Republic of the Philippines

Department of Education

Region III

SCHOOLS DIVISION OF ANGELES CITY

16 Oct 2026

DIVISION MEMORANDUM
No. 409 S. 2026

PARTICIPANTS GUIDELINES AND ACTIVITY ARRANGEMENTS FOR THE CONDUCT OF THE DIVISION SEMINAR ON STRENGTHENING GENDER SENSITIVITY PRACTICES IN THE WORKPLACE FOR SCHOOL GAD FOCAL POINT SYSTEM (GFPS)

To: Assistant Schools Division Superintendent
Chiefs of Divisions
Unit/Section Heads
All Public Elementary and Secondary Schools
Others Concerned

1. Relative to the upcoming Division Seminar on Strengthening Gender Sensitivity and Wellbeing in the Workplace for the School GAD Focal Point System (GFPS), this Memorandum provides the schedule, meal plans, and the final list of participants.

2. To guarantee a standardized and orderly conduct of the seminar, all participants are strictly directed to adhere to the following specific arrangements:

3. The following arrangements shall be observed:
Departure: October 28,2026
12:30 pm to 1:00 p.m. – Assembly Time
1:00 pm to 2:30 p.m. - Departure / Travel Time

Meeting Place: Schools Division Office of Angeles City

Prescribed Attire

Day	Date	Attire
Day 1	October 28,2026	Any attire
Day 2	October 29,2026	Assigned Group Color
	October 29,2026 (7:00 pm – Socialization Night)	Denim Attire
Day 3	October 30,2026	Any attire

4. The first meal to be served on Day 1 is PM snacks while the last served meal is lunch on Day 3. All participants are advised to consume their personal lunch independently prior to the 12:30 PM assembly on Day 1.

5. Attached are the list of participants group assignments and program of activities.

6. Expenses relative to the conduct of the activity shall be charged against **available School MOOE/ GAD funds and/or other appropriate and allowable funds**, subject to the usual accounting and auditing rules and regulations.

7. This memorandum serves as travel order of all participants.

8. Immediate and wide dissemination of ad strict compliance with this Memorandum are earnestly desired.

[redacted]

Engr. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent [redacted]

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

GENDER AND DEVELOPMENT
SCHOOL BASED GAD FOCAL POINT SYSTEM

AGG/SEPS-HRD/Oct. 21,202

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Enclosure No. 1 to Division Memorandum No. __ s. 2026
List and Groupings of Participants

TEAM COLOR	NO	SCHOOL	NAME OF PARTICIPANTS	POSITION
TEAM WHITE	1	AIR FORCE CITY ES	CHARISSA JOY T. TORRES	ADMINISTRATIVE ASSISTANT II
	2	AIR FORCE CITY ES	JAY B. ANUNCIACION	SCHOOL PRINCIPAL I
	3	ALBERTO PABALAN ES	YVETTE ROSARIO ANNALI S. BATUL	PRINCIPAL I
	4	ALBERTO PABALAN ES	JUNEMAR P. RACOMA	ADAS III
	5	AMSIC IS	PEEJAY M. FLORES	PROJECT DEVELOPMENT OFFICER I
	6	AMSIC IS	RAVEN JOY P. PANGILINAN	SCHOOL COUNSELOR ASSOCIATE I
	7	AMSIC IS	JEFERSON D. KARAGDAG	PRINCIPAL III
	8	ANGELES CITY NATIONAL HIGH SCHOOL	CAZARINA L. DAVID	SECONDARY SCHOOL PRINCIPAL-IV
	9	ANGELES CITY NATIONAL HIGH SCHOOL	MARISA LINDA C. PEREZ	HEAD TEACHER VI
	10	ANGELES CITY NATIONAL HIGH SCHOOL	THELMA N. MAGTOTO	HEAD TEACHER VI
	11	ANGELES CITY NATIONAL HIGH SCHOOL	JENNIELYN A. CARLOS	HEAD TEACHER VI
	12	ANGELES CITY NATIONAL HIGH SCHOOL	RAQUEL C. CASTRO	HEAD TEACHER VI
TEAM GRAY	13	ANGELES CITY NATIONAL TRADE SCHOOL	ELMER S. DAYRIT	SECONDARY SCHOOL PRINCIPAL IV
	14	ANGELES CITY NATIONAL TRADE SCHOOL	FRITZIE S. LUGTU	DEPARTMENT HEAD DESIGNATE
	15	ANGELES CITY NATIONAL TRADE SCHOOL	EUGENE M. CANLAS	HEAD TEACHER III
	16	ANGELES CITY NATIONAL TRADE SCHOOL	JASMINE A TONGOL	HEAD TEACHER III
	17	ANGELES CITY SCIENCE HS	ROVIC P. GUTIERREZ	HEAD TEACHER III/OIC- ASSISTANT SCHOOL PRINCIPAL II

