



Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

OCT 21 2024

DIVISION MEMORANDUM  
No. 300, s. 2024

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

**To:** Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Supervisor in English, Science, and Mathematics  
Public School District Supervisors  
School Heads/TICs  
All Others Concerned

- Attached is a **Regional Memorandum No. 1061 s. 2024** regarding REGIONAL TRAINING OF TRAINERS (RTOT) ON HIGHER-ORDER THINKING SKILLS-PROFESSIONAL LEARNING PACKAGES (HOTS-PLPs)-BATCH 2 which includes the date, the venue, and the matrix.
- The six participants in this training are the following:

Name	Position	Office/School	Learning Area
Alyssa V. Aventurado	PSDS	SDO	English
Melecio Balero	MT I	TNHS	English
Ryan G. Vivar	HT	PNHS	Math
Veterbo G. Torrechilla	MT II	MSHS	Math
Clarissa C. Avila	PSDS	SDO	Science
Abigail M. De Lios	MT I	MBHS-SA	Science

- Immediate and wide dissemination of this Memorandum is desired to ensure full participation.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

Encl: As stated  
Reference: As stated  
To be indicated in the **Perpetual Index**

Under the following subjects:  
TRAINING PROGRAM

SEMINAR

TEACHERS

300 LGQ/RTOTHOTS-PLPsBatch2  
/October 17, 2024

NUM-2024-300



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,  
Muntinlupa City

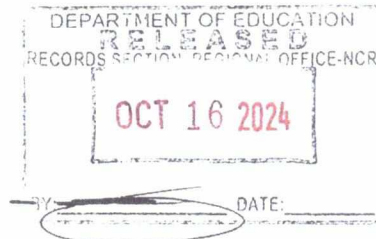
(02) 8829-2308, (02) 8478-2846

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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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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/H0E8PLC> **by 10:00 AM 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.

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10. For information and strict compliance.

  
**JOCELYN DR ANDAYA**  
Director IV



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**Enclosure 1 : Official Activity Matrix and Terms of Reference**

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



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



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



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

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

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



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

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

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

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



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



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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

<b>Science</b>			
<b>No.</b>	<b>Name</b>	<b>Schools/Division</b>	<b>Position</b>
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)**

<b>No.</b>	<b>Name</b>	<b>Position</b>	<b>Terms of Reference</b>
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



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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	



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**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