



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Division MEMORANDUM
No. 376, s. 2025

To: Chiefs of Functional Division
Unit and Section Heads
Division Focal Persons
Public School District Supervisors/ District In-Charge
Select Elementary and Secondary School Heads
All Concerned

**TRAINING WORKSHOP ON THE CRAFTING OF POLICY BRIEF AND
SCHOOL REVIEW OF PROPOSED POLICIES**

1. In the context of educational reforms and decentralized governance, school and division leaders are increasingly expected to contribute to policy development and evaluation. However, many education leaders face challenges in articulating policy issues, analyzing data, and presenting evidence-based recommendations in a concise and compelling format. The policy brief has emerged as a powerful tool to bridge this gap—serving as a strategic document that informs decision-makers, influences policy directions, and advocates for change.
2. In line with this, DepEd Surigao del Sur Division will be conducting a Training Workshop on the Crafting of Policy Brief and School Review of Proposed Policies this coming September 22-24, 2025. The venue will be announced in a separate memorandum.
3. This training is designed to build the capacity of Division Program Coordinators, Public Schools District Supervisors, and select School Heads in crafting effective policy briefs and conducting structured reviews of proposed policies. Specifically, it aims to:
 - a. Understand the structure, purpose, and components of a policy brief and its role in influencing education policy and decision-making.
 - b. Apply appropriate writing techniques and analytical tools to craft a clear, concise, and evidence-based policy brief on a relevant education issue.
4. Expected participants are Chiefs of the Functional Divisions, Unit and Section Heads, Division Focal Persons, Public Schools District Supervisors/ Schools District In-Charge, and Select Elementary and Secondary School Heads. Each participant is expected to arrive at the venue on September 22, 2025, before 8:00 in the morning. Attached is the List of Participants.

Address: Balilahan, Mabua, Tandag City, Surigao del Sur, 8300

Telefax No. (086) 211-3225

Email Address: surigaodelsur.division@deped.gov.ph

Website: depedsurigaodelsur.com



Doc. Ref. Code	SDO-OSDS-F001	Rev	00
Effectivity	02.3.2025	Page	1 of 5



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

5. Participants are required to bring the results of their monitoring and evaluation conducted, a laptop, extension wire, and Wi-Fi for internet connectivity.
6. This is a live-in activity. Meals and snacks of participants shall be charged to the HRD Fund, while travel expenses and per diem of the participants from the district and schools shall be charged to their MOOE/ Local Funds, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is desired.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

Encl.: As stated.
References: None
To be indicated in the Perpetual Index
Under the following subjects:

TRAINING POLICY

SGOD/upg
08/20/2025



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Title of Activity: **TRAINING WORKSHOP ON THE CRAFTING OF POLICY BRIEF
AND SCHOOL REVIEW OF PROPOSED POLICIES**

Date: **September 22-24, 2025**

LIST OF PARTICIPANTS

	Name (Surname, First, MI.)	Sex	Position	School/ Section
1.	Macasocol, Lorenzo O.	M	SDS	DO-OSDS
2.	Danaque, Laila F.	F	ASDS	DO-OSDS
3.	Cos, Fluellen L.	M	CID Chief	DO-CID
4.	Correos, Carlos Tian Chow	M	SGOD Chief	DO -SGOD
5.	Crabajales, Shirlene	F	AO V	DO -OSDS
6.	Mistula, Alex S.	M	EPS	DO-CID
7.	Puerto, Regina Euann A.	F	EPS	DO-CID
8.	Guillen, Megenila C.	F	EPS	DO-CID
9.	Grumez, Irene	F	EPS	DO-CID
10.	Doloricon, Analiza G.	F	EPS	DO-CID
11.	Barcena, Elnie Anthony P.	M	EPS	DO-CID
12.	Padua, Encarnacion M.	F	EPS	DO-CID
13.	Ambel, Jonathan L.	M	EPS	DO-CID
14.	Dapar, Menerba M.	F	EPS	DO-CID
15.	Lepardo, Romeo L.	M	EPS -II	DO-CID
16.	Reyes,Rufino T.	M	EPS	DO -SGOD
17.	Galvez, Ucille P.	F	SEPS	DO -SGOD
18.	Dalura, Jovixson B.	M	Planning Officer III	DO -SGOD
19.	Orozco, Jayson M.	M	SEPS	DO -SGOD
20.	Tersona, Ramil C.	M	EPS -II	DO -SGOD
21.	Mangadlao, Erlyn G.	F	SEPS	DO -SGOD
22.	Ordona, Marjun P.	M	EPS -II	DO -SGOD
23.	Lozada, Marieto Cleben V.	M	SEPS	DO -SGOD
24.	Catcha, Melchor O.	M	EPS -II	DO -SGOD
25.	Magnaye, AR. Ricky A.	M	Engineer III	DO -SGOD
26.	Paluca, Junrey	M	Engineer	DO -SGOD
27.	Mananquil, Linny Christi	F	PDO II	DO -SGOD



