



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE

Department of Education  
Division of Marinduque

RECORDS SECTION  
**RELEASED**

Name: 002093

Signature: 

Date: AUG 01 2023 Time: \_\_\_\_\_

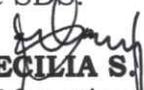
Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisor, SGOD/OIC, CID  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

For the SDS:

  
**MA. CECILIA S. MANAY**  
Chief Education Supervisor, SGOD  
Officer-in-Charge

SUBJECT: **REGIONAL TRAINING OF TRAINERS ON HIGHER ORDER THINKING SKILLS PROFESSIONAL LEARNING PACKAGE (HOTS PLP) FOR SCIENCE, MATHEMATICS, AND ENGLISH TEACHERS**

DATE: August 1, 2023

1. Please find attached Regional Memorandum HRDD-NEAP-R-2023-026 from the Office of the Regional Director, Dr. Nicolas T. Capulong dated July 24, 2023, titled **“Conduct of Regional Training of Trainers on Higher Order Thinking Skills Professional Learning Package (HOTS PLP) for Science, Mathematics, and English Teachers”** which is self-explanatory.
2. Names of qualified Participants, Trainers, Core Trainers, and Program Management Team are found in *Enclosure 1: List of Participants, Trainers, Core Trainers, and PMT.*
3. Participants, trainers, core trainers, and program management team members are entitled to compensatory time-off (CTO) or service credits in lieu of the services that will fall on weekends and holidays.
4. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).
5. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

/SGOD-HRDS-KDA

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque

Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com) • Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611



Republic of the Philippines  
**Department of Education**  
MIMAROPA Region  
SCHOOLS DIVISION OF MARINDUQUE

*Enclosure 1: List of Participants, Trainers, Core Trainers, and PMT*

NO.	NAME	POSITION	SCHOOL/OFFICE	e-Mail Address	ROLE
<i>Science (August 6-11, 2023 (for Trainers and PMT); August 7-11, 2023 (for Participants))</i>					
1	MARLITA VITTO	Principal I	Tapuyan NHS	marlita.vitto001@deped.gov.ph	Trainer
2	JEROME CATAMIO	Principal I	Tigwi NHS	jerome.catamio@deped.gov.ph	Participant
3	MADILYN QUIRONA	Principal I	Punong NHS	madilyn.quirona001@deped.gov.ph	Participant
4	MELVIN MARMOL	Master Teacher I	Marinduque NHS	melvin.marmol@deped.gov.ph	Participant
5	VIRGINIA L. MONLEON	Master Teacher I	Marinduque NHS	virginia.monleon003@deped.gov.ph	Participant
6	HAZEL M. LARGADO	Master Teacher I	Marinduque NHS	hazel.largado001@deped.gov.ph	Participant
7	ROWENA MINGI	Master Teacher I	Marinduque NHS	rowena.mingi@deped.gov.ph	Participant
8	RIENA I. RODRIGUEZ	Master Teacher III	Marinduque NHS	riena.rodriquez001@deped.gov.ph	Participant
9	MARILOU L. FRANCISCO	Master Teacher I	Marinduque NHS	marilou.francisco003@deped.gov.ph	Participant
10	MARICEL O. SOLAS	Master Teacher I	Marinduque NHS	maricel.solas001@deped.gov.ph	Participant
<i>Mathematics (August 27-September 1, 2023 (for Trainers and PMT); August 28-September 1, 2023 (for Participants))</i>					

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque

Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com) • Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

11	KYLE DAVID V. ATIENZA	Senior Education Program Specialist	SGOD-HRDS	kyledavid.atienza@deped.gov.ph	PMT
12	LINO P. PENARENDONA	Principal II	Dolores NHS	lino.penaredonda@deped.gov.ph	Trainer
13	MARIVIC L. ZAMORA	Principal I	Bognuyan NHS	marivic.zamora001@deped.gov.ph	Trainer
14	CLARIZA O. DE GUZMAN	Master Teacher I	Marinduque NHS	clariza.deguzman@deped.gov.ph	Participant
15	DINDO P. LAZARTE	Master Teacher I	Bognuyan NHS	dindo.lazarte@deped.gov.ph	Participant
16	EMILY M. SOLETA	Master Teacher I	Bangbang NHS	emily.soleta001@deped.gov.ph	Participant
17	RUEL MONTENEGRO	Master Teacher I	Marinduque NHS	ruel.montenegro001@deped.gov.ph	Participant
18	ELENA L. JINANG	Master Teacher I	Marinduque NHS	elena.jinang@deped.gov.ph	Participant
19	JOHNNY M. MACARANG	Master Teacher I	Marinduque NHS	johnny.magcarang@deped.gov.ph	Participant
20	MARIO L. EVANGELISTA	Master Teacher I	Landy NHS	mario.evangelista@deped.gov.ph	Participant
21	JOSIAS T. SALVACION	Master Teacher I	Buenavista NHS	josias.salvacion@deped.gov.ph	Participant
22	AURELIE M. MIRONES	Master Teacher I	Torrijos SHS Stand Alone	aurelie.mirones@deped.gov.ph	Participant
<i>English (September 3-8, 2023 (for Trainers and PMT); September 4-8, 2023 (for Participants))</i>					
23	JELLY L. SORE	Education Program Supervisor	CID	jelly.sore@deped.gov.ph	Core Trainer
24	ELIZABETH R. PARALEJAS	Principal I	Matuyatuya NHS	elizabeth.paralejas@deped.gov.ph	Trainer
25	MYRA R. LABAY	Public Schools District Supervisor	Buenavista District	myra.labay001@deped.gov.ph	Participant

