



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL  
**Office of the Schools Division Superintendent**

---

**Office of the Schools Division Superintendent**

MEMORANDUM

MLC- 2023- 375

To : **DR. RENANTE A. JUANILLO**, Education Program Supervisor – SDO, Neg. Or.

From : By the Authority of the Schools Division Superintendent:

**MARCELO K. PALISPIS EdD, JD**

OIC-ASDS

Office In-Charge

6/22/23

Subject: **Conduct of Activities for the “Higher Order Thinking Skills Professional Learning Package (HOTS-PLPs) for Science, Mathematics and English Teachers**

Date : May 24, 2023

- 
1. You are hereby informed to attend the Conduct of Activities for the “Higher Order Thinking Skills Professional Learning Package (HOTS-PLPs) for Science, Mathematics and English Teachers on behalf of the CID Chief on June 5-9, 2023 at ECOTECH Center, Sudlon, Lahug Cebu City.
  2. Board and lodging shall be charged to the FY 2023 HRD Funds of NEAP – PDD, while, travel and other incidental expenses shall be charged to the local funds subject to the usual accounting and auditing rules and regulations.
  3. Please refer to the attached communications for more details.
  4. This memorandum serves as **Authority to Travel** pursuant to DO No. 46, s.2022.
  5. For your information, guidance and compliance.

NCO/JMA-MKP-NUR/CID/rad

02 JUN 2023



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City

**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644

**Email Address:** negros.oriental@deped.gov.ph



Republika ng Pilipinas

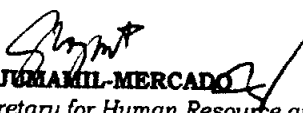
## Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT.

### MEMORANDUM

TO : **REGIONAL DIRECTORS**  
**SCHOOLS DIVISION SUPERINTENDENTS**  
**HUMAN RESOURCE DEVELOPMENT DIVISION CHIEFS**  
**NEAP-R FOCAL PERSONS**  
**Curriculum and Learning Management Division Supervisors for**  
**Early Education and Language Literacy**  
**All Others Concerned**

FROM :   
**GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development*

SUBJECT : **Conduct of Activities for the "Higher Order Thinking Skills**  
**Professional Learning Package (HOTS-PLPs) for Science,**  
**Mathematics and English Teachers"**

DATE : 26 May 2023

1. The National Educators Academy of the Philippines (NEAP), in collaboration with the Curriculum and Teaching Strand of the Department, shall be conducting the **"Higher Order Thinking Skills Professional Learning Package (HOTS-PLPs) for Science, Mathematics, and English Teachers"** to support the public school teachers in performing pedagogy and assessment practices that promote higher order thinking skills for Grades 7 to 10.
2. The program is aimed at:
  - a. Supporting the teachers in understanding HOTS and in reflecting these skills in their respective classroom practices through the development of HOTS items/questions for Science, Mathematics, and English/Reading subjects;
  - b. Helping the teachers in performing pedagogy and assessment practices that promote HOTS; and,
  - c. Developing guide materials intended for master teachers, school heads, and supervisors to support them in their mentoring roles in schools with a focus on helping teachers.

