



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



22 May 2026

**Regional Memorandum**  
No. 349 s. 2026

**WORKSHOP ON CONVERTING RESEARCH FINDINGS INTO  
POLICY RECOMMENDATIONS THROUGH POLICY BRIEFS**

To: **Schools Division Superintendents**

1. Pursuant to DepEd Order No. 13, s. 2015<sup>1</sup>, DepEd Order No. 16, s. 2017<sup>2</sup>, and Regional Memorandum No. 263, s. 2025<sup>3</sup>, which establishes a systematic, evidence-based approach to policy formulation, this Office will conduct the Workshop on Converting Research Findings into Policy Recommendations Through Policy Briefs. The activity is scheduled on **June 24–26, 2026**. Further details, including the venue, shall be released through a separate memorandum.
2. This activity aims to:
  - distill complex datasets and differentiate exhaustive academic reporting styles to construct clear, urgent, and well-defined educational problem statements that immediately command leadership intervention.
  - build a structured comparison matrix evaluating the feasibility, pros, and cons of distinct alternatives to draft actionable, legally sound, and jargon-free policy recommendations.
  - finalize a complete, standardized Regional Policy Brief—incorporating a precise Executive Summary and proper APA citations—and simulate pitching the output for formal top-management vetting.
3. Preferably, the participants in this activity are the 25 Education Program Supervisors of the School Governance and Operations Division (SGOD). For SDOs with no SGOD-EPS, the Chief or the Division Policy and Research Focal Person or the officially designated personnel responsible for Policy Review and Recommendations shall represent the SDO. Participants are required to confirm their attendance by completing the registration form at <https://forms.cloud.microsoft/r/qZ2tR7gW9L> on or before June 5, 2026.
4. To ensure the hands-on applicability of the workshop, all participants are required to bring at least three (3) copies of their latest completed research papers or Curriculum Implementation Division (CID) - Education Program Supervisor (EPS) research papers, subject to proper institutional clearance.



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Certificate No. PHP QMS  
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These documents will serve as the primary workshop material, from which one will be selected for conversion into a localized policy brief.

5. Meals and accommodation expenses of all participants and resource speakers, including the travel expenses of regional office personnel, shall be charged against Regional Funds. Meanwhile, the travel expenses of participants from the Schools Division Offices (SDOs) shall be charged against their respective Local Funds, subject to the usual accounting and auditing rules and regulations.
6. The session details and official timeline for the workshop are specified in the attached Indicative Program of Activities for your reference and guidance.
7. For more information and details, you may contact Randie B. Atienza, Education Program Supervisor of the Policy, Planning, and Research Division (PPRD) through [pprd.calabarzon@deped.ph](mailto:pprd.calabarzon@deped.ph).
8. For immediate dissemination and strict compliance by all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV

References:

DepEd Order No. 13, s. 2015 (Policy Development Process at DepEd)  
DepEd Order No. 16, s. 2017 (Research Management Guidelines)  
Regional Memorandum No. 263, s. 2025 (Regional Policy Brief Format)

07/ROP2/ROP1

**Workshop on Converting Research Findings into Policy  
Recommendations Through Policy Briefs**

**June 24-26, 2026**

**Indicative Program of Activities**

<b>Time</b>	<b>Assigned Topic / Activity</b>	<b>Expected Output</b>	<b>Person/s Involved</b>
<b>Day 1: Problem Framing and Title Design</b>			
8:00 - 8:30 AM	Preliminary Activity	N/A	TWG Members
8:30 - 9:30 AM	Session 1: Introduction to Policy Framing	N/A	Dr. Randie B. Atienza (EPS, PPRD)
9:31 - 12:00 PM	Session 1: The Policy Landscape & Problem Framing • Differentiate academic vs. policy writing • Reframe research into an urgent social/educational issue	• Title • Introduction • Problem Statement / Needs Assessment	Dr. Jayson L. De Vera (Assoc. Prof., FSTeM, PNU Manila)
12:00 - 1:00 PM	Lunch Break	N/A	
1:01 - 3:00 PM	Writeshop 1: Framing the Issue • Draft a clear, catchy, non-sensationalized title • Define problem scope, importance, and immediate urgency	• Title • Introduction • Problem Statement	Dr. Jayson L. De Vera
3:01 - 4:00 PM	Presentation of Output		Participants
4:00 - 4:30 PM	Wrap-Up, Evaluation, and Debriefing	Milestone check: Titles and Problem Statements	TWG / Participants
<b>Day 2: Evidence Synthesis and Policy Alternatives</b>			
8:00 - 8:30 AM	Management of Learning Activity	N/A	TWG Members
8:31 - 12:00 PM	Session 3: Evidence Synthesis & Solution Engineering • Generate complex datasets into key evidence • Map pros and cons of potential solutions	• Research Overview/Evidence • Policy Options/Alternatives (Pros/Cons Matrix)	Dr. Jayson L. De Vera
12:01 - 1:00 PM	Lunch Break	N/A	
1:01 - 3:00 PM	Writeshop 2: Evidence Mapping & Matrix Formulation • Summarize research methodologies and findings • Complete the Problem-Option-Pros-Cons comparative table	• Research Overview • Policy Options Table	Dr. Jayson L. De Vera

3:01 - 4:00 PM	Presentation of Output		Participants
4:00 - 4:30 PM	Wrap-Up, Evaluation, and Debriefing	Milestone check: Titles and Problem Statements	TWG / Participants
<b>Day 3: Recommendations, Executive Summary, and Pitching</b>			
8:00 - 8:30 AM	Management of Learning Activity	N/A	TWG Members
8:31 - 12:00 PM	Session 4: Refining, Presentation & Pitching • Formulate SMART, realistic recommendations • Strip academic jargon for non-specialist policymakers • Structure implementation parameters	• Recommendations • Implementation Considerations • Conclusion & References	Dr. Jayson L. De Vera
12:01 - 1:00 PM	Lunch Break	N/A	
1:01 - 3:00 PM	Writeshop 3 & Pitching Simulation: Bridging Research to Practice • Draft the Executive Summary • Organize APA References • Peer review / Mock presentation of the brief	• Executive Summary • Implementation • References (APA)	Dr. Jayson L. De Vera
3:01 - 4:00 PM	Closing Program	Final outputs ready for link submission	TWG / Participants