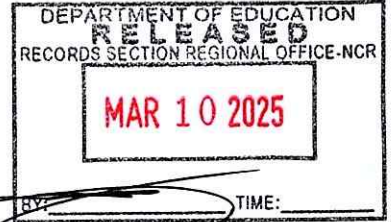




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



March 6, 2025

REGIONAL MEMORANDUM

No. ~~2-26~~ s. 2025

**To: SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

**REQUEST FOR DATA FOR THE 2024 AGENCY REPORT ON
ALTERNATIVE DISPUTE RESOLUTION (ADR) PROGRAMS AND
PROCEDURES OF THE DEPARTMENT OF EDUCATION**

1. Enclosed is a copy of the **Memorandum OULLA-2025-398** dated February 27, 2025, from Atty. Filemon Ray L. Javier, Undersecretary for Legal and Legislative Affairs, relative to the above-captioned matter.
2. Schools Division Offices are directed to provide the needed data by accomplishing the template which can be accessed through <https://tinyurl.com/ADRtemp> and submit to this Office **on or before March 28, 2025**, to give this Office time to consolidate the same before the submission to the Central Office on March 31, 2025.
3. For strict and immediate compliance.

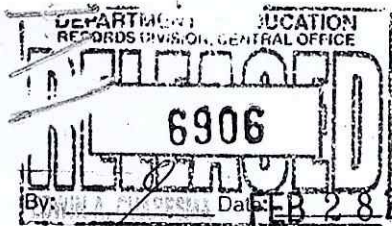
JOCELYN DR. ANDAYA
Regional Director, NCR
Concurrent Officer-In-Charge,
Office of the Assistant Secretary for Operations

LEGAL/02



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph





Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

MEMORANDUM
OULLA-2025-398

FOR : **WILFREDO E. CABRAL**
Undersecretary
Bureau of Human Resource and Organizational Development

REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHER CONCERNED OFFICES

FROM : **ATTY. FILEMON RAY L. JAVIER**
Undersecretary

SUBJECT : **REQUEST FOR DATA FOR THE 2024 AGENCY REPORT ON ALTERNATIVE DISPUTE RESOLUTION (ADR) PROGRAMS AND PROCEDURES OF THE DEPARTMENT OF EDUCATION**

DATE : **FEB 27 2025**

This refers to the *Email*¹ dated 05 February 2025 from the Policy Development and Evaluation Division, Office for Alternative Dispute Resolution (OADR), Department of Justice requiring the Department of Education (DepEd) to submit a report on its alternative dispute resolution processes and procedures for calendar year (CY) 2024.

By way of background, OADR Memorandum Circular No. 2025-001 dated 31 January 2025 (OADR MC No. 2025-001) was issued to establish guidelines for the mandatory submission by all Executive agencies of annual reports on alternative dispute resolution (ADR) programs and procedures for CY 2024.

In compliance with OADR MC No. 2025-001, the Regional Offices (ROs), Schools Division Offices (SDOs), and the Office of the Undersecretary for Human Resource and Organizational Development (OUHROD) are instructed to submit their respective reports in accordance with the following:

For SDOs and ROs:

1. an Excel file of the data as required in the downloadable template which can be accessed through <https://tinyurl.com/ADRtemp> ("Report") shall be submitted;
2. a Portable Document Format (PDF) file of the signed Report and other relevant documents shall likewise submitted;
3. SDOs shall submit items no. 1 and 2 to their respective ROs and the data for both the SDOs and the ROs shall be consolidated in one excel file by the RO.

¹ [OADR MC 2025-001] CY 2024 Report on Alternative Dispute Resolution (ADR) Programs and Procedures, and herein attached as Annex A.





Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEGAL AND LEGISLATIVE AFFAIRS

For OUHROD:

1. a Portable Document Format (PDF) file of the signed Report and other relevant documents shall be submitted.

The deadline for submission for OUHROD and ROs shall be **on or before 31 March 2025** to **adro@deped.gov.ph**.

