Approaches that support SOLO and HOTS in the Classroom	Math Teresita C. Dalmacio & Jeanette J. Ruga English Ma. Rhodora E. Maliao & Lorna C. Mendoza Science Ador B. Querubin
	15 mins	2:45 -3:00 PM	Health Break	
Session 3 (Continuation)	90 mins	3:00 - 4:30 pm	Session 3 (Continuation)	Math Teresita C. Dalmacio & Jeanette J. Ruga English Ma. Rhodora E. Maliao & Lorna C. Mendoza Science Ador B. Querubin
	30 mins	4:30-5:00 pm	Wrap-up/ Reminders/ Debriefing	

Session No.	Duration	Day 3 Time	Topic	Resource Person
Management of Learning	30 mins	8:00-8:30 AM	Preliminaries <ul style="list-style-type: none"> • Nationalistic Song • Ecumenical Prayer • Energizer 	PMT



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

			<ul style="list-style-type: none"> Recap Reminders 	
	15 mins	8:30-8:45 AM	Clearing House	Session 3 facilitators
Session 4A	60 mins	8:45 – 9:45 AM	Session 4A HOTS in Practice *Worksheet 4A	Math Alvin Patrick Q. Peñaflorida English Dennis M. Marquez & Cyril P. Santos Science Flora T. Teope
	15 mins	9:45-10:00 AM	Health Break	
Session 4B	60 mins	10:00 -11:00 AM	Session 4B HOTS in Practice *Worksheet 4B	Math Alvin Patrick Q. Peñaflorida English Dennis M. Marquez & Cyril P. Santos Science Edwin I. Salviejo
Session 4C	60 mins	11:00 AM - 12:00 NN	Session 4C HOTS in Practice *Worksheet 4C	Math: Alvin Patrick Q. Peñaflorida English Cyril P. Santos Science Nilo G. Salazar
	60 mins	12:00 - 1:00 PM	Lunch Break	
	15 mins	1:00 -1:15 PM	Energizer	PMT
Session 4C (continuation)	30 mins	1:15-1:45 PM	Session 4C HOTS in Practice *Worksheet 4C	Math Alvin Patrick Q. Peñaflorida



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

				English Cyril P. Santos Science Nilo G. Salazar
Session 4D	60 mins	1:45 - 2:45 PM	Session 4D HOTS in Practice *Worksheets 4D	Math Alvin Patrick Q. Peñaflorida English Cyril P. Santos Science Nilo G. Salazar
	15 mins	2:45 - 3:00 PM	Health Break	
Session 4D (continuation)	60 mins	3:00 - 4:00 pm	Session 4D HOTS in Practice *Worksheets 4D	Math Alvin Patrick Q. Peñaflorida English Cyril P. Santos Science Nilo G. Salazar
	30 mins	4:00- 4:30 PM	Wrap-up/ Reminders/ Debriefing	

Session No.	Duration	Day 4 Time	Topic	Resource Person
Management of Learning	30 mins	8:00-8:30 AM	<ul style="list-style-type: none"> • Nationalistic Song • Ecumenical Prayer • Energizer • Recap • Reminders 	PMT
	30 mins	8:30-9:00 AM	Clearing House	Session 4 Facilitators
Session 5	75 mins	9:00 - 10:15 AM	Session 5 Workplace Application Plan	Hajji R. Palmero CES, HRDD NEAP



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

	15 mins	10:15-10:30 AM	Health Break	
Session 5 (continuation)	90 mins	10:30 AM - 12:00 NN	Session 5 (continuation)	Hajji R. Palmero CES, HRDD NEAP
	60 mins	12:00 - 1:00 PM	Lunch Break	
	15 mins	1:00 -1:15 PM	Energizer	PMT
Session 6	120 mins	1:15-3:15 PM	Session 6 Force Field Analysis	Jaime S. De Vera, Jr. Principal IV
	15 mins	3:15 – 3:30 PM	Health Break	
	30 mins	3:30:4:00 PM	Summative Assessment Post-Test	PMT
	30 mins	4:00-4:30 pm	Wrap-up/ Reminders/ Debriefing	

Session No.	Duration	Day 5 Time	Topic	Resource Person
Management of Learning	30 mins	8:00-8:30 AM	Preliminaries <ul style="list-style-type: none"> • Nationalistic Song • Ecumenical Prayer • Energizer • Recap • Reminders 	PMT
Session 7	60 mins	8:30-10:15 AM	Session 7 PLC in Schools	Jaime S. De Vera, Jr. Principal IV
	15 mins	10:15 – 10:30 AM	Health Break	
Session 7 (Continuation)	30 mins	10:30 – 11:00 AM	Session 7 (Continuation)	Jaime S. De Vera, Jr. Principal IV
Session 8	60 mins	11:00 AM – 12:00 NN	Ways Forward and Final Agreement	Hajji R. Palmero CES, HRDD NEAP



