



**ADVISORY No. 207 s. 2024**

September 19, 2024

In compliance with DepEd Order (DO) No. 8, s. 2013  
This advisory is issued not for endorsement per DO 28, s. 2001,  
but only for the information of DepEd Officials,  
Personnel/staff, as well as the concerned public

**INVITATION TO THE PRINCIPLES OF POLICY ADVICE: SUBMISSIONS & BRIEFING MASTERCLASS**

The Government Exchange (GE) informs you of its open course workshop on Principles Advice: Submissions & Briefing Masterclass on September 20, 2024.

This course aims to provide participants with a thorough understanding of the principles and practices of policy advice while offering practical tools and techniques to help them excel in their roles.

Enclosed is the basic communication for the complete details, and the list of their upcoming courses for 2024. For further information, you may send an email to [inquiry@governmentexchange.co.uk](mailto:inquiry@governmentexchange.co.uk)

Participation in this activity is on a voluntary basis only.

For information.

HRDD-NEAP R/rtb/mvt  
09/19/2024



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**



September 26, 2024

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads  
Public & Private Elementary and Secondary School Heads  
All Others Concerned

For information.



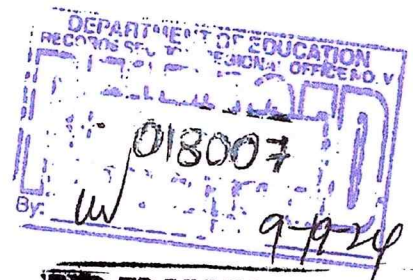
**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent

DM 31, s. 2019 Rider Rev. 01



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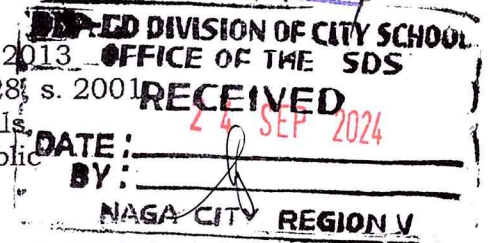




**ADVISORY No. 227 s. 2024**

September 19, 2024

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For information.

RECORDS SECTION, REGIONAL OFFICE NO. V  
SEP 12 2024  
BY: [Signature]  
TIME: 6:48 a.m.

**DEPED V BICOL REGION**

**From:** james.morgan@governmentexchange.co.uk on behalf of James Morgan  
<james.morgan@governmentexchange.co.uk>  
**Sent:** Thursday, 12 September 2024 1:35 am  
**To:** DEPED V BICOL REGION  
**Subject:** Principles of Policy Advice: Submissions & Briefing Masterclass



# Principles of Policy & Political Advice

## Submissions & Briefings Masterclass

### Last Call

**Government Exchange** wishes to advise you that the next "virtual" open Course Workshop on Principles of Policy Advice: Submissions & Briefing Masterclass will take place on **Friday 20th of September 2024**.

This one-day masterclass is specifically designed for civil servants and individuals working closely with the public sector who seek to enhance their skills in policy analysis, development, and communication. This intensive course aims to provide participants with a thorough understanding of the principles and practices of policy advice while offering practical tools and techniques to help them excel in their roles. By focusing on real-world applications and drawing on the expertise of seasoned professionals, this masterclass seeks to empower participants to navigate the complexities of the policy environment, improve the quality of their advice, and contribute to the development of more effective policies.

#### Key sessions in programme

##### Policy Advice and Policy Analysis

- The Principles of Policy Advice
- What is policy advice? How does it differ from political advice?
- Speaking truth to power: the role of officials in policy advice.
- The paradigms of policy advice.
  
- How to conduct policy analysis
- Identifying policy problems
- Policy analysis process
- Evidence-based policy

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## Ministers, Policy Advice and a Policy Brief

- What is the official - ministerial relationship in policy advice?
- What is the role of the official?
- What do Ministers want?
- What do political advisors and civil servants do differently?
- What is the role of external advice and the role of advisory committees?
- Writing a policy brief
- Nature of a policy brief
- Objectives of a policy brief
- Style and content
- Impact of policy briefings

## Oral and Written submissions

- Writing a submission
- Audience of submissions
- Nature of written submission
- Impact of submissions
- Oral advice and evidence
- Giving policy presentations - what to consider
- Giving oral evidence
- How to provide oral evidence
- Its nature and impact

Click [Link](#) for Learning outcomes and full programme

## Government Exchange

GE has long been a leading provider of training solutions with an exceptional reputation for delivering high quality. All our courses are led by highly experienced trainers that have a track record of delivering training to the very highest standard. Our trainers have personal experience of working at the highest level of either Parliament, Government or the Civil Service, enabling them to give a genuine insight into the subject matter.

## Standard Fee and Bursary

Standard fee for one place: £570 + VAT

If you would like to join this workshop- please find Registration form attached. [LINK](#)

GE is offering Special Part Bursary Savings on this course for a limited period only. For further information on bursary for individual and group applications, please call **020 3137 8632** or email [enquiry@governmentexchange.co.uk](mailto:enquiry@governmentexchange.co.uk)

Please feel free to circulate this information on to any relevant colleagues, and do not hesitate to contact us should you wish to register or require any assistance.

**Upcoming courses for 2024:**

Presentation Skills for the Public Sector - 13/09/2024

Negotiation & Influence - 17/09/2024 - 18/09/2024

Policy 1 & Policy 2 - 18/09/2024 - 19/09/2024

Principles of Policy Advice: Submissions & Briefings Masterclass - 20/09/2024

Stakeholder Management for the Public Sector - 23/09/2024

Essential Writing Skills for the Public Sector - 25/09/2024

Policy Masterclass - 25/09/2024 - 26/09/2024

Writing Strategy - 30/09/2024

A Guide to Strategic Thinking - 02/10/2024

How to Influence Whitehall & Westminster - 07/10/2024

Policy Making in Practice - 08/10/2024

Introduction to Parliamentary Select Committees 11/10/2024

Kind regards,

The Government Exchange Team

E-Mail: [enquiry@governmentexchange.co.uk](mailto:enquiry@governmentexchange.co.uk)

Phone: 020 3137 8632

If you do not wish to receive further information regarding GE events then please [click here](#)