For further information and clarifications, please contact the Alternative Dispute Resolution Office (ADRO) through adro@deped.gov.ph.

Respectfully submitted for your information and strict compliance.

103050

 Outlook

Fw: [OADR MC 2025-001] CY 2024 Report on Alternative Dispute Resolution (ADR) Programs and Procedures

From Legal Service Office of the Director <ls.od@deped.gov.ph>

Date Wed 2/5/2025 5:44 PM

To LEGAL AFFAIRS HELP DESK <leahd@deped.gov.ph>

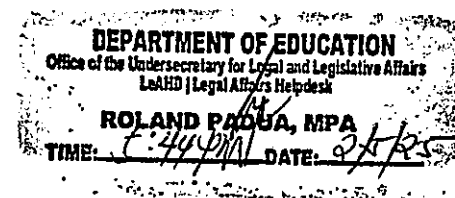
Cc Janine Nicole Chua <janine.chua@deped.gov.ph>; Czarina Michaella Pleyto <czarina.pleyto@deped.gov.ph>; Office of the Undersecretary for Legal Affairs (OULA) <oula@deped.gov.ph>

2 attachments (711 KB)

M.C. 2025-001-OADR-guidelines-for-EO-97-report.pdf; [editable] Report-Template-ADR-2024.docx;

Hi Leahd,

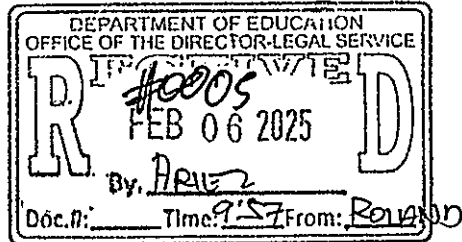
DN - 103050



Good day.

Respectfully forwarding this email for proper recording/ documentation and kindly forward to the concern office for appropriate action.

Thank you.



Office of the Director for Legal Service
ADRO | ID | LD
Department of Education
ls.od@deped.gov.ph | (02) 8633-5439
DepEd Complex, Meralco Avenue, Pasig City, Philippines

From: Office of the Undersecretary for Legal Affairs (OULA) <oula@deped.gov.ph>

Sent: Wednesday, February 5, 2025 4:49 PM

To: Legal Service Office of the Director <ls.od@deped.gov.ph>

Subject: Fw: [OADR MC 2025-001] CY 2024 Report on Alternative Dispute Resolution (ADR) Programs and Procedures

Good day!

For information and appropriate action.

Kindly acknowledge receipt of this email.

Thank you.

Regards,



**OFFICE OF THE UNDERSECRETARY FOR
LEGAL AND LEGISLATIVE AFFAIRS**
Department of Education

oula@doed.gov.ph | (02) 8637-4611
DepEd Complex, Meralco Avenue,
Pasig City, Philippines

From: ADR Report <adrreport@oadr.doj.gov.ph>

Sent: Wednesday, February 5, 2025 4:13 PM

Subject: [OADR MC 2025-001] CY 2024 Report on Alternative Dispute Resolution (ADR) Programs and Procedures

Dear Sir/Madam,

Greetings from the Office for Alternative Dispute Resolution (OADR).

We are transmitting herewith a copy of OADR Memorandum Circular No. 2025-001 dated 31 January 2025, Re: Guidelines on the Submission of Annual Report on Alternative Dispute Resolution for CY 2024.

The said report is pursuant to **Executive Order No. 97, s. 2012**, conferring upon the OADR the management, development, coordination, and oversight of ADR programs in the Executive Department, and **Section 48 of the General Provisions of Republic Act No. 12116**, the Fiscal Year 2025 General Appropriations Act.

The designated senior/primary and alternate ADR focal person/s are requested to register their information and submit the signed report along with relevant documents through this link: <https://bit.ly/2024-adr-report>, on or before **28 February 2025**.

