



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

18 Sept 2025

DIVISION MEMORANDUM
No. 309 , s. 2025

**RECONSTITUTION OF DIVISION GENDER AND DEVELOPMENT
FOCAL POINT SYSTEM (GFPS)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 32, s. 2017 titled “Gender-Responsive Basic Education Policy”, this Office through the Division GAD Focal Point System hereby reconstitutes the Division GAD Focal Point System (GFPS) to wit:

GFPS Chairperson	Engr. Edgard C. Domingo PhD, CESO V Schools Division Superintendent
Technical Working Group Chairperson	Rosalin S. Muli PhD, CESO VI Assistant Schools Division Superintendent
Members	Edgar L. Manabat PhD SGOD- Chief Amando C. Yutuc PhD CID – Chief Engr. Maria Cristina S. Sarmiento Administrative Officer V Charlon B. Omlang AO V- Budget Caroline S. Montes AO IV- HRMO Marilou Q. Castro Planning Officer II
GFPS Focal Person	Arcely G. Garcia Senior Education Program Specialist
GFPS Secretariat	Noli M. Manalo Education Program Specialist II
GFPS M&E Focal Person	Glenn P. Sarmiento Senior Education Program Specialist



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2. The GFPS shall perform the following functions:

- a) Lead in mainstreaming gender perspective in agency/department policies, plans and programs. In the process, they shall ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures of the agency based on the priority needs and concerns of constituencies and employees and the formulation of recommendations including their implementation;
- b) Assist in the formulation of new policies such as the GAD Code in advancing women's status, such as in the case of LGUs;
- c) Lead in setting up appropriate systems and mechanisms to ensure the generation, processing, review and updating of sex-disaggregated data or GAD database to serve as basis in performance-based gender responsive planning;
- d) Coordinate efforts of different divisions, offices, units of the agency and advocate for the integration of GAD perspectives in all the systems and processes;
- e) Spearhead the preparation of the agency annual performance-based GAD Plans, Programs and Budget in response to gender issues of their constituencies and clients and in the context of their agency mandate and consolidate the same following the format and procedure prescribed by the PCW, DBM and NEDA in the Joint Circular 2012-1. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of the department/agency, and as needed, in responding to PCW's comments or requests for additional information;
- f) Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs and Budget;
- g) Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that may be required under the MCW;
- h) Strengthen the external link with other agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various levels of governance;
- i) Promote and actively pursue the participation of women and gender advocates, other civil society groups and private organizations in the various stages of the development planning cycle, giving special attention to the marginalized sectors and;
- j) Ensure that all personnel of the agency including the finance officers (e.g., accountant, budget officer, auditors) are capacitated on GAD. Along this line, the GFPS will recommend and plan an appropriate capacity development program on gender and development for its employees as part of and implemented under its regular human resource development program.



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The roles and responsibilities of the GFPS are as follows:

a. The **GFPS Chairperson and Head of Agency** shall:

- i. Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems and procedures of the agency including the creation, strengthening, modification or reconstitution of the GFPS; and
- ii. Approve the GAD Plan, Program and Budget of the agency as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation.

b. The **Technical Working Group (TWG) or Secretariat and M &E** shall:

- i. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
- ii. Formulate agency GAD Plans, Programs and Budget in response to the gender gaps and issues faced by their clients and constituencies, women and men employees, following the conduct of a gender audit, gender analysis, and/or review of sex disaggregated data;
- iii. Assist in the capacity development of and provide technical assistance to the agency, and as needed, to officers in the other offices or units. In this regard, the TWG shall work with the human resource development office on the development and implementation of an appropriate capacity development program on gender equality and women's empowerment for its employees, and as requested or deemed necessary, for other offices under the Department or Agency, as the case may be;
- iv. Coordinate with the various units of the agency including its regional and attached agencies and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS of the central agency shall coordinate with the GFPS of its attached agencies, bureaus and regional offices especially on the preparation, consolidation and submission of GAD Plans and Budgets;
- v. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of agency officials, staff and relevant stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities;
- vi. Monitor the implementation of GAD-related programs, activities and projects in their respective offices and suggest corrective measures to improve implementation of GAD PAPs and GFPS activities;
- vii. Prepare and consolidate agency GAD accomplishment reports; and
- viii. Provide regular updates and recommendations to the head of agency or Executive Committee on the activities of the GFPS and the progress of agency GAD mainstreaming activities based on the feedback and reports of the various units of the agency.



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3. In the school level, School Heads are directed to submit the updated/ reconstituted composition of their respective SY 2025-2026 School Gender and Development Focal Point System (GFPS) using this link <https://tinyurl.com/5n7cxfw6> QR code on or before **September 26, 2025**.



4. Immediate and wide dissemination and strict compliance of this Memorandum is earnestly desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent 

Encl: As stated
Ref: As stated
To be indicated in the Perpetual Index
under the following subjects:

GENDER AND DEVELOPMENT
COMMITTEE

AGG/SEPS/September 18, 2025



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

SEP 10 2025

REGIONAL MEMORANDUM

No. 281, s. 2025

**SUBMISSION OF GENDER AND DEVELOPMENT (GAD) PROGRAMS, PROJECTS,
AND ACTIVITIES (PPAs) BUDGET BREAKDOWN AND PERSONNEL SERVICES
(PS) ATTRIBUTION FOR FY 2026 GAD PLAN AND BUDGET PREPARATION**

To : Schools Division Superintendents
Gender and Development (GAD) Focal Point System
All Others Concerned

1. In adherence to PCW Memorandum Circular No. 2025-06 relative to the preparation of Fiscal Year 2026 Gender and Development (GAD) Plans and Budget, the field is hereby instructed to prepare their respective **GAD PPA budget breakdown with its corresponding Personnel Services (PS)** attribution computation for FY 2026 on or before **October 6, 2025**.