	41	DON AMBROCIO MENDIOLA SR. ES	NICOLAS H CONTRERAS JR.	PRINCIPAL II
	42	DON AMBROCIO MENDIOLA SR. ES	JOSE MARI S GUINTU	ADMINISTRATIVE OFFICER II
	43	DR. CLEMENTE N. DAYRIT SR. ES	ELMER T. HIVA	PRINCIPAL I
	44	DR. CLEMENTE N. DAYRIT SR. ES	DANIELLE S. MERCADO	ADMINISTRATIVE ASSISTANT II
	45	DR. CLEMENTE N. DAYRIT SR. MHS	RANDY ALEJAGA ROSALES	PRINCIPAL II
	46	DR. CLEMENTE N. DAYRIT SR. MHS	TRIXIE PADAL	SCHOOL COUNSELOR ASSOCIATE
	47	EPZA RESETTLEMENT ES	NINO C. ARCEO	PRINCIPAL II
	48	EPZA RESETTLEMENT ES	ARIEL C. GUZMAN	HEAD TEACHER III
TEAM YELLOW	49	EPZA RESETTLEMENT ES	CIARA MARIE P. MASCARINA	SCHOOL COUNSELOR ASSOCIATE
	50	FRANCISCO G. NEPOMUCENO MHS	HERMES P. VARGAS	PRINCIPAL IV
	51	FRANCISCO G. NEPOMUCENO MHS	JULITA B. AMURAO	HEAD TEACHER VI
	52	FRANCISCO G. NEPOMUCENO MHS	MICHAEL H. SALINAS	ASSISTANT SCHOOL PRINCIPAL II
	53	FRANCISCO G. NEPOMUCENO MHS	OFELIA M. CANLAS	HEAD TEACHER III
	54	FRANCISCO G. NEPOMUCENO MHS	JANET PINTO LINGAT	HEAD TEACHER III
	55	GUECO BALIBAGO ES	MARIANNE D. PINEDA	PRINCIPAL III
	56	GUECO BALIBAGO ES	CAMILLE D. FUERTEZ	DEPARTMENT HEAD DESIGNATE
	57	GUECO BALIBAGO ES	HAZELLE JOIE P. BONDOC	ADMINISTRATIVE OFFICER II
	58	GOV. RAFAEL L. LAZATIN IS	CARINA G TAYAG	SCHOOL PRINCIPAL I
	59	GOV. RAFAEL L. LAZATIN IS	NELSON B. BONAOBRA	PRINCIPAL I
	60	GOV. RAFAEL L. LAZATIN IS	XERXIS NAEL F. VALENCIA	HEAD TEACHER III
TEAM GREEN	61	JOSE P. DIZON ES	LAURENCE Y. ORDONEZ	SCHOOL COUNSELOR ASSOCIATE II

	62	JOSE P. DIZON ES	NENITA H. JORQUIA	PRINCIPAL IV
	63	LEONCIA VILLAGE IS	DELIO B. SANNADAN	PRINCIPAL I
	64	LEONCIA VILLAGE IS	ARSENIA Y. CAYANAN	ADMINISTRATIVE OFFICER II
	65	LOURDES NORTHWEST ES	WILLIAMSON G. CANLAS	SCHOOL HEAD
	66	LOURDES NORTHWEST ES	IMELDA K. CONCEPCION	ADMINISTRATIVE ASSISTANT II
	67	M. NEPOMUCEO ES	MARIA LY-ANN R. BATIR	ADMINISTRATIVE OFFICER II
	68	M. NEPOMUCEO ES	WEDELINA B GEGANTE	ADMINISTRATIVE ASSISTANT II
	69	MALABANIAS INTEG. SCHOOL	BENEDICK DANIEL O. YUMUL	PRINCIPAL I
	70	MALABANIAS INTEG. SCHOOL	JOMAR C. SAMPAGA	HEAD TEACHER I
	71	MALABANIAS INTEG. SCHOOL	DAVEY HAROLD E. VIRAY	ADMINISTRATIVE ASSISTANT III
	72	MARISOL BLISS ES	ROSALIND I. DELA CRUZ	ADMINISTRATIVE OFFICER II
TEAM BLUE	73	MARISOL BLISS ES	KARL BRYANT S. NICDAO	SCHOOL COUNSELOR ASSOCIATE
	74	MINING ES	EDNA E. CAPATI	ADMINISTRATIVE OFFICER II
	75	MINING ES	ALAN B. NACU	PRINCIPAL II
	76	NORTHVILLE 15 IS (ELEM)	CZARINE G. SALONGA	SCHOOL COUNSELOR ASSOCIATE
	77	NORTHVILLE 15 IS (ELEM)	MARICRIS S. TAPANG	ADMINISTRATIVE ASSISTANT II
	78	NORTHVILLE 15 IS (SEC)	MARICON H. RIVERA	PROJECT DEVELOPMENT OFFICER
	79	NORTHVILLE 15 IS (SEC)	DYAN KALAYAAN C. CABRERA	HEAD TEACHER III
	80	NORTHVILLE 15 IS (SEC)	AILYN C. DIZON	HEAD TEACHER I
	81	PAMPANG ES	CHRISTIAN VICTOR C. MIGUEL	ADMINISTRATIVE OFFICER II
	82	PAMPANG ES	JEDDY ANN R. FRANCISCO	SCHOOL COUNCELOR ASSOCIATE I
	83	PAMPANG SHS	LUTGARDA C. DE JESUS	ASSISTANT PRINCIPAL II