For queries, you may directly contact the OADR's Policy Development and Evaluation Division through email address, adrreport@oadr.doj.gov.ph.

Kindly acknowledge receipt of this email. Please expect further communication/coordination from us for confirmation and/or follow-up, as may be necessary.

Thank you and best regards,



**POLICY DEVELOPMENT AND EVALUATION DIVISION
OFFICE FOR ALTERNATIVE DISPUTE RESOLUTION**
Department of Justice

📍 4th Floor, NFA Building, NFA Compound, Visayas Ave., Brgy. Vasra, 1128 Quezon City
☎ 5310-4716
✉ pded@oadr.doj.gov.ph
📱 @OADRofficial

Promoting Access to Justice through ADR



MEMORANDUM CIRCULAR NO. 2025-001

FOR : Heads of Agencies in the Executive Branch Including
Departments, Administrative Offices, Quasi-Judicial Agencies,
and Government-Owned and -Controlled Corporations (GOCCs)

SUBJECT : Guidelines on the Submission of Annual Report on Alternative
Dispute Resolution (ADR) Programs and Procedures for CY 2024

DATE : 31 January 2025

1.0 Background

- 1.1 Republic Act (R.A.) No. 9285 (hereinafter referred to as the "ADR Act of 2004") establishes the policy of the State to encourage and actively promote the use of ADR as an important means to achieve speedy and impartial justice and declog court dockets. To realize this objective, the Office for Alternative Dispute Resolution (OADR) was established for the following purposes: *to promote, develop and expand the use of ADR in the private and public sectors, to assist the government to monitor, study and evaluate the use by the public and the private sector of ADR, and recommend to Congress needful statutory changes to develop, strengthen and improve ADR practices in accordance with world standards.* In line with the mandate of the OADR, Executive Order (E.O.) No. 523 s. 2006 and E.O. No. 97 s. 2012 were issued.
- 1.2 E.O. No. 523 s. 2006 mandates all Executive agencies to *review periodically their administrative dispute resolution processes and develop specific procedures to reduce delay in decision-making, to institutionalize the use of ADR processes prior to litigation, to facilitate self-representation, and expand non-lawyer counseling and representation where appropriate.* Thereafter, E.O. No. 97 s. 2012 provides for mandatory submission of reports to the OADR and has outlined the contents of such reports.
- 1.3 Section 48 of R.A. No. 12116, the FY 2025 General Appropriations Act (General Provisions) provides that agencies in the Executive Branch including departments, administrative offices, quasi-judicial bodies and GOCCs shall develop, fund, implement, and report ADR programs aligned with their respective administrative/regulatory functions and external/internal services, in accordance with E.O. No. 97, s. 2012, and applicable issuances of the Department of Justice, the OADR, and other concerned agencies.



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2.0 Purpose

This Memorandum Circular is being issued to establish guidelines for the mandatory submission of CY 2024 annual report by all Executive agencies on their ADR programs, policies, and practices for resolving disputes efficiently and fairly in line with the government's commitment to promoting ADR as a means of achieving expeditious and impartial justice.

3.0 Definition of Terms

For purposes of this issuance, relevant terms are defined as follows:

