



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM
NO. 504 S. 2025

07 OCT 2025

**DEVELOPMENT OF HIGHER ORDER THINKING SKILLS (HOTS) COMPETENCY-BASED
ASSESSMENT ITEM BANK (PHASE 1)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CES) / OIC - CES
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary, Integrated and Secondary Schools
All Others Concerned

1. The Schools Division of Capiz, through the Curriculum Implementation Division, will conduct a Workshop on the Development of HOTS Competency-Based Assessment Item Bank (Phase 1) on October 24 - 26, 2025. The venue will be announced later.
2. This activity aims to:
 - a. orient teachers and school head participants on the use of AI in developing assessment materials;
 - b. develop 3rd quarter HOTS assessment materials in Filipino, English, Mathematics and Science ; and
 - c. upload assessment materials in the division digital item bank for utilization of schools.
3. Attached as Enclosure No. 1 to this Memorandum is the list of expected participants who are the teacher-test developers, editors, layout artists, illustrators, ICT graphic artists, and the Division Development team in Filipino, English, Science, and Mathematics.
4. Participants are advised to bring laptop, extension cord, curriculum guides in Filipino, English, Mathematics and Science and other pertinent resources.
5. Participants and speakers are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.



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6. Food, accommodation and other operational expenses relative to the conduct of the activity shall be charged against the National Learning Camp Assessment (NLCA) fund while travel expenses of the participants shall be charged against School MOOE subject to the usual accounting and auditing rules and regulations.
7. This Memorandum serves as authority to travel of the participants.
8. Immediate dissemination of this Memorandum is desired.


ROEL F. BERMEJO

Schools Division Superintendent

Enclosure: As Stated

Reference:

To be indicated in the Perpetual Index under the following subjects

ASSESSMENT

MATERIALS

CURRICULUM

DEVELOPMENT