



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

63796-2023

Date:

9-11-27

Office of the Schools Division Superintendent

Sept 8, 2023

Division MEMORANDUM

No. 485 s. 2023

To : CID & SGOD Chiefs
Education Program Supervisors & Division Coordinators/Program Owners
PSDS/DICs
Secondary Master Teachers and Teachers
PDC Committee
This Division

**DIVISION TRAINING OF TRAINERS ON HIGHER ORDER THINKING SKILLS
PROFESSIONAL LEARNING PACKAGES FOR MATHEMATICS, SCIENCE,
AND ENGLISH TEACHERS**

1. The Department of Education (DepEd) - Schools Division of Surigao del Sur through the National Educators Academy of the Philippines (NEAP-Division), in collaboration with the Curriculum Implementation Division (CID), shall conduct a **Division Training of Trainers (DTOT) on Higher Order Thinking Skills Professional Learning Packages (HOTS-PLPs) for Mathematics, Science, and English Teachers** on Sept 14-17, 2023 | Wednesday – Friday at Arena Blanca Resort, Britania, San Agustin, Surigao del Sur.
2. This activity aims to support the public-school teachers handling Science, Mathematics, and English in performing pedagogy and assessment practices that promotes higher order thinking skills for Grades 7 to 10.
3. The participants to this activity are Secondary Master Teachers and Teachers in Science, Mathematics, and English who shall serve as trainers in the District Rollout on HOTS-PLPs. The list of which is found in *Enclosure 1*.
4. The Terms of Reference for the members of the Program Management Team is Found in *Enclosure 3*. The over-all Program Manager, Learning Manager, M&E Coordinator, and the PMT are expected to be present during the whole duration of the training.
5. There shall be 3 breakout rooms per cluster. The number per participants per breakout room shall be sixty-three (63) broken down as follows:
 - a. Fifty-four (54) DTOT Participants
 - b. Five (5) Resource Speakers
 - c. Four (4) Program Management Team Members (PMT)



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300

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6. The participants must confirm their participation by registering on the following link – <https://bit.ly/DTOT-HOTSReg> on or before 5pm of Sept 11, 2023.

7. All participants are advised to check-in at 2:00 pm Sept 13, 2023. Check-out time is at 12:00 nn of Day 4. Please refer to the table for meals and accommodation.

Meals/ Accommodation	Sept 13, 2023 Day 1	Sept 14, 2023 Day 2	Sept 15, 2023 Day 3	Sept 16, 2023 Day 4
Breakfast	/	/	/	/
AM Snacks	/	/	/	/
Lunch	/	/	/	/
PM Snacks	/	/	/	/
Dinner	/	/	/	/
Accommodation	/	/	/	

8. For Participants who are residing in San Agustin, Marihatag, Lianga I, and Lianga II are not included in the accommodation.

9. Anent to this, this division strictly adhere to the Guidelines on Official Local Travels on the Department of Education item D.2.b of DepEd Order 022, s. 2019 that states *“For Official travel destination within 50-kilometers radius from the permanent official station, the following expenses shall be allowed: Personnel on Official travel who commute daily from the place of assignment to the place of residence or permanent official station shall be allowed of the following expenses:*

a. *Actual fare at the prevailing rates of authorized modes of transportation from the permanent official station to the place of assignment and back.”*

10. Participants who intend to extend their stay in the venue need to shoulder their accommodation fee.

11. Expenses incurred in the conduct of this activity shall be charged against FY 2023 INSET current funds while transportation expense and per diem of the participants shall be charged to local funds subject to usual accounting and auditing rules.

12. The travel authority shall be submitted to the secretariat upon on-site registration.

13. The participants shall be provided with 1-day Service Credits for teachers and 1.5 per day Compensatory Time-Off for non-teaching, per Civil service Commission and Department of Budget and Management joint circular No. 2.s, 2004 on Non-Monetary Remuneration for Overtime Service Rendered.





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14. For further inquiries and clarification, you may contact Ms. Erlyn G. Mangadlao, EPS II – HRD, through contact no. 09073950090 or email at surigaodelsur.hrd@deped.gov.ph.