- 3.1 Adjudication – process of resolving a conflict and formulating a final order involving the grant of reliefs and determination of rights and/or obligations;
- 3.2 ADR System – process or procedure used to resolve a dispute or controversy, other than by adjudication of a presiding judge of a court or an officer of a government agency, in which a neutral third party participates to assist in the resolution of issues, which includes arbitration, mediation, conciliation, early neutral evaluation, mini-trial, or any combination thereof;
- 3.3 ADR Practice -- use or actual application of ADR systems to resolve appropriate disputes;
- 3.4 ADR Practitioner or ADR Neutral – an individual, Filipino national or otherwise, acting as mediator, conciliator, arbitrator, neutral evaluator, or any person exercising similar functions in any ADR system;
- 3.5 ADR Provider -- institution or person accredited as mediators, conciliators, arbitrators, neutral evaluators, negotiators, or any other person exercising similar functions in any ADR system;
- 3.6 ADR Service - including, but not limited to, serving as an ADR practitioner/neutral, providing ADR trainings, serving as assessors for ADR trainings and accreditation, conducting program and system design, and managing, overseeing, or administering ADR programs;
- 3.7 ADR Procedure – formally or officially established way of delivering ADR services and/or complying with ADR policies in accordance with applicable laws, rules, and regulations;
- 3.8 ADR Program -- continuing activity or set of activities involving an ADR system or service with formal policy, procedures, organization, and resources;
- 3.9 Arbitration – voluntary dispute resolution process in which one or more arbitrators, appointed in accordance with the agreement of the parties, or rules promulgated pursuant to the ADR Act, resolve a dispute by rendering an award;
- 3.10 Conciliation – voluntary process in which the conciliator has expert knowledge in the subject matter of the dispute, and is expected to make settlement proposals and offer expert advice to the parties without imposing a binding decision;

- 3.11 Early Neutral Evaluation -- ADR process wherein parties and their lawyers are brought together early in the pre-trial phase to present summaries of their cases and to receive a non-binding assessment by an experienced neutral person, with expertise in the subject matter or substance of the dispute;
- 3.12 Mediation -- voluntary process in which a mediator facilitates communication and negotiation, and assists the parties in reaching a voluntary agreement regarding a dispute;
- 3.13 Mini-trial -- structured dispute resolution method in which the merits of a case are argued before a panel comprised of senior decision makers with or without the presence of a neutral third person after which the parties seek a negotiated settlement; and
- 3.14 Negotiation -- voluntary dispute resolution process wherein two (2) or more parties who have a perceived or actual conflict of interest voluntarily come together to educate each other about their needs and interests, exchange specific resources, and attempt to resolve their differences through face-to-face bargaining.

4.0 Guidelines

- 4.1 The report shall cover the agency's implementation of any ADR system, whether as a distinct program or as part of an administrative dispute resolution mechanism, including those ongoing or in the planning/development stage. Each agency shall prepare and submit the report with the following information (as applicable) using the attached template:
 - 4.1.1 A brief description of the agency's ADR programs or procedures. This section should include the following information: (a) legal basis or governing policy, (b) nature of disputes covered, (c) internal or external scope, type of ADR system/mechanism, and statistics of cases, which may include but not limited to:
 - 4.1.1.1 Resolution of complaints, disputes, claims or cases filed before the agency, involving external parties relative to the agency's regulatory or quasi-judicial functions;
 - 4.1.1.2 Settlement in appropriate administrative cases pursuant under Rule 11 of the 2017 Civil Service Commission (CSC) Rules on Administrative Cases in the Civil Service;
 - 4.1.1.3 Use of ADR in agency grievance machinery under CSC Memorandum Circular No. 02, s. 2001, re: Revised Policies on the Settlement of Grievances in the Public Sector;
 - 4.1.1.4 Resolution of other complaints or claims from the public, clients, service providers, and other external parties against specific agency personnel as filed before the agency; and
 - 4.1.1.5 Managing, overseeing, or administering ADR programs not directly implemented by the agency in accordance with its functional mandate and/or other applicable laws, rules and regulations.

