



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM
 No. 239 s. 2024

FEB 29 2024

TRAINING-WORKSHOP ON POLICY ANALYSIS

To: Assistant Regional Director
 Schools Division Superintendents
 Chiefs of Functional Divisions

1. Consistent with the mandate of the Regional and Schools Division Offices on Policy Implementation and Review, the Policy, Planning and Research Division of DepEd Regional Office I will conduct a Training-Workshop on Policy Analysis at the National Educators' Academy of the Philippines Region I (NEAP-RI), San Vicente, San Fernando City, La Union on March 11-13, 2024.
2. Further, in coordination with NEAP-RI, the three-day training-workshop is one of the PRC-accredited Professional Development Programs (PDPs) granted with 8 CPD units for Professional Teachers (RM 232, s. 2024).
3. The activity aims to develop the aptitude of technical personnel in policy implementation and assessment. Specifically, it aims to identify the rationale, concepts, and principles of public policy, differentiate policy problems and implementation challenges, familiarize with the procedures in implementation and assessment planning, and develop implementation and M&E plans consistent with DepEd policies.
4. The following guidelines shall be observed for the training.
 - a. **Training Participants.** Offices shall identify technical staff involved in the policy implementation and monitoring and evaluation process.

| CO | RO | SDO |
|--------------------------|---|--|
| Resource Speakers (2) | RD and ARD (2) Chiefs of FDs (8) Unit Heads (3) PPRD (4) QAD and QAME (6) CLMD (3) ESSD (2) FTAD (2) HRDD (3) | Three (3) slots per SDO among: ASDS/ CID Chief/ SGOD Chief/ EPS/ SEPS for P&R/ SEPS for M&E |

b. **Pre-Training Requirements.** Identified participants shall accomplish the following before the training proper.

b.1. Online Registration. Participants must accomplish the online registration and pre-training assessment through <http://tinyurl.com/RegPolAnR1> **not later than March 6, 2024.** Only those whose names are registered shall be issued a certificate with CPD points.



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b.2. Pre-Work on a Policy Problem. Participants shall identify a policy problem that they shall work on during the training. A policy problem is an issue that requires amendment or termination, as well as actions on organizational structure. Likewise participants are expected to conduct a pre-work on the nature of the problem such as its background, magnitude, affected stakeholders, and related issuances.

c. **Training Requirements.** Participant shall fulfill the following requirements in order to receive a certificate with CPD units. Attached is the program matrix for further information.

c.1. Attendance. Attendance of not less than 90% of the total number of training hours. Should there be instance where a participant needs to leave early due to an emergency, urgent, or other important matters, s/he shall submit a written letter bearing the reason for early departure, which is signed by their immediate supervisor, to the training secretariat in order to be issued with the certificate of appearance.

c.2. Training Outputs. Presentation of group workshop outputs, namely: Policy issue papers and policy analysis PowerPoints.

c.3. Training Assessment. These include a diagnostic examination, post-training assessment, and evaluation of the training program and resource speakers.

d. **Logistical Arrangements.**

d.1. Electronic Devices. Participants shall bring laptops as training exercises and workshops are computer-based.

d.2. Venue Arrangements. Participants can check-in at **3:00PM on March 10 (Sunday)**, However the first meal to be served is Breakfast on March 11 (Monday). If participants prefer to check in earlier than the check in time, the board and lodging for the said day will be charged against local funds, subject to the usual accounting and auditing rules and regulations. Check-out is at **12:00NN of March 13 (Wednesday)** and the last meal to be served is Dinner of the same day.

d.3. Travel Expenses. Transportation and incidental expenses of the participants shall be charged against local funds per office, subject to the usual accounting and auditing rules and regulations. This Memorandum serves as the Official Authority to Travel of the RO participants.



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5. For inquiries, contact the Policy, Planning and Research Division (PPRD) through email address pprd.region1@deped.gov.ph and/or telephone number (072) 682-2324 local 123.
6. Immediate dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
Director IV

Incl: As stated

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

Policy Analysis

Policy Implementation and Review

Training-Workshop on Policy Analysis

PPRD/stm/RM_Training-WorkshopOnPolicyAnalysis
February 28, 2024



DepEd RO1



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PPRD 240096



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Enclosure to RM No. _____, s. 2024

PROGRAM MATRIX
Training-Workshop on Policy Analysis
(NEAP-RI), March 11-13, 2024

| Time | Session |
|------------------------|--|
| Day 1 – March 11, 2024 | |
| 08:00am-9:00am | Opening Program and Pre-test |
| 9:00am-10:00am | Introduction to Public Policy and Policy Issue Paper Writing |
| 10:00am-11:00am | Policy Analysis and Problem Structuring |
| 11:00am-12:00nn | Workshop 1: Problem Structuring |
| 12:00pm-01:00pm | Lunch Break |
| 01:00pm – 2:00pm | Presentation and Critiquing of Outputs |
| 02:00pm-05:00pm | Formulation of Policy Alternatives Workshop 2: Policy Objectives and Policy Options Presentation and Critiquing of Outputs |
| Day 2 – March 12, 2024 | |
| 08:00am-8:30am | Management of Learning and Checking of Attendance |
| 8:30am – 12:00nn | Assessment of Policy Alternatives Workshop 3: Assessment of Policy Alternatives Presentation and Critiquing of Outputs |
| 12:00nn-1:00pm | Lunch Break |
| 1:00pm – 5:00pm | Selecting the Optimal Policy Alternatives Workshop 4: Assessment of the Optimal Policy Alternatives Presentation and Critiquing of Outputs |
| Day 3 – March 13, 2024 | |
| 8:00am-8:30am | Management of Learning and Checking of Attendance |
| 8:30am – 10:00am | Policy Implementation and M&E Plans |
| 10:00am – 12:00nn | Finalization of Policy Issue Paper |
| 12:00nn-1:00pm | Lunch Break |
| 1:00pm – 4:00pm | Finalization and Presentation of Policy Issue Paper |
| 4:00pm – 5:00pm | Closing Program |