



Republic of the Philippines
Department of Education

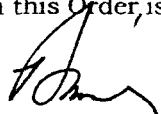
13 APR 2015

DepEd ORDER
No. **13**, s. 2015

**ESTABLISHMENT OF A POLICY DEVELOPMENT PROCESS AT THE DEPARTMENT
OF EDUCATION**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
School Division Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Guidelines on the Establishment of a Policy Development Process at the Department of Education** which aims to establish a policy development process that provides for systematic, evidence-based and participatory mechanisms and procedures for the formulation, adoption and review of policies issued by the DepEd Central Office (CO).
2. The mechanisms and procedures constituting the process shall guide the DepEd CO and its stakeholders in drafting and issuing policies anchored on the DepEd's vision, mission, mandate and core values, and towards the effective and efficient achievement of education outcomes.
3. All DepEd Orders and other related issuances, rules and regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
4. Moreover, this policy shall take effect fifteen (15) days after its publication in the Official Gazette or a newspaper of general circulation.
5. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUJASTRO FSC
Secretary

Encls.: As stated

References: DepEd Order: (Nos. 63, s. 2011; 8 and 36, s. 2013)
(Office Order dated December 18, 2002)
DepEd Memorandum: (No. 146, s. 2013)

To be indicated in the Perpetual Index under the following subjects:

BUREAUS & OFFICES	PROCEDURE
COMMITTEE	RESEARCH
ISSUANCE	REVIEW
POLICY	

**GUIDELINES ON THE ESTABLISHMENT OF A POLICY DEVELOPMENT PROCESS
AT THE DEPARTMENT OF EDUCATION CENTRAL OFFICE**

I. Rationale

1. Republic Act (R.A.) No. 9155, otherwise known as the *Governance of Basic Education Act*, vests the Department of Education (DepEd) with authority, accountability and responsibility for ensuring access to, promoting equity in, and improving the quality of basic education. Consequently, it formulates, implements, and coordinates policies, plans, programs, projects and activities to ensure a complete, adequate and integrated system of basic education relevant to the goals of national development.

2. Given the complexity of issues on education, the scope of the DepEd's operations, and the absence of an established mechanism for policy formulation, various issuances embody different levels of DepEd action: DepEd Orders, DepEd Memoranda, Office Orders, Office Memoranda, Unnumbered Memoranda, and Advisories.¹ The abundance of these issuances often results in conflicting provisions, which sometimes impede the DepEd's efficient and effective delivery of basic education services.

3. In view of the above, this Order aims to establish a policy development process under the Policy Research and Development Division (PRD) of the Planning Service (PS) that provides for systematic, evidence-based and participatory mechanisms and procedures for the formulation, adoption and review of policies issued by the DepEd CO. The mechanisms and procedures constituting the process shall guide the DepEd CO and its stakeholders in drafting and issuing policies anchored on the DepEd's vision and mission, mandate and core values, and towards the effective and efficient achievement of education outcomes.

II. Scope of the Policy

4. This DepEd Order provides for the establishment of a process for developing and issuing DepEd policies promulgated by the various offices, bureaus, services, centers in the Central Office and signed by the Secretary. It covers the mechanisms and a procedural map for the formulation, adoption and review of DepEd policies, which may involve DepEd stakeholders within and outside the DepEd CO.

III. Definition of Terms

5. For purposes of this Order, the following terms are defined/understood as follows:

- a. **Policies** are principles, rules and regulations or guidelines adopted by the DepEd through a systematic, evidence-based and participatory process, in order to guide its personnel's and education stakeholders' actions and decisions, toward attaining basic education outcomes. Policies reflect the DepEd's core values and are demonstrated in its programs, projects and activities. Policies are generally characterized in terms of the following elements:
 - i. *Content.* Policies establish principles, rules and regulations or guidelines which are usually broad in orientation. To ensure implementation, DepEd shall issue policies which include procedures or instructions for upholding the principles, rules and regulations or guidelines;
 - ii. *Effect.* Policies govern actions or behavior, and can create rights and obligations to carry out the DepEd's mandate;

¹ From 1971 2012, more than 3,270 DepEd Orders and 12,938 DepEd Memoranda have been issued.

- iii. *Duration*. Policies are usually long-term in application;
- iv. *Scope/Scale*. Policies often pertain to institution-wide concerns and are also usually institution-wide or nationwide in application; and
- v. *Issuing Authority*. Policies are promulgated and signed by DepEd Secretary or other officials with legal authority to do so.

b. **DepEd issuances** are official documents containing policies, procedures, or information released and/or signed by the DepEd Secretary or other authorized officials of the DepEd pursuant to its mandate. Refer to **Annex 1a** for the Table of Authority. The different DepEd issuances are the following:

- i. DepEd Order;
- ii. DepEd Memorandum;
- iii. Office Order;
- iv. Office Memorandum; and
- v. DepEd Advisory.