- 4.1.2 Information on ADR practitioners/neutrals and any external ADR provider organization:
- 4.1.2.1 Number of in-house practitioners/neutrals i.e., agency personnel assigned or accredited as a neutral third party in the agency's ADR program or procedure, specifying if trained/accredited by the OADR or other ADR providers/institutions;
 - 4.1.2.2 Number of external practitioners/neutrals (if any) individually engaged by the agency to serve as a neutral third party in the agency's ADR program or procedure, indicating if accredited by the agency, the OADR, or other ADR institutions; and
 - 4.1.2.3 Name/s of external ADR provider organization/s (if any) i.e., institutional service providers engaged to render or administer services for the agency's ADR program or procedure, indicating if accredited by the agency, OADR, or other accrediting ADR providers/institutions.
- 4.1.3 ADR training programs implemented by the agency or participated in by agency personnel in line with the implementation, planning, and/or development of ADR programs/procedures in CY 2024;
- 4.1.4 Information on ADR in agency contracts, experience with ADR procedures, and implementation of ADR-related policies, rules, and regulations; and
- 4.1.5 In accordance with Sec. 4 of E.O. No. 97, the designated senior officials and alternates responsible for developing, coordinating, and managing ADR programs and/or other related activities in their respective offices, thereby serving as the ADR focal persons responsible for the submission of the herein required report and coordination with the OADR.
- 4.2 Copies of the agency rules/guidelines governing its ADR programs/procedures including service fees and accreditation of external ADR service providers, if any, shall be attached to the said report.
- 4.3 The designated senior/primary and alternate ADR focal persons shall register their information and submit the signed report along with other documents through this link: <https://bit.ly/2024-adr-report>, on or before 28 February 2025. The OADR will process the agency reports and information submitted through the said facility, subject to data privacy laws, rules, and regulations.
- 4.4 Agencies with OADR-accredited Public ADR Programs are covered by earlier issuances for submission of CY 2024 semestral reports of ADR services rendered¹. The said agencies are additionally required to submit the subject annual report for the year which includes further information and other ADR programs/procedures not covered by such accreditation.

¹ OADR Memorandum Circular No. 2024-04, Guidelines on the Preparation and Submission of Reports on ADR Services Rendered for the Second Semester (July to December) of CY 2024; and OADR Memorandum Circular No. 2024-03, Guidelines on the Preparation and Submission of Reports on ADR Services Rendered for First Semester (January to June) of CY 2024

5.0 Reference and Coordination

5.1 For reference, policy documents/issuances as well as oversight reports pursuant to E.O. No. 97, s. 2012, may be accessed online through this link: <https://bit.ly/references-2024-adr-report>.

5.2 For coordination and queries relative to this Circular, your designated ADR focal persons or their staff can directly contact the OADR's Policy Development and Evaluation Division through email address, adrreport@oadr.doj.gov.ph.

6.0 Effectivity

This issuance takes effect immediately. Copy thereof shall be published in the official OADR website and registered with the Office of the National Administrative Register, University of the Philippines Law Center, Diliman, Quezon City.

For guidance and compliance.


Atty. MARGARET/RAIZZA D. ANDAMAN
Executive Director V

Report on Alternative Dispute Resolution (ADR) Programs and Procedures
 (as required by Executive Order No. 97, s. 2012)
 For Calendar Year 2024 (January to December)

Agency / GOCC: _____

A. ADR Programs/Procedures

ADR Programs/Procedures ¹ (briefly describe the legal basis or governing policy instrument, nature of disputes covered, internal/external scope, and other key information)	ADR System/ Mechanism Used (e.g. arbitration, mediation, conciliation, early neutral evaluation, mini-trial, negotiation, or any combination thereof)	ADR Case Statistics (as applicable)				Average Turnaround Times ² (from receipt to resolution of the cases through ADR)	Remarks (including challenges)
		Received/ Handled (indicate cases carried over and new cases)	Referred to ADR (indicate cases carried over and new cases)	Settled by ADR (settlement or agreement or arbitral award)	Not Settled by ADR (closed w/o settlement or award)		

(rows may be added if necessary)

B. ADR Practitioners

Trained (identify the training providers e.g., OADR, others)	No. of In-House Practitioners ³		No. of External Practitioners ⁴ (indicate if accredited by the agency, OADR or others)	Name of External ADR Provider Organization ⁵ (indicate if accredited by the agency, OADR, or other ADR institutions)
	Accredited (identify the accrediting institution e.g., OADR, others)	Not Trained nor Accredited (by OADR or other ADR providers)		