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque

Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com) • Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

26	MAXIMA R. MARQUEZ	Principal II	Matalaba NHS	maxima.marquez@deped.gov.ph	Participant
27	LOURDES R. BALAGWIS	Principal I	Tagum NHS	lourdes.balagwis001@deped.gov.ph	Participant
28	THELMA M. SALVACION	Principal I	Buenavista NHS	thelma.salvacion@deped.gov.ph	Participant
29	MARIFE M. MORENO	Teacher-in-Charge	Botilao NHS	marife.moreno@deped.gov.ph	Participant
30	EDERLYN C. QUEZADA	Teacher-in-Charge	Maranlig NHS	ederlyn.cuevas@deped.gov.ph	Participant
31	ANICETO JR. P. REGENCIA	Teacher-in-Charge	Kasily NHS	aniceto.regencia@deped.gov.ph	Participant
32	ELENOR M. MALIMATA	Master Teacher I	Marinduque NHS	elenor.malimata@deped.gov.ph	Participant
33	MARITES S. SENA	Master Teacher II	Bangbang NHS	marites.sena@deped.gov.ph	Participant

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*

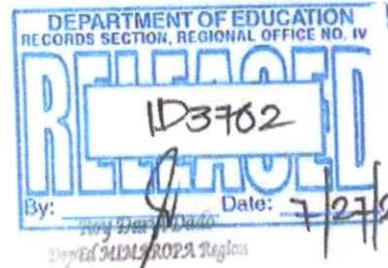


Malusak, Boac, Marinduque

Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com) • Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611



Republic of the Philippines  
**Department of Education**  
 MIMAROPA REGION



Office of the Regional Director

**MEMORANDUM**

HRDD-NEAP-R -2023-026

**TO : SCHOOLS DIVISION SUPERINTENDENTS  
 CHIEF, CURRICULUM LEARNING AND MANAGEMENT DIVISION  
 CHIEF, HUMAN RESOURCE DEVELOPMENT DIVISION  
 ALL OTHERS CONCERNED**

**FROM :**  **NICOLAS T. CAPULONG, PhD, CESO III**  
 Director IV  
 Regional Director

**SUBJECT : CONDUCT OF REGIONAL TRAINING OF TRAINERS ON HIGHER  
 ORDER THINKING SKILLS PROFESSIONAL LEARNING  
 PACKAGE (HOTS PLP) FOR SCIENCE, MATHEMATICS AND  
 ENGLISH TEACHERS**

**DATE : July 24, 2023**

Per Unnumbered DepEd Memorandum issued from the Office of the Undersecretary on Human Resource and Organizational Development (HROD), dated May 26, 2023, this Office, through the Human Resource Development Division-National Educators Academy of the Philippines in the Region (HRDD, NEAP R) in collaboration with the Curriculum Learning and Management Division (CLMD) shall conduct the **Regional Training of Trainers (RTOT) on Higher Order Thinking Skills Professional Learning Package (HOTS PLP) for Science, Mathematics and English Teachers** with the details indicated below:

**Cluster 1: MIMARO Divisions**

Learning Area	Number of Participants					Date	Venue
	Calapan City	Marinduque	Occ. Mindoro	Or. Mindoro	Romblon		
Science	10	9	11	11	10	Aug. 6-11, 2023 (Trainers & PMT) Aug. 7-11, 2023 (Participants)	NEAP RELC Puerto Galera, Or. Mdo.
Math	10	9	11	11	10	Aug. 27-Sept. 1, 2023 (Trainers & PMT)	NEAP RELC Puerto Galera,



Meralco Avenue corner St. Paul Road, Pasig City

(02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799

mimaropa.region@deped.gov.ph

DepEd Mimaropa Region

depedmimaroparegion.ph

						August 28- Sept 1, 2023 (Participants)	Or. Mdo.
English	10	9	11	11	10	Sept. 3-8, 2023 (Trainers and PMT) September 4- 8, 2023 (Participants)	NEAP RELC Puerto Galera, Or. Mdo.