3. The activities to be conducted under HOTS-PLPs Program are the following:

Title of the Activity	Date and Venue	Participants
Capacity Building for the Core Team of Trainers	5 to 9 June 2023 ECOTECH Center, Sudlon, Lahug, Cebu City	CLMD Chief <ul style="list-style-type: none"> <li>▪ 1 per Region</li> </ul> CID Chief <ul style="list-style-type: none"> <li>▪ 1 per SDO</li> </ul> PSDS <ul style="list-style-type: none"> <li>▪ 3 per Region</li> </ul> School Heads <ul style="list-style-type: none"> <li>▪ 2 for Regions 1, 2, 4b, 5, 8, 9, 12, 13, and CAR</li> <li>▪ 3 for Regions 3, 4a, 6, 7, 10, 11, and NCR</li> </ul>
National Training of Trainers (Cluster 1) [Science]	19 to 23 June 2023 ECOTECH Center, Sudlon, Lahug, Cebu City	PSDS <ul style="list-style-type: none"> <li>▪ 4 for Regions 1, 2, 3, 4a, 5, 6, 7, 8, 9, 10, 11, 12, 13, and NCR</li> <li>▪ 3 for Regions 4b and CAR</li> </ul> School Heads <ul style="list-style-type: none"> <li>▪ 30 per Region</li> </ul>
National Training of Trainers (Cluster 2) [Mathematics]	26 to 30 June 2023 ECOTECH Center, Sudlon, Lahug, Cebu City	PSDS <ul style="list-style-type: none"> <li>▪ 4 for Regions 1, 2, 3, 4a, 5, 6, 7, 8, 9, 10, 11, 12, 13, and NCR</li> <li>▪ 3 for Regions 4b and CAR</li> </ul> School Heads <ul style="list-style-type: none"> <li>▪ 30 per Region</li> </ul>
National Training of Trainers (Cluster 3) [English]	3 to 7 July 2023 ECOTECH Center, Sudlon, Lahug, Cebu City	PSDS <ul style="list-style-type: none"> <li>▪ 4 for Regions 1, 2, 3, 4a, 5, 6, 7, 8, 9, 10, 11, 12, 13, and NCR</li> <li>▪ 3 for Regions 4b and CAR</li> </ul> School Heads <ul style="list-style-type: none"> <li>▪ 30 per Region</li> </ul>

**a. Capacity Building for the Core Team of Trainers**

- i. This initial activity is aimed at capacitating the national or the **Core Team of Trainers** on the content and delivery of the HOTS-PLPs Program for its nationwide implementation.
- ii. The trained Core Team of Trainers are expected to serve as the trainers of the subsequent National Training of Trainers.
- iii. Participants to this activity who will serve as the Core Team of Trainers are the following:
  1. All Curriculum and Learning Management Division (CLMD) Chiefs of the Regional Offices
  2. All Curriculum and Instruction Division (CID) Chiefs of the Schools Division Offices
  3. Public Schools District Supervisors (PSDS) with specialization in Science, Mathematics, or English
  4. High School Principals

iv. Qualifications of the PSDS and Principals who serve as part of the Core Team of Trainers:

1. An existing PSDS or Principal / Teacher-in-Charge
2. Has served as a PSDS / Principal for at least five (5) years
3. With masters or doctoral degree in Science, Mathematics or English
4. Preferably someone who took part in the development and/or validation of the HOTS PLPs
5. With technical expertise in training and facilitation, including online training, coaching and mentoring, and research
6. Has served as a national trainer in Science, Mathematics, or English
7. Has attended relevant international and national trainings and/or courses in Science, Mathematics, or English
8. Comfortable in using varied educational technologies
9. Has a good command of English and Filipino

v. The cost of the board and lodging of all the participants shall be charged against FY 2023 HRD Funds of NEAP – PDD. While the travel and other incidental expenses of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

vi. Participants are advised to check in at 2:00pm of 4 June 2023 (Sunday) and to check out at 11:00am of 9 June 2023 (Friday):

Meals	4 June Sun	5 June Mon	6 June Tue	7 June Wed	8 June Thurs	9 June Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	
PM Snack	✓	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

vii. The regions are requested officially endorse their participants to the said activities on or before **1 June 2023** via email at [pdd.pdi@deped.gov.ph](mailto:pdd.pdi@deped.gov.ph), copy furnished [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) with the subject line **"Region XX HOTS-PLPs Core Team Members."** (eg. **Region III HOTS-PLPs Core Team Members**). Template is enclosed (Enclosure 2).