¹ Attach a copy of or provide online link to the governing agency rules/guidelines including service fees and accreditation of external ADR service providers, if any

² Average time/period from receipt of the case to resolution (through the ADR program or procedure)

³ No. of agency personnel assigned or accredited as a neutral third party in the agency's ADR program or procedure, specifying if trained/accredited by the OADR or other ADR providers/institutions

⁴ Individually engaged by the agency to serve as a neutral third party in the agency's ADR program or procedure, indicating if accredited by the agency, the OADR, or other ADR institutions

⁵ Institutional service providers engaged to render or administer services for the agency's ADR program or procedure, indicating if accredited by the agency, OADR, or other ADR institutions

C. ADR Training Programs

CY 2024 ADR Training Programs/ (briefly describe including the program title, objectives, coverage, and other relevant information)	Dates Covered	No. of Participants	Names of External ADR Training Provider Organization or Resource Persons	Fund Source (agency budget, grant, partnership, others)	Remarks (including challenges)
Administered or implemented by the agency (specify/describe)					
Participated in by agency personnel including ADR program/procedure implementers or ADR focal persons (specify/describe)					

(rows may be added if necessary)

D. Inclusion of ADR in Contracts

1. Does your agency include ADR clauses in contracts entered into? If yes, what type of ADR mechanism is used based on the type of contract? (provide information for all that apply)
 - a. Procurement Contracts: _____
 - b. Public-Private Partnerships (PPPs): _____
 - c. Service Agreements: _____
 - d. Memorandum of Agreement/ Understanding: _____
 - e. Commercial Contracts: _____
 - f. Other contracts (please specify): _____

2. Do you use a standard ADR clause? If yes, kindly provide the standard of model clauses that you use.

E. Agency Experience with ADR

1. Has your agency been a party specifically in a dispute under Presidential Decree (P.D.) No. 242 in CY 2024 and/or previous years?
 - a. Number of cases under P.D. No. 242: _____ (Year/s covered: _____)
 - b. Number of cases settled under P.D. No. 242: _____ (Year/s covered: _____)
 - c. Number of cases with an award P.D. No. 242: _____ (Year/s covered: _____)

2. Has your agency ever been a party in any other dispute resolution procedures in CY 2024 and/or previous years?
 - a. If yes, in what capacity? (claimant, respondent, counsel for parties, expert witness): _____
 - b. Please provide the nature and statistics of such cases per available data: _____
 - c. If your agency is a claimant or respondent, did you hire an external counsel other than in-house government lawyer/s or the OSG/OGCC? _____

3. Has your agency ever had a dispute resolved through an ADR mechanism in CY 2024 and/or previous years?

a. If yes, what was/were the outcome/s? (Check all that apply)

- Settlement Agreement
- Arbitral Award
- Parties decided to pursue other recourse

b. If your agency entered into a settlement agreement, provide the following per available data:

- i. Number of fulfilled obligations from settlement agreement: _____ (Year/s covered: _____)
- ii. Number of ongoing implementation of settlement agreement: _____ (Year/s covered: _____)
- iii. Number of settlement agreement pending enforcement: _____ (Year/s covered: _____)
- iv. Others (please specify): _____ (Year/s covered: _____)

c. If an award has been granted, provide the following per available data:

- i. Number of awards fully performed: _____ (Year/s covered: _____)
- ii. Number of awards partially performed: _____ (Year/s covered: _____)
- iii. Number of awards pending enforcement: _____ (Year/s covered: _____)
- iv. Number of awards not satisfied: _____ (Year/s covered: _____)

F. ADR-Related Policies
(including rules, regulations and guidelines)

Nature and Title of Policy Instrument ¹	Legal Basis	Objectives	Salient Features	Statistics ²	Implementation Challenges/Issues	Remarks

(rows may be added if necessary)

¹ Attach copies of policy issuance/s or provide online link/s

² Summary of or apart from case statistics reported in previous report sections above