**Cluster 2: Palawan/PPC Divisions**

Learning Area	Number of Participants		Date		Venue
	Puerto Princesa City	Palawan	Trainers & PMT	Participants	
Science	15	30	September 10-15, 2023	September 11-15, 2023	TBA
Math	15	31			
English	15	32			

The program aims to capacitate regional trainers who will serve as division trainers to:

- support 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 subjects;
- help the teachers in performing pedagogy and assessment practices that promote HOTS; and
- develop 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.

Participants in this activity are the PSDSs and Principals who are experts of the identified learning areas, preferably those who should have acquired facilitation skills and management skills in delivering sessions for adult learners and are comfortable in using varied educational technologies. Moreover, it is advised that participants must bring laptops, internet mobile connections and extension wires. School Division Offices **shall submit the list of participants on or before July 31, 2023** via email at [mimaropa.region@deped.gov.ph](mailto:mimaropa.region@deped.gov.ph) copy furnished: [mimaropaneap@deped.gov.ph](mailto:mimaropaneap@deped.gov.ph).

This RTOT will be facilitated by selected trainers along with the Core Trainers and Program Management Team Members. The basis for the selection of trainers is the result of the summative test given during the National Training of Trainers (NToT). They shall report to the venue one day ahead of the participants' schedule for a meeting on the terms of reference, a walkthrough of the presentations and the preparation of materials needed for the sessions. Their first meal will be PM snacks of Day 0. On the other hand, participants are expected to be at the venue at 2:00 pm on Day 1 per the schedule reflected in the table above. Their first meal will be PM snacks.

The cost of the board and lodging of the participants, trainers and management team shall be charged to the RO HRDPSF 2023. Travel expenses of the trainers shall be

charged to the SDO HRD funds/ local funds subject to the existing accounting and auditing rules and regulations.

Following this Regional Training of Trainers, the Schools Division Offices are expected to conduct the Training of Teachers on the HOTS PLP for Grades 7 to 10 in Science, Mathematics and English learning areas. The expenses are to be charged to the available SDO HRD Funds/ local funds subject to the existing accounting and auditing rules and regulations. Thus, the approved Division implementation plan with corresponding budget allocation must be submitted to this office on or before August 15, 2023 through email; [mimaropa.region@deped.gov.ph](mailto:mimaropa.region@deped.gov.ph), cf: [mimaropaneap@deped.gov.ph](mailto:mimaropaneap@deped.gov.ph).

For the conduct of the 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, core trainers, national trainers, and program management team for the time rendered.

The following documents are enclosed for reference:

- a. Enclosure 1- Program Matrix
- b. Enclosure 2 – List of Core Trainers, National Trainers and PMT
- c. Enclosure 3 – Terms of Reference
- d. Enclosure 4 – Implementation Plan Template

For questions and concerns, contact the HRDD NEAP-R at [mimaropaneap@deped.gov.ph](mailto:mimaropaneap@deped.gov.ph) or Robert B. Trajano, SEPS, HRDD, NEAP-R at mobile no. 09985539095.

For dissemination and appropriate action.

Enclosure 1:

**Regional Training of Trainers on “Higher Order Thinking Skills Professional Learning Package (HOTS-PLPs) for Science, Mathematics, and English Teachers”**

**PROGRAM MATRIX**

**Day 0, Sunday**

<b>Inclusive Time</b>	<b>Mins</b>	<b>Session</b>
2:00 pm		<b>Arrival of Resource Speakers</b>
3:00pm – 5:00pm		<b>PMT &amp; Trainers Terms of Reference Walkthrough of Sessions</b>

**Day 1, Monday**

<b>Inclusive Time</b>	<b>Mins</b>	<b>Session</b>
8:00am – 12:00 nn		Continuation of the Trainers' Walkthrough of Sessions
1:00 pm		<b>Settling-In/Arrival of the Participants</b>
3:00-3:30 pm	30	Opening Program
3:30-4:40 pm	70	<b>Session 1A:</b> HOTS in the Classroom: Review of Professional Learning Packages Key questions: <ul style="list-style-type: none"> <li>• Which part/s of the HOTS Professional Learning Packages stands out the most for you?</li> <li>• Which part/s seems not clear to you?</li> <li>• How may the HOTS Professional Learning Packages support your work as a school leader?</li> </ul>
4:40-5:10 pm	30	Material: worksheet 1 <b>Session 1B</b> Discussion and sharing of responses

**Day 2, Tuesday**

<b>Inclusive Time</b>	<b>Mins</b>	<b>Session</b>
7:30 – 8:00 am	30	<b>Preliminaries</b>
8:00 –10:00 am	120	<b>Session 2:</b> HOTS in the classroom <ul style="list-style-type: none"> <li>• Introduction to SOLO Model</li> <li>• SOLO Levels: Language and meaning</li> <li>• Session on Bloom Taxonomy</li> </ul> Session on multi-tasking
10:00 – 10:15	15	Health break
10:15-11:15 am	60	<b>Plenary Session 2: continuation</b>
12:00-1:00 pm	120	<b>LUNCH</b>
1:00 pm-1:35	35	<b>Plenary session 3: Check for understanding</b> Material: worksheet 2
1:35- 3:05 pm	90	<b>Session 4: HOTS in the classroom</b>

