



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION IV-A CALABARZON**  
Gate 2, Karangalan Village, Cainta Rizal



REGIONAL ORDER  
No. 1 s, 2016

**PROCESS FLOW OF REGIONAL ISSUANCES**

To: Schools Superintendents  
Regional Chiefs  
All Others Concerned

1. The Regional Office issues the enclosed **Guidelines on the Process Flow of Regional Issuances** which aims to provide systematic mechanisms and procedures that will be disseminated to all by this Office.
2. It shall guide the Regional Office and field offices in preparing educational issuances to ensure coordination and open communication of the region, division and school levels for effective governance.
3. Immediate dissemination and strict compliance with this Order is greatly desired.

DIOSDADO M. SAN ANTONIO  
Director IV

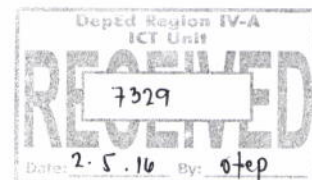
Encls. As stated.

References: DepEd Order No. 13, s. 2015

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

ISSUANCE  
POLICY  
PROCESS

PROCEDURE  
REVIEW





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(Enclosure to Regional Order No. 1 s, 2016)

## GUIDELINES ON THE PROCESS FLOW OF REGIONAL ISSUANCES

### I. Rationale

The rationalized organizational structure of the region as per DepEd Rationalization Plan and in consonance with Republic Act No. 9155, (An Act Instituting a Framework of Governance for Basic Education, Establishing Authority and Accountability), shared governance recognizes that every unit in the education bureaucracy has a particular role, task and responsibility inherent in the office and for which it is principally accountable for outcomes.

With the enormous issues and concerns in education, the network of communication from the region to the schools division offices is being strengthened to enable the flow of information and expand linkages for effective governance.

In connection with this, this Order aims to provide a system mechanism to guide all offices in preparing issuances towards the effective and efficient process flow of communication.

### II. Scope

The Order provides the process flow of all regional issuances prepared by the divisions in the region and schools division offices. Issuances are official documents containing localized policies, procedures, or information prepared and released and signed by the Regional Director or other authorized officials of the Region in relation to its mandate. (Please refer to Annex 1 for the Table of Authority). Regional Issuances include the following: Regional Order; Regional Memorandum, Office Order, Office Memorandum and Regional Advisory.

Regional issuances are described in detail in the matrix in Annex 1a.

### III. Adoption

- a. The signed Regional Orders, Regional Memoranda, Office Orders, Office Memoranda will be transmitted to the Public Affairs and ICT which will:
- Assign a number to the Issuance, following a chronological system that begins with *number one* (1) every calendar year;
  - The Information and Communications Technology Unit (ICT) will cause the online publication of all issuances as reflected in Annex 2;
  - Both units will ensure that both searchable and signed copies of issuances are uploaded in the Regional website;





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- Circulate copies of issuances to all concerned officials, personnel and other concerned clients;
  - Keep and maintain a digitized repository of all issuances
- b. The Records Unit under the Administrative Division shall be the official repository of all original copies of issuances.
- c. All forms of issuances shall follow a unique numbering system shown in Annex 2. *All Division Chiefs shall maintain a database of all issuances and shall ensure that no unnumbered orders and memoranda are issued and disseminated.*

IV. Effectivity

This Order shall take effect immediately.



