



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

07 April 2025

**Regional Memorandum**  
No.260 s.2025

**ADDENDUM TO RM NO. 219, s. 2025**

To: **Schools Division Superintendents**

1. Relative to RM No. 219, s. 2025 titled Comprehensive Training Program on Writing Policy Brief for Supervisors on April 23-25, 2025, this office announces that this activity will be conducted at Soleste Suites, 193 Katipunan Avenue, Blue Ridge, Quezon City.
2. Attached hereto is the indicative program of activities.
3. All other provisions in the said memorandum are still in effect.
4. 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).
5. For immediate dissemination and strict compliance of all concerned.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director & 

07/ROP2/ROP1



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)



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Regional Memorandum  
No. 200-2025

ADDENDUM TO RM NO. 219, R. 2025

To: Schools Division Superintendents

1. Pursuant to RM No. 219, R. 2025 and the Comprehensive Training Program on Writing Policy, the Bureau is hereby directing all Schools Division Offices (SDOs) to ensure that the activity will be conducted in accordance with the Department Order (DO) No. 100, s. 2025.

2. Attached hereto is the addendum portion of the policy.

3. All other provisions in the said memorandum shall remain in effect.

4. For more information and details, you may contact the Bureau of Education, Office of the Secretary, Department of Education, Pasig City, Philippines.

5. For immediate dissemination and strict compliance, please advise the Bureau.

*[Signature]*  
ATTY. ALBERTO T. ESCOBAR, CESO II  
Secretary

4:43

BY: *[Signature]*

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**COMPREHENSIVE TRAINING PROGRAM ON WRITING  
POLICY BRIEF FOR SUPERVISORS  
April 23-25, 2025**

**Indicative Program of Activities**

<b>Time</b>	<b>Assigned Topic</b>	<b>Person/s Involved</b>
<b>April 23, 2025 - Day 1</b>		
7:00 – 8:30 AM	Arrival of the Participants	
8:30-9:00 AM	Preliminaries	TWG Members
9:01 – 9:30 AM	Snacks	
9:31-10:15 AM	<b>Lecture 1:</b> Introduction to Public Policy	Adrian A. Bullo <i>PO III</i>
10:16-11:00 PM	<b>Lecture 2:</b> Policy Development Process	Randie B. Atienza <i>EPS</i>
11:01-12:00 PM	<b>Lecture 3:</b> Policy Implementation	Elinor S. Garcia <i>Chief ES</i>
12:01-1:00 PM	Lunch	
1:01 – 2:00 PM	<b>Lecture 4:</b> Policy Assessment	Dr. Allan D. Tipan <i>Resource Person</i>
2:01-2:30 PM	Snacks	
2:31 – 3:30 PM	<b>Lecture 5:</b> Introduction to Policy Analysis	Dr. Allan D. Tipan <i>Resource Person</i>
3:31 – 4:15 PM	<b>Workshop 4:</b> Problem Structuring	
4:16-4:30 PM	Presentation of Problem Structuring	
4:31-5:00 PM	Reminders	
<b>Time</b>	<b>Assigned Topic</b>	<b>Person/s Involved</b>
<b>April 24, 2025 - Day 2</b>		
<b>8:00-8:30 AM</b>	MOL	Participants

<b>8:31-10:15 AM</b>	Module I. Foundations of Policy Brief Writing	
(8:31 – 9:00 AM)	<b>Topic 1: What is a Policy Brief?</b>	Randie B. Atienza EPS-PPRD
(9:01 – 9:15 AM)	Health Break	
(9:16 – 10:00 AM)	<b>Topic 2: Structuring a Policy Brief: An Overview</b>	Eliño S. Garcia CES - PPRD
<b>10:01 - 3:00 PM</b>	Module II. Crafting Compelling Content	
(10:01 – 11:00 AM)	<b>Topic 3: The Power of the Title and Executive Summary</b> <ul style="list-style-type: none"> <li>• Craft attention-grabbing yet accurate titles.</li> <li>• Write concise and compelling executive summaries that capture the essence of the brief.</li> </ul>	Dr. Alfons Pelgone Resource Person
(11:01 – 12:00 PM)	<b>Workshop 1</b> Develop titles and executive summaries for sample policy issues.	
12:01 – 1:00	Lunch Break	
(1:01 – 2:00 PM)	<b>Topic 4: Defining the Problem and Presenting Evidence</b> <ul style="list-style-type: none"> <li>• Clearly articulate the policy problem and its significance.</li> <li>• Use data and statistics effectively to demonstrate the problem's scope and impact.</li> <li>• Summarize research findings and present evidence in a clear and accessible way.</li> </ul>	Dr. Alfons Pelgone Resource Person
<b>1:01 – 3:00 PM</b>	<b>Workshop 2</b> Create problem statements and summarize research for sample issues.	
<b>3:01 – 4:00 PM</b>	<b>Topic 5: Developing Policy Options and Recommendations</b> Generate a range of viable policy options or alternatives.	Ms. Karla S. Sio Resource Person

	<ul style="list-style-type: none"> <li>• Evaluate the pros and cons of each option, considering feasibility, cost, and impact.</li> <li>• Formulate clear, specific, and actionable recommendations.</li> <li>• Tailor recommendations to the target audience and political context.</li> </ul>	
<b>4:01 – 5:00 PM</b>	<b>Workshop 3</b> Develop policy options and recommendations for sample issues.	
<b>April 25, 2025 - Day 3</b>		
<b>8:01-8:30 AM</b>	MOL	Participants
<b>8:31 – 9:30</b>	<b>Module III. Implementation and Refinement</b>	
(8:31 – 9:30 AM)	<p><b>Topic 6: Implementation Considerations and Conclusion</b></p> <ul style="list-style-type: none"> <li>• Discuss the practical aspects of implementing recommendations.</li> <li>• Identify potential challenges and propose solutions.</li> <li>• Write a strong conclusion that reinforces the urgency and importance of the issue.</li> </ul>	Dr. Alfons Pelgone Resource Person
<b>9:31 – 10:00 AM</b>	<b>Health Break</b>	
<b>10:01 – 12:00 PM</b>	<b>Workshop 4</b> Develop implementation plans and conclusions for sample policy briefs.	
<b>12:01 – 1:00 PM</b>	<b>Lunch Break</b>	
<b>1:01 – 3:00 PM</b>	Presentation and feedback on the participants' output	
<b>3:01 – 4:00 PM</b>	<b>Closing Program</b>	