		<ul style="list-style-type: none"> <li>• Responding to Parking lot questions and/or clarifications</li> </ul>
3:05-4:35 pm	90	<b>Session 4: continuation</b>
4:50-5:00	10	<b>Wrap up</b> <b>Reminder: Evaluation for day 2</b>

### Day 3, Wednesday

Time	Mins	Session
7:30 – 8:00	40	<ul style="list-style-type: none"> <li>• Preliminary</li> <li>• Recap of previous day's session/s</li> <li>• Discussion of results of evaluation for day 1</li> <li>• Transition to new groupings</li> </ul>
8:00 -10:00 pm	120	<b>Session 5: Supporting classroom teaching-learning through Learning Approaches</b>
10:00– 12:00 nn	120	<b>Session 6: Check for understanding</b>
12:00 – 1:00 pm	60	LUNCH BREAK
1:00-2:30 pm	90	<b>Session 7:</b> <b>Supporting HOTS in the Classroom</b> <ul style="list-style-type: none"> <li>• Introducing HOTS learning package presentation of the SOLO-based items</li> <li>• Practice writing items based on the SOLO framework</li> <li>• Practice writing justification/reflection on SOLO-based items</li> </ul>
2:30-3:00 pm	30	<b>Snack</b>
3:00-4:30 pm	90	<b>Session 7: continuation</b> <ul style="list-style-type: none"> <li>• Sharing group and plenary</li> </ul>
4:30 – 4:30	15	<b>Wrap up</b> <b>Reminder: Evaluation for day 2</b>

### Day 4, Thursday

Time	Mins	Session
8:00 – 8:30	30	<ul style="list-style-type: none"> <li>• Preliminary</li> <li>• Recap of previous day's session/s</li> <li>• Discussion of results of evaluation for day 2</li> <li>• Responding to Parking lot questions and/or clarifications</li> </ul>
8:30 – 10:00	90	<b>Session 7: continuation</b>
10:00 – 10:30	30	Health break
10:30 – 12:00	60	<b>Session 7: continuation</b> <ul style="list-style-type: none"> <li>• Sharing</li> </ul>
12:00 – 1:00	60	Lunch
1:00 – 2:30 pm	90	<b>Plenary session 8: Resources for mentors</b> <ul style="list-style-type: none"> <li>• HOTS Professional Learning Packages</li> <li>• “My role as mentor”</li> <li>• Roll out materials: <ul style="list-style-type: none"> <li>➢ Session guide for 4-day roll out OR 2-day roll out</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>➤ Worksheets</li> <li>➤ Slide decks</li> <li>➤ Facilitator's guide</li> <li>● Recommendation for impact study per division</li> </ul>
2:30 – 3:00	30	Break
3:00 – 4:00	90	<b>Plenary Session 8: continuation</b>
4:00 – 4:15	15	<b>Wrap up and Evaluation for Day 4</b>

**Day 5, Friday**

<b>Time</b>	<b>Mins</b>	<b>Session</b>
8:00–8:30 am	30	<ul style="list-style-type: none"> <li>● Preliminary</li> <li>● Recap of previous day's session/s</li> <li>● Discussion of results of evaluation for day 4</li> <li>● Responding to Parking lot questions and/or clarifications</li> </ul>
8:30 – 10:00 am		Finalization of Division Implementation Plan/Synthesis/Wrap Up/Ways Forward/Program Evaluation
10:30 am– 12:00 nn		Closing Program

Enclosure 2 :

**Regional Training of Trainers For The “Higher Order Thinking Skills Professional Learning Package (HOTS-PLPs) for Science, Mathematics and English Teachers”.**

**List of PMT, Core Trainers, and Trainers**

**CLUSTER 1- MIMARO**

**CLASS 1: August 6-11, 2023**

	<b>SCIENCE</b>	<b>Position/Office</b>
<b>PMT</b>	Mariflor B. Musa	CLMD, Regional Office
	Florinda B. Dimansana	HRDD, Regional Office
	Robert Trajano	NEAP R, Regional Office
	Merlen Abante	QAD, Regional Office
	HRDS Staff	SDO, Romblon
<b>Core Trainers</b>	John S. Eviota	CLMD, Regional Office
	Melchor Famorcan	CID, Romblon
<b>Trainers</b>	Eljun F. Delos Reyes	Principal, Romblon
	Johanie T. Andres	Principal, Romblon
	Augusto P. Imperial	Principal, Romblon
	Marlita Vitto	Principal, Marinduque
	Lovelyn C. Torres	MT, Occidental Mindoro

