



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

02 October 2025

DIVISION MEMORANDUM

No. 699 s. 2025

DIVISION TRAINING ON HIGHER ORDER THINKING SKILLS PROFESSIONAL LEARNING PACKAGES FOR MATHEMATICS, SCIENCE, AND ENGLISH TEACHERS (SY 2025-2026)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In line with **DepEd Order No. 42, s. 2016**–Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education Program and **DepEd Order No. 8, s. 2015** – Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program, the City Schools Division of the City of Tayabas shall conduct **Division Training on Higher Order Thinking Skills Professional Learning Packages for Mathematics, Science, and English Teachers (SY 2025-2026), (with 12.5 CPD Units)** on **October 27-30, 2025** at **St. Jude Cooperative Hotel and Event Center, Diversion Road, Brgy. Isabang, City of Tayabas.**

2. The 4-day training aims to:

- Describe the contents of the HOTS-PLPs;
- Explain the SOLO Framework and relate it to Bloom's Taxonomy;
- Explain how the SOLO Framework is applied in teaching strategies/activities under the identified learning approaches;
- Apply the SOLO Framework in categorizing learner response and formulating assessment items promoting higher-order thinking;
- Identify facilitating and hindering factors in applying the SOLO Framework and using the HOTS-PLP; and
- Draft a workplace application plan.

3. Participants are advised to bring their laptop and an extension wire.

4. Furthermore, they are advised to register through <https://tinyurl.com/PRE-REG-HOTS>, on or before **October 13, 2025**.

5. Expenses for food and accommodation shall be charged against the Human Resource Training and Development (HRTD) Funds. Meanwhile, travel and incidental expenses may be charged against the Maintenance and Other Operating Expenses (MOOE) or other available local funds, subject to fund availability and in accordance with existing accounting and auditing rules and regulations.

6. Attached are Enclosure 1–List of Participants, Enclosure 2–Indicative Training Matrix and Enclosure 3–Program Management Team.
7. Inquiries and clarifications relative to above training may be emailed any of the following: luzvimindacynthiarichelle.quintero@deped.gov.ph, michaelleonard.lubiano@deped.gov.ph, jerome.chavez@deped.gov.ph or luzviminda.saludares@deped.gov.ph.
8. Immediate dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

References: DepEd Order No. 42, s. 2016

DepEd Order No. 8, s. 2015

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

PROFESSIONAL DEVELOPMENT

SGOD- division training on higher order thinking skills professional learning packages for mathematics, science, and english teachers (sy 2025-2026)
SGOFE9H6-003596/October 02, 2025

Enclosure 1

LIST OF PARTICIPANTS

No.	Name	Station
1	Mark Josua J. Francisco	Alsam IS
2	Camille P. Devela	
3	Lorynel C. De Sagun	
4	Regbert N. Oabel	Busal IS
5	Jeric C. Gabarda	
6	Aira Miguelle D. Remolona	
7	Lilibeth B. Vargas	Calumpang IS
8	Aileen B. Panganiban	
9	Mayzel P. Alcantara	
10	Mary Joy V. Jumawan	
11	Honesto P. Caagbay, Jr.	Dapdap IS
12	Mariel D. Rea	
13	Jewel S. Olivera	
14	Mary Grace M. Cabili	Eugenio Francia IS
15	Hannah Hazel V. Dullar	
16	Anje Rose Lames	
17	Emelia R. Eclarin	
18	Mariz M. Rozol	Ilasan IS
19	Anvi D. Melendres	
20	Desiree V. Ramiro	
21	Michael M. Safred	Mate IS
22	John Michael D. Oliva	
23	Ara Angela A. Gaytano	
24	Evelyn R. Palambiano	Mayuwi IS
25	Marcos L. Palma Jr.	
26	Glazy Kae N. Navajas	
27	Ronaldo S. Navajas	
28	Joel N. Dela Cruz	Pandakake IS
29	Jorinne Priela	
30	Renalyn S. Quejada	
31	English Teacher	
32	Democrito C. Cabile Jr.	Buenaventura Alandy NHS
33	Syrelle D. Banagan	
34	Judy Ann S. Dalmacio	
35	A'leah C. Guarda	
36	Alvin M. Cabalsa	
37	Charlene R. Rago	
38	Cherry G. Hugo	
39	Jefferson V. Amparo	
40	Rona C. Elarco	
41	Eliz E. Marquez	
42	Jojo J. Oabel	
43	Mary Grace M. Aco	
44	Wilson C. Ramos	
45	Christine Jane A. Ragos	
46	Joe Victoria B. Daelo	
47	Laarni Q. Lachica	
48	Jeric M. Mirandilla	