Republic of the Philippines
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

28.	Lumanta, Gracc Christy	F	PDO I	DO -SGOD
29.	Mordeno, Rey	M	Medical Officer	DO -SGOD
30.	Andoy, Hypzibah L.	F	Nurse II	DO -SGOD
31.	Balan, Joanne H.	F	Nurse II	DO -SGOD
32.	Atty. Lianza, Calvin Klein	M	Legal Officer	DO-OSDS
33.	Climaco, Bethany C.	F	Accountant III	DO-OSDS
34.	Cabrera, Eppie P.	F	AO V	DO-OSDS
35.	Guerra, June C.	F	AO IV	DO-OSDS
36.	De Honor, Emmalyn S.	F	AO IV	DO-OSDS
37.	Pasco, Joielyn D.	F	AO IV	DO-OSDS
38.	Grumo, Dante A.	M	AO IV	DO-OSDS
39.	Minguillan, Marvin G.	M	ITO	DO-OSDS
40.	Buniel, Sol U.	F	PSDS	Carrascal District
41.	Ravelo, Rolly A.	M	Principal III	Cantilan District
42.	Quinto, Jeanette G.	F	PSDS	Madrid District
43.	Caratao, Evangeline A.	F	Principal III	Carmen District
44.	Montenegro, Gemmalyn A.	F	Principal III	Lanuza District
45.	Dapar, Ernie D.	M	Principal III	Bayabas District
46.	Albarillo, Loveleah B.	F	PSDS	Tago District
47.	Moldez, Norben T.	M	PSDS	San Miguel I District
48.	Mendero, Lily Ann R.	F	PSDS	San Miguel II District
49.	Quinto, Marilyn V.	F	Principal IV	Cortes District
50.	Eder, Vergil B.	F	PSDS	Cagwait District
51.	Yara, Mariasol F.	F	Principal III	Marihatag District
52.	Cubil, Annabelle R.	F	Principal III	San Agustin District
53.	Abraham, Noemi Aireen	F	Principal III	Liang District
54.	Mozo, Myrna E.	F	PSDS	Barobo District
55.	Bandola, Marilyn B.	F	Principal III	Hinatuan North District
56.	Batistil, Felisa B.	F	PSDS	Hinatuan South District
57.	Dalman, Jay C.	M	Principal III	Tagbina I District



Republic of the Philippines
Department of Education

Caraga Region

SCHOOLS DIVISION OF SURIGAO DEL SUR

58.	Premarion, Wilma A.	F	PSDS	Tagbina II District
59.	Gardones, Elizabeth N.	F	PSDS	Lingig I District
60.	Taray, Mirasol G.	F	Principal III	Lingig II District
61.	Ruth Christianne Jele S. Rubenial	F	Principal I	Carrascal CES
62.	Torio, Beatriz A.	F	Principal III	Cantilan NHS
63.	Dennis A. Herdilles	M	Principal II	Madrid CES
64.	Matildo, Romalyn P.	F	Principal II	Florita H. Irizari NHS
65.	Medrano, Junalyn	F	Principal II	Tago District
66.	Guevarra, Analiza M.	F	Principal II	R. Moreno IS
67.	Cumahig, Rachel Methuselah R.	F	Principal IV	Barobo NHS
68.	Martinez, Chanieiou H.	F	Principal I	Anibongan IS
69.	Arbolonio, Rey	M	Principal I	Rizal NHS
70.	Mangadlao, Julito	M	Principal II	Barobo Central ES
71.	Mariano, Joel M.	M	AA-IV	DO -SGOD