



APR 27 2017

REGIONAL ORDER
 No. 001, 2017

ESTABLISHMENT OF A POLICY ON REGIONAL ISSUANCES

RELEASED
 MAY 04 2017

TO: OIC-Assistant Regional Director
 Chiefs/OIC of RO Divisions
 All Others Concerned

1. The DepEd, CAR Regional Office releases this Policy on complete staff work and process flow chart from the development, approval, and release of regional issuances.
2. This shall guide the concerned employee/s in developing regional issuances up to its release to intended clients.
3. All previous processes or systems related to the development, approval, and release of regional issuances which are inconsistent to this Regional Order are hereby repealed, rescinded, or modified accordingly.
4. Attached are Enclosures 1 and 2, Complete Staff Work on Regional Issuances and Process Flow Chart on the Development, Approval, and Release of Regional Issuances respectively for your reference.
5. This Policy shall take effect immediately.
6. Immediate dissemination of and strict compliance with this Order is directed.


BEATRIZ G. TORNO, Ph.D., CESO IV
 Assistant Regional Director
 OIC, Office of the Regional Director

Encls.: As stated
 Reference: DepEd Order No. 13, s. 2015, Annexes 1A, 1B, 3A, and 5

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

OFFICES	PROCEDURE
COMMITTEE	RESEARCH
ISSUANCE	REVIEW
POLICY	

HRD/PDE/rmg

Office Code: 674:

422-1318

Administrative Division
 Cash Section
 Payroll Section

422-1804
 423-2215
 424-3983
 423-2213
 422-2188
 423-5886

CLMD
 LRMDS
 ESSD
 Finance Division
 FTAD

422-7096
 422-0615
 423-2218
 422-5155
 424-5187

HRDD
 NEAP-R
 PPRD
 QuAD
 COA

422-9560
 422-5500
 422-9560
 422-5187
 422-7434

Complete Staff Work (CSW) on Regional Issuances

Setting of CSW on regional issuances with appropriate signing authorities and a process flow chart facilitates the development, approval, and release of a certain regional issuance that guides the awareness of the author. This also provides a timeline per transaction that shall be followed.

I. Writing Regional Memoranda

- A. Two (2) spaces after the heading and three (3) spaces after the texts aligned with the headings “TO, FROM, and SUBJECT” shall be observed.
- B. Capitalize all the letters in the headings (TO, FROM, SUBJECT, DATE) for emphasis followed by a colon (:).
- C. Leave the date blank. The secretary of the RD shall affix date of approval by the RD/ARD/OIC.
- D. For unnumbered Regional Issuances, the name of the signing authority shall be beside the heading, FROM. For numbered Regional Issuances, the name of the signing authority shall be below the last statement at the right side.
- E. The full-block and the semi-block styles may be used.

II. Table of Signing Authorities

Type of Issuance	Regional Office Division & Office of the RD	1st Endorsement (countersign)	2 nd Endorsement (countersign)	Final Approving Authority	Remarks
Regional Order	Office of the Regional Director (Legal Unit, PAU, ICT)			Regional Director (RD)	Regional Order – Will be signed by the RD/ARD only
	Administrative Services Division (Personnel Unit, Cash Unit, Records Unit, Supply Unit, and GSU)	Chief Administrative Officer (CAO)	Assistant Regional Director (ARD)		
Regional Memorandum	Curriculum & Learning Management Division (CLMD)	Chief Education Supervisor			
	Education Support Services Division (ESSD)				
	Finance Division (FD)	Chief Administrative Officer			
	Field Technical Assistance Division (FTAD)				
	Human Resource & Development Division (HRDD)	Chief Education Supervisor (CES)			

	Policy, Planning, & Research Division (PPRD)				
	Quality Assurance Division (QAD)				
Office Order Office Memorandum					
a. Emanating from the ORD	Applies to all RO Divisions	CES/CAO	ARD	RD	Office Order - Will be signed by the RD Office Memorandum - Can be signed by the OIC if the RD is on Official Business for at least three (3) days
b. Emanating from an RO Division/Unit	Applies to all RO Divisions	CES/CAO	ARD	RD	
Advisories	Applies to all RO Divisions	CES/CAO	ARD	RD	

Note: For all issuances that pass through the ORD, the Secretary of the RD shall affix the date of signing below the DepEd, CAR Logo.

