



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

May 7, 2025

REGIONAL MEMORANDUM

No. **517** s. 2025

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

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

1. Attached is a Memorandum dated May 5, 2025, from the Office of the Secretary, DepEd Complex, Meralco Avenue, Pasig City, concerning the Protocols for Attendance in Congressional Hearings and Submission of Data to Relevant Stakeholders.

2. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. BETALVERO, CESO III
Regional Director



Enclosures: Memorandum
References: None

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

Congressional Hearings

Submission of Reports

ORD-LU-MJSC



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY



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

OFFICE OF THE DIRECTOR III
Date and Time Received: MAY 06 2025
Signature: [Signature]

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

ATTY. FILEMON RAY L. 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

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.

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- 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 legis@deped.gov.ph.