

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

07 April 2025

**Regional Memorandum**  
No.263 s.2025

**VETTING AND FINALIZATION OF THE  
REGIONAL POLICY BRIEF FORMAT**

To: **Schools Division Superintendents**  
**Assistant Schools Division Superintendents**

1. Recognizing the importance of a structured policy development process as outlined in Department of Education (DepEd) Order No. 13, s. 2015, this office, through its Policy, Planning, and Research Division (PPRD), has taken the initiative to develop a regional policy brief format. The purpose of this standardized format is to ensure clarity, uniformity, and conciseness in all policy brief outputs within the region.
2. To ascertain that the developed guidelines conform to acceptable academic standards, this office respectfully requests the valuable input of Schools Division Superintendents, Assistant Schools Division Superintendents, and all interested stakeholders with demonstrable expertise in policy brief writing for the enhancement and finalization of the Regional Policy Brief Format.
3. To facilitate vetting and recommendations, the draft reference file (RRG) and the working file (Comments and Recommendation Form) are accessible via <https://tinyurl.com/Regional-PolicyBriefFormat>. Please submit all inputs by April 11, 2025, for inclusion in the final format.
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 compliance.

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

07/ROP2/ROP1



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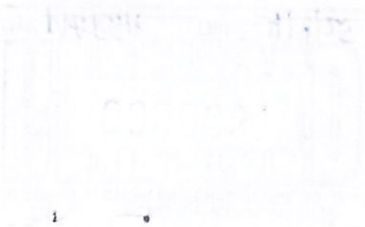
WILLIAM V. BROWN, JR.

REGIONAL POLICE BRIEF SCHWARTZ  
LEADING AND INVESTIGATION OF THE

NO 2025-2-5000  
Schwartz, William V.

04/08/2025

REGIONAL POLICE BRIEF SCHWARTZ  
LEADING AND INVESTIGATION OF THE



## REGIONAL POLICY BRIEF FORMAT

Name/s of the Proponent/s: \_\_\_\_\_

Functional Division/SDO: \_\_\_\_\_

Subject Policy (DepED Order): \_\_\_\_\_

Key Process/KRA: \_\_\_\_\_

### Title

*(A clear and concise title that accurately reflects the issue at hand. It should be attention-grabbing but not sensationalized)*

### Executive Summary

*(A brief overview of the issue, the key findings, and the main recommendations. This is often the only part that busy policymakers will read, so it needs to be compelling and informative (IDRC, n.d.)*

### Introduction

*(Set the stage by defining the problem and its importance. It should explain why the issue matters and why it requires attention now. Include any relevant background information and context (FiscalNote, n.d.)*

#### - Problem Statement/Needs Assessment

*(Clearly define the specific problem being addressed. This section should provide evidence of the problem's existence, its scope, and its impact. Use data and statistics to support your claims (FiscalNote, n.d.))*

#### - Research Overview/Evidence

*(Summarize the research or evidence that informs the policy recommendations. This section should explain the methods used, the key findings, and any limitations of the research. It's crucial to present the evidence in a way that is relevant and understandable to the target audience (IDRC, n.d.)*

### Policy Options/Alternatives

*(Present different policy options or approaches to address the problem. This section should outline the pros and cons of each option, considering factors such as feasibility, cost, and potential impact.)*

Problem Statement	Option	PROs	CONs

### Recommendations

*(Provide clear and specific recommendations for action. These should be based on the evidence presented and should be realistic and achievable. Recommendations should be tailored to the target audience and should consider the political and social context (FiscalNote, n.d.)*

### Implementation Considerations

*(Discuss the practical aspects of implementing the recommendations, such as who would be responsible, what resources would be needed, and what potential challenges might arise)*

**Conclusion**

*(Summarize the key points and reinforce the urgency of addressing the issue. It should leave the reader with a clear understanding of the problem and the proposed solutions)*

**References**

*(List all sources cited in the policy brief, following a consistent citation style (APA format).)*



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**Summary of Comments and Recommendations on the  
Regional Policy Brief Format**

Page No./ Column No. / Row No./ Line No. (in chronological order)	Brief description of findings/ observations	Specific recommendations for improvement

*(add more row, if necessary)*

Prepared by:

\_\_\_\_\_



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