These DepEd issuances are described in detail in the matrix in **Annex 1b**. They vary in their content, effect, duration, and issuing activity.

Issuances which contain policies promulgated by the DepEd CO and signed by the Secretary shall be embodied in *DepEd Orders* when the application of the policies are DepEd-wide or nationwide and in *Office Orders* when the policies are limited to offices, bureaus, services, centers, in the Central Office.

IV. Policy Statement

6. The DepEd hereby establishes the policy development process described in this Order for formulating, adopting and reviewing policies issued by the DepEd CO and signed by the Secretary. This process is based on the policy cycle², which or when applied, should ensure that mechanisms and procedures involved shall:

- a. adhere to the DepEd's vision, mission, mandate, and core values;
- b. contribute to the attainment of the DepEd's goals and outcomes;
- c. employ a systematic set of activities leading to the development of DepEd policies;
- d. adopt an evidence-based approach that relies on sound research, studies and contributions of experts; and
- e. use participatory methods which will take into account the concerns of relevant stakeholders.

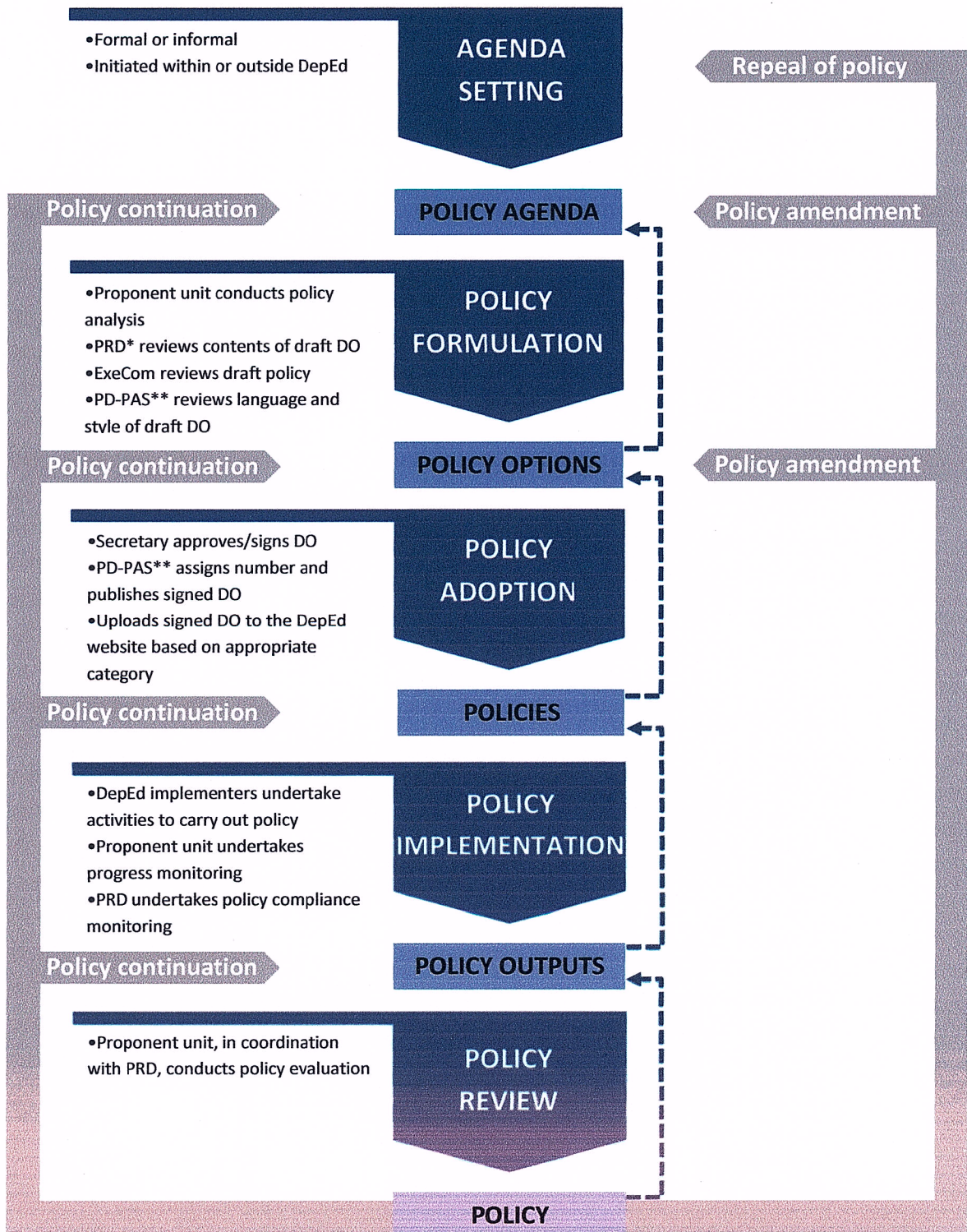
V. Policy Development Process

7. The Policy Development Process in **Figure 1** on the next page consists of the different phases of the policy cycle; namely,

- a. Agenda-setting;
- b. Policy formulation;
- c. Policy adoption;
- d. Policy implementation; and
- e. Policy review.