15. For Immediate and widest dissemination of this Order to all concerned is highly desired.

NELIA S. LOMOCOSO, PhD, CESO V

Schools Division Superintendent

By the authority of the Schools Division Superintendent:

Encl.: as stated

References: as stated

To be indicated in the Perpetual Index
under the following subjects:

GILBERT L. ORYAMA PhD, CESO V
Schools Division Superintendent

9/14/23

PROFESSIONAL DEVELOPMENT

TRAINING

WORKSHOP

EGM/DM- DIVISION TRAINING OF TRAINERS ON HIGHER ORDER THINKING SKILLS PROFESSIONAL LEARNING PACKAGES FOR MATHEMATICS, SCIENCE, AND ENGLISH TEACHERS *4/5* Sept 8, 2023



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Enclosure 1 to DM _____ s. 2023

LIST OF PARTICIPANTS TO THE DTOT on HOTS-PLPs

Chief Trainer /	FLUELLEN L. COS, PhD	Chief CID
Over-all Learning Manager:	ELVIRA S. URBIZTONDO, PhD	Chief SGOD
Over-all Program Manager:	ERLYN G. MANGADLAO	EPS II – HRD
ICT Support:	MARVIN G. MINGUILLAN	ITO I
M&E Officer:	MARK ROLYN P. PIEDAD	SEPS - SMME

SUBJECT AREA	RESOURCE SPEAKER	PMT
SCIENCE	BRYAN L. ARREO, PhD, CESE SCIENCE TEAM LEADER	LIEU GEE KEESHIA C. GUILLEN - Learning Class Manager / Process Observer
	MAURICE GAY A. TAJONERA	JHUN CLIFFORD P. REYNA Documenter / Secretariat
	EVANGELINE A. CARATAO	JOHN ROOSEBELT G. GRUMO Documenter
	RESSIL L. TERSONA	
	ARCHIE S. PAGAURA	
MATHEMATICS	WILLY C. DUMPIT, PhD MATH TEAM LEADER	REGINA EUANN A. PUERTO - Learning Class Manager
	VINCENTE P. BALBUENA	JECAL MONTI-EL Process Observer
	ANTONIO A. HINAYON	JOEVANIE M. DEMAFILES Documenter / QAME Associate
	ALWIN A. LUAREZ	LINNY CHRISTI MANANQUIL Secretariat
	MARY GRACE R. PRADO	
ENGLISH	CARLOS TIAN CHOW CORREOS ENGLISH TEAM LEADER	CAMELA G. LERIO - Learning Class Manager
	BEATRIZ TORIO	JANISE S. BRUZON Process Observer
	RACHEL METHUSELAH R. CUMAHIG	CLAIRE ANN P. GONZAGA - Secretariat
	GLORIA M. PARAGUYA	JHONY B. ORZALES - Documenter
	JONATHAN L. AMBEL	

Enclosure 2. Indicative Training Matrix for HOTS-PLPs In Science, Mathematics, and English

Session No.	Duration (minutes)	Day & Time	Topic	Resource Person
Registration	60	Day 1 (8:00-9:00 am)		PMT
Opening Program	60	Day 1 (9:00-10:00 am)	• National Anthem • Ecumenical Prayer • Acknowledge of Participants • Activity Norms • Welcome/ Inspirational Messages • Leveling of Expectations • Activity Objectives and Matrix • Photo Documentation • Reminders	PMT
Health Break	30	Day 1 (10:00-10:30 am)		
Pretest	30	Day 1 (10:30-11:00)		PMT/OD
Session 1	60	Day 1 (11:00 am-12:00 pm)	Walk-through of Resources • Teacher's Resource and Mentor's Guide	RP:
Lunch Break	60	Day 1 12:00-1:00		
Session 1 (continuation)	30	Day 1 1:00-1:30 pm	Walk-through of Resources • Teacher's Resource and Mentor's Guide (processing)	RP:
Session 2A	60	Day 1 1:30-2:30	SOLO and HOTS in the Classroom • Multi-tasking • LOTS and HOTS	RP:
Health Break	30	Day 1 2:30-3:00		
Session 2B	60	Day 1 3:00-4:00	SOLO and HOTS in the Classroom • Bloom's Taxonomy and its applicability in teaching-learning and its limitations and concerns • Overview of SOLO taxonomy • SOLO	RP:



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			taxonomy's application in assessment practices • Principles underlying the application of SOLO taxonomy in the classroom • Practical examples and strategies for implementing SOLO taxonomy in the classroom	
Wrap-up/Reminders/Debriefing	30	Day 1 4:00-4:30 pm		
Management of Learning	30	Day 2 8:00-8:30 am	• Nationalistic Song • Ecumenical Prayer • Energizer • Recap Reminders	PMT
Clearing House	30	Day 2 8:30 - 9:00 am		
Session 2B (Continuation)	60	Day 2 9:00-10:00 am		RP:
Health Break	30	Day 2 10:00-10:30 am		
Session 2C	90	Day 2 10:30-12:00	• 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)	RP:
Lunch Break	60	Day 2 12:00 - 1:00 pm		
Session 2C (Continuation)	30	Day 2 1:00-1:30		RP:
Session 3	60	Day 2	Learning Approaches that	RP:



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		1:30-2:30	support SOLO and HOTS in the Classroom	
Health Break	30	Day 2 2:30 - 3:00 pm		
Session 3 (Continuation)	90	Day 2 3:00 - 4:30		
Wrap-up/ Reminders/ Debriefing	30	Day 2 4:30-5:00		
Management of Learning	30	Day 3 8:00-8:30	• Nationalistic Song • Ecumenical Prayer • Energizer • Recap • Reminders	
Clearing House	30	Day 3 8:30-9:00		
Session 4A	30	Day 3 9:00 - 9:30 am	HOTS in Practice *Worksheet 4A	RP:
Health Break	30	Day 3 9:30-10:00 am		
Session 4B	60	Day 3 10:00 am - 11:00 pm	HOTS in Practice *Worksheet 4B	RP:
Session 4C	60	Day 3 11:00 - 12:00 pm	HOTS in Practice *Worksheet 4C	
Lunch Break	60	Day 3 12:00 - 1:00 pm		
Session 4C (continuation)	30	Day 3 1:00-1:30 pm	HOTS in Practice *Worksheet 4C	RP:
Session 4D	60	Day 3 1:30 - 2:30 pm	HOTS in Practice *Worksheets 4D	RP:
Health Break	30	Day 3 (2:30-3:00 pm)		
Session 4D (continuation)	60	Day 3 3:00 - 4:00 pm	HOTS in Practice *Worksheets 4D	RP:
Wrap-up/ Reminders/ Debriefing	30	Day 3 4:00-4:30		
Management of Learning	30	Day 4 8:00-8:30 am	• Nationalistic Song • Ecumenical Prayer • Energizer • Recap • Reminders	
Clearing House	30	Day 4 8:30-9:00 am		RP:
Session 5	60	Day 4 9:00-10:00 am	Workplace Application Plan	RP:
Health Break	30	Day 4 10:00-10:30 am		
Session 6	60	Day 4 10:30-11:30 am	Force Field Analysis	RP:



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Summative Test	30	Day 4 11:30 am - 12:00 nn	Summative Assessment	PMT:
Lunch Break	60	Day 4 12:00 - 1:00 pm		
Session 7	60	Day 4 1:00-2:00 pm	PLC in Schools	PMT:
Closing Program	120	Day 4 2:00 - 4:00 pm	• Nationalistic Song • Ecumenical Prayer • Insights • Challenge • Accepting the Challenge/ Pledge of Commitment • Closing Remarks • Daily Evaluation • Reminders	PMT:



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TERMS OF REFERENCE OF THE PROGRAM MANAGEMENT TEAM

Role	Terms of Reference
a. Program Manager	i. Oversees the implementation of the entire program. ii. Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards. iii. Orients the PMT and the resource persons/ subject-matter experts on their terms of reference and the details of the program design. iv. Leads in conducting debriefing with the PMT and resource speakers/ subject-matter experts. v. Prepares the CPD documents for submission to the PRC through the NEAP-R vi. Leads in crafting the Program Completion Report.
b. Learning Manager	i. Leads the conduct of the program per session room. ii. Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts. iii. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs. iv. Facilitates management of learning activities as scheduled and as needed. v. Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan. vi. Ensures that the pre-assessment is administered. vii. Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator. viii. Prepares and sends a communication to participants' supervisors regarding program completion and the importance of implementing the Workplace Application Plan.
c. Resource Speaker/ Subject-matter Expert	i. Applies effective presentation and facilitation techniques in conducting assigned sessions. ii. Provides expert content input during learning sessions.
d. M&E Coordinator	i. Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. ii. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. iii. Applies process observation and prescribed tools



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	to monitor and evaluate program delivery. iv. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. v. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. vi. Prepares Post- Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.
e. Documenter	i. Documents the proceedings of the learning sessions using the prescribed documentation template. ii. Takes photos of the different parts of the program delivery
f. Secretariat	i. Attends to registration needs of learners. ii. Ensures that learners fill up attendance sheet every day. iii. Prepares directory of participants based on registration forms. iv. Assists in the distribution of learning materials and supplies. v. Assists in posting and collection of session outputs. vi. Compiles session documents and learning resource materials.
g. Welfare Officer	i. Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue. ii. Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.).
h. Logistic Officer	i. Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. ii. Leads ocular inspection of venues to ensure adherence to standards and specifications. iii. Checks that session rooms are always ready for use and conducive to learning.



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i. Finance Officer	i. Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation. ii. Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices. iii. Monitors and documents all disbursements against budget to support liquidation. iv. Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report.
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