



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



24 February 2021

Regional Memorandum

TRAINING WORKSHOP ON POLICY IMPLEMENTATION AND ASSESSMENT

To **Schools Division Superintendents**
Regional Office Functional Division Chiefs

1. In adherence to Republic Act No 9155 otherwise known as the Basic Education Act, DepEd CALABARZON exercises authority, accountability and responsibility in the formulation, implementation and coordination of policies and programs and activities, a webinar on Public Policy Implementation, Assessment and Analysis will be conducted on March 22-26, 2021 from 8:30 AM to 4:30 PM.
2. At the end of the training, the participants are expected to have acquired the following learning outcomes:
 - a. identify the rationale, concepts, and principles of public policy and the policy making process;
 - b. differentiate policy problems and implementation;
 - c. familiarize with the procedures in implementation and assessment planning;
 - d. monitor and evaluate the implementation of plans consistent with DepEd policies; and
 - e. translate policy analysis.
2. The following guidelines shall be observed for the training:
 - a. **Training Participants.** Participants shall be the RO Functional Division Chiefs, RO Unit/Section Heads, RO focal person for policy concerns, and two (2) focal persons from Schools Division for policy concerns (ASDS/SGOD/ CID Chiefs/ or technical staff handling policy implementation and assessment and one (1) School Head). The SDO participants shall attend as observers.

A pre-work activity will be sent to the participants' email upon confirmation of attendance.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

Trunkline: 02-8682-5773/8684-4914/8647-7487
Website: depedcalabarzon.ph
Document Inquiry : <https://r4a-teadoc.com/inquire>
Facebook: DepEd R-4A Calabarzon

b. **Pre-Training Requirements.** All participants including observers shall accomplish the online registration and the pre-training assessment through http://bit.ly/Policy_Registration not later than 10 March 2021. No walk-in participants shall be allowed during the training.

c. **Training Requirements.** Participants shall fulfill the following requirements in order to receive a Certificate of Completion:

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

ii. **Training Outputs.** Presentation of group workshop outputs, namely: implementation and M&E plans; and

iii. **Training Assessments.** These include (1) post-training assessment, (2) diagnostic examination, and (3) evaluation of the training program and resource speakers.

Observers shall fulfill items 3a and 3c in order to be issued with a certificate.


d. **Administrative and Logistical Arrangements.** This activity is a blended in delivery. Some participants are participating online via MS Teams and some are on face to face at Bulwagan ng Karangalan. The following are the administrative and logistical arrangements for the training:

i. **Internet Access.** All participants shall have good and stable internet connectivity. Particularly, participants under the online delivery mode shall find a conducive place for learning.

ii. **Electronic Devices.** All participants under online and face-to-face delivery modes shall bring laptops as all training exercises and workshops are computer-based.

iii. **Meals.** Food of participants joining the face-to-face activity will be charged to local funds subject to the usual accounting rules and regulations. First meal to be served is AM snacks of day 1 and last meal will be PM snacks of the last day.

4. For clarification and further inquiries, please contact PPRD through the email address: pprd.calabarzon@deped.gov.ph and/or telephone number 8682 5773 loc 470/471.
5. Immediate dissemination of this Memorandum is earnestly desired.


WILFREDO E. CABRAL
Regional Director

2/24/21



Attachment to Regional Memorandum No. ____

Number of Participants per RO Functional Division / SDO

RO Functional Divisions / SDO	Number of Participants
ORD	3
CLMD	3
ESSD	3
FTAD	3
QAD	3
HRDD	3
PPRD	5
AD	7
FD	4
SDO	2 per SDO (Observers/Virtual) - 42
Resource Speakers	10
TOTAL	86

TRAINING MATRIX

Day & Time	Topic/Activity	In-Charge/ Resource Speaker
A week before the training program	Activity 1: Pre-Training Evaluation	Training Secretariat
Day 1 March 22, 2021		
0830 - 0900	Activity 2: Opening Ceremonies	Training Secretariat
0900 - 0930	Activity background Introduction of participants Training rules, norms, and requirements	
0930 - 1100	Module 1: Introduction to Public Policy	Mariel Bayangos
1100 - 1200	Module 2: Policy Development Process in DepEd	Emiljohn Sentillas Cristina Cay
1200 - 1300	Lunch Break	
1400 - 1600	Exercise 1: Identification of policies for workshop	
Day 2 March 23, 2021		
0830 - 0900	Management of Learning	Participants
0900 - 0930	Sharing of topics	
0930 - 1200	Module 3: Policy Implementation	Theдем Alarte Marie Christ Pangilinan

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Day & Time	Topic/Activity	In-Charge/ Resource Speaker
1200 – 1300	Lunch break	
1400 – 1600	Exercise 2: Policy Implementation Plan	Participants
Day 3 March 24, 2021		
0830 – 0900	Management of Learning	Participants
0900 – 1130	Activity: Presentation of outputs	Participants
1130 – 1200	Closing program	
Day 4 March 25, 2021		
0830 – 0900	Opening ceremonies Training rules, norms, and requirements	
0900 – 0915	Review of previous modules	
0915 – 1200	Module 4: Policy Assessment	John Lawrence Carandang Criss Anne Mallari Gezella Tandez
1200 – 1300	Lunch break	
1400 – 1600	Exercise 3: M&E Plan	
Day 5 March 26, 2021		
0830 - 0900	Management of learning	Participants
0900 – 1030	Activity: Presentation of outputs	
1030 - 1130	Introduction to policy analysis	Karla Sio Michael Manangu
1130 – 1200	Post-training evaluation Closing	Training Secretariat