The activities involved in each phase are also illustrated in **Figure 1**. Each phase involves distinct undertakings which can lead to the next phase. However, it is possible to return to the previous phase/s of the process, if necessary. For instance, after policy formulation, the Secretary may order a *review* of additional policy options (which is still under the policy formulation stage) or a *revision* of the policy agenda, instead of proceeding to policy adoption.

² The policy cycle refers to the logical sequence of events, categorized into stages or phases, in the development, implementation and review of a policy.



*Policy Research and Development Division under the Planning Service (PRD-PS)

**Publications Division under the Public Affairs Service (PD-PAS)

Figure 1. DepEd Policy Development Process

Note: This Figure is adapted from Dunn, W. Public Policy Analysis: An Introduction. Prentice Hall, 2004:46.

A. Agenda Setting

8. This phase involves the recognition of education policy gaps, issues, general problem areas, opportunities, trends, goals and other concerns which may require policy intervention from the DepEd. At this stage, specific problems may not yet be clearly defined, but they could have surfaced and have been brought to the attention of the DepEd Executive Committee (ExeCom), offices, bureaus, or centers, and even of other stakeholders.

9. *Agenda-setting* involves the DepEd's adoption of official long-term or short-term policy agenda, or identification of priority areas where policies will be developed. The Planning Service (PS) or any DepEd office, bureau or center (even at the regional or division level) with mandate and expertise to respond to a policy issue or area may spearhead and consolidate inputs to formulate comprehensive and proactive policy agenda or identify priority areas and submit these to the ExeCom for approval. Only policy areas approved by the ExeCom shall be subjected to policy analysis following the policy formulation and subsequent processes described in this Order. The ExeCom shall identify the policy proponent, which may be the concerned DepEd office, bureau or center that has the mandate and expertise to respond to the policy issue. The ExeCom may also review and revise the policy agenda as the need arises.

10. Generation of inputs for the development of a policy agenda may happen either *formally* or *informally*. The *formal process* often takes the form of consultations, such as official meetings, fora, conferences, or workshops, purposely designed to raise or discuss concerns which may need policy action. Consultations may be initiated by and conducted among internal DepEd stakeholders, including offices, bureaus, centers, relevant committees, such as the Budget Committee, Program Committee (ProgCom), or Management Committee (ManCom), or even external stakeholders such as the associations of teachers and employees, private schools, students, parents, and other civil society organizations, lawmakers and other policy makers, other officials of government agencies, academicians and researchers.

11. The *informal process* may involve the generation of policy issues or concerns through activities, which may not be principally intended for agenda setting, but which enable internal and external stakeholders to surface issues or concerns requiring policy intervention. *Informal agenda-setting* may be initiated internally, such as when a DepEd office, bureau or center, in the course of its work or based on engagement with stakeholders, realizes policy concerns. External stakeholders can also initiate the informal process by raising issues through other channels for promoting their concerns.

B. Policy Formulation

12. At this stage, the general policy gaps, issues, problem areas, opportunities, trends, goals and other concerns, which were approved by the ExeCom as part of the policy agenda or for the conduct of policy analysis, are translated into a specific problem or issue that may be addressed by several policy alternatives. The proponent identified by the ExeCom shall conduct a policy analysis to properly identify the problem and generate policy alternatives or options.

13. While there are various models of policy analysis which may be employed, the proponent office, bureau or center must ensure that the basic steps in policy analysis discussed in **Annex 2** are undertaken. These include:

- a. identification and verification of the problem;
- b. identification of policy criteria;
- c. identification of policy options;
- d. comparing and contrasting policy options;
- e. identification of the recommended policy; and
- f. implementation, monitoring and evaluation.

14. The proponent shall proactively engage relevant stakeholders within and outside DepEd in the various processes of policy analysis. Consultations may be made with the Budget Committee, ProgCom, or the ManCom, as the case may be. The proponent shall also conduct thorough research to find studies and empirical evidence to establish the problem, generate policy options, forecast their outcomes, and to support other aspects of the policy analysis. Such participatory and evidence-based approach shall be observed in the formulation of new policies or the amendment or revision of existing policies.

15. The proponent shall prepare a comprehensive documentation of the policy analysis and use the same in drafting the DepEd Order that will embody the policy proposal. For a complete policy issuance, the draft enclosure to the DepEd Order shall contain the basic contents indicated in **Annexes 3A** and **3B**. The contents may be adjusted to achieve the 3Cs: coherence or well-organized text, conciseness, and clarity. In addition to the draft enclosure to the DepEd Order, the proponent should also accomplish the *Policy Proposal Summary* provided in **Annex 4**, which serves as a tool for reviewing the proposal.