Recommendations

(if any, in accordance with Section 5 of E.O. No. 97, s. 2012)

- a) Specific procedures to reduce delay in decision-making; institutionalize the use of ADR process prior to litigation; facilitate self-representation; and expand non-lawyer counselling and representation where appropriate;
- b) Any change to existing laws to develop, strengthen, and improve ADR practices in agency/office in order to encourage the settlement or resolution of the disputes at the agency level so as to minimize the necessity of seeking court relief;
- c) Specific proposals regarding the establishment, management, monitoring or improvement of ADR programs and policies, and the training, accreditation, and assessment of ADR providers in the agency/office; and
- d) Such other programs, standards, guidelines, or practices as may be required or expedient to implement the basic policy of the law to actively promote party autonomy in the resolution of disputes and encourage and actively promote the use of ADR.

Designated Senior Official as ADR Focal Person

Name: _____ Male Female
Position/Designation: _____
Email Address: _____
Contact Number: _____

Prepared by: _____

Reviewed by: _____

Position/Designation, Unit _____
Telephone number: _____
Email address: _____

Designated Alternate ADR Focal Person

Name: _____ Male Female
Position/Designation: _____
Email Address: _____
Contact Number: _____

Submitted by: _____

Head of Agency _____
Date submitted: _____

Report on Alternative Dispute Resolution (ADR) Programs and Procedures
 (as required by Executive Order No. 97, s. 2012)
 For Calendar Year 2024 (January to December)

Agency / GOCC: _____

A. ADR Programs/Procedures

ADR Programs/Procedures ¹ (briefly describe the legal basis or governing policy instrument, nature of disputes covered, internal/external scope, and other key information)	ADR System/ Mechanism Used (e.g. arbitration, mediation, conciliation, early neutral evaluation, mini-trial, negotiation, or any combination thereof)	ADR Case Statistics (as applicable)					Remarks (including challenges)
		Received/ Handled (indicate cases carried over and new cases)	Referred to ADR (indicate cases carried over and new cases)	Settled by ADR (settlement or agreement or arbitral award ²)	Not Settled by ADR (closed w/o settlement or award)	Pending (ADR procedure not yet closed/terminated)	

(rows may be added if necessary)

B. ADR Practitioners

No. of In-House Practitioners ³		No. of External Practitioners ⁴ (indicate if accredited by the agency, OADR or others)	Name of External ADR Provider Organization/s ⁵ (indicate if accredited by the agency, OADR, or other ADR institution/s)
Trained (identify the training providers e.g., OADR, others)	Accredited (identify the accrediting institution e.g., OADR, others)		

¹ Attach a copy of or provide online link to the governing agency rules/guidelines including service fees and accreditation of external ADR service providers, if any

² Average time/period from receipt of the case to resolution (through the ADR program or procedure)

³ No. of agency personnel assigned or accredited as a neutral third party in the agency's ADR program or procedure, specifying if trained/accredited by the OADR or other ADR providers/institutions

⁴ Individually engaged by the agency to serve as a neutral third party in the agency's ADR program or procedure, indicating if accredited by the agency, the OADR, or other ADR institutions

⁵ Institutional service providers engaged to render or administer services for the agency's ADR program or procedure, indicating if accredited by the agency, OADR, or other ADR institutions

C. ADR Training Programs

CY 2024 ADR Training Program/s (briefly describe including the program title, objectives, coverage, and other relevant information)	Dates Covered	No. of Participants	Name/s of External ADR Training Provider Organization or Resource Person/s	Fund Source (agency budget, grant, partnership, others)	Remarks (including challenges)
Administered or implemented by the agency (specify/describe)					
Participated in by agency personnel including ADR program/procedure implementers or ADR focal persons (specify/describe)					

(rows may be added if necessary)