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	84	PAMPANG SHS	REENA M. JOVEN	ASDMINISTRSTIVE ASSISTANT II
TEAM ORANGE	85	PINEDA-GUTIERREZ ES	KARL VINCENT C. GUEVARRA	SCHOOL COUNSELOR ASSOCIATE I
	86	PINEDA-GUTIERREZ ES	CHERRY Y. HIPOLITO	SCHOOL PRINCIPAL III
	87	PULUNG CACUTUD ES	JONIE L. TUAZON	ADMINISTRATIVE OFFICER II
	88	PULUNGBULU ELEMENTARY SCHOOL	RIAN C. JOVEN	ADMINISTRATIVE OFFICER II
	89	PULUNGBULU ELEMENTARY SCHOOL	KYLA C. FELIX	SCHOOL COUNCELOR ASSOCIATE I
	90	RAFAEL L. LAZATIN MHS	JAYSON G. GUZMAN	ASSISTANT PRINCIPAL II
	91	RAFAEL L. LAZATIN MHS	JULIETA D. SANTOS	HT 3
	92	RAFAEL L. LAZATIN MHS	AGUSTINA C. ALMAACHAR	HT3/GAD FOCAL PERSON
	93	SALAPUNGAN ES	HELEN T. CAHULOGAN	PRINCIPAL III
	94	SALAPUNGAN ES	RENEE ROSE V. SUNGA	SCHOOL COUNSELOR ASSOCIATE I
	95	SAN IGNACIO ES	NENETH C. TUAZON	PRINCIPAL I
	96	SAN IGNACIO ES	LUCILA P. TIMPUG	ADMINISTRATIVE OFFICER II
TEAM PINK	97	SAPALIBUTAD ES	MARILYN B. DINGAL	PRINCIPAL III
	98	SAPANGBATO ES	LUCKY PAUL M. DAVID	PRINCIPAL I
	99	SAPANGBATO NHS	PATRICK L. ACADEMIA	PRINCIPAL I
	100	SAPANGBATO NHS	ARJAY L. BALBEDINA	ADMINISTRATIVE ASSISTANT II
	101	SAPANGBATO NHS	ABDON D. AGUILAR	PRINCIPAL II
	102	SAPANGBATO NHS	CATHERINE Q. POLICARPIO	ADMINISTRATIVE ASSISTANT III
	103	SAPANGBATO NHS	MILAGROS F. GARCIA	HEAD TEACHER III
	104	SAPANGBATO NHS	AURORA O. CADIANG	HEAD TEACHER III
	105	SITIO PADER ES	ARIES V. ALVAREZ	ADMINISTRATIVE OFFICER II
	106	SITIO PADER ES	JENNIFER S. QUIAZON	SCHOOL PRINCIPAL II
	107	SITIO TARGET IS	RAY JASON C. SANGUYU	SCHOOL PRINCIPAL I

	108	SITIO TARGET IS	JOHANNES PAULO D. DE GUZMAN	ADMINISTRATIVE OFFICER II
TEAM VIOLET	109	STA. TERESITA ES	ROMWALD C. CASTRO	ADMINISTRATIVE OFFICER II
	110	STA. TERESITA ES	ELIZA P. BUAN	PRINCIPAL IV
	111	STO. DOMINGO IS	MIA ANGELA M. MANALO	PROJECT DEVELOPMENT OFFICER I
	112	STO. DOMINGO IS	NERISSA N. VALDEZ	PRINCIPAL II
	113	STO. DOMINGO IS	MARY JOYCE C. KABIGTING	HEAD TEACHER II
	114	STO. ROSARIO ES	CRYSTAL JOY S. DAYRIT	PROJECT DEVELOPMENT OFFICER I
	115	STO. ROSARIO ES	JONEL S. GALANG	ADMINISTRATIVE ASSISTANT II
	116	STO. ROSARIO ES	HARIETTE KRISTINE B. MARIANITO	SCHOOL COUNSELOR ASSOCIATE I
	117	TACONDO ES	JOYCE ANN C. BALTAZAR	ADMINISTRATIVE OFFICER II
	118	TACONDO ES	RITA A. DALUSUNG	PRINCIPAL III
	119	VIRGEN DELOS REMEDIOS ES	VILMA B. LIAO	PRINCIPAL II
	120	VIRGEN DELOS REMEDIOS ES	CHRISTIANNE D. ESTEBAN	AO II