16. The proponent shall submit the *Policy Proposal Summary*, draft enclosure to the DepEd Order and the documentation of the policy analysis to the **Policy Research and Development Division (PRD)** under the Planning Service (PS).

17. Upon effectivity of this Order, the PRD shall develop a *work plan* detailing the initial implementation of its duties, within thirty (30) days from its constitution.

18. The PRD has the following duties:

- a. provide technical assistance to the proponent office, bureau or center in the conduct of the policy analysis;
- b. receive and review the summary, draft enclosure and DepEd Order and the documentation of the policy analysis from the proponent office, bureau or center;
- c. request for discussion, clarification, additional information or documents from the proponent office, bureau or center in the conduct of the review;
- d. consult and request information from other DepEd offices, bureaus or centers, officials, personnel or other stakeholders in the conduct of the review including the language use, reformatting and styling from the *Publications Division-Public Affairs Service (PD-PAS)*;
- e. evaluate all draft DepEd Memoranda to ensure that they do not contain DepEd policies;
- f. recommend the appropriate signing official and type of issuance that should embody the proposal based on the different DepEd issuances described in **Annex 1a and 1b**;
- g. provide initial recommendations to improve the proposed DepEd Order and ensure that the proposed policy:
 - i. has been developed after exhaustive policy analysis;
 - ii. is based on reliable evidence and meaningful consultations;
 - iii. is complete, clear and not open to confusion or misinterpretation;
 - iv. has gone through PD-PAS's standard reformatting, assessment of language use, mechanism and styling;
 - v. is consistent with the values, mandate, and issuances of DepEd, and with laws and policy issuances of other government agencies;
 - vi. enables and empowers education stakeholders, and is not overly restrictive;

- vii. is implementable; and
 - viii. does not pose insurmountable risks.
- h. if necessary, conduct further policy analysis, including cost-benefit analysis or other applicable analytical tools, to determine whether the proposal should be recommended to the ExeCom for approval or not; and
 - i. endorse the draft DepEd Order (revised as the case may be) and the *Policy Proposal Summary* through the Head of the PRD to the DepEd ExeCom for consideration.

19. The ExeCom shall set a regular schedule for taking up proposed DepEd Orders endorsed by the PRD. The ExeCom shall request the proponent office, bureau or center to provide additional information to facilitate its review of the policy proposal. Based on its review, the ExeCom shall either recommend the Secretary's approval of the proposed DepEd policy, or direct further study and/or amendment of the same, or take any other action it deems appropriate.

C. Policy Adoption

20. Upon the Secretary's approval of the policy proposal, he or she shall affix his/her signature to the DepEd Order articulating the proposed policy.

21. The signed DepEd Orders shall be transmitted to the *PD-PAS*, which will:

- a. assign a control number to the DepEd Order, following a chronological system that begins with the *number one (1)* every calendar year;
- b. cause the online publication of DepEd Orders in www.deped.gov.ph and in the Official Gazette prior to policy implementation, in accordance with Executive Order No. 200, s. 1987 dated June 18, 1987 entitled *Providing for the Publication of Laws Either in the Official Gazette or in a Newspaper of General Circulation in the Philippines as a Requirement for Their Effectivity*;
- c. file three certified true copies of each DepEd Order with the Office of the National Administrative Register (ONAR), University of the Philippines (UP) Law Center, in accordance with Executive Order No. 292, s. 1987 dated July 25, 1987 entitled *Instituting the "Administrative Code of 1987"* and other applicable laws;
- d. ensure that both searchable and signed copies of the Order are uploaded in the DepEd website;
- e. circulate copies of the DepEd Order to concerned officials, personnel and affected stakeholders; and
- f. keep and maintain a digitized repository of the DepEd Order and other issuances.

22. The *Communications Division – Public Affairs Service (CD-PAS)* shall facilitate the publication of the DepEd Orders in a newspaper of general circulation in accordance with Executive Order No. 200, s. 1987.

23. The *Records Division* under the Administrative Service shall be the official repository of all original copies of DepEd Orders.

24. Other forms of DepEd issuances described in **Annexes 1a and 1b** shall follow a different and unique numbering system shown in **Annex 5**. All Undersecretaries heading each strand shall develop and maintain a database of all issuances that emanate from his/her strand and shall ensure that no unnumbered orders and memoranda are issued and circulated.

D. Policy Implementation

25. After policy adoption, the DepEd shall implement the new policy following the mechanisms, procedures, roles and responsibilities and activities embodied in the DepEd Order. For this purpose, the implementation plan developed by the proponent as part of the policy analysis should supplement the necessary details. Capacity-building activities, when appropriate, shall be undertaken to effectively and efficiently carry out the policy.