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	60 mins	12:00 – 1:00 PM	Lunch Break	
Closing Program	75 mins	1:00 – 2:30 PM	Closing Program <ul style="list-style-type: none">• Nationalistic Song• Ecumenical Prayer• Insights• Challenge• Accepting the Challenge/ Pledge of Commitment• Closing Remarks	PMT
	15 mins	2:30 -5:00 PM	Home Sweet Home	



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Enclosure 2: List of Core Trainer, Regional Trainers, and Program Management Team

Core Trainers

No.	Name	Schools Division Office	Position	Subject Area
1	Renato N. Felipe Jr.	SDO Manila	OIC- Principal, Public School District Supervisor	Mathematics
2	Manolo G. Pena	Esteban Abada High School, Manila	Principal IV	Science
3	Cyril P. Santos	Sta Elena National High School, Marikina	Master Teacher II	English

Regional Trainers

Mathematics			
No.	Name	Schools / Division	Position
1	Philip A. Villamor	Caloocan Science High School, Caloocan	Principal I
2	Alvin Patrick Q. Penaflorida	Vicente P. Trinidad National High School	Principal II
3	Jeanette J. Ruga	Talon Village National High School, Las Piñas	Head Teacher VI OIC-Principal
4	Teresita C. Dalmacio	Malabon City National Science and Mathematics High School SDO-Malabon	Asst. Principal II OIC-Principal
5	Agapito Teodoro N. Manaog	Pasay City West High School, SDO- Pasay	Principal IV

English			
No.	Name	Schools/Division	Position
1	Elizabeth E. Catibog	Doña Basilisa Yangco Elementary School, Mandaluyong	Principal I
2	Wilfreza Balagosa	Kaunlaran High School, Navotas	Principal

6 Misamis St., Bago Bantay, Quezon City

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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	12 of 14





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

2	Wilfreza Balagosa	Kaunlaran High School, Navotas	Principal
3	Ma. Rhodora E. Maliao	Jose Maria Panganiban Senior High School, Quezon City	School Principal II
4	Lorna C. Mendoza	Melchora Aquino High School, Quezon City	Principal II
5	Lilybeth F. Cuento	Felipe Calderon Integrated HS	Principal III
6	Dennis M. Marquez	Las Pinas National High School Almanza Las Pinas	Master Teacher

Science			
No.	Name	Schools/Division	Position
1	Edwin I. Salviejo	Nemesio I. Yabut Senior High School, Makati	School Principal II
2	Nilo G. Salazar	Pres. Sergio Osmeña Sr. High School, Manila	OIC Principal
3	Flora T. Teope	Caloocan National and Technology HS, Caloocan	Principal I
4	Jaime S. De Vera Jr.	Valenzuela City School of Mathematics and Science, Valenzuela	Principal III
5	Ador B. Querubin	Tunasan National High School, Muntinlupa	Principal
6	Mardy P. Ocampo	Division Office, Malabon	Public School District Supervisor

Program Management Team (PMT)

No.	Name	Position	Terms of Reference
1	Hajji R. Palmero	Chief, HRDD-NEAP	Program Manager
2	Micah G. Pacheco	Education Program Supervisor, OIC- Curriculum and Learning Management Division	Learning Manager
3	Leah Ailah C. Vicencio	Senior Education Program Specialist, HRDD-NEAP	Program Focal Person
4	Christian T. Español	Education Program Supervisor, HRDD-NEAP	Learning Manager
5	Rhea B. Eden	Education Program Supervisor, HRDD-NEAP	Welfare Officer GAD Focal Person



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

6	Rodolfo J. Colocar	Education Program Supervisor, HRDD-NEAP	Team Leader, Secretariat
7	Arren V. Aduan	Education Program Supervisor, HRDD-NEAP	Learning and Development Focal Person
8	Don Ray V. Salvador	Education Program Specialist II	Secretariat
9	Richard Vidal	Education Program Specialist II	Technical Manager
10	Jerol C. De Lira	Administrative Assistant III	Logistics Officer Documentation
11	Myles Jamie Garcia	Office Staff	
11	Nika A. Diaz	Administrative Aide VI	Secretariat
12	Lydia L. Martin	Education Program Supervisor, Quality Assurance Division	M&E Coordinator
13	Andres Sicam	Education Program Specialist II, SDO Muntinlupa	Documenter and QAME, English Class
14	Alea Larise Del Rosario	Education Program Specialist II, SDO Valenzuela	Documenter and QAME, Mathematics Class
16	Rosalyn C. Tagud	Education Program Specialist II, SDO TaPat	Documenter and QAME, Science Class
	Core Trainers/ Class Advisers	Supervise the conduct of the program Provide technical assistance Facilitate sessions as needed	
	Regional Trainers	Facilitate the sessions Collect and review the participants' output	
	HRDS SEPS/ EPS II	Encoding of SDO endorsed participants to the prescribed link	