



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



09 September 2021

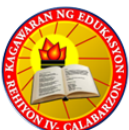
Regional Memorandum

**COMPLETE STAFF WORK ON ISSUANCES WITH IMPLICATIONS TO THE POLICIES,
DIRECTIONS AND STANDARDS OF THE DEPARTMENT OF EDUCATION**

To **OIC-Assistant Regional Director
Regional Division Chiefs and Unit Heads
Schools Division Superintendents**

1. One of the key functions of DepEd Regional Offices is leading policy and direction setting as well as standard setting and enforcement consistent with the national education standards as stipulated in DepEd Order No. 52, s. 2015. This specific responsibility of the regional office aims to enrich policy formulation and strengthen implementation in all governance levels of the Department.
2. In the interest of efficiency and quality assurance of this Office in processing of all requested regional issuances for approval such as orders, memoranda and other forms of directives which have implications to policy implementation, standard enforcement and/or other related concerns, all functional divisions and units are enjoined to accomplish Complete Staff Work (CSW) for the aforementioned issuances.
3. The requesting office must enclose the accomplished CSW form (Attachment 1) and other related documents if any to the requested issuance for approval indicating the following:
 - a. **Justification** – an explanation of the sufficient reason/s to show that the requested issuance for approval is beneficial to the Department.
 - b. **Legal Basis** – a statement citing the legal basis for the requested issuance for approval.
 - c. **Functional Divisions, Schools Division Offices, Schools, Non-DepEd Institutions and/or Organizations Involved or Affected** – a statement enumerating the functional divisions, schools' division offices, schools, non-DepEd institutions and/or organizations which will be involved in or affected by the requested issuance for approval;

"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"



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Document Inquiry : <https://r4a-teadoc.com/inquire>

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- d. **Coordination with Functional Divisions, Schools Division Offices, Schools, Non-DepEd Institutions and/or Organizations Involved or Affected** – a statement confirming that the necessary coordination and consultations were made indicating their comments and recommendations duly signed by the heads of functional divisions, schools' division offices, schools, non-DepEd institutions and/or organizations.
 - e. **Potential Problems, Risks or Complications** – a statement expressing potential problems, risks or complications that may arise in case the issuance be approved or disapproved by the Regional Director
 - f. **Proposed Preventive Actions** – a statement explaining proposed preventive actions for identified potential problems, risks, or complications in Item E.
4. Non-compliance to all foregoing requirements for requested issuance for approval shall be returned for completion of obligatory staff work. It is expected that all functional division chiefs and/or heads of DepEd offices or schools which may be involved in or affected by the requested issuance for approval must conduct comprehensive review of its consistency and compliance to relevant DepEd policies, directions and standards with the intention of protecting the best interest of the Department.
 5. For your information, guidance and strict compliance.


FRANCIS CESAR B. BRINGAS
Regional Director 

cc: oard/cdr

Attachment 1:

**COMPLETE STAFF WORK ON ISSUANCES WITH IMPLICATIONS
TO DEPED POLICIES, DIRECTIONS AND STANDARDS**

Components	Explanations/Statements	Attestation/Conforme (Signature/s)
Justification		Head of Requesting Office
Legal Basis		Head of Requesting Office, Legal Officer
Functional Divisions or Units, Schools Division Offices, Schools, Non- DepEd Institutions and/or Organizations Involved or Affected		Functional Division Chiefs, Heads of SDO/s, Non-DepEd Institutions and Organizations
Coordination with Functional Divisions or Units, Schools Division Offices, Schools, Non- DepEd Institutions and/or Organizations Involved or Affected		Functional Division Chiefs Heads of SDO/s, Non-DepEd Institutions and Organizations
Potential Problems, Risks or Complications		Head of Requesting Office, Quality Management Representative
Proposed Preventive Actions		Head of Requesting Office, Quality Management Representative

Recommending Approval:

CHERRYLOU D. REPIA

OIC-Assistant Regional Director

Approved:

FRANCIS CESAR B. BRINGAS

Regional Director