D. Inclusion of ADR in Contracts

1. Does your agency include ADR clauses in contracts entered into? If yes, what type of ADR mechanism is used based on the type of contract? (provide information for all that apply)

- a. Procurement Contracts: _____
 - b. Public-Private Partnerships (PPPs): _____
 - c. Service Agreements: _____
 - d. Memorandum of Agreement/ Understanding: _____
 - e. Commercial Contracts: _____
 - f. Other contracts (please specify): _____
2. Do you use a standard ADR clause? If yes, kindly provide the standard of model clauses that you use.
- _____
- _____
- _____
- _____

E. Agency Experience with ADR

1. Has your agency been a party specifically in a dispute under Presidential Decree (P.D.) No. 242 in CY 2024 and/or previous years?

- a. Number of cases under P.D. No. 242: _____ (Year/s covered: _____)
- b. Number of cases settled under P.D. No. 242: _____ (Year/s covered: _____)
- c. Number of cases with an award P.D. No. 242: _____ (Year/s covered: _____)

2. Has your agency ever been a party in any other dispute resolution procedures in CY 2024 and/or previous years?

- a. If yes, in what capacity? (claimant, respondent, counsel for parties, expert witness): _____
- b. Please provide the nature and statistics of such cases per available data: _____
- c. If your agency is a claimant or respondent, did you hire an external counsel other than in-house government lawyer/s or the OSG/OGCC? _____

3. Has your agency ever had a dispute resolved through an ADR mechanism in CY 2024 and/or previous years?

a. If yes, what was/were the outcome/s? (Check all that apply)

Settlement Agreement

Arbitral Award

Parties decided to pursue other recourse

b. If your agency entered into a settlement agreement, provide the following per available data:

i. Number of fulfilled obligations from settlement agreement: _____ (Year/s covered: _____)

ii. Number of ongoing implementation of settlement agreement: _____ (Year/s covered: _____)

iii. Number of settlement agreement pending enforcement: _____ (Year/s covered: _____)

iv. Others (please specify): _____ (Year/s covered: _____)

c. If an award has been granted, provide the following per available data:

i. Number of awards fully performed: _____ (Year/s covered: _____)

ii. Number of awards partially performed: _____ (Year/s covered: _____)

iii. Number of awards pending enforcement: _____ (Year/s covered: _____)

iv. Number of awards not satisfied: _____ (Year/s covered: _____)

F. ADR-Related Policies

(including rules, regulations and guidelines)

Nature and Title of Policy Instrument ¹	Legal Basis	Objectives	Salient Features	Statistics ²	Implementation Challenges/Issues	Remarks

(rows may be added if necessary)

¹ Attach copies of policy issuance/s or provide online link/s

² Summary of or apart from case statistics reported in previous report sections above

Recommendations

(if any, in accordance with Section 5 of E.O. No. 97, s. 2012)

- a) Specific procedures to reduce delay in decision-making; institutionalize the use of ADR process prior to litigation; facilitate self-representation; and expand non-lawyer counselling and representation where appropriate;
- b) Any change to existing laws to develop, strengthen, and improve ADR practices in agency/office in order to encourage the settlement or resolution of the disputes at the agency level so as to minimize the necessity of seeking court relief;
- c) Specific proposals regarding the establishment, management, monitoring or improvement of ADR programs and policies, and the training, accreditation, and assessment of ADR providers in the agency/office; and
- d) Such other programs, standards, guidelines, or practices as may be required or expedient to implement the basic policy of the law to actively promote party autonomy in the resolution of disputes and encourage and actively promote the use of ADR.

Designated Senior Official as ADR Focal Person

Name: _____ Male Female
Position/Designation: _____
Email Address: _____
Contact Number: _____

Prepared by: _____

Position/Designation, Unit

Telephone number: _____
Email address: _____

Designated Alternate ADR Focal Person

Name: _____ Male Female
Position/Designation: _____
Email Address: _____
Contact Number: _____

Submitted by: _____

Head of Agency

Date submitted: _____