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Enclosure No. 2 to Division No. ___ s. 2026

Name of Personnel	Position	Assignment	Term of Reference
1. Edgar L. Manabat PhD	Chief- SGOD	Chair – Program Manager	□ Provides overall direction and supervision of the program. □ Ensures that objectives and expected outputs are achieved. □ Leads decision-making and addresses major concerns during implementation.
2. Amando C. Yutuc	Chief- CID	Facilitator – Team Leader	□ Guides the flow of activities and facilitates discussions. □ Coordinates with participants, speakers, and committees. □ Ensures active participation and timely completion of activities.
3. Arcely G. Garcia	SEPS- HRD	Training Manager	□ Oversees the training content, schedule, and learning sessions. □ Coordinates with resource persons and monitors training delivery. □ Ensures that participants' learning needs and concerns are addressed.
4. Noli M. Manalo	EPS II- HRD	Logistics Officer	□ Ensure the smooth implementation of all logistical arrangements, including venue, materials, meals, and registration. □ Coordinate and address logistical concerns before, during, and after the activity. □ Prepare a brief logistics report and inventory of resources utilized.

5. Elizabeth C. David	SEPS- SMME	Monitoring and Evaluation	□ Facilitate the administration and collection of evaluation forms and monitoring tools. □ Track participant attendance, engagement, and activity implementation. □ Consolidate evaluation results and prepare a summary report with recommendations.
6. Percival Y. Capitulo	EPS- SGOD	Team Facilitator- Red and Yellow	□ Leads and guides assigned team members throughout the activity. □ Ensures active participation and completion of team tasks. □ Serves as the primary coordinator between the team and the management committee.
7.Jerome Mercado	T.A - Sports	Team Facilitator- Blue and Green	
8.Engr. Norma P. Cabigting	Engr- PFU	Team Facilitator- Orange and Pink	
9.John Mark Kannary C. Castro	T.A. - PFU	Team Facilitator- White and Gray	
10. Myla N. Calma	PDO 11- YFP	Team Facilitator - Pink and Violet	
11.Janessa Aybz G. Manabat	Admin Aide	Documenter and Registration	□ Capture photos, videos, and highlights of the activity. □ Prepare and organize documentation records and attendance evidence. □ Submit a narrative and photo documentation report after the activity. Check and monitor the attendance of participants
12.Ralph Michael G. Dungca	Nurse	Nurse on duty	□ Provide basic medical assistance and first aid when needed. □ Monitor the health, safety, and well-being of participants. □ Coordinate emergency response and referrals, if necessary.
13. Jennyffer Dungca	Nurse	Nurse on duty	
14. Heidie Suarez	Nurse	Nurse on duty	

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Enclosure no. 2 to Division Memorandum No. __ s. 2026

October 28-30,2026

Day	Time	Topic / Activity	Facilitator / Speaker
Day 1	1:00 PM - 2:30 PM	**Assembly / Travel Time**	
	2:30 PM- 3:00 PM	Registration of Participants	Secretariat / HRD
	3:00 AM – 5:00 PM	Preliminaries • Opening Program • Roles and Functions of GAD Focal Point System	Program Management Team Arcely G. Garcia SEPS- HRD
Day 2	08:30 AM - 09:30 AM	Management of Learning	Program Management Team
	09:30 AM - 12:00 AM	Applying GAD Concepts on Gender Mainstreaming, Sensitivity and Inclusivity in the Workplace	Rea Lingat Mendoza Education Program Specialist Tarlac Province
	12:00 PM - 01:00 PM	*Lunch Break*	
	01:00 PM - 03:00 PM	Sexual Orientation, Gender Identity and Expression, and Sex Characteristics (SOGIEC)	Rea Lingat Mendoza Education Program Specialist Tarlac Province
	03:00 PM - 04:15 PM	Interactive Workshop & Team Building"Trade to Thrive: GAD Marketplace Challenge" "What you have can help build the workplace we want	Program Management Team
Day 3	8:00:00 AM -9:00 am	Management of Learning	Program Management Team
	9:00 am -10:30 am	Presentation on School GAD Plan for FY 2027	Arcely G. Garcia SEPS- HRD
	10:30 am - 12:00 pm	Closing Program	Program Management Team
	12:00 pm - 1:00 pm	LUNCH	

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