**CLASS 2: August 27 to September 01, 2023**

	<b>MATHEMATICS</b>	<b>Position/Office</b>
<b>PMT</b>	Mariflor B. Musa/ Danilo Padilla	CLMD, Regional Office
	Florinda B. Dimansana	HRDD, Regional Office
	Jun-jun Pabillo	NEAP R, Regional Office
	Laurente Samala	QAD, Regional Office
	HRDS Staff	SDO, Marinduque
<b>Core Trainers</b>	Charity a. Capunitan	CID, Oriental Mindoro
	Florina Madrid	CID, Calapan City
<b>Trainers</b>	Lino P. Penaredonda	Principal, Marinduque
	Marivic L. Zamora	Principal, Marinduque
	Ma. Teresa delos Reyes	PSDS, Calapan City
	Elliezer M. Ribot	HT, Romblon
	Erwin M. Marquez	Principal, Romblon

**CLASS 3: September 3-8, 2023**

	<b>ENGLISH</b>	<b>Position/Office</b>
<b>PMT</b>	Mariflor B. Musa/ Edna C. Oabel	CLMD, Regional Office
	Florinda B. Dimansana	HRDD, Regional Office
	Eric G. Tenoso	NEAP R, Regional Office
	Feejay Dimaculangan	QAD, Regional Office
	HRDS Staff	SDO, Occ. Mindoro
<b>Core Trainers</b>	Raquel P. Girao	CID, Occidental Mindoro
	Jelly Sore	CID, Marinduque

<b>Trainers</b>	Fred Magbanua	Principal, Occ. Mindoro
	Marivel V. Aguda	Principal, Occ. Mindoro
	Ma. Nimfa T. De Guzman	Principal, Occ. Mindoro
	Julie B. Aceveda	Principal, Or. Mindoro
	Elizabeth R. Paralejas	Principal, Marinduque

**Cluster 2 – PALAWAN/PPC**  
**September 10-15, 2023**

<b>CLASS 1</b>	<b>SCIENCE</b>	<b>Position/Office</b>
<b>PMT</b>	Mariflor B. Musa	CLMD, Regional Office
	Florinda B. Dimansana	HRDD, Regional Office
	Eric G. Tenoso	NEAP R, Regional Office
	Feejay Dimaculangan	QAD, Regional Office
	HRDS Staff	SDO, Puerto Princesa City
<b>Core Trainers</b>	John S. Eviota	CLMD, Regional Office
	Christine Heidi S. Garcillano	CID, Palawan
<b>Trainers</b>	Jay M. Aspurias	Principal, Palawan
	Harry D. Castardo	Principal, PPC
	Daniel E. Maquiling	Principal, PPC
	Maribeth Q. Adier	MT, Palawan
	Jecelle A, JAranilla	Principal, Palawan

<b>CLASS 2</b>	<b>MATHEMATICS</b>	<b>Position/Office</b>
<b>PMT</b>	Jun-jun Pabillo	NEAP R, Regional Office
	Melbert S. Broqueza	QAD, Regional Office
	HRDS Staff	SDO, Puerto Princesa City
<b>Core Trainers</b>	Angelica C. San Jose	CID, PPC
	MarieVic Velasco	CID, PPC
<b>Trainers</b>	Mary Jane Virrey	PSDS, Palawan
	Gemma F. Cruz	Principal, Palawan
	Nelbin R. Palao	Principal, PPC
	Evelyn Nodado	Principal, Palawan
	Warlyn P. Rodriguez	HT V, Palawan

<b>CLASS 3</b>	<b>ENGLISH</b>	<b>Position/Office</b>
<b>PMT</b>	Eric G. Tenoso	NEAP R, Regional Office
	Merlen B. Abante	QAD, Regional Office
	HRDS Staff	SDO, Palawan
<b>Core Trainers</b>	Rosalyn C. Gadiano	CID, Palawan
	Jumer B. Solidaga	CID, Palawan
<b>Trainers</b>	Eleanor R. Alfaro	Principal, PPC
	Dario N. Jagmis	Asst. Principal, Palawan
	Amsie A. Aniasco	Principal, Palawan
	Lorna A. Reyes	Principal, Palawan
	Joy E. Galgo	Principal, Palawan

**SUMMARY ON THE TOTAL NUMBER OF PAX PER CLUSTER/ CLASS**

<b>Cluster 1:</b>	<b>No. of Participants</b> <i>4 days</i>	<b>PMT</b> <i>5 days</i>	<b>Core Trainer/s</b> <i>5 days</i>	<b>Trainers</b> <i>5 days</i>	<b>Total Number of Pax</b>
Science	51	5	2	5	63
Math	51	5	2	5	63
English	51	5	2	5	63
<b>Subtotal:</b>	<b>103</b>	<b>15</b>	<b>6</b>	<b>15</b>	<b>189</b>
<b>Cluster 2:</b>					
Science	45	5	2	5	57
Math	46	3	2	5	56
English	47	3	2	5	57
<b>Subtotal:</b>	<b>138</b>	<b>11</b>	<b>6</b>	<b>15</b>	<b>170</b>
<b>TOTAL</b>	<b>291</b>	<b>26</b>	<b>12</b>	<b>30</b>	<b>359</b>