**TABLE OF SIGNING AUTHORITY**

Type of Issuance	Teams	1 <sup>st</sup> Indorsement (countersign)	2 <sup>nd</sup> Indorsement (countersign)	Final Approving Authority	Remarks
Regional Order Regional Memorandum	Curriculum and Learning Management	Chief of the Division	ARD	Regional Order – Director Regional Memorandum – Director (with nationwide application) ARD – for memorandum with limited application (geographic or specific officials or employees)	Can also be signed by duly designated Officer-In-Charge  Or: Can be delegated by the Regional Director to the ARD and Division Chief
		Chief of the Division	ARD		
		Chief of the Division	ARD		
		Chief of the Division	ARD		
		Chief of the Division	ARD		
		Chief of the Division	ARD		
Regional Order	Field Technical Assistance Policy, Planning and Research Quality Assurance and Accountability Education Support and Services	Chief of the Division	ARD		
		Chief of the Division	ARD		
		Chief of the Division	ARD		
		Chief of the Division	ARD		
Regional Order	Finance Administration Human Resource and Development Division	Chief of the Division	ARD		
		Chief of the Division	ARD		
		Chief of the Division	ARD		
Office Order Office Memo	Applies to all Teams	Division Chief Unit Head	ARD Division Chief	Regional Director * ARD ** Division Chief	* Office Order/Memo can be signed by an ARD only when it covers a specific area of concern or strand ** Office Memo can be signed by a Division Chief only when it covers their respective office

**TABLE OF SIGNING AUTHORITY**

<b>Type of Issuance</b>	<b>Governance Strand</b>	<b>1<sup>st</sup> Indorsement (countersign)</b>	<b>2<sup>nd</sup> Indorsement (countersign)</b>	<b>Final Approving Authority</b>	<b>Remarks</b>
Advisories	Applies to all Schools Divisions	Division Chief	Assistant Regional Director	Regional Director Or His duly designated representative	No signature needed

**MATRIX OF REGIONAL ISSUANCES**

Regional Issuances	Content	Effect	Duration	Scope/Scale	Issuing Authority
Regional Orders	Establish Regional policies May contain accompanying procedures for policy implementation	Mandate or constrain actions or behaviour among DepEd stakeholders Create rights and obligations in furtherance of DepEd's mandate	Usually long-term, permanent in nature, unless rescinded or amended by another Regional Order	Concern on region-wide issues Usually region-wide in application	From the Central Office, issued and signed by the Regional Director
Regional Memoranda	Disseminate instructions, information, or related matters, including creation of committees or task force; submission of lists of reports; announcement of celebrations, surveys, holidays, examinations, contests, or results thereof, and conference or seminars conducted by the region and reiteration of regulations or laws issued by CO or other agencies	May mandate or constrain actions or behaviors among DepEd stakeholders May create rights and obligations in furtherance of DepEd's mandate	Usually short-term/temporary in application	May refer to regional wide matters or more specific concerns May be regional wide or specific in application	From Regional Office, issued and signed by the Regional Director or the ARD and Officer-In-Charge

**MATRIX OF REGIONAL ISSUANCES**

<b>Regional Issuances</b>	<b>Content</b>	<b>Effect</b>	<b>Duration</b>	<b>Scope/Scale</b>	<b>Issuing Authority</b>
Office Orders	Contain operational guidelines, rules, and procedures on matters of internal administration of the Regional divisions, units or offices. It also includes notices of human resource actions or decisions	May mandate or constrain actions or behaviour among Regional Office personnel  May create rights and obligations in furtherance of DepEd's mandate	Usually short-term/temporary in application	Usually refer to concerns limited to a division/unit in the Regional Office  Not region-wide in application; applies to limited officials and staff of the Region	Issued and signed by the Regional Director or the Assistant Regional Director, Division Chief
Office Memoranda	Dissemination of instruction, information, or related matters	May mandate or constrain actions or behaviour among DepEd stakeholders  May create rights and obligations in furtherance of DepEd's mandate	Usually short-term/temporary in application	Usually refer to concerns limited to a division/unit in the Regional Office  Not region-wide in application; applies to limited officials and staff of the Region	Issued and signed by the Regional Director or the Assistant Regional Director, Division Chief

