



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



30 May 2024

REGIONAL MEMORANDUM

ORD No. 571, s. 2024

To: Schools Division Superintendents
 Assistant Schools Division Superintendents
 CID and SGOD Chiefs
 All Others Concerned

**TRAINING WORKSHOP ON POLICY IMPLEMENTATION
 AND ASSESSMENT**

1. Consistent with the mandate of DepEd Regional Offices on policy development under Republic Act 9155 and DO No. 13 s. 2015, DepEd National Capital Region, in collaboration with the Central Office's Planning Service - Policy Research and Development Division (PS-PRD), will hold the aforementioned activity at DepEd NCR Valera Hall on June 25, 26 and 28, 2024.
2. At the end of the training program, the participants shall have:
 - a. identified the rationale, concepts, and principles of public policy, and the policy-making process;
 - b. been introduced to policy analysis and differentiated policy problems and implementation challenges;
 - c. familiarized themselves with the procedures in implementation and assessment; and
 - d. developed implementation and M&E plans consistent with DepEd policies.
3. Please refer to the enclosures for the training guidelines and indicative schedule.
4. Participants shall confirm their participation at **<https://tinyurl.com/PolicySDO-Registration>** on or before **June 15, 2024**.
5. For queries and other concerns, you may contact Lilia A. Ricero, Education Program Supervisor through pprd.ncr@deped.gov.ph.
6. Wide dissemination of and strict compliance with this Memorandum is earnestly desired.

JOCELYN DR ANDAYA
 Director IV



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Enclosure 1

Training Guidelines

The following guidelines shall be observed for the training:

- a. **Training Participants.** Listed below are the expected participants per Schools Divisions and Units/Sections:

Position/Designation	No. of Participants
ASDS	16
CID Chiefs	16
SGOD Chiefs	16
CO Speakers	3
RO Speakers, Facilitators and Secretariat	10
Total	61

b. Training Requirements

- **Attendance.** Attendance of not less than 90% of the total number of training hours (22 out of 24 hours);
- **Training Outputs.** Submission and presentation of group workshop outputs (IMPLAN and M&E PLAN)
- **Training assessments.** These include (1) pre and post training assessment, (2) diagnostic examination, and (3) evaluation of the training program and resource speakers.

Outputs:

- Participants shall develop and submit Policy Implementation and M&E Plans as part of the training program.



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Enclosure 2

Indicative Schedule

Day & Time	Topic/Activity	In-Charge/ Resource Speaker
Day 1: 25 June 2024		
0800 - 0830	Opening Ceremonies - National Anthem - Invocation - Opening message - Introduction of participants	PPRD Secretariat Dr. Jocelyn DR. Andaya, Director IV
0830 - 1000	<ul style="list-style-type: none">• Training requirements• Pre-training assessment	PPRD Secretariat
1000 - 1200	Lecture 1: Introduction to Public Policy	PS- PRD
1200 - 1300	Lunch Break	
1300 - 1315	Ice Breaker/Energizer	Participants
1315 - 1500	Lecture 2: Policy Development Process in DepEd	RO Personnel
1500 - 1515	Health break	
1515 - 1700	Lecture 3: Introduction to Policy Analysis	PS-PRD
Day 2, 26 June 2024		
0800 - 0830	Management of Learning	Participants
0830 - 1030	Lecture 4: Theory of Change	PS-PRD
1030 - 1200	Workshop 1: Identification of Policy objectives / Theory of Change (ToC)	Participants
1200 - 1300	Lunch Break	
1300 - 1330	Ice breaker/Energizer	Participants
1330 - 1500	Lecture 5: Policy Implementation	RO Personnel
1500 - 1700	Workshop 2: Policy Implementation Plan	Participants



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Day & Time	Topic/Activity	In-Charge/ Resource Speaker
Day 3, 28 June 2024		
0800 – 0830	Management of Learning	Participants
0830 – 1000	Lecture 6: Policy Assessment	RO Personnel
1000 – 1200	Workshop 3: Policy M&E Plan	Participants
1200 – 1300	Lunch break	
1300 - 1330	Ice Breaker/Energizer	Participants
1330 – 1500	Lecture 7: Policy Success and Failure	PS-PRD
1500 – 1700	Closing program	PPRD Secretariat



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