26. Guided by the monitoring and evaluation plan formulated during policy analysis, the DepEd implementing office, bureau or center shall undertake progress monitoring to ensure continuous and systematic observation of the level of compliance/implementation with the policy since the time of its adoption. Monitoring shall involve periodic checks on whether activities are geared towards addressing the issue/s for which the policy was developed or not. Monitoring results shall be duly recorded and made available to the Planning Service and the ExeCom to justify adjustments in the implementation, and to provide data for policy evaluation. The PRD may also conduct periodic policy compliance monitoring

E. Policy Review

27. Based on the schedule provided in the monitoring and evaluation plan, the DepEd shall undertake an evaluation of the policy to ascertain its impact with regard to the issue it sought to address. Policies with a definite duration shall undergo a *mid-term* and *end-of-policy evaluation*. The PRD, in coordination with the proponent or lead office, bureau or center implementing the policy, will ensure the conduct of such evaluation, taking into account measurable indicators developed during policy analysis, applicable assessment approaches, methods and tools, and available resources. External experts may be contracted to conduct policy evaluation, subject to available resources and as may be appropriate. All policies shall be subject to periodic evaluation.

28. The PRD shall submit the results of the policy evaluation to the ExeCom and the lead implementing office, bureau or center. Based on the evaluation results, the PRD may recommend the policy's (a) continued implementation, (b) amendment, or (c) repeal. Concerned offices and stakeholders shall pursue the recommendation following the DepEd's policy cycle as provided in this Order.

E. Funding

29. Funding for the operations of the PRD shall be included in the budget of the DepEd under Planning Service Funds, subject to the usual accounting and auditing rules and regulations. PRD shall likewise manage the Basic Education Research Funds (BERF) of the Department.

VI. Monitoring and Evaluation

30. PS-PRD shall continuously gather feedback on the implementation of the Policy Development Process from all concerned internal and external stakeholders. It shall conduct a period review of this policy to further enhance its provisions and effectiveness.

VII. References

31. Provisions stipulated in DepEd Order Nos. 8 and 36, s. 2013, DepEd Memorandum No. 146, s. 2013, DepEd Order No. 63, s. 2011, Office Order dated December 18, 2002, and other previous issuances which are inconsistent with this Order are hereby repealed.

VII. Effectivity/Transitory Provision

32. This policy shall take effect fifteen (15) days after its publication in the Official Gazette or in two newspapers of general circulation. This shall be registered with the Office of the National Administrative Register (ONAR) at the University of the Philippines (UP) Law Center, UP Diliman, Quezon City.

- nothing follows -

Annex 1a. Table of Signing Authority

Type of Issuance	Governance Strand	1st endorsement (countersign)	2nd endorsement (countersign)	Final Approving authority	Remarks
DepEd Order DepEd Memorandum	Curriculum and Instruction	Assistant Secretary for Programs and Projects	Undersecretary for Programs and Projects	DepEd Order - Secretary DepEd Memo: Secretary – for Memorandum with nationwide application Undersecretary – for Memorandum with limited application (<i>geographic or specific officials or employees</i>)	DepEd Order - Can also be signed by duly designated Officer-in-Charge. DepEd Memorandum - Can be delegated to undersecretary of each strand
	Governance and Operation	Assistant Secretary for Governance and Operations	Undersecretary for Governance and Operations		
	Legal	Assistant Secretary for Legal Affairs	Undersecretary for Legal Affairs		
	Finance and Admin.	Assistant Secretary for Finance and Administration	Undersecretary for Finance and Administration		
	Strategic Management	Service Directors or Assistant Secretary	Chief of Staff or Appropriate Undersecretary		
Office Order Office memorandum	Applies to all strand	Bureau/ Service Director	Assistant Secretary	Secretary *Undersecretary *Assistant Secretary **Bureau or Service Director	*Office Order/ Memorandum can be signed by a Usec or Asec only when it covers their specific area of concern or strand. **Office Memorandum can be signed by a Bureau or Service Director only when it covers their respective Office, Bureau or Service.
		Division Chief	Bureau Director		
		Unit Head	Division Chief		
Advisories	Applies to all strand	Bureau/ Service Director	Assistant Secretary	Undersecretary for Governance and Operations	No signature needed

ANNEX 1B. MATRIX OF DEPED ISSUANCES

DEPED ISSUANCES	CONTENT	EFFECT	DURATION	SCOPE/SCALE	ISSUING AUTHORITY
DEPED ORDERS (DO)	<p>Establish DepEd policies</p> <p>May contain accompanying procedures for policy implementation</p>	<p>Mandate or constrain actions or behavior among DepEd stakeholders</p> <p>Create rights and obligations in furtherance of DepEd's mandate</p>	Usually long-term/ permanent in nature, unless rescinded or amended by another DO	<p>Usually concern DepEd-wide issues</p> <p>Usually DepEd-wide or national in application</p>	From Central Office, issued and signed by the Secretary as the <i>alter ego</i> of the President
DEPED MEMORANDA (DM)	<p>Disseminate instructions, information, or related matters, including creation of committees or task force; submission of lists or reports; announcement of celebrations, surveys, holidays, examinations, contests, or results thereof, and conference or seminars conducted by the bureaus, centers, services, units and divisions; and reiteration of regulations or laws issued by other agencies or departments.</p> <p>May provide for detailed procedures to implement established laws or policies of the DepEd or other agencies of government</p>	<p>May mandate or constrain actions or behavior among DepEd stakeholders</p> <p>May create rights and obligations in furtherance of DepEd's mandate</p>	Usually short-term/ temporary in application	<p>May refer to DepEd-wide matters or more specific concerns</p> <p>May be DepEd-wide or specific in application</p>	From Central Office, issued and signed by the Secretary or the concerned Undersecretary