2. A list of proposed GAD PPAs for FY 2026 is enclosed, from which Schools Division Offices and schools can choose or integrate appropriate and relevant activities that align with their specific needs.

3. Submission of activity proposal, budget breakdown and PS computation shall be made both in soft and hard copies. **Scanned copies of the approved budget breakdown and other documents shall be uploaded through this link or QR code:** <https://tinyurl.com/gpbr326>



Address: Matalino St. D.M. Government Center, Maimpis,
City of San Fernando (P)
Telephone Number: (045) 598-8580 to 89
Email Address: region3@deped.gov.ph
Website: <https://region3.deped.gov.ph>





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4. For further clarifications and inquiries, coordination may be made with **Dr. Eugene S. Yango**, Education Program Supervisor of the Human Resource Development Division through email at eugene.yango@deped.gov.ph.
5. Immediate dissemination of this Memorandum is directed.

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RONNIE S. MALLARI, PhD, CESO V
Regional Director

Encl.: As stated
References: PCW Memorandum Circular No. 2025-06
To be indicated in the Perpetual Index
under the following subjects:

GAD	PROGRAMS
PLAN	BUDGET


HRDD1/hrdd5
September 8, 2025

To send feedback
regarding any of
our services,
kindly scan the
QR Code.



Address: Matalino St. D.M. Government Center, Maimpis,
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Enclosure 1

GAD MENU OF ACTIVITIES FOR 2026

CLIENT-FOCUSED ACTIVITIES
1. 1. Establish and maintain lactation stations in schools and offices
2. 2. Establish GAD database containing gender statistics and sex-disaggregated data
3. 3. Enhance lodging facilities (NEAP)
4. 4. Conduct of training for GAD Plan and Budget for Asset Management Personnel
5. Orientation of the publisher's Development Team about Article V of D.O 32 s. of 2017 particularly in the use of gender-fair language and illustrations/images
6. Conduct of GAD-related research, annual GAD research forum or publication of GAD-related research
7. Develop and disseminate gender-responsive career guidance materials that promote diverse career paths for all genders. Encourage private schools to offer and promote non-traditional courses/electives for both boys and girls.
ORGANIZATION-FOCUSED ACTIVITIES
1. Conduct of GAD Agenda policy orientation to all GFPS members across governance levels
2. Conduct of National Women's Month Celebration
3. Conduct of the Pride Month Celebration
4. Conduct series of Capacity Building on the Establishment of Guidelines and Procedures on the Establishment of GFPS at the CO, ROs, SDOs and School Level
5. Capacity-building activities on SOGIESC
6. 18-Day Campaign to End Violence Against Women
7. Conduct of Inter-region GMEF validation
8. Conduct preparatory meeting with GAD central and regional focals on submission of GAD AR and MOVs
9. Awarding and recognition of GAD efforts of CO, ROs, SDOs and school
10. Conduct training of trainers on potential GAD Experts, Trainers per CO ROs, and SDOs
11. Conduct of training on SDD Gender Analysis
12. Participation to the GAD mandated celebrations
13. Dissemination of the Memo on the Tagging of the GAD-related programs
14. Meeting of Budget Officers in-charge of the P/A/P's of GAD related activities that will be included in the ledger of BMS for tagging
15. Conduct of writeshop on the development of GAD IEC materials on the protection of women from harassment in the workplace



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16. Editing and finalization workshop of the content of brochure on the protection of women from harassment in the workplace
17. Procurement of printing and delivery of GAD brochures on the protection of women from harassment in the workplace
18. Monitoring of day-to-day operations of the Child-minding center
19. Monitoring of Lactation station operations
20. Conduct of roll-out sessions (3 batches) on the amended DepEd Order No. 49, s. 2006, highlighting key changes in the procedures for handling administrative complaints and disciplinary cases, including but not limited to gender-related sexual harassment.
21. National Training on the Conduct of Formal Investigation and Disposition of Administrative Cases, Batch 4
22. Conduct of Gender Sensitivity Training for Security Officers and GSD personnel
23. Policy Review for GAD-Related Policies
24. Research Forum for Developing GAD-Responsive Policies
Capacity Building and Training
25. Conduct gender sensitivity training for project teams and stakeholders.
26. Develop workshops on mainstreaming gender in project planning and implementation.
27. Community Engagement and Advocacy
28. Launch awareness campaigns on gender rights and inclusion in development program and project design.
29. Facilitate dialogues between communities and project managers and project focals on gender-related concerns.
Policy, Program. and Development
30. Conduct assessments to ensure programs align with the Magna Carta of Women and other GAD policies.
31. Develop tools to measure the impact of gender-sensitive programs.
32. Strengthen integration of GAD principles in procurement and resource allocation.
Monitoring and Evaluation
33. Implement a GAD scorecard to evaluate gender mainstreaming efforts in projects.
34. Set up feedback mechanisms for beneficiaries to report gender-related concerns.
36. Publish annual GAD performance reports to enhance transparency and accountability.
37. Conduct of activities that promotes gender-responsive infrastructure and facilities



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