



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

November 21, 2025

DIVISION MEMORANDUM

No. **648** s. 2025

**PARTICIPANTS OF SDO AKLAN IN THE OPTIMIZING HRD SYSTEMS: A POLICY
REVIEW AND ORIENTATION WORKSHOP**

**To: OIC Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialists
Heads of Public Elementary, Secondary
and Integrated Schools
All Others Concerned**

1. In line with the Regional Memorandum No. 1162 s. 2025, Optimizing HRD Systems: A Policy Review and Orientation Workshop, herewith is the list of participants to attend the said activity.

No.	Name	Gender	Position	Office
1	JOHN REY G. MAAGMA	MALE	EPS II	DIVISION OFFICE
2	CHARLIE I. URETA	MALE	EPS	DIVISION OFFICE
3	GILVERT B. DY	MALE	MT I	BALETE IS
4	ALJON I. AREVALO	MALE	HT I	KISEC

2. The following are the objectives of the activity:

- a. Distinguish the parts of a policy brief and policy analysis;
- b. Illustrates the methods and techniques in determining the situational problem, root problem, policy problem, and policy issue;
- c. Formulate policy objectives and alternatives;
- d. Identify the appropriate criteria to assess policy alternatives;
- e. Discuss ways to conduct assessment of policy alternatives using appropriate qualitative and quantitative methods and tools;
- f. Familiarize the rules in selecting the best/optional policy alternative; and
- g. Explain the nature of policy implementation.



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3. Participants are required to bring their laptops and extension cords which are needed during the workshop.
5. Expenses to be incurred relative to the conduct of this activity are chargeable against local funds while transportation and other incidental expenses of participants shall be charged against HRD funds/local funds, subject to the existing accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


RAMON D. PARAS Jr.
Asst. Schools Division Superintendent
In-Charge of the Division

Encl: As stated

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

TRAINING PROGRAM



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