ANNEX 1b. MATRIX OF DEPED ISSUANCES

OFFICE ORDERS	Contain operational guidelines, rules, and procedures on matters of internal administration of the Department's bureaus, centers, units or offices. It also includes notices of human resource actions or decisions	May mandate or constrain actions or behavior among DepEd Central Office personnel May create rights and obligations in furtherance of DepEd's mandate	Usually short-term/ temporary in application	Usually refer to concerns limited to a bureau or unit in the Central Office Not DepEd-wide in application; applies to limited officials and staff of the DepEd Central Office	Issued and signed by the Secretary or the concerned Undersecretary, Assistant Secretaries, heads of bureaus, services or offices
OFFICE MEMORANDA	Dissemination of instruction, information, or related matters	May mandate or constrain actions or behavior among DepEd stakeholders May create rights and obligations in furtherance of DepEd's mandate	Usually short-term/ temporary in application	Usually refer to concerns limited to a bureau or unit in the Central Office Not DepEd-wide in application; applies to limited officials and staff of the DepEd Central Office	Issued and signed by the Secretary or the concerned Undersecretary, Assistant Secretaries, heads of bureaus, services or offices
ADVISORIES	Announce the conduct of programs, projects or activities requested by local, national and international partner companies, associations, organizations, institutions or agencies external to DepEd, referred to in DepEd Order No. 8, series of 2013	Do not create rights and obligations	Short-term/temporary	May be DepEd-wide or specific in application	Issued in accordance with the procedures of DepEd Order No. 8, series of 2013

ANNEX 2. BASIC STEPS IN POLICY ANALYSIS


1. **Identification and verification of the problem.** This can be done by understanding the background of the problem situation which requires identifying the causes and effects of the problem; stakeholders and their contributions and interests; and previous efforts or policies to solve the problem and their results, among others.
2. **Identification of criteria for an appropriate policy that will address the identified problem.** The key question here is: based on your understanding of the problem, what kind of policy intervention is necessary to solve it? This sets the policy objectives that can be the basis for comparing policy options.
3. **Identification of policy options.** This is where specific policy alternatives are suggested. Policy options can be generated from studies, empirical research, best practices, experience, consultations with stakeholders and experts, among others.
4. **Comparing and contrasting the policy options.** Here, the different policy options will be assessed against each other based on the previously identified criteria. Part of the process is forecasting possible risks and outcomes, both positive and negative, in case the proposal is adopted and implemented. Budget and other resource requirements will be considered in assessing the options.
5. **Identification of recommended policy.** Based on the comparison of alternatives, the policy option that best satisfies the set criteria will be submitted as the policy proposal.
6. **Implementation, monitoring and evaluation of the recommended policy.** Since the policy is still a recommendation, the proponent unit must develop a proposed implementation plan that outlines the key activities to be undertaken to carry out the recommended policy.¹The proponent unit should also formulate a monitoring and evaluation plan that outlines indicators of policy performance, measurement methods, tools and activities for evaluation. Both implementation as well as monitoring and evaluation plans must provide time frames for the conduct of key activities, taking into account the Department's school and fiscal calendars.

¹Adapted from Patton, C.W. and D.S. Sawicki, *Basic Methods in Policy Analysis and Planning* (Englebert Cliff, 1986).

ANNEX 3A. BASIC ELEMENTS OF DEPED ORDER

The 13 elements of a DepEd Order (DO) containing policy are the following:

1. The letterhead includes the DepEd official seal together with the agency name in Old English Text MT;
2. Official Date (Date signed by the Secretary or his/her authorized official);
3. Control Number with the series (s.) of year disseminated;
4. Concerned officials, policy proponent and implementers, and stakeholders;
5. Statement of the policy;
6. Objectives of issuing the policy;
7. Statement on repealing, rescinding, or modifying previous provisions contained in the previously approved DO;
8. Statement of publication and effectivity;
9. Closing statement for strict compliance of all concerned to the stated policy;
10. Issuing authority with signature affixed to DO;
11. Statement of enclosure;
12. Related and repealed previous issuances used as references; and
13. Classification in perpetual index for easy reference and research.



