



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
SGOD-2024- 044

To: : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisor
Program Holders (SGOD & CID)
Public School Heads
School LAC Coordinators

Subject : **PROVISION OF TECHNICAL ASSISTANCE ON THE PREPARATION FOR THE PRC-CPD PROGRAM ACCREDITATION**

Date : January 22, 2024

This is in reference to **“Continuing Professional Development Act of 2016” (RA No. 10912)** mandating the establishment and implementation of a CPD Program to all registered and licensed professionals as a means of ensuring their continuous development and updating of their knowledge and skills.

In line with the commitment to uphold and enhance the professional development and competence of our educators in their respective fields, this Memorandum informs the involve personnels for the upcoming **Provision of Technical Assistance on the Preparation for the PRC-CPD Program Accreditation** on February 7-8, 2024 at the Division Office Conference Hall. This activity aims to:

- 1. Give an overview of the PRC-CPD program accreditation requirements.
- 2. Provide technical assistance and facilitate the preparation of documents for submission to the PRC.

Below is a schedule for TA provision on the preparation for the PRC-CPD Program Accreditation application:

Date	Time	Participants
February 7, 2024	9:00 am -11:00 noon	Secondary School Heads, Secondary Schools LAC Coordinators, Secondary Schools PSDSs & Program Holders (SGOD & CID)
	2:00 pm – 4:00 pm	Digos South and Digos Occidental District School Heads, LAC Coordinators and PSDSs
February 8, 2024	9:00 am -11:00 noon	Digos Oriental and Mt. Apo District School Heads, LAC Coordinators and PSDSs

Enclosed: As stated
SGOD/jsa





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	2:00 pm – 4:00 pm	Program Holders (SGOD & CID)
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All Teachers affected of the schedule are required to shift to flexible/blended learning instructions.

Attached are PRC-CPD Program Accreditation Requirements, for ready reference.

Travel and other incidental expenses shall be charged to local funds subject to the usual accounting and auditing rules and procedures.

Immediate dissemination of this Memorandum is desired.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC – Schools Division Superintendent

Schools Division of Digos City
RECORDS SECTION

24-115640
DATE: JAN 24 2024 TIME: 1:12pm
BY: *[Signature]*

Enclosed: As stated
SGOD/jsa



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(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
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Accreditation of CPD Program

Title: Training on Higher Order Thinking Skills – Professional Learning Packages (HOTS – PLPs) for English, Science and Mathematics Teachers

PQF Level: 7

I. Specific Course Objective Stating Competencies to be gained from the program	II. Specific Assessment/Evaluation Tool for each Course Objective
Describe the contents of the HOTS-PLPs	Worksheet 1
Explain the SOLO Framework and relate it to Bloom’s Taxonomy	Worksheet 2
Explain how the SOLO Framework is applied in teaching strategies/activities under the identified learning approaches	Worksheet 3
Apply the SOLO Framework in categorizing learner response and formulating assessment items promoting higher-order thinking	Worksheet 4A, 4B, 4C, 4D
Identify facilitating and hindering factors in applying the SOLO Framework and using the HOTS-PLP	Force Field Analysis and Action Planning Template
Draft a workplace application plan	Work Action Plan Template

III. Program of Activities

Day and Time	Topic / Activity	Speaker
DAY 1		
January 25, 2024 8:00 AM - 9:00 AM	OPENING PROGRAM • National Anthem • Ecumenical Prayer • Acknowledge of Participants • Activity Norms • Welcome/ Inspirational Messages • Leveling of Expectations • Activity Objectives and Matrix • Photo Documentation • Reminders	PMT: Christine Marie Basan Head Teacher III La Filipina NHS
January 25, 2024 9:00 AM – 9:15 AM	HEALTH BREAK	
January 25, 2024 9:15 AM – 9:30 AM	PRE-TEST	
BREAKOUT		
January 25, 2024 9:30 AM – 10:30 AM	Session 1 Walk-through of Resources • Teacher’s Resource and Mentor’s Guide	Science Group Dr. Mervin G. Salmon PSDS CID Mathematics Group Mr. Ricardo Remoreras PSDS CID English Group Dr. Christine C. Bagacay Chief ES

