



Republic of the Philippines  
**Department of Education**  
 REGION I



REGIONAL MEMORANDUM

No. 246 s. 2024

**COORDINATION MEETING WITH THE PARTICIPANTS  
 ON THE TRAINING-WORKSHOP ON POLICY ANALYSIS**

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

1. With reference to RM 239, s. 2024 titled "Training-Workshop on Policy Analysis" on March 11-13, 2024 at the National Educators' Academy of the Philippines Region I (NEAP-RI), San Fernando City, La Union, this Office, through the Policy, Planning and Research Division (PPRD) shall conduct a coordination meeting with the selected participants on March 7<sup>th</sup>, 2024 at 10:00am via Zoom.
2. The meeting aims to discuss the preparation of the *Pre-Work on a Policy Problem*. As cited in the previous memo, 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.
3. The meeting link shall be sent to the participants immediately after the confirmation of their registration. In this connection, it is advised that the concerned Functional Division Chiefs at the Regional Office and Schools Division Superintendents at the Schools Division Offices shall identify the personnel involved in the policy implementation and monitoring and evaluation process as participants.

<b>Regional Office</b>	<b>Schools Division Office</b>
RD and ARD (2)	Three (3) slots per SDO
Chiefs of FDs (8)	among:
Unit Heads (3)	ASDS/
PPRD (4)	CID Chief/
QAD and QAME (6)	SGOD Chief/
CLMD (3)	EPS/
ESSD (2)	SEPS for P&R/
FTAD (2)	SEPS for M&E
HRDD (3)	

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



Flores St., Catbangan, City of San Fernando, La Union  
 Telephone Nos.: (072) 607-8137/682-2324

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## Policy Analysis Training for RO I 11 - 13 March 2024

**Problem Tree Analysis** (also known as Situational Analysis or Root Cause Analysis) is a visual tool used to identify and analyze the underlying causes and effects of a particular problem. This technique is commonly employed in project management, community development, and problem-solving processes. Here are step-by-step instructions for conducting a Problem Tree Analysis:

### 1. Define the Core Problem:

- Clearly articulate the core problem you want to analyze. Be specific and concise in describing the issue. The core problem should be related to your office mandate as well as your professional knowledge and experience. Consider access to relevant information/data for future workshops and exercises.

### 2. Identify the Effects:

- List the observable effects of the problem. These are the direct consequences or outcomes of the issue.

### 3. Develop the Problem Tree:

- Draw a horizontal line across the center of a large sheet of paper, representing the "problem line" or the core problem. This line symbolizes the main issue you are addressing.
- Above the problem line, draw branches to represent the effects identified in step 2. Each branch should connect to the problem line.

### 4. Identify Causes:

- For each effect identified, brainstorm and list the potential causes or factors contributing to that effect. These are the underlying reasons for the observed consequences.

### 5. Connect Causes to Effects:

- Draw branches below the problem line connecting each cause to the corresponding effect. This visually represents the cause-and-effect relationships.

### 6. Continue Building the Tree:

- For each identified cause, repeat the process by listing its own sub-causes or contributing factors. Connect these sub-causes to the main cause using branches.

### 7. Analyze and Validate:

- Review the problem tree to ensure all relevant causes and effects are included. Validate the connections to ensure accuracy in representing the relationships between different elements.

### 8. Prioritize Causes:

- Evaluate the importance and impact of each cause. Prioritize them based on their significance in contributing to the overall problem.

### 9. Identify Root Causes:

- Identify the fundamental or root causes that, when addressed, could alleviate the entire problem. These are the deeper issues that contribute to multiple effects.



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**TOLENTINO G. AQUINO**  
Director IV

Incl: As stated

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

Policy Analysis

Coordination Meeting

Training-Workshop on Policy Analysis

PPRD/stm/RM\_CoordinationMeeting\_Training-WorkshopOnPolicyAnalysis  
March 5, 2024



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