1

Republic of the Philippines
Department of Education

3

DepEd ORDER
No. _____, s. 2015

ESTABLISHMENT OF A POLICY DEVELOPMENT PROCESS AT THE DEPARTMENT OF EDUCATION

2

To: **Undersecretaries**
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units

4

Regional Directors
School Division Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

- 5 1. The Department of Education (DepEd) issues the enclosed Guidelines on the Establishment of a Policy Development Process at the Department of Education which aims to establish a policy development process that provides for a systematic, evidence-based and participatory mechanisms and procedures for the formulation, adoption and review of policies issued by the DepEd Central Office (CO).
- 6 2. The mechanisms and procedures constituting the process shall guide the DepEd CO and its stakeholders in drafting and issuing policies anchored on the DepEd's vision, mission, mandate and core values, and towards the effective and efficient achievement of education outcomes.
- 7 3. All DepEd Orders and other related issuances, rules and regulations and provisions which are inconsistent with these guidelines are hereby repealed, rescinded, or modified accordingly.
- 8 4. Moreover, this policy shall take effect fifteen (15) days after its publication in the Official Gazette or a newspaper of general circulation.
- 9 5. Immediate dissemination of and strict compliance with this Order is directed.

10

DR. ARMIN A. LUISTRO FSC
Secretary

11

Encs.: As stated
References: DepEd Order: (No. 63, s. 2003); and No. 36, s. 2013
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POLICY	

12

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DepEd Complex, Marikina Avenue, Pasig City 1600 ☎ 688-7208/688-7228/682-1361 ☎ 688-4876/687-6209 🌐 www.deped.gov.ph

**ANNEX 3B. BASIC CONTENTS OF THE POLICY GUIDELINES TO
BE ENCLOSED TO DEPED ORDER**

T I T L E

I. Rationale

Brief background of the issue to be addressed
Reason/s behind the creation of the policy
Purpose of the policy

II. Scope

Coverage of the policy which may be in terms of subject matter,
stakeholders affected or jurisdiction

III. Definition of Terms (if applicable)

Meaning of terms as used in the policy, especially if terms are
frequently used and are unclear to readers

IV. Policy Statement

Principles, rules or standards that the Order seeks to uphold

V. Procedures

Steps or instructions, systems or mechanisms for implementing
the policy
Actors and their roles and responsibilities, timetables
(if applicable)

VI. Monitoring and Evaluation

Mechanisms, time frame and other provisions for progress
monitoring and policy evaluation

VII. References

Related and relevant DepEd issuances used as reference for
further policy research

VIII. Effectivity/Transitory provision (if applicable)

Date/period of application including interim measures

Annex 4: POLICY PROPOSAL SUMMARY

TITLE OF POLICY: _____

PROPONENT OFFICE/UNIT: _____

Documents submitted:

- Policy Proposal Summary
- Draft Department Order
- Policy analysis documentation
- Others: _____

A. RATIONALE	
• Identify the problem/issue sought to be addressed	<i>(this is the main problem that the proposed policy plans to address; explain scale, scope and duration of the problem)</i>
• Provide brief background of the problem	<i>(potential causes and enabling factors; other problems the main problem creates, if any)</i>
B. POLICY SUMMARY	
• What is the nature of the policy?	<input type="checkbox"/> New policy <input type="checkbox"/> Amend policy/eis _____ <input type="checkbox"/> Repeal policy/ies _____
• Briefly state the policy and how it will address the identified problem	
• Describe the coverage and limitation/s of the policy	<i>(explain scale, scope and duration of the policy, as well as what areas of the problem it will not be able to address and why)</i>
C. RELATIONSHIP W/ EXISTING POLICIES OR REGULATIONS	
• Identify all other issuances (of DepEd or of other agencies) related to or covering the same subject matter over the past 10 years. • Determine consistency or conflict, if any, with these issuances	<i>(If it will be claimed that no existing issuance relates to the proposed policy yet, this should be certified by the head of the proposing unit)</i>
D. POLICY OPTIONS	
• Describe the situation without the policy intervention (status quo)	<i>(describe what will happen to the problem if the proposed policy will not be adopted)</i>
• Describe previous efforts/policies to address the problem and their outcomes	<i>(describe the strengths and weaknesses of previous policies, if any, in addressing the identified problem, as well as the current results of those policies)</i>
• Identify and briefly describe each policy option considered, including risks involved	<i>(describe other policy alternatives considered but not proposed here and the reasons why these were deemed ineffective)</i>
• Why is the proposed policy better than the other options?	<i>(explain what makes the proposed policy the best course of action for DepEd, considering all the information available)</i>