III. Matrix of DepEd Issuances

Regional Issuances	Content	Effect	Duration	Scope/Scale	Issuing Authority
Regional Orders	Establish regional policies May contain accompanying procedures for policy implementation	Mandate or constrain actions or behavior among DepEd-CAR stakeholders Create rights and obligations in furtherance of DepEd-CAR's mandate	Usually long term/permanent in nature, unless rescinded or amended by another Regional Order	Usually concern DepEd-CAR-wide issues Usually DepEd Region-wide in application or the Regional Office only	From the Regional Office, issued and signed by the Regional Director
Regional Memoranda	Disseminate instructions, information, or related matters including creation of committees or task force; submission of lists or reports;	May mandate or constrain actions or behavior among DepEd-CAR stakeholders May create rights and obligations in	Usually short-term/temporary in application	May refer to DepEd-CAR-wide matters or more specific concerns May be DepEd-CAR-wide or specific in application	From the Regional Office, issued and signed by the Regional Director

	<p>announcement of celebrations, surveys, holidays, examinations, contests, or results thereof, and conference or seminars conducted by the RO Divisions; and reiteration of regulations or laws issued by other regional line agencies or departments</p> <p>May provide for detailed procedures to implement established laws or policies of the DepEd-CAR or other regional line agencies of government</p>	<p>furtherance of DepEd-CAR's mandate</p>			
<p>Office Orders</p> <p>a. Emanating from the ORD</p> <p>b. Emanating from an RO Division/Unit</p>	<p>Contain operational guidelines, rules, and procedures on matters of internal administration of the:</p> <p>a. Regional Office</p> <p>b. Regional Office Divisions or Units</p>	<p>May mandate or constrain actions or behavior among Regional Office personnel</p> <p>May create rights and obligations in furtherance of DepEd-CAR's mandate</p>	<p>Usually short-term/temporary in application</p>	<p>Usually refer to concerns limited to a division/personnel in the:</p> <p>a. Regional Office</p> <p>b. Regional Office Division or Unit</p> <p>Not DepED-CAR-wide in application; applies to</p>	<p>Issued and signed by the:</p> <p>a. Regional Director or Assistant Regional Director if the RD is on Official Business for at least 3 days</p> <p>b. Chief Education Supervisor/Chief Administrative Officer</p>

	It also includes notices of human resource actions or decisions.			limited officials and staff of the Regional Office	
Office Memoranda a. Emanating from the ORD b. Emanating from an RO Division/Unit	Dissemination of instruction, information, or related matters	May mandate or constrain actions or behavior among Regional Office personnel May create rights and obligations in furtherance of DepEd-CAR's mandate	Usually short-term/temporary in application	Usually refer to concerns limited to a Regional Office Division or a staff Not DepED-CAR-wide in application; applies to limited officials/employees	Issued and signed by the: a. Regional Director or Assistant Regional Director if the RD is on Official Business for at least 3 days b. Chief Education Supervisor/Chief Administrative Officer
Advisories	Announce the conduct of programs, projects or activities requested by local, national and international partner companies, associations, organizations, institutions or other regional line agencies agencies	Do not create rights and obligations	Short-term/temporary	May be DepEd-CAR-wide or specific in application	Issued and signed by the Regional Director/Assistant Regional Director/Officer-In-Charge if the RD is on Official Business for at least 3 days

IV. Basic Elements of Regional Order

The 14 elements of a Regional Order (RO) containing policy are the following:

1. The letterhead includes the DepEd-CAR official seal together with the agency name in Old English Text MT;
2. Official Date (Date signed by the Regional Director 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 Regional Order;
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 RO;
11. Statement of enclosure;
12. Related and repealed previous issuances used as references; and
13. Classification in perpetual index for easy reference and research.
14. Author and source



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 Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet, 2601
 Website: www.depedcar.ph / Email: car@deped.gov.ph



2 Date of signing by RD (To be filled by the secretary of RD)

3 REGIONAL ORDER
 No. , s. 2017

ESTABLISHMENT OF A POLICY ON REGIONAL ISSUANCES

To: Schools Division Superintendents
 Regional Office Division Chiefs

4 Heads, Public and Private Elementary and Secondary Schools
 All Others Concerned

- 5 1. The DepEd, CAR Regional Office releases this Policy on complete staff work and process flow chart from the development, approval, and release of regional issuances.
- 6 2. This shall guide the concerned employee/s in developing regional issuances up to its release to intended clients.
- 7 3. All previous processes or systems related to the development, approval, and release of regional issuances which are inconsistent to this Regional Order are hereby repealed, rescinded, or modified accordingly.
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 Assistant Regional Director
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11 Encls.: As stated

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14 PPRD/PDE/rsg

V. Numbering System for Regional Issuances

Name of Issuance	Description	Numbering System	Remarks
Regional Order	With regional circulation	To be supplied by the Secretary of the Regional Director e.g. REGIONAL ORDER No. __, s. 2017	To be uploaded in the DepEd, CAR Website (www.depedcar.ph) <ul style="list-style-type: none"> • Numbering c/o Records Section for the Regional Office • Date to filled in by the RD's secretary
Regional Memorandum	With regional circulation	To be supplied by the Secretary of the Regional Director e.g. REGIONAL MEMORANDUM No. __, s. 2017	To be uploaded in the DepEd, CAR Website (www.depedcar.ph) <ul style="list-style-type: none"> • Numbering c/o Records Section • Date to filled in by the RD's secretary
	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.	REGIONAL MEMORANDUM RM-ORD-2017-001 RM-ASD-2017-001 RM-CLMD-2017-001 RM-ESSD-2017-001 RM-FD-2017-001 RM-FTAD-2017-001 RM-HRDD-2017-001 RM-PPRD-2017-001 RM-QAD-2017-001	Not for uploading in the DepEd, CAR Website <ul style="list-style-type: none"> A. Each strand shall be coded as follows: ORD – Office of the Regional Director ASD – Administrative Services Division CLMD – Curriculum & Learning Management Division ESSD – Education Support Services Division FD – Finance Division FTAD – Field Technical Assistance Division HRDD – Human Resource Development Division PPRD – Policy, Planning, and Research Division QAD – Quality Assurance Division B. Numbering c/o Records Section C. The following basic steps shall be observed in the preparation and approval of these issuances: <ol style="list-style-type: none"> 1. Proponent office drafts the issuance 2. Signing Official signs the issuance based on the Table of Authority
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-ORD-2017-001 OO-ASD-2017-001 OO-CLMD-2017-001 OO-ESSD-2017-001 OO-FD-2017-001 OO-FTAD-2017-001 OO-HRDD-2017-001 OO-PPRD-2017-001 OO-QAD-2017-001	
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-ORD-2017-001 OM-ASD-2017-001 OM-CLMD-2017-001 OM-ESSD-2017-001 OM-FD-2017-001 OM-FTAD-2017-001 OM-HRDD-2017-001 OM-PPRD-2017-001 OM-QAD-2017-001	
Advisories	With regional circulation	To be supplied by the Secretary of the Regional Director e.g. REGIONAL ADVISORY No. __, s. 2017	To be uploaded in the DepEd, CAR Website *Advisories should be endorsed by the concerned strand first before issuance.

Process Flow Chart on the Development, Approval, and Release of Regional Issuances