Enclosure 3:

**Regional Training of Trainers on “Higher Order Thinking Skills Professional Learning Package (HOTS-PLPs) for Science, Mathematics, and English Teachers”**

**TERMS OF REFERENCE**

<b>OFFICE / UNIT</b>	<b>ROLE</b>	<b>TERMS OF REFERENCE</b>
HRDD/ NEAP R	Program Manager	<ul style="list-style-type: none"> <li>• Oversees the entire implementation of the program.</li> <li>• Facilitates the meeting on the Terms of Reference one day before the actual conduct of the program for proper coordination and preparation of needed materials.</li> <li>• Ensures that the program is delivered as planned.</li> </ul>
CLMD	Content Manager	<ul style="list-style-type: none"> <li>• Attends the meeting on the discussion of the Terms of Reference on the first day prior to the actual conduct of the training.</li> <li>• Ensures that resource speakers are complete.</li> <li>• Supports the trainers in the delivery of the sessions and assists in the distribution of materials.</li> </ul>
NEAP R/ HRDS	Class Manager/ Program Logistics	<ul style="list-style-type: none"> <li>• Attends the meeting on the discussion of the Terms of Reference on the first day prior to the actual conduct of the training.</li> <li>• Facilitates the morning preliminaries and the management of learning.</li> <li>• Ensures the completeness of learning delivery materials.</li> <li>• Ensures the completeness of documents required of the program e.g. registrations, daily and meals attendance, etc.</li> <li>• Documents daily delivery of the sessions with photos</li> </ul>
QAD	QAME Manager	<ul style="list-style-type: none"> <li>• Attends the meeting on the discussion of the Terms of Reference on the first day prior to the actual conduct of the training.</li> <li>• Conducts orientation of the M&amp;E process to the speakers and participants</li> <li>• Conducts daily evaluation of the activity.</li> <li>• Facilitates daily debriefing sessions at the end of the day based on the results of the daily evaluation.</li> <li>• Monitors and evaluates daily delivery of the sessions.</li> </ul>
Resource Persons/ Speakers	Learning Manager	<ul style="list-style-type: none"> <li>• Attends the meeting on the discussion of the Terms of Reference on the first day prior to the actual conduct of the training.</li> <li>• Delivers the learning sessions during the conduct of the program.</li> <li>• Attends to the participants' concerns and issues regarding the content of the training sessions.</li> </ul>

Enclosure 4:

**Regional Training of Trainers on “Higher Order Thinking Skills Professional Learning Package (HOTS-PLPs) for Science, Mathematics, and English Teachers”**

**IMPLEMENTATION PLAN**

**TRAINING OF GRADES 7 TO 10 TEACHERS FOR HIGHER ORDER THINKING SKILLS PROFESSIONAL LEARNING PROGRAM (HOTS PLP) IN SCIENCE, MATHEMATICS AND ENGLISH**

SDO	TOTAL NUMBER OF TEACHERS			NUMBER OF CLASSES	DATE OF CONDUCT	VENUE	Budget Allocation	Source of Funds
	Science	Math	English					

Prepared by:

\_\_\_\_\_

Funds Available:

\_\_\_\_\_

Approved by:

\_\_\_\_\_



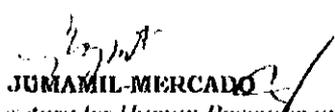
Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY

EDUCATION MANAGEMENT SERVICES DIVISION

**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.

d. The activities to be conducted are as follows:

Title of the Activity	Date and Venue	Participants
Capacity Building for the Core Team of Trainers	16-19 May 2023 ECOTECH Center, Sudlon, Lahug, Cebu City	12 Members • 1 from DED Core Team • 1 from DED 2400 • 1 from DED School Heads • 4 for Regions 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and CAR • 3 for Regions 3, 4, 6, 7, 10, 11, and NCR
National Training of Trainers (Cluster 1) [Science]	19 to 23 June 2023 ECOTECH Center, Sudlon, Lahug, Cebu City	PSDS • 4 for Regions 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and NCR • 3 for Regions 4B and CAR School Heads • 30 per Region
National Training of Trainers (Cluster 2) [Mathematics]	26 to 30 June 2023 ECOTECH Center, Sudlon, Lahug, Cebu City	PSDS • 4 for Regions 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and NCR • 3 for Regions 4B and CAR School Heads • 30 per Region
National Training of Trainers (Cluster 3) [English]	3 to 7 July 2023 ECOTECH Center, Sudlon, Lahug, Cebu City	PSDS • 4 for Regions 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and NCR • 3 for Regions 4B and CAR School Heads • 30 per Region

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 HOPE-PLP 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

v. 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 PLTs
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

vi. The cost of the board and lodging of all the participants shall be charged against FY 2023 HRD Funds of NCAAP – 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.

vii. 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	/	✓	✓	✓	✓	

viii. The regions are requested to officially endorse their participants to the said activities on or before **1 June 2023** via email at [pdld.pdld@pd.gov.ph](mailto:pdld.pdld@pd.gov.ph), copy furnished [ncap.pdld@pd.gov.ph](mailto:ncap.pdld@pd.gov.ph) with the subject line “Region XX HOTS PLTs Core Team Members,” (e.g. Region III HOTS PLTs Core Team Members). Template is enclosed (Enclosure 2).

