



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



PPRD-RM-2025-219

19 March 2025

**Regional Memorandum**  
**No. 219, s. 2025**

**COMPREHENSIVE TRAINING PROGRAM ON WRITING  
POLICY BRIEF FOR SUPERVISORS**

To: **Schools Division Superintendents**

1. To effectively perform the Key Result Area (KRA)-related functions on Policy Implementation and Assessment, the Policy, Planning, and Research Division (PPRD) will conduct a Training on Writing Policy Brief for Supervisors on April 23-25, 2025. The venue will be communicated via separate memorandum.
2. This activity aims to:
  - equip supervisors with a solid understanding of the purpose, structure, and key components of effective policy briefs;
  - enable supervisors to apply learned concepts through hands-on exercises and practical writing assignments; and
  - empower supervisors to use policy briefs as a tool for influencing decision-making.
3. Participants in this training are SGOD Education Program Supervisors and PPRD personnel who will also serve as the secretariat.
4. Meal and accommodation expenses of all participants and travelling expenses of PPRD personnel shall be charged against regional funds while the travelling expenses of participants from SDOs shall be from local funds, subject to usual accounting and auditing rules and procedures.
5. For more information and details, you may contact the Policy, Planning, and Research Division (PPRD) through [pprd.calabarzon@deped.ph](mailto:pprd.calabarzon@deped.ph).
6. For immediate dissemination and strict compliance of all concerned.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
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07/ROP2/ROP1



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