**MATRIX OF REGIONAL ISSUANCES**

<b>Regional Issuances</b>	<b>Content</b>	<b>Effect</b>	<b>Duration</b>	<b>Scope/Scale</b>	<b>Issuing Authority</b>
<p>Advisories</p>	<p>Announce the conduct of programs, projects or activities requested by local, national and international partner agencies, associations, organizations, institutions or agencies external to DepEd, referred to in DepEd Order No. 8, s. 2013 ( Policy Guidelines on Regulating the Issuance of DepEd Advisories)</p>	<p>Do not create rights and obligations</p>	<p>Short-term/temporary</p>	<p>May be Region-wide or specific in application</p>	<p>Issued in accordance with the procedures of DepEd No. 8, s. 2013)</p>



Numbering System for Dept'd Issuances (Regional)

Type of Issuance	Description	Proposed Numbering System	Remarks
Regional Order	To follow the current numbering system	REGIONAL ORDER No. 1. s. 2015	To be uploaded in the Regional Website - Numbering c/o Public Affairs
Regional Memorandum	With regional circulation – to follow the current system numbering	REGIONAL MEMORANDUM No. 1. s. 2015	To be uploaded in the Regional Website - Numbering c/o Public Affairs
Regional Memorandum	With limited circulation, usually targets specific level and people Numbering will be clustered according to Teams. Each issuance shall carry the acronym of issuance, team code, year and the number of issuance	REGIONAL MEMORANDUM RM-CLMD-2015-001 RM-PPRD-2015-001 RM-ESSD-2015-001 RM-FTAD-2015-001 RM-QAD-2015-001 RM-FIN-2015-001 RM-ADM-2015-001 RM-HRDD-2015-001 RM-ORD-2015-001	Not for uploading A. Numbering of these issuances (Regional Memorandum with limited circulation, Office Order and Office Memorandum) is controlled by a person-in-charge under each team. Each team shall be coded as follows: CLMD-Curriculum Learning Materials Division PPRD – Policy, Planning and Research Division ESSD – Education Support Services Division FTAD – Field Technical Division QAD – Quality Assurance Division FIN – Finance Division ADM – Administrative Division HRDD – Human Resource and Development Division ORD – Office of the Regional Director B. Each team shall develop and maintain a database for all issuances related by the respective team C. The following basic steps shall be observed in the preparation and approval of issuance these issuances: 1. Proponent drafts the issuance 2. Signing official signs the issuance based on the Table of Authority reflected in Annex 2 3. Prior to circulation of the signed Memo, corresponding number is affixed by the office-in-charge of each team for easy reference and tracking
Office Order	With limited circulation, usually targets specific level and people Numbering will be clustered according to Teams. Each issuance shall carry the acronym of issuance, team code, year and the number of issuance	OFFICE ORDER OO-CLMD-2015-001 OO-PPRD-2015-001 OO-ESSD-2015-001 OO-FTAD-2015-001 OO-QAD-2015-001 OO-FIN-2015-001 OO-ADM-2015-001 OO-HRDD-2015-001 OO-ORD-2015-001	
Office Memorandum	With limited circulation, usually targets specific level and people Numbering will be clustered according to Teams. Each issuance shall carry the acronym of issuance, team code, year and the number of issuance	OFFICE MEMORANDUM OM-CLMD-2015-001 OM-PPRD-2015-001 OM-ESSD-2015-001 OM-FTAD-2015-001 OM-QAD-2015-001 OM-FIN-2015-001 OM-ADM-2015-001 OM-HRDD-2015-001 OM-ORD-2015-001	

Numbering System for DepEd Issuances (Regional)

<b>Type of Issuance</b>	<b>Description</b>	<b>Proposed Numbering System</b>	<b>Remarks</b>
Regional Advisories	To follow the current numbering system	Regional ADVISORY No. 1, s. 2015 Date: Month Day, Year In compliance with Regional Order No. 8, s. 2013 this advisory is issued for the information of Regional officials, personnel/staff, as well as the concerned public (visit <a href="http://depedcalabarzon.ph">depedcalabarzon.ph</a> )	