



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

January 15, 2024

DIVISION MEMORANDUM

No. 011, s. 2024

UPDATES ON THE CONDUCT OF THE DIVISION TRAINING ON HIGHER ORDER THINKING SKILLS-PROFESSIONAL LEARNING PACKAGES (HOTS-PLPs) FOR GRADES 7 & 8 ENGLISH, SCIENCE, AND MATHEMATICS TEACHERS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals-In-Charge
Public Secondary School Heads
All Others Concerned

1. With reference to Division Memorandum No. 389, s. 2023 re: Final Schedule of the Division Training on Higher Order Thinking Skills-Professional Learning Packages (HOTS-PLPs) for English, Science, and Mathematics Teachers, this Schools Division, through the Schools Governance and Operations Division-Human Resource Development Section (SGOD-HRDS), hereby provides updates on the conduct of the Division Training on Higher Order Thinking Skills-Professional Learning Packages (HOTS-PLPs) for Grades 7 & 8 English, Science, and Mathematics Teachers, with the schedule detailed below, consistent with the schedule in the Application for Accreditation of CPD Program approved by the Professional Regulation Commission:

Learning Area	Date	Venue and Accommodation
English	January 24-27, 2023 January 23 (Day 0)	SaSa Pension House (Class A)
Mathematics	January 30-February 2, 2023 January 29 (Day 0)	
Science	February 13-16, 2023 February 12 (Day 0)	Pink Citti Hotel (Class B)

2. The conduct of the Division Training on Higher Order Thinking Skills-Professional Learning Packages (HOTS-PLPs) for Grades 7 & 8 English, Science, and Mathematics Teachers, coinciding with the conduct of In-Service Training for Teachers (INSET) for School Year 2023-2024, is harmonized with the directives specified in paragraph 3 of DM-OUHROD-2024-0037, which outlines that SDO-



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based INSET topics shall focus on programs of the NEAP Central Office, such as HOTS-PLPs for English, Mathematics, and Science.

3. To update necessary logistical arrangements, all participants (even those who have responded before) shall respond to the online registration prior to their attendance through these links:

English 7-8	https://bit.ly/2024DivisionHOTSEnglishG78
Mathematics 7-8	https://bit.ly/2024DivisionHOTSMathematicsG78
Science 7-8	https://bit.ly/2024DivisionHOTSScienceG78

4. In light of teachers being engaged in the training, School Heads shall establish measures to guarantee seamless learning continuity of learners. Additionally, these teachers, in collaboration with their Master/Head Teachers or respective School Heads, should design and prepare lessons or activities in advance with appropriate assessment methods to mitigate any instructional gaps during their potential absences from in-person sessions. In no case shall the participating teachers leave their classes without appropriate planned interventions.

5. Upon completion of this 32-hour training with Program Accreditation No. PTR-2022-386-3273, the participants shall be entitled to 10 PRC Credit Units.

6. Services rendered during holidays/weekends for teachers shall be subject to the grant of Service Credits as per DepEd Order No. 53, s. 2003, while compensatory time-off for non-teaching personnel as per DepEd Order No. 67, s. 1988 and CSC Memorandum Circular No. 09, s. 1988.

7. This Memorandum shall serve as the **Authority to Travel** of all involved participants.

8. Attached are the Lists of Resource Persons/Learning Facilitators, Class Managers, and the Program Management Team.

9. All other provisions stated in DM No. 389, s. 2023, remain in effect.

10. For immediate dissemination, guidance, and compliance.


GAUDENCIO C. ALJIBE JR., PhD, CESO VI
 OIC-Schools Division Superintendent

DepEd Northern Samar

RELEASED

Enclosure: As stated

References: DM No. 389, s. 2023

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

HOTS

NEAP

TRAINING

PROFESSIONAL DEVELOPMENT

date: 1-17-24 9:15

Enclosure to DM 011, s. 2024**RESOURCE PERSONS/LEARNING FACILITATORS**

	CLASS A	CLASS B
ENGLISH	Sylvia D. Villanueva	Peter R. Bobiles
	Pepito E. Saldo Jr.	John L. Delorino
	Liza Baluyot	Michael Jay Morales
	Garry Vacunawa	Cicell Francis Ajel
	George Pinca	Nera O. Castillo
MATHEMATICS	Arnio Saludario	Villajejan Avila
	Evelyn J. Virtudes	Michael J. Froilan
	Marco Tepace	Chando Pialago
	Milaflor Cabacang	Dearson Gallamora
	Crisanto Siervo	Cristrine Delorino
SCIENCE	Michelle B. Probadora	Luisito N. Fraga
	Danhill C. Donoga	Cristina Loberio
	Renelit Ibanez	Joey Tadeo
	Eufemio Adarayan	Reynaldo Banjawan

CLASS MANAGERS

ENGLISH	Michael Tepace	Mat Banagbanag
MATHEMATICS	Kristhia Pelito	Merab Lim
SCIENCE	Oliver Cascano	Momar Alcantara

