



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

MAY 23 2025

**DIVISION MEMORANDUM**  
No. 203, s. 2025

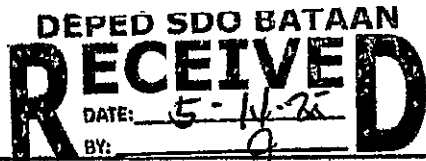
**REITERATION OF REGIONAL MEMORANDUM NO. 170 S. 2025 ENTITLED  
PROTOCOLS FOR ATTENDANCE IN CONGRESSIONAL HEARINGS AND  
SUBMISSION OF DATA TO RELEVANT STAKEHOLDERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Division Unit Heads  
All Division Office Personnel  
Elementary and Secondary School Heads  
All Others Concerned

1. This is to inform the field of the Regional Memorandum No. 170, series 2025 entitled PROTOCOLS FOR ATTENDANCE IN CONGRESSIONAL HEARINGS AND SUBMISSION OF DATA TO RELEVANT STAKEHOLDERS.
2. Attached to this memorandum is the Memorandum issued by the Office of the Secretary through Undersecretary and Chief-Of-Staff Atty. Fatima Lipp D. Pangandaman and Undersecretary for Legal and Legislative Affairs, dated may 5, 2025, which outlines the protocols to be observed for attendance in Congressional hearings and timely submission of data to the relevant Congressional Committees, Office of the Senators, Office of the Representatives, Second Congressional Commission on Education, Presidential Legislative Liaison Office, and similar entities.
3. Attached herein are the relevant issuances for information and strict compliance.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

S3  
May 23, 2025



Republic of the Philippines  
Department of Education  
REGION III-CENTRAL LUZON

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**REGIONAL MEMORANDUM**  
No. 70, s. 2025

**PROTOCOLS FOR ATTENDANCE IN CONGRESSIONAL HEARINGS AND  
SUBMISSION OF DATA TO RELEVANT STAKEHOLDERS**

To : Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. This memorandum disseminates the protocols for attendance in Congressional hearings and submission of data to relevant stakeholders as outlined in the enclosed Memorandum dated May 5, 2025 from the Office of the Undersecretary and Chief-of-Staff and Undersecretary for Legal and Legislative Affairs, Department of Education.
2. The enclosed memorandum provides the updated protocols to be observed for attendance in Congressional hearings and the timely submission of data to the relevant Congressional Committees, Office of Senators, Office of Representatives, Second Congressional Commission on Education, Presidential Legislative Liaison Office, and similar entities.
3. The Schools Division Superintendents, Assistant Schools Division Superintendents, and all others concerned are directed to ensure the observance of the protocols contained in the enclosed memorandum.
4. For information and strict compliance.

**RONNIE S. MALLARI, PhD, CESO V**  
Regional Director

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

PROTOCOLS  
STAKEHOLDERS

CONGRESSIONAL HEARINGS

LO1/  
May 9, 2025

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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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**FOR : UNDERSECRETARIES**  
**ASSISTANT SECRETARIES**  
**BUREAU and SERVICE DIRECTORS**  
**REGIONAL DIRECTORS**  
**ALL OTHERS CONCERNED**

**FROM : ATTY. FATIMA LIPP D. PANONTONGAN**  
Undersecretary and Chief-of-Staff

**ATTY. FILEMON RAYM. JAVIER**  
Undersecretary for Legal and Legislative Affairs

**SUBJECT : PROTOCOLS FOR ATTENDANCE IN CONGRESSIONAL HEARINGS**  
**AND SUBMISSION OF DATA TO RELEVANT STAKEHOLDERS**

**DATE : MAY 05 2025**

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This memorandum outlines the updated protocols to be observed for attendance in Congressional hearings and the timely submission of data to the relevant Congressional Committees, Office of Senators, Office of Representatives, the Second Congressional Commission on Education, the Presidential Legislative Liaison Office, and similar entities.