49	Geraldine M. Constantino	
50	Monina Grace M. Villa	
51	Adrian D. Maano	
52	Marian A. Gaurano	Rosario Quesada INHS
53	Anna B. Dañez	
54	Joane D. Galapati	
55	Rempson P. Sumilang	
56	Jecel N. Cabanas	
57	Rodchielle G. Caagbay	
58	Aleah Suzane Villanueva	West Palale NHS
59	Eden D. Matalog	
60	Nerish Moreno	
61	Shina P. Reyes	
62	Melca Joy R. Tutor	
63	Joy B. Go	
64	Rashel C. Alpay	Talolong IS
65	Jena N. Aloner	
66	Adrian Naynes	
67	Joel M. Bregondo Jr.	
68	Vivian A. Saavedra	Tayabas City NHS
69	Rhoda B. Salipande	
70	Larvin O. Labrada	
71	Michael Leonard D. Lubiano	Curriculum Implementation Division (CID)
72	L.C. Richelle F. Quintero	CID
73	Nerissa G. Pasatiempo	Dapdap IS
74	Leah P. San Diego	Buenaventura Alandy NHS
75	Jacinta R. Abulencia	Luis Palad IHS
76	Nelda L. Oabel	
77	Edwin R. Rodriguez	CID
78	Jerome A. Chavez	CID
79	Mikael Sandino T. Andrey	CID
80	Christian J. Bables	CID
81	Joseph Jay U. Aureada	CID
82	Louie L. Fulleo	CID
83	Mildred Z. Galleno	CID
84	Sherwin C. Quesea	CID
85	Generosa F. Zubieta	CID
86	Teofila Ocumin	CID
87	Luzviminda E. Saludaes	School Governance and Operations Division (SGOD)
88	La Trisha R. Dalit	SGOD
89	Montano L. Agudilla Jr.	SGOD
90	Jerome A. Javin	Office of the Schools Division Superintendent (OSDS)
91	Lailani T. Omlas/Mariles F. Contreras/ Alelie Padillo	SGOD
92	Herbert D. Perez	OSDS
93	Celedonio B. Balderas Jr.	OSDS

Enclosure 2

**Division Training on Higher Order Thinking Skills Professional Learning
Packages for Mathematics, Science, and English Teachers
St. Jude Cooperative Hotel and Event Center
October 27-30, 2025**

Session No.	Duration (minutes)	Day & Time	Topic	Resource Person
Arrival and Registration	60	Day 1 (8:00-9:00 am)	---	PMT
Opening Program	60	Day 1 (9:00-10:00 am)	<ul style="list-style-type: none"> • 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	Michael Leonard D. Lubiano EPS Science
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)	Michael Leonard D. Lubiano EPS Science
Session 2A	60	Day 1 1:30-2:30	SOLO and HOTS in the Classroom <ul style="list-style-type: none"> • Multi-tasking • LOTS and HOTS 	L.C. Richelle F. Quintero EPS English
Health Break	30	Day 1 2:30-3:00		

Session 2B	60	Day 1 3:00-4:00	SOLO and HOTS in the Classroom <ul style="list-style-type: none"> • Bloom's Taxonomy and its applicability in teaching- learning and its limitations and concerns • Overview of SOLO taxonomy • SOLO 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 	L.C. Richelle F. Quintero EPS English
Wrap-up/ Reminders/ Debriefing	30	Day 1 4:00-4:30 pm		
Management of Learning	30	Day 2 8:00-8:30 am	<ul style="list-style-type: none"> • Nationalistic Song • Ecumenical Prayer • Energizer • Recap • Reminders 	PMT
Clearing House	30	Day 2 8:30 - 9:00 am	Question and Answer	PMT
Session 2B (Continuation)	60	Day 2 9:00-10:00 am	SOLO and HOTS in the Classroom	L.C. Richelle F. Quintero EPS English
Health Break	30	Day 2 10:00-10:30 am		
Session 2C	90	Day 2 10:30-12:00	<ul style="list-style-type: none"> • Higher Order Thinking Skills (HOTS) in the Classroom • Words Used for Lower and Higher Levels in the Original SOLO Model • SOLO in Assessment 	Nerissa G. Pasatiempo T III Leah P. San Diego T II Jacinta R. Abulencia MT I

			(Qualitative, Closed-Items, Open-Ended Items, Writing a Super Item)	
Lunch Break	60	Day 2 12:00 - 1:00 pm		
Session 2C (Continuation)	30	Day 2 1:00-1:30		Nerissa G. Pasatiempo T III Leah P. San Diego T II Jacinta R. Abulencia MT I
Session 3	60	Day 2 1:30-2:30	Learning Approaches that support SOLO and HOTS in the Classroom	Nerissa G. Pasatiempo T III Leah P. San Diego T II Nelda L. Oabel MT I
Health Break	30	Day 2 2:30 -3:00 pm		
Session 3 (Continuation)	90	Day 2 3:00 - 4:30		Nerissa G. Pasatiempo T III Leah P. San Diego T II Nelda L. Oabel MT I
Wrap-up/ Reminders/ Debriefing	30	Day 2 4:30-5:00		
Management of Learning	30	Day 3 8:00-8:30	● Nationalistic Song	PMT