*PLPs Core Team Members.” (eg. Region III HOTS-PLPs Core Team Members).  
Template is enclosed (Enclosure 2).*

**b. National Training of Trainers**

- i. The National Training of Trainers shall be facilitated by the **Core Team of Trainers**.
- ii. In this activity, a set of National Trainers shall be capacitated on the content and delivery of the HOTS-PLPs Program for its nationwide implementation.
- iii. This shall be conducted in three (3) separate clusters: (1) Science; (2) Mathematics; and, (3) English.
- iv. The National Trainers shall likewise be assisted in the development of their respective implementation plans (cascading activities).
- v. Participants to this activity who will serve as National Trainers are the following:
  1. Public Schools District Supervisors (PSDS) with specialization in Science, Mathematics, or English
  2. High School Principals
- vi. Qualifications of the PSDS and Principals who serve as National Trainers:
  1. An existing PSDS or Principal / Teacher-in-Charge
  2. Has served as a PSDS / Principal for at least five (5) years
  3. With masters or doctoral degree in Science, Mathematics or English
  4. With technical expertise in training and facilitation, including online training, coaching and mentoring, and research
  5. Has served as a national trainer in Science, Mathematics, or English
  6. Has attended relevant international and national trainings and/or courses in Science, Mathematics, or English
  7. Comfortable in using varied educational technologies
  8. Has a good command of English and Filipino
- vii. A representative of the NEAP-R or Regional Human Resource Development Division (HRDD) is requested to serve as part of the Program Management Team (PMT).
- viii. The cost of the board and lodging of all the participants shall be charged against FY 2023 HRD Funds of NEAP - PDD. While the travel and other

incidental expenses of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

- ix. Participants are advised to check in at 2:00pm of 18 June 2023 (Sunday) and to check out at 11:00am of 23 June 2023 (Friday) for Cluster 1; to check in at 2:00pm of 25 June 2023 (Sunday) and to check out at 11:00am of 30 June 2023 (Friday) for Cluster 2; and, to check in at 2:00pm of 2 July 2023 (Sunday) and to check out at 11:00am of 7 July 2023 (Friday) for the Cluster 3:

Meals	18 June / 25 June / 2 July <i>Sun</i>	19 June / 26 June / 3 July <i>Mon</i>	20 June / 27 June / 4 July <i>Tue</i>	21 June / 28 June / 5 July <i>Wed</i>	22 June / 29 June / 6 July <i>Thurs</i>	23 June / 30 June / 7 July <i>Fri</i>
<i>Breakfast</i>		✓	✓	✓	✓	✓
<i>AM Snack</i>		✓	✓	✓	✓	✓
<i>Lunch</i>		✓	✓	✓	✓	
<i>PM Snack</i>	✓	✓	✓	✓	✓	
<i>Dinner</i>	✓	✓	✓	✓	✓	

- x. The regions are requested officially endorse their participants, along with the name of the representative of the HRDD, to the said activities on or before **13 June 2023** via email at [pdd.pdi@deped.gov.ph](mailto:pdd.pdi@deped.gov.ph), copy furnished [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) with the subject line "*Region XX HOTS-PLPs National Trainers.*" (eg. *Region III HOTS-PLPs National Trainers*). Template is enclosed (Enclosure 3).
4. For the conduct of the aforementioned activities that will fall on weekends and holidays, the Regional Office and/or Schools Division Office is requested to provide Compensatory Time-Off (CTO) to the participants and core team to compensate for time rendered that is supposed to be for personal use and rest.
5. The following documents are enclosed for reference:
- Enclosure 1 - Program Matrix
  - Enclosure 2 - Endorsement of the Participants (Core Team of Trainers)
  - Enclosure 3 - Endorsement of the Participants (National Trainers)
  - Enclosure 4 - Program Briefer
6. For questions or concerns, please feel free to contact the Professional Development Division of NEAP at (02) 8715-9919 or thru email at [pdd.pdi@deped.gov.ph](mailto:pdd.pdi@deped.gov.ph) using the subject line "*Region XX HOTS-PLPs Concern*" (eg. *Region III HOTS-PLPs Concern*).