1. **Prior Submission of Briefers.** To ensure that the representatives of the Department of Education (DepEd) are prepared for discussions during Congressional Hearings and that the Office of the Secretary is informed of what will be presented during such hearing, the following procedure for the submission of briefers shall be observed:
  - The concerned Strand/Bureau/Region responsible for the subject matter of the scheduled hearing shall prepare a complete briefer.
  - This briefer must be submitted to the Office of the Secretary (OSEC) and the Legislative Liaison Office (LLO), Office of the Undersecretary for Legal and Legislative Affairs, no later than three (3) working days prior to the scheduled hearing date.
  - The briefer should, at a minimum, include the following:
    - A concise overview of the topic to be discussed.
    - Relevant background information and context (this includes news articles released regarding the matter).
    - The agency's position on the issues at hand supported by relevant Department Orders or issuances, laws, and/or regulations, if any.
    - Key data points and statistics relevant to the discussion.
    - Potential questions and answers that may be raised by the Congressional Committee.
    - Related issues that may arise from the hearings.

- For hearings scheduled with shorter lead time than the period above, the briefer shall be submitted as soon as possible.
2. **Identification of Controversial Issues and Proposed Responses.** To proactively address potential challenges and ensure a unified and well-articulated response:
    - The concerned Strand/Bureau/Region shall identify potential controversial issues that may arise during the Congressional Hearing.
    - For each identified controversial issue, the Strand/Bureau shall provide well-researched and considered possible answers or responses that the Public Affairs Service can utilize.
    - These identified issues and proposed responses must be included as a separate section within the briefer submitted to the OSEC and LLO, as outlined in Section 1.
  3. **Submission of Data for Presentation.** To facilitate a seamless and informed discussion, all data intended for presentation during the Congressional Hearing must be furnished in advance:
    - The concerned Strand/Bureau/Region shall prepare all presentation materials, including but not limited to reports, statistical tables, charts, and graphs.
    - These materials, in their final form, must be submitted electronically to LLO (legis@deped.gov.ph) and OSEC (osec@deped.gov.ph) **no later than three (3) working days** prior to the scheduled hearing date.
    - The submitted data should be clearly labeled and accompanied by a brief explanation of its significance.
    - For hearings scheduled with shorter lead time than the period above, the briefer shall be submitted as soon as possible.
  4. **Preparation and Practice for Presentations.** Recognizing the sensitivity and potential impact of discussions on controversial topics, LLO, in coordination with OULLA, OSEC and PAS, shall organize preparation sessions for the designated attendees prior to the Congressional hearing. These sessions will focus on the identified controversial issues and the proposed responses, providing an opportunity for discussion, refinement of messaging, and ensuring clarity and consistency in the designated attendees communication. The schedule and specific details for these practice sessions will be communicated to the concerned attendees by the LLO following the submission of the briefers and presentation/s.
  5. **Attendees for hearings.** Unless under exceptional circumstances, attendees to hearings should be director-level and up. For hearings which are identified to tackle controversial issues or those which have already invited the attention of media, the recommended attendees should be members of the DepEd Executive Committee.
  6. **Posting of Weekly Hearing Schedules.** To ensure timely dissemination of information regarding upcoming Congressional hearings:
    - LLO shall be responsible for monitoring and compiling the schedule of weekly Congressional hearings.
    - The LLO shall post the weekly hearing schedule in the "Execom Deliverables" Viber Group **every Saturday by 10:00 AM**. Earlier posting may be done for hearings requested to be "urgent" by the Congressional Committees, as may be applicable.
    - The posted schedule shall clearly indicate the following for each hearing:
      - ▷ Date and time of the hearing
      - ▷ Committee conducting the hearing
      - ✓ Subject matter of the hearing
      - ▷ Recommended rank of attendee (e.g., Secretary, Undersecretary, Assistant Secretary, Bureau Director, etc.)

Strict compliance with these protocols is crucial for ensuring the effective and efficient representation of DepEd in Congressional Hearings.

For any clarifications or further inquiries regarding these protocols, please do not hesitate to contact the Legislative Liaison Office at telephone number 8631-9641 or via email at legl@depd.gov.ph.