		CID
January 25, 2024 10:30 AM – 12:00 NN	Session 2A SOLO and HOTS in the Classroom • Multi-tasking • LOTS and HOTS	Science Group Dr. Maria Elena Ferido PSDS CID Mathematics Group Dr. Daniel Tababa PSDS CID English Group Dr. Nancy B. Gonzales Principal II La Filipina NHS
Lunch Break		
January 25, 2024 1:00 PM – 2:30 PM	Session 2B 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 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	Science Group Dr. Maria Elena Ferido PSDS CID Mathematics Group Dr. Jasmine Nesperos Principal III JTJMNHS English Group Dr. Nancy B. Gonzales Principal II La Filipina NHS

Health Break		
January 25, 2024 3:00 PM – 4:30 PM	Session 2C SOLO and HOTS in the Classroom • 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)	Science Group Ms. Adelfa Miguel Principal II Laureta NHS Mathematics Group Mr. Ebus Sandukan Asst. School Principal II Canocotan NHS English Group Mrs. Ellen Alferez Asst. School Principal II TCRASH
January 25, 2024 4:30 PM-5:00 PM	Wrap-up/ Reminders/ Debriefing	PMT
January 26, 2024 8:00 AM-8:30 AM	• Nationalistic Song • Ecumenical Prayer • Energizer • Recap • Reminders	PMT
January 26, 2024 8:30 AM-12:00 NN	Session 3 Learning Approaches that support SOLO and HOTS in the Classroom	Science Group Christine Marie Basan Head Teacher III La Filipina NHS Mathematics Group

		Dr. Jeffrey C. Villarosa Principal IV TCNHS English Mr. Herdin Gray Cutab Head Teacher III JTJMNHS
January 26, 2024 12:00 PM- 1:00 PM	Lunch Break	
January 26, 2024 1:00 PM- 2:30 PM	Session 4A HOTS in Practice *Worksheet 4A	Science Group Felannie M. Caasi Principal I Magdum NHS Mathematics Group Ana Mae Engay Head Teacher III La Filipina NHS English Group Dr. Joy Pagdilao Head Teacher VI TCNHS
January 26, 2024 2:30 PM-3:00 PM	Health Break	
January 26, 2024 3:00 PM -4:30 PM	Session 4B HOTS in Practice *Worksheet 4B"	Science Group Dr. Geraldine Canlas PSDS CID

		Mathematics Group Mrs. Shiela Amor Pajo Head Teacher VI TCNHS English Group Fernando Tocmo Head Teacher III Laureta NHS
January 26, 2024 4:30 PM-5:00 PM	Wrap-up/Reminders/ Debriefing	PMT
January 27, 2024 8:00 AM-8:30 AM	• Nationalistic Song • Ecumenical Prayer • Energizer • Recap • Reminders	PMT
January 27, 2024 8:30 AM-9:00 AM	Clearing House	PMT
January 27, 2024 9:30 AM-10:30 AM	Session 4C HOTS in Practice *Worksheet 4C	Science Group Oliver Gumapac Asst. School Principal II Busaon IS Mathematics Group Dr. Sorayda Mama Asst. School Principal II Pandapan IS English Group Khristal Pacres-Aguilar Head Teacher III

		La Filipina NHS
January 27, 2024 10:30 AM-12:00 NN	Session 4D HOTS in Practice *Worksheet 4D	Science Group Noel Escobal Asst. School Principal II Liboganon IS Mathematics Group Dr. Jasmine Nesperos Principal III JTJMNHS English Group Karen Mae Lacson Master Teacher I La Filipina NHS
January 27, 2024 12:00 NN- 1:00 PM	Lunch Break	
January 27, 2024 1:00 PM-2:00 PM	Session 5 Force Field Analysis	Science Group Dr. Mervin Salmon PSDS CID Mathematics Group Dr. Charlyn Emata EPS – LRMS CID English Group Dr. Anecita Lumamba Master Teacher II

		TCNCHS
January 27, 2024 2:00 PM-4:00 PM	Session 5 Work Action Plan	Eduard Mark A. Bautista SEPS - HRD
January 27, 2024 4:00 PM-4:30 PM	Wrap-up/Reminders/ Debriefing	PMT
PLENARY SESSION		
January 27, 2024 4:30 PM-5:00 PM	Closing Program • Nationalistic Song • Ecumenical Prayer • Insights • Challenge • Accepting the Challenge/ Pledge of Commitment • Closing Remarks • Daily Evaluation • Reminders	Khristal Pacres-Aguilar Head Teacher III La Filipina NHS



TEMPLATE FOR INSTRUCTIONAL DESIGN OF PROPOSED CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM

CPD Council for PROFESSIONAL TEACHERS

- I. Course/Program Title:
- II. Course/Program Brief Description:
- III. Proposed PQF level:
- IV. Particular Continuing Professional Competency/ies:
- V. Content Details:

Sub-Topics and Time Allotment for every topic (in hours)	Area of CPD Activity (Ethics = 5 CUs Professional Development = 40 CUs in a compliance period)	Expected Learning Outcomes	Activities to Achieve Learning Outcomes	Assessment Strategies including, Assessment Tools	Requirements/Outputs

- VI. Financial Projection:
 - A. Expected Number of Participants:
 - B. Proposed Charge per Participant:
 - C. Relevant Details in Support of the Financial Viability of the Program

Printed Name and Signature of Official Proponent

Position

Proposing Agency/Association



RESUME OF RESOURCE PERSON

CPD COUNCIL OF/FOR _____

RECENT 2X2
PICTURE (color
photo with white
background)

☐ Principal ☐ Alternate ☐ Substitute

Part I. Personal Circumstances				
Name:		Nickname:		
Residence Address:		Contact Details		
Business Address:		Landline No.:		
		Mobile No. 1:		
		Mobile No. 2:		
		Email Add.:		
Nationality/Citizenship:				
Note: The CPD Council shall be informed of any change/s on resource person/s at least 10 days before the CPD program offering. Substitute resource person may submit this duly accomplished form three (3) days from the completion of the CPD program.				
Part II. Track Record				
Major Competency Areas	Specialization		Sub-Specialization	
Relevant Seminars/Training Programs Conducted in the last five (5) years		Relevant Seminars/Training Programs Attended in the last five (5) years		
Date	Title of the Program	Date	Title of the Program	
Major Achievements, Citations, Recognition and Awards				
Date	Title	Awarding Body		
Part III. Education and Employment				
Educational Background	Name of School/University	Address	Inclusive Dates	Degree Earned
College				
Post-Graduate				
Work Experience: Five (5) most recent	Position	Agency/Company		Inclusive Dates

Part IV. Other Relevant Information							
Profession/s		License No.		Issued on:		Valid until:	
AIPO Membership		National/Chapter		Position		Date	
Other Major Affiliations (Professional, Civic)		National/Chapter		Position:		Date	
I hereby certify that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize PRC and other agencies to investigate the authenticity of all the documents presented. I am agreeing to the PRC Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto. _____ Signature Over Printed Name _____ Date				[Electronically paste here your scanned PRC ID for professionals or other government-issued or company ID]			



Certificate

Presented to

NAME

as

ROLE

(if Resource Person, include the topic discussed or presented)

on the

TITLE OF THE PROGRAM

VENUE

DATE OF CONDUCT

PROGRAM ACCREDITATION NUMBER

APPROVED CREDIT UNITS

SIGNATURE OVER PRINTED NAME

(DESIGNATION)

Training on HOTS-PLP for English, Science, and Mathematics Teachers

ACTIVITY MATRIX

Session No.	Duration	Day & Time	Topic	Resource Person
Registration	30 minutes	Day 1 (7:30-8:00 am)		PMT: Eduard Mark A. Bautista SEPS - HRD SGOD Ivy A. Palomo EPS II – HRD SGOD
Opening Program	60 mins	Day 1 (8:00-9:00 am)	- National Anthem - Ecumenical Prayer - Acknowledge of Participants - Activity Norms - Welcome/ Inspirational Messages - Leveling of Expectations - Activity Objectives and Matrix - Photo Documentation - Reminders	PMT: Christine Marie Basan Head Teacher III La Filipina NHS
Health Break	15 mins	Day 1 9:00-9:15 am		
Pretest	15 mins	Day 1 9:15-9:30 am		PMT/OD
BREAK OUT SESSIONS				
Session 1	60 mins	Day 1 9:30 am-10:30 am	Walk-through of Resources Teacher's Resource and Mentor's Guide	Science Group Dr. Mervin G. Salmon PSDS CID Mathematics Group Mr. Ricardo Remoreras PSDS CID English Group Dr. Christine C. Bagacay Chief ES CID
Session 2A	90 minutes	Day 1 10:30-12:00	SOLO and HOTS in the Classroom - Multi-tasking - LOTS and HOTS	Science Group Dr. Maria Elena Ferido PSDS CID Mathematics Group Dr. Daniel Tababa PSDS CID English Group Dr. Nancy B. Gonzales Principal II La Filipina NHS
Lunch Break	60 mins	Day 1 12:00-1:00		

Session 2B	90 minutes	Day 1 1:00-2:30	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 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	Science Group Dr. Maria Elena Ferido PSDS CID Mathematics Group Dr. Jasmine Nesperos Principal III JTJMNHS English Group Dr. Nancy B. Gonzales Principal II La Filipina NHS
Health Break	30 mins	Day 1 2:30-3:00		
Session 2C	90 mins	Day 1 3:00-4:30	- 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)	Science Group Ms. Adelfa Miguel Principal II Laureta NHS Mathematics Group Mr. Ebus Sandukan Asst. School Principal II Canocotan NHS English Group Mrs. Ellen Alferez Asst. School Principal II TCRASH
Wrap-up/ Reminders/ Debriefing	30 mins	Day 1 4:30-5:00 pm		
Management of Learning	30 mins	Day 2 8:00-8:30 am	- Nationalistic Song - Ecumenical Prayer - Energizer - Recap - Reminders	PMT
Session 3	60 mins	Day 2 8:30-12:00	Learning Approaches that support SOLO and HOTS in the Classroom	Science Group Christine Marie Basan Head Teacher III La Filipina NHS Mathematics Group Dr. Jeffrey C. Villarosa Principal IV TCNHS English Mr. Herdin Gray Cutab Head Teacher III JTJMNHS
Lunch Break	60 mins	Day 2 12:00 - 1:00 pm		
Session 4A	30 mins	Day 3 1:00 - 2:30 am	HOTS in Practice *Worksheet 4A	Science Group Felannie M. Caasi Principal I Magdum NHS Mathematics Group Ana Mae Engay Head Teacher III La Filipina NHS English Group Dr. Joy Pagdilao Head Teacher VI TCNHS
Health Break	30 mins	Day 2 2:30 -3:00 pm	Health Break	
Session 4B	90 mins	Day 3 3:00 am -4:30 pm	HOTS in Practice *Worksheet 4B	Science Group Dr. Geraldine Canlas PSDS

				CID Mathematics Group Mrs. Shiela Amor Pajo Head Teacher VI TCNHS English Group Fernando Tocmo Head Teacher III Laureta NHS
Wrap-up/ Reminders/ Debriefing	30 mins	Day 2 4:30-5:00		
Management of Learning	30 mins	Day 3 8:00-8:30	• Nationalistic Song • Ecumenical Prayer • Energizer • Recap • Reminders	
Clearing House	30 mins	Day 3 8:30-9:00		
Session 4C	90 mins	Day 3 9:00 - 10:30 pm	HOTS in Practice *Worksheet 4C	Science Group Oliver Gumapac Asst. School Principal II Busaon IS Mathematics Group Dr. Sorayda Mama Asst. School Principal II Pandapan IS English Group Khristal Pacres-Aguilar Head Teacher III La Filipina NHS
Session 4D	90 mins	Day 3 10:30 - 12:00 pm	HOTS in Practice *Worksheets 4D	Science Group Noel Escobal Asst. School Principal II Liboganon IS Mathematics Group Dr. Jasmine Nesperos Principal III JTJMNHS English Group Karen Mae Lacson Master Teacher I La Filipina NHS
Lunch Break	60 mins	Day 3 12:00 - 1:00 pm		
Session 5	60 mins	Day 4 1:00-2:00 pm	Force Field Analysis	Science Group Dr. Mervin Salmon PSDS CID Mathematics Group Dr. Charlyn Emata EPS – LRMS CID English Group Dr. Anecita Lumamba Master Teacher II TCNCHS
Session 6	120 mins	Day 4 2:00-4:00 pm	Work Application Plan	Science Group Dr. Honey Lynne Boyles EPS CID Mathematics Group Dr. Maria Fe Sibuan EPS

				CID English Group Harley Aglosolos EPS CID
Wrap-up/ Reminders/ Debriefing	30 mins	Day 3 4:00-4:30		
PLENARY SESSION				
Closing Program	60 mins	Day 3 4:00 - 5:00 pm	• Nationalistic Song • Ecumenical Prayer • Insights • Challenge • Accepting the Challenge/ Pledge of Commitment • Closing Remarks • Daily Evaluation • Reminders	PMT: Khrystal Pacres-Aguilar Head Teacher III La Filipina NHS

	Professional Regulation Commission
	FINANCIAL PLAN FOR APPLIED PROGRAM FOR CPD ACCREDITATION

Fill out all colored cells. Wrap text and adjust the row height, if necessary

NAME OF THE PROVIDER:	Department of Education-National Educators Academy of the Philippines, Davao Region
TITLE OF THE PROGRAM:	Regional Training of Trainers (RTOT) on Higher Order Thinking Skills-Professional Learning Packages (HOTS-PLPs) for Science, Mathematics and English

TYPE OF PROGRAM			
☒ Seminar/ Workshop/ Forum	☐ Learning Sessions in Convention	☐ Educational Tour	☐ Others, Please specify below:
MODE OF PROGRAM CONDUCT:		☒ Face-to-Face	☐ Online

CPD COUNCIL/S THIS APPLICATION IS SUBMITTED	
CPD Council/s of/for:	
SPECIFIC DATE/S OF OFFERING:	
VENUE/ONLINE PLATFORM:	
TARGET NO. OF PARTICIPANTS:	
PROPOSED REG. FEE PER PARTICIPANT:	
TOTAL REGISTRATION FEES TO BE COLLECTED:	₱ -

BREAKDOWN OF EXPENSES			
EXPENSE ITEMS		SPECIFICATIONS OF EXPENSES	AMOUNT
1	Venue/Online Platform		
2	Meals		
3	Honoraria:		
	a. Speaker (or panel of experts)		-
	b. Facilitator		-
	c. Moderator/ Master of Ceremony		-
	d. Secretariat		-
4	Itemized Materials (e.g. handbook/handouts, certificates, pencil and papers, seminar kits, ink for printers)		
5	Advertising Expenses		
6	Transportation:		
	a Speaker/s		-
	b Staff		-
7	Accommodation (For the Speaker/s)		-
8	Processing Fee of CPD		-
9	Supplies and Equipment		
10	Laboratory		
11	VAT (12%)	N/A	-

12	Entrance Fees (For museum, heritage/historical sites, cultural centers, exhibits, geographical sites, other sites, etc.)		-
13	Tour Guide/Facilitator's Fee		-
14	Miscellaneous (Please specify the items)	1. 2.	-
TOTAL EXPENSES INCLUSIVE OF VAT			P -
TOTAL EXPENSES EXCLUSIVE OF VAT			P -
ALLOWABLE REGISTRATION FEE PER PARTICIPANT*			#DIV/0!

*and shall be within the range provided on "Matrix of Registration Fees"

Note:

- 1 The currency to be used shall be Philippine Peso (PhP.)
- 2 For any of the listed expenses not applicable to the applied program, put N/A.
- 3 CPD Providers shall provide/attach justification if the Registration Fee is beyond that provided in the matrix, subject to the evaluation and approval of the concerned CPD Council.

Section 4. Matrix of Registration Fees - the CPD providers shall be guided by the following matrix of registration fees:

A. Face-to-Face Programs

ACTIVITY		VENUE	NO. OF PARTICIPANTS	NO. OF DAYS	RANGE OF REGISTRATION FEE
1	Conventions/ Conferences	Hotel	1,001 and above	3	P 2,600-P 3,500
2	Conventions/ Conferences	Hotel	Up to 1,000	3	P 3,000-P 4,000
3	Conventions/ Conferences	Hotel	1,001 and above	2	P 2,000-P 2,800
4	Conventions/ Conferences	Hotel	Up to 1,000	2	P 2,300-P 3,000
5	Seminars	Hotel	101 and above	2	P 2,300-P 3,000
6	Seminars	Hotel	Up to 100	2	P 2,600-P 3,400
7	Seminars	Other than Hotel	101 and above	2	P 2,000-P 2,800
8	Seminars	Other than Hotel	Up to 100	2	P 2,300-P 3,000
9	Seminars	Hotel	Up to 100	1	P 800-P 1,700
10	Seminars	Other than Hotel	Up to 100	1	P 700-P 1,500

B. Online Programs

ACTIVITY		NO. OF PARTICIPANTS	NO. OF DAYS	RANGE OF REGISTRATION FEE
1	Conventions/ Conferences	1,001 and above	3	P 400 - P 500
2	Conventions/ Conferences	Up to 1,000	3	P 500 - P 600
3	Conventions/ Conferences	1,001 and above	2	P 600 - P 700
4	Conventions/ Conferences	Up to 1,000	2	P 700 - P 800
5	Seminars	501 and above	2	P 700 - P 800
6	Seminars	Up to 500	2	P 800 - P 900
7	Seminars	501 and above	1	P 350 - P 450
8	Seminars	Up to 500	1	P 400 - P 500

CPD Providers shall provide a justification if the Registration Fee is beyond that provided in the matrix, subject to the evaluation and approval of the concerned CPD Council.