E. CONSULTATION PROCESS	
<ul style="list-style-type: none"> List groups, experts other stakeholders consulted (within and outside DepEd) and comments/objections raised, if any 	<i>(consultations are not strictly defined as forum convened to discuss only the proposed policy; discussions on the same subject matter may have happened through workshop discussions and monitoring visits before the proposed policy has been drafted, and all of these can be considered as "consultations" if and only if (1) these discussions are certified by the head of the proposing office through minutes and reports and (2) the recorded discussions are complete in the sense that it begins with the identified problem and progresses to possible solutions)</i>
F. EVIDENCE BASE	
<ul style="list-style-type: none"> List studies, researches, books and other references used, and briefly describe key findings 	
G. RESOURCE IMPLICATIONS	
<ul style="list-style-type: none"> Financial (budget, equipment, etc) 	<i>(explain if the proposed policies will have financial implications: amount needed; source of funds; required forms; timetable for any procurement; etc.)</i>
<ul style="list-style-type: none"> Human (personnel) 	<i>(explain if the proposed policies will have manpower implications: hiring of staff (state also if regular, contractual, contract of service or other); transfer of existing staff; new roles of existing staff; etc.)</i>
H. RISKS	
<ul style="list-style-type: none"> Identify assumptions in the policy proposal 	<i>(describe any data or information used to formulate and strengthen the proposed policy and why you expect these to be valid for majority of the duration of the implementation of the policy)</i>
<ul style="list-style-type: none"> Identify risks associated with and possible negative consequences of the proposed policy (if any) 	<i>(analyze how behavior of the target groups of the policy will change for the worse and any other negative personal and institutional adjustments that might happen as a result of implementing this policy)</i>
<ul style="list-style-type: none"> Identify measures to prevent or mitigate the risks and/or negative consequences 	<i>(describe safety nets built into the proposed policy that will minimize the negative consequences that may occur as a result of the adoption of the policy)</i>
I. MONITORING AND EVALUATION	
<ul style="list-style-type: none"> Briefly describe expected outcome/s 	
<ul style="list-style-type: none"> Identify success indicators and numerical targets (if applicable) 	<i>(also describe the basis for these indicators and targets)</i>
<ul style="list-style-type: none"> Provide mechanisms and time-table for progress monitoring and evaluation 	
<ul style="list-style-type: none"> Identify responsible actors/offices for M & E 	
<ul style="list-style-type: none"> Describe feedback mechanisms 	

Annex 5. Numbering System for DepEd Issuances

Type of Issuance	Description	Proposed Numbering System	Remarks
Department Order	To Follow the current numbering system	DepEd ORDER No. 1, s. 2015	To be uploaded in the DepEd Website • Numbering c/o Publication
Department Memorandum	With national circulation – to follow the current system of numbering	DepEd MEMORANDUM No. 1, s. 2015	To be uploaded in the DepEd website • Numbering c/o Publication
	With limited circulation , usually targets specific level and people. Numbering will be clustered according to strand. Each issuance shall carry the acronym of issuance, strand code, year and the number of issuance.	DepEd MEMORANDUM DM-OSEC-2015-001 DM-FA-2015-001 DM-CI-2015-001 DM-GO-2015-001 DM-LA-2015-001 DM-SM-2015-001	Not for uploading A. Numbering of these issuances (DepEd Memorandum with limited circulation, Office Order and Office memorandum) is controlled by a person-in-charge under each strand (Undersecretary). Each strand shall be coded as follows: FA – Finance and Administration CI – Curriculum and Instruction GO – Governance and Operations LA – Legal and Legislative Affairs SM – Strategic Management *OSEC – this code shall be used by all issuances directly emanating from the Office of the Secretary, including Office of the Chief of Staff and Internal Audit Service. B. Each strand shall develop and maintain a database for all the issuances released by the respective strand. C. The following basic steps shall be observed in the preparation and approval of issuance these issuances: 1. Proponent office drafts the Issuance 2. Signing Official signs the issuance based on the Table of Authority reflected in Annex 1a. 3. Prior to circulation of the signed Memo, corresponding number is affixed by the office-in-charge of each strand for easy reference and tracking.
Office Order	With limited circulation , usually targets specific level and people. Numbering will be clustered according to strand. Each issuance shall carry the acronym of issuance, strand code, year and the number of issuance.	OFFICE ORDER OO-OSEC-2015-001 OO-FA-2015-001 OO-CI-2015-001 OO-GO -2015-001 OO-LA-2015-001 OO-SM-2015-001	
Office Memorandum	With limited circulation , usually targets specific level and people. Numbering will be clustered according to strand. Each issuance shall carry the acronym of issuance, strand code, year and the number of issuance.	OFFICE MEMORANDUM OM-OSEC-2015-001 OM-FA-2015-001 OM-CI-2015-001 OM-GO -2015-001 OM-LA-2015-001 OM-SM-2015-001	
DepEd Advisories	To follow the current numbering system	DepEd Advisory No. 1, s. 2015 Date: Month Day, Year In compliance with DepEd Order No. 8, s. 2013 this Advisory is issued for the information of DepEd officials, personnel/staff, as well as the concerned public. (Visit www.deped.gov.ph .)	To be uploaded in the DepEd Website *Advisories should be endorsed by the concerned strand first before issuance.