PROGRAM MANAGEMENT TEAM

NAME OF PERSONNEL	OFFICE / UNIT	ROLE	TERMS OF REFERENCE
Noe M. Hermosilla Elna Dapulag-Enano	Schools Governance and Operations Division	Program Managers	<ul style="list-style-type: none"> Oversees the implementation of the entire program Supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards Orients the PMT and the resource persons/subject matter expert experts on their terms of reference and the details of the program design Leads in the conduct of debriefing with the PMT and resource persons/subject matter experts Leads in crafting the PD Program Completion Report
Sylvia D. Villanueva Felix J. Ladeno	CID	Learning Managers	<ul style="list-style-type: none"> Leads the conduct of the program per session room

<p>Manuel I. Lipata Nelida M. Lobos</p>			<ul style="list-style-type: none"> • Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/subject matter experts • Prepares and maintains conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities by addressing emerging learning needs • Facilitates management of learning activities as scheduled and as needed • Facilitates the integration session at the end of the intervention, including preparation of Workplace Application Project (WAP) plan • Ensures that Level 2 (Learning) evaluation is conducted • Prepares and sends communication to participants' supervisors regarding program completion and importance of implementing Workplace Application Projects
<p>Sylvia D. Villanueva Peter R. Bobiles Pepito Saldo Jr. John L. Delorino Liza Baluyot Michael Jay Morales Garry Vacunawa Cicell Francis Ajel George Pinca Nera O. Castillo</p>	<p>DepEd Northern Samar Division Office and Schools</p>	<p>Subject matter experts for English</p>	<ul style="list-style-type: none"> • Applies effective presentation and facilitation techniques in conducting assigned sessions • Provides expert content input during learning sessions
<p>Arnio Saludario Villajejan Avila Evelyn J. Virtudes Christine T. Delorino Michael J. Froilan Marcpo Tepace Chando Pialago Milaflor Cabacang Dearson Gallamora Crisanto Siervo</p>		<p>Subject matter experts for Mathematics</p>	
<p>Michelle B. Probadora Luisito N. Fraga Danhill C. Donoga Cristina Loberio Renelit Ibanez</p>		<p>Subject matter experts for Science</p>	

Joey Tadeo Eufemio Adarayan Reynaldo Banjawan			
Merlita B. Fajardo Reynel M. Ignacio	SMME	M&E Coordinators	<ul style="list-style-type: none"> • Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT • Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist • Applies process observation and prescribed tools to monitor and evaluate program delivery • Administers and analyzes the results of Level 1 evaluation which is to be presented during the debriefing • Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation • Prepares Post-Program Delivery Report and submits to PM for inclusion in the PD Program Completion Report
Pepito E. Saldo Jr.	HRDS	Documenter & Secretariat	<ul style="list-style-type: none"> • Documents the proceedings of the learning sessions using the prescribed documentation template • Takes photos of the different parts of the program delivery • Attends to registration needs of learners • Ensures that learners fill-out the attendance sheets every day • Prepares directory of participants based on registration forms • Assists in the distribution of learning materials and supplies • Assists in posting and collection of session outputs • Compiles session documents and learning resource materials
Peter R. Bobiles	HRDS	Logistics Officer	<ul style="list-style-type: none"> • Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles and other

			<p>resources to support the successful implementation of the program</p> <ul style="list-style-type: none"> Leads ocular inspection of venues to ensure adherence to standards and specifications Checks that session rooms are always ready for use and conducive to learning
Deah A. Gamao	Accounting Section	Finance Officer	<ul style="list-style-type: none"> Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation Initiates procurement processes of resources, materials, and relevant services, and does a follow up fund disbursement with appropriate offices Monitors and documents all disbursements against budget to support liquidation Liquidates all fund disbursements and prepares a financial report as input to the PD Program Completion Report
Engr. Zyra Ultra and 2 Nurses	Physical Facilities/School Health Section	Welfare Officers	<ul style="list-style-type: none"> 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. Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/subject-matter experts (including incidents of social inclusion, sexual harassment, etc.)
Timothy G. Clutario Wilkins Wong	HRDS	Staff	<ul style="list-style-type: none"> Supports the HRDS Logistics Officer in ensuring the quality, adequacy, and availability of facilities, equipment, supplies, and materials for the program. Assists in venue inspections to guarantee adherence to standards and specifications, working

			<p>closely with the Logistics Officer.</p> <ul style="list-style-type: none">• Checks and ensures that session rooms are always ready for use and conducive to learning, collaborating with the Logistics Officer.• Provides assistance during the distribution and collection of learning materials, ensuring that all materials are accounted for.• Collaborates with the Documenter & Secretariat in compiling session documents and learning resource materials.• Supports other team members in various logistical and administrative tasks as needed to facilitate the smooth implementation of the program.
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