PEP Year 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

**b. National Training of Trainers**

- i. The National Training of Trainers shall be headed by the Office of the Chief Team of Trainers.
- ii. In the activity, a set of National Trainers shall be capacitated on the content and delivery of the HOD's PEP Program for its respective elementary level.
- 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 NIAP-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 the HRDD Funds of NIAP - 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/ 19 June/ 20 July	19 June/ 20 June/ 21 July	20 June/ 21 June/ 22 July	21 June/ 22 June/ 23 July	22 June/ 23 June/ 24 July	23 June/ 24 June/ 25 July
	Sun	Mon	Tue	Wed	Thu	Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	
PM Snack	✓	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

- 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 to [p.pdd@deped.gov.ph](mailto:p.pdd@deped.gov.ph) with the subject line "Region XX HOIS-PLPs National Trainers." (eg. Region III HOIS-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 Briefs
6. For questions or concerns, please feel free to contact the Professional Development Division of DEAP 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 HOIS-PLPs Concern" (eg. Region III HOIS-PLPs Concern).



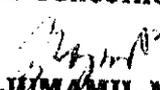
Republika ng Pilipinas  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY**  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**

**DM-OUHROD-2023-0851**

**TO :** Regional Directors  
HRDD Chiefs  
NEAP -- R Focal Persons  
Schools Division Superintendents  
All Others Concerned

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

**SUBJECT :** **List of Priority Professional Development (PD) Programs for Teachers and School Leaders with Activities to be charged against HRD Funds in ROs and SDOs**

**DATE :** June 22, 2023

1. This has reference to DepEd Memorandum No. 12, s. 2023 or the Moratorium on the Implementation of DepEd Order 001, s. 2020 (Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders) and agreements between the National Educators Academy of the Philippines (NEAP) and the Curriculum and Teaching (CT) Strand during the Alignment and Planning Workshop held in NEAP NCR on May 29-June 02, 2023.
2. The moratorium underscores the commitment of the Department to align its programs, projects, and activities to the MATATAG Agenda, which envisions implementing resilient reforms in the curriculum implementation, quality basic education services, maximum provision of education facilities, protection of learner well-being, and development of teacher support programs.
3. During the moratorium, the NEAP-RO/HRDD/SGOD, in coordination with CLMD/CID, shall prioritize the implementation of CT Strand and NEAP Professional Development (PD) programs chargeable to the 2023 Continuing and Current Funds, specifically to the Program Support Funds (PSF) and INSET Funds, viz:

Program/Activities	Target Participants (School Leaders/Teaching-related, Teachers)	Target Date of Conduct	Remarks
<b>A. Higher Order Thinking Skills Professional Learning Packages (HOTS-PLPs) for Mathematics, Science, and English Teachers</b>			



Republika ng Pilipinas  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY**  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**

**DM-OUHROD-2023-0191**

**TO :** Regional Directors  
HRDD Chiefs  
NEAP – R Focal Persons  
Schools Division Superintendents  
All Others Concerned

**FROM :** *[Signature]*  
**GLORIA JUMAMIL-MERCADO,**  
*Undersecretary for Human Resource and Organizational Development*

**SUBJECT :** List of Priority Professional Development (PD) Programs for Teachers and School Leaders with Activities to be charged against HRD Funds in ROs and SDOs

**DATE :** June 22, 2023

1. This has reference to DepEd Memorandum No. 12, s. 2023 or the Moratorium on the Implementation of DepEd Order 001, s. 2020 (Guidelines for NEAP Recognition of Professional Development Programs and Courses for Teachers and School Leaders) and agreements between the National Educators Academy of the Philippines (NEAP) and the Curriculum and Teaching (CT) Strand during the Alignment and Planning Workshop held in NEAP-NCR on May 29-June 02, 2023.
2. The moratorium underscores the commitment of the Department to align its programs, projects, and activities to the MATATAG Agenda, which envisions implementing resilient reforms in the curriculum implementation, quality basic education services, maximum provision of education facilities, protection of learner well-being, and development of teacher support programs.
3. **During the moratorium, the NEAP-RO/HRDD/SGOD, in coordination with CLMD/CID, shall prioritize the implementation of CT Strand and NEAP Professional Development (PD) programs chargeable to the 2023 Continuing and Current Funds, specifically to the Program Support Funds (PSF) and INSET Funds, viz:**

