



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



April 8, 2019

DIVISION MEMORANDUM
No. 273, s. 2019

**FIELD OFFICE CONSULTATION WORKSHOP ON POLICY
DEVELOPMENT PROCESS**

To: XAVIER S. FUENTES
SEPS – Planning and Research Section

1. The Central Office, through the Office of the Planning Service, has sent an invitation to the field office consultation workshop on policy development process to describe how the RO and SDO develop or prepare or localize DepEd policies, identify key actors and responsibilities, as well as determine the challenges encountered during the policy development process. The venue of the workshop is at DepEd NEAP Region XII, General Santos City on April 10-12, 2019 (exclusive of travel time).
2. In this connection, you are hereby requested to join in the said workshop.
3. Transportation and incidental expenses incurred in participation to the activity shall be charged against local funds subject to existing accounting and auditing rules and regulations.
4. For your information and compliance.


WINNIE E. BATON, EdD
Officer in Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED 31576
DATE: 08 APR 2019 TIME: 3:05
BY: fj

Encls: Central Office Memorandum
References:

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

xsf: field office consultation workshop on policy development process
8 April 2019



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DepEd Schools Division of Digos City
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DATE: 27 MAR 2019 TIME: 1:48

BY: 

MEMORANDUM

DM-PFO-2019-00141

FOR: Minister of Basic, Higher, and Technical Education, BARMM
Regional Directors
Schools Division Offices concerned

FROM: 
JESUS L.R. MATEO
Undersecretary

SUBJECT: Field Office Consultation Workshop on Policy Development
Process

DATE: March 18, 2019

The Republic Act 9155, otherwise known as "Governance of Basic Education Act of 2001" mandated the Department of Education (DepEd) at the national level, to formulate national educational policies to improve the delivery of its services, and achieve basic education outcomes. At the field level, Regional and Schools Division Offices implement national education policies and standards through programs, projects, and activities at their area of responsibilities.

Corollary to this, DepEd established a policy development process (PDP) through DO 13, s. 2015, that provides for systematic, participatory and evidence-based formulation, adoption and review of basic education policies. The mechanisms and procedures constituting the process guide the DepEd and its stakeholders in drafting and issuing policies anchored on the Department's vision and mission, mandate and core values towards the effective and efficient achievement of education outcomes. With this, it is also significant to understand the practices and experiences of the field offices on policy development process. Thus, the Policy Research and Development Division of Planning Service (PRDD-PS) will conduct a Consultation Workshop on April 10 - 12, 2019 (exclusive of travel time) in DepEd NEAP Region XII, General Santos City. The consultation workshop aims to:

- I. Understand the experience of Regional Office and Schools Division Office in the implementing DepEd policies.
 - a. Describe and identify different issuances released by the Regional and Schools Division Office;
 - b. Describe how the RO and SDO develop or prepare or localize DepEd policies, the key actors and responsibilities, and challenges in the development;



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2. Describe the policy implementation in the RO and SDO
 - a. Implementation strategies
 - b. Key actors and their roles and responsibilities
 - c. Stakeholders engagement
 - d. Challenges encountered
3. Identify initiatives, issues and challenges of the PPRD on policy development as one of their KRAs and describe the feedback mechanism of the policies and its challenges
4. Gather ideas and recommendations on strengthening the policy development process in DepEd by elaborating the roles and responsibilities of the Regional and Schools Division Offices.

The findings in the consultation will provide insights for the PRD-PS on how to engage all governance levels in the policy development process that could possibly improve governance and operations of the Department.

In this light, we invite a Senior Staff from Planning, Policy, and Research Division (PPRD), one technical staff from the selected functional division/unit in the Regional Office, and one technical staff from selected functional division/unit in the Schools Division Office. For your guidance, attached is the randomized selection of division/unit for Regional and Schools Division Office in each region (Annex 1).

