



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
AUGUST 19, 2025

BY: MLS

TIME: 10:28AM

REGIONAL MEMORANDUM

No. **0861** , s. 2025

To: Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

**UNIFIED TEMPLATE FOR THE FORMULATION OF REGIONAL /DIVISION
OPERATIONAL GUIDELINES IN PROGRAM AND PROJECTS**

1. As one of the outcome indicators of the Education Policy Development Program of the Department of Education in the Budget Execution Document (BED) 2, the Policy, Planning, and Research Division (PPRD) developed a unified template for the formulation of regional/division operational guidelines in programs and projects.
2. These operational guidelines consider the policies formulated in any programs and projects based on completed research. The outputs are reported quarterly in the Budget Accountability Report (BAR1) of the agency to the Department of Budget and Management (DBM).
3. Immediate and wide dissemination of this Memorandum is highly desired.

MARIA INES C. ASUNCION

Director IV
Regional Director

Encl.: None

Reference: None

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

POLICY

RESEARCH

PPRD/clg
05/05/2025

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2025-05-08059

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 1





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Operational Guidelines

I. Purpose

Objective: State the main goal of the guidelines
Scope: Identify who these guidelines apply to.

II. Key Steps

Provision 1: Briefly describe the first action required
Provision 2: Second action required
Provision 3: Third action required.

III. Monitoring and Evaluation

Mechanisms, or other provisions of operational guidelines progress monitoring and evaluation following the approved M and E Plan

IV. References



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Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 1