Program/Activities	Target Participants (School Leaders/Teaching-related, Teachers)	Target Date of Conduct	Remarks
<b>A. Higher Order Thinking Skills Professional Learning Packages (HOTS-PLPs) for Mathematics, Science, and English Teachers</b>			

<b>Program/Activities</b>	<b>Target Participants (School Leaders/Teaching-related, Teachers)</b>	<b>Target Date of Conduct</b>	<b>Remarks</b>
1. Conduct of National Training of Trainers (NTOT)	School Leaders/Teaching related	June to July 2023	To be conducted and funded by NEAP Central Office
2. Conduct of Regional Training of Trainers (RTOT)	School Leaders/Teaching related	July 2023	To be conducted and funded by Regional Offices
3. Conduct of Training of Teachers (TOT)/Division Roll Out	Grade 7-10 Teachers	<ul style="list-style-type: none"> <li>• Grade 9 &amp; 10 SY 2022-2023 Yearend Break</li> <li>• Grade 7 &amp; 8 SY 2023-2024 Midterm Break</li> </ul>	To be conducted and funded by Schools Division Offices
4. Conduct of INSET/LAC Sessions	Grade 7-10 Teachers	SY 2023 - 2024	To be conducted by Public Schools
<b>B. Creative Pedagogies/ILT on Literacy and Numeracy -- K to 3 (Division Roll-out for School Heads)</b>			
1. Orientation of Regional Core Team and National Trainers (Virtual/Online)	School Leaders/Teaching related	July 2023	To be conducted and funded by NEAP Central Office
2. Conduct of Regional Training of Trainers (RTOT)	School Leaders/Teaching related	July - August 2023	To be conducted and funded by Regional Offices
3. TA Sessions (National Trainers) - (Virtual/Online)	School Leaders/Teaching-related	August 2023	To be conducted and funded by ABC+
4. Division Roll Out/Conduct of Instructional Leadership Training	School Leaders/Teaching related	September - October 2023	To be conducted and funded by Schools Division Offices

<b>Program/Activities</b>	<b>Target Participants (School Leaders/Teaching-related, Teachers)</b>	<b>Target Date of Conduct</b>	<b>Remarks</b>
5. Progress Monitoring and Technical Assistance	School Leaders/Teaching-related	September to December 2023	To be conducted and funded by NEAP Central Office
6. Learning Conference	School Leaders/Teaching-related	January 2024	To be conducted and funded by NEAP Central Office
<b>C. NQESH Categories B and C</b>			
1. Development of Training Program for NQESH Category B and C School Heads	School Leaders/Teaching-related	August to October (first week) 2023	To be conducted and funded by NEAP Central Office and RO
2. Conduct of Orientation	School Leaders/Teaching-related	October (third week) 2023	To be conducted and funded by RO
3. Conduct of training for NQESH Category B and C School Heads	School Leaders/Teaching-related	October to December 2023	To be conducted and funded by SDO
<b>D. Other Curriculum Strand PD Programs</b>			
<ul style="list-style-type: none"> <li>• Central Office CT Strand cascaded programs</li> <li>• National Reading Program</li> <li>• National Mathematics Program</li> <li>• RO/SDO existing programs on ELLN</li> </ul>	School Leaders/Teaching-related/Teachers	In coordination with CLMD (Region Activities)/CID (Division Activities)	To be conducted and funded by RO/SDO
<b>E. NEAP RO Existing PD Programs aligned with the MATATAG agenda and CT Strand PD Program</b>	School Leaders/Teaching-related/Teachers	c/o NEAP R/HRDD	To be conducted and funded by RO

4. To ensure the effective and efficient implementation of these priority programs, NEAP ROs are directed to conduct a midyear Program Implementation Review (PIR) for FY 2023, which shall include a Program Planning Workshop charged to their HRD Funds.

5. In addition, the Regional and Schools Division implementing offices charging to the HRD Funds shall adjust their Work and Financial Plans/ Program Plans based on these priority programs through their respective Program Management Information System (PMIS).
6. On the other hand, this Office would like to reiterate the use of NEAP Training Facilities as one of the DepEd training venues for workshops, seminars, training, conferences, and other official activities organized and conducted by DepEd to ensure adequate but reasonably priced services and amenities in accordance with DepEd Order no. 043, s. 2022 or the Omnibus Travel Guidelines for All Personnel of the Department of Education. If the above facilities are not available on the basis of certification of the authorized official from these venues, the selection of other venues and facilities shall adhere to existing policies and guidelines on procurement.
7. For more information, please contact the National Educators Academy of the Philippines (NEAP), Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City, through email at [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) cc: [eric.sarmiento003@deped.gov.ph](mailto:eric.sarmiento003@deped.gov.ph) or via telefax number (02) 8638-8638.
8. Immediate dissemination of and strict compliance with this issuance is directed.

**Copy Furnished:**

**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations