



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

October 28, 2025

DIVISION MEMORANDUM

No. 390, s. 2025

**DIVISION TRAINING- WORKSHOP FOR PROFICIENT AND HIGHLY
PROFICIENT TEACHERS ON DEVELOPING SOLO (STRUCTURE
OF THE OBSERVED LEARNING OUTCOME) ASSESSMENT
SKILLS FOR EFFECTIVE TEACHING**

To: Assistant Schools Division Superintendents
Curriculum Implementation Division Chief
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary/Secondary School Heads
All Others Concerned

1. In line with the Schools Division's continuous capacity-building efforts to strengthen teachers' assessment literacy and ensure the effective implementation of **SOLO (Structure of Observed Learning Outcomes) Assessment**, all districts are directed to conduct a **District In-Service Training (DIST)** as a follow-up activity to the recently conducted **Division Training on SOLO Assessment**.
2. The District INSET aims to:
 - Cascade the key concepts, frameworks, and strategies learned during the Division Training on SOLO Assessment;
 - Equip teachers with practical skills in designing assessment tasks aligned with the SOLO taxonomy; and
 - Foster a community of practice that promotes evidence-based assessment and learning progression.
3. The District INSET shall be **conducted on any day from November 2025 to March 2026**, upon consultation and plan of the district headed by the Public Schools District Supervisors, ensuring minimal disruption of classes in compliance with DepED Order No. 9, s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith. The activity may be held face-to-face or through blended modalities, upon the particular needs of the district and the availability of resources.
4. Anent to this regard, the districts of Guiguinto, San Miguel, Sta Maria West, and Marilao South shall conduct the Division Training-Workshop on SOLO Assessment on November 7, 13, and 14, 2025, at a venue to be announced later to ensure compliance with the required submission of the post-activity report to the Professional Regulation Commission (PRC).



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5. Participants shall include all teaching personnel of the mentioned districts who were not part of the Division Training held last July 9 – 11, 2025. Trained teachers on SOLO Assessment shall serve as **Resource Persons** and **Facilitators** under the supervision of the respective Public Schools District Supervisors.
6. Public Schools District Supervisors are requested to submit a post-activity report, including attendance, program matrix, photos, and a summary of outputs, to the **Curriculum Implementation Division** after the activity.
7. Expenses relative to the conduct of this training shall be charged against local funds, school MOOE, or other available funds, subject to existing accounting and auditing rules and regulations.
8. Attached are the following enclosures as references:
 - a. Training Matrix
 - b. Members of the PMT
9. This Memorandum serves as travel authority for the participants.
10. Safety and health precautions shall be observed throughout the entire duration of this activity through the presence of health personnel.
11. Immediate and wide dissemination of and compliance with this Memorandum is desired.


CECILIA E. VALDERAMA, PhD

Assistant Schools Division Superintendent

Officer-in-Charge

Office of the Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 550 s. 2025

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Training Matrix

Date and Time	No. Of Hours/Minutes	Topic/ Session	Resource Person/Incharge
Day 1			
7:00 am – 8:00 am	1 hour	Registration/ Breakfast	PMT
8:01am- 9:00 am	1 hour	Opening Program	PMT
9:01am- 9:30am	30 minutes	Pretest	PMT
9:31am- 9:45am	15 minutes	Groupings	PMT
9:46am-10:00am	15 minutes	Health Break	
10:01 am – 11:00 am	1 hour	HOTS in the Classroom	Assigned per District
11:01am – 12:00 noon	1 hour	Supporting Classroom and Learning through Learning Approaches	Assigned per District
12:01pm-1:00pm	1 hour	Lunch Break	
1:01pm – 1:30pm	30 minutes	Energizer	PMT
1:31 pm-2:30 pm	1 hour	SOLO FRAMEWORK (Overview of SOLO Taxonomy) SOLO Levels: Languages and meaning	Assigned per District
2:31pm- 2:45pm	15 minutes	Health Break	
2:46 pm-4:45 pm	2 hours	SOLO and HOTS in Practice	Assigned per District
4:46pm-5:00pm	15 minutes	Open Forum	PMT
Day 2			
7:30am-8:15am	45 minutes	Registration/ Breakfast	PMT
8:16am-8:30am	15 minutes	Management of Learning	PMT



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8:31 am – 10:00 am	1 hour and 30 minutes	SOLO in Assessment-Break- out Session 1 English Science	Assigned per District
1 0:00am-10:15am	15 minutes	Health Break	
10:16am-11:45am	1 hour and 30 minutes	Continuation - SOLO in Assessment-Break- out Session 1 (English Science)	Assigned per District
11:46am-12:00 noon	15 minutes	Open Forum	PMT
12:01pm-1:00pm	1 hour	Lunch Break	
1:01pm-1:15pm	15 minutes	Energizer	PMT
1:15pm-3:15 pm	2 hours	SOLO in Assessment: Break- out Session 2 (English Science)	Assigned per District
3:16pm-3:30pm	15 minutes	Health Break	
3:31pm-4:45pm	1 hour and 15 minutes	Continuation - SOLO in Assessment: Break- out Session 2 (English Science)	Assigned per District
4:46pm-5:00pm	15 minutes	Open Forum	PMT
Day 3			
7:30am-8:15am	45 minutes	Registration/ Breakfast	PMT
8:16am-8:30am	15 minutes	Management of Learning	PMT
8:31 am- 10:30 am	2 hours	SOLO in Assessment:	Assigned per District



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		Math	
10:31am-10:45am	15 minutes	Health Break	
10:45 am – 12:00 noon	1 hour and 15 minutes	SOLO in Assessment: Math	Assigned per District
12:01pm-1:00pm	1 hour	Lunch Break	
1:01pm-1:15pm	15 minutes	Energizer	PMT
1: 16pm- 3:00 pm	1 hour and 45 minutes	SOLO in Assessment: Math Workplace Application Plan	Assigned per District
3:01pm-3:15pm	15 minutes	Health Break	
3:16pm- 4:15pm	1 hour	Workplace Application Plan and Critiquing	Assigned per District
4:16pm-5:00pm	45 minutes	Closing Program	PMT



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Enclosure No. 2 to Division Memo No. SSD s 2025

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PROGRAM MANAGEMENT TEAM

PD Program Management Team	Name
a. Program Manager	Cecilia S. Custodio, PhD Chief Education Supervisor
b. Learning Managers	Public Schools District Supervisors
c. Resource Speaker/Subject-Matter Expert	Assigned per District
d. M&E Coordinator	Malou C. Patag Assigned per District
e. Documenter	Assigned per District
f. Secretariat	Assigned per District
g. Welfare Officer	Assigned per District
h. Logistics Officers	Assigned per District
i. Finance Officer	Assigned per District