			<ul style="list-style-type: none"> • Ecumenical Prayer • Energizer • Recap • Reminders 	
Clearing House	30	Day 3 8:30-9:00	Question and Answer	PMT
Session 4A	30	Day 3 9:00 - 9:30 am	HOTS in Practice *Worksheet 4A	Nerissa G. Pasatiempo T III Leah P. San Diego T II Nelda L. Oabel MT I
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	Nerissa G. Pasatiempo T III Leah P. San Diego T II Jacinta R. Abulencia MT I
Session 4C	60	Day 3 11:00 - 12:00 pm	HOTS in Practice *Worksheet 4C	Nerissa G. Pasatiempo T III Leah P. San Diego T II Jacinta R. Abulencia MT I
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	Nerissa G. Pasatiempo T III Leah P. San Diego T II

				Jacinta R. Abulencia MT I
Session 4D	60	Day 3 1:30 - 2:30 pm	HOTS in Practice *Worksheets 4D	Nerissa G. Pasatiempo T III Leah P. San Diego T II Nelda R. Oabel MT I
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	Nerissa G. Pasatiempo T III Leah P. San Diego T II Nelda R. Oabel MT I
Wrap-up/ Reminders/ Debriefing	30	Day 3 4:00-4:30		
Management of Learning	30	Day 4 8:00-8:30 am	<ul style="list-style-type: none"> • Nationalistic Song • Ecumenical Prayer • Energizer • Recap • Reminders 	PMT
Clearing House	30	Day 4 8:30-9:00 am		PMT
Session 5	60	Day 4 9:00-10:00 am	Workplace Application Plan	Michael Leonard D. Lubiano EPS Science
Health Break	30	Day 4 10:00-10:30 am		
Session 6	60	Day 4 10:30-11:30 am	Force Field Analysis	Michael Leonard D. Lubiano EPS Science

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	Professional Learning Community (PLC) in Schools	L.C. Richelle F. Quintero EPS English
Closing Program	120	Day 4 2:00 - 4:00 pm	<ul style="list-style-type: none"> • Nationalistic Song • Ecumenical Prayer • Insights • Challenge • Accepting the Challenge/ Pledge of Commitment • Closing Remarks • Daily Evaluation • Reminders 	PMT

Enclosure 3

PROGRAM MANAGEMENT TEAM

Overall Chairperson: Celedonio B. Balderas, Jr.

Schools Division Superintendent

Co-Chairpersons: Herbert D. Perez – Assistant Schools Division Superintendent

Edwin R. Rodriguez – CES-CID

Imelda C. Raymundo – CES-SGOD

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Luzviminda E. Saldares	<ul style="list-style-type: none"> - Oversees the implementation of the entire program. - Orients the PMT on their terms of reference and details of the program design - Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards - Leads in crafting the Program Completion Report
Learning Managers	L.C. Richelle F. Quintero Michael Leonard D. Lubiano Jerome A. Chavez	<ul style="list-style-type: none"> - Lead the conduct of the program Ensure that the program is carried out based on the detailed design in collaboration with the resource persons - Prepare and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs - Facilitate management of learning activities as scheduled and as nee
Resource Speakers/ Facilitators	Michael Leonard D. Lubiano L.C. Richelle F. Quintero Nerissa G. Pasatiempo Leah P. San Diego Jacinta R. Abulencia Nelda L. Oabel	<ul style="list-style-type: none"> - Apply effective presentation and facilitation techniques in conducting assigned sessions - Provide expert content input during learning sessions
M&E Officer	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT

		<ul style="list-style-type: none"> - 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 debriefing - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation - Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Documenter/ Secretariat	La Trisha Dalit Jerome A. Javin	<ul style="list-style-type: none"> - Documents the proceedings of the learning sessions using the prescribed documentation template - Take photos of the different parts of the program delivery
		<ul style="list-style-type: none"> - Attends to registration needs of learners/participants - Ensures that the learners/participants fill up attendance sheets - Assists in the distribution of learning materials and supplies - Assists in the collection of session outputs - Compiles session documents and learning resource materials
Physical Arrangement	Food/Venue Supplier	<ul style="list-style-type: none"> - Prepares the venue as to the prescribed arrangement - Arranges the needed material for the activities

		<ul style="list-style-type: none"> - Ensures the cleanliness of the area before and after the conduct of the activity
Logistics Officer	Luzviminda A. Saldares	<ul style="list-style-type: none"> - Ensures the quality, adequacy, and availability of facilities and resources to support the successful implementation of the program - Leads the ocular inspection of venues to ensure adherence to standards and specifications - Checks that venue are always ready for use and conducive to learning - Ensure that training adheres to ethical considerations
Welfare Officer	Lailani T. Omlas/Mariles F. Contreras/ Alelie Padillo	<ul style="list-style-type: none"> - Ensures that provisions for inclusion, safety, security, health and wellness of participants, PMT, 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 persons (including incidents of social exclusion, sexual harassment, etc.)
Finance Officer/s	Benjamin A. Millares Agnes M. Luzadas	<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 follows up fund disbursement with appropriate offices

		<ul style="list-style-type: none">- Monitors and documents all disbursements against budget to support liquidation- Liquidates all fund disbursement and prepares a financial report
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