Please be reminded on the following details:

1. All identified participants are required to register in this link: <http://bit.ly/FOCWPDP2019> on or before April 3, 2019.
2. Bring copies of recent issuances from different functional divisions (i.e. Division Memo, Regional Order).
3. Transportation and other incidental expenses incurred shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. Logistics:
 - a. Check - in: 2:00 pm (April 9)
 - b. First meal: dinner (April 9)
 - c. Check - out: 12:00 nn (April 13)
 - d. Last meal: breakfast (April 13)

Indicative program is in the Annex 2.

For clarifications and other concerns, please contact Planning Service - Policy Research and Development Division (PS - PRD) at ps.prd@deped.gov.ph and/or (02) 635-3976 or thru Ms. Anna Victoria Gariguez (09179291495).

Thank you very much.

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Annex 1: Participants

Expected participants

Aside from the Planning, Policy and Research Division, the expected participants must at least experience any of the following:

- Implementation of the education policies released by the Central Office
- Development and implementation of programs, projects, or activities within their governance level
- Monitoring and evaluation of DepEd policies and programs

Regional Office participants:

Governance Level	Office	Quantity	Total
Regional Office	Senior staff in PPRD (17 regions)	1	17
I	FTAD	1	1
II	QAD	1	1
III	Admin Division	1	1
IV-A	CLMD	1	1
MIMAROPA	ESSD	1	1
V	HRDD	1	1
VI	Finance Division	1	1
VII	Office of the Regional Director	1	1
VIII	Office of the Regional Director	1	1
IX	FTAD	1	1
X	QAD	1	1
XI	Admin Division	1	1
XII	ESSD	1	1
CAR	CLMD	1	1
Caraga	HRDD	1	1
NCR	Finance Division	1	1
ARMM	Office of the ARMM Secretary	1	1
Total: RO			34

Schools Division Office Participants

Regions	SDO	Functional Division	Quantity
I	La Union	SGOD	1
II	Santiago City	CID	1
III	Pampanga	OSDS	1
IV-A	Quezon	OSDS	1
MIMAROPA	Puerto Princesa	CID	1
V	Masbate	SGOD	1
VI	Iloilo	SGOD	1
VII	Tagbilaran City	CID	1
VIII	Northern Samar	OSDS	1
IX	Dapitan City	OSDS	1
X	Bukidnon	CID	1
XI	Digos City	SGOD	1
XII	North Cotabato	SGOD	1
CAR	Abra	CID	1
Caraga	Tandag City	OSDS	1
NCR	Manila	SGOD	1
ARMM	Basilan	Curriculum programs	1
Total			17

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Annex 2: Indicative Program

April 9 – Day 0; Tuesday	
Time	Activity
02:00 PM	Check -in
06:00 – 08:00 PM	Dinner
April 10 – Day 1; Wednesday	
08:00 – 08:30 AM	Registration
08:30 – 9:30 AM	Opening and introduction of the consultation workshop - Objectives - Expectation Setting
09:30 – 09:45 AM	Break
09:45 – 11:45 AM	Workshop 1:
11:45 – 12:45 PM	Lunch
12:45 – 01:00 PM	Recap
01:00 – 02:30 PM	Workshop 2:
02:30 – 05:00 PM	Workshop 3:
April 11 – Day 2; Thursday	
8:00 – 8:30 AM	Recap
08:30 – 11:30 AM	Workshop 4:
11:30 – 12:30 PM	Lunch
12:30 – 01:30 PM	Presentation of Policy Development Process (DO 13, s. 2015)
01:30 – 03:30 PM	Workshop 5:
03:30 – 05:00 PM	Presentation of outputs (PPRD, RO, SDO)
April 12 – Day 3; Friday	
08:30 – 09:30 PM	Recap
09:30 – 12:00 NN	Review of outputs and planning adjustments
12:00 – 01:00 PM	Lunch
01:00 – 03:00 PM	Presentation and discussion of adjustments
03:00 – 03:00 PM	Closing and Synthesis
April 13 – Day 4; Saturday	
06:00 – 08:00 AM	Breakfast
12:00 NN	Check - out

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