



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

January 15, 2025

DIVISION MEMORANDUM

No. 022, s. 2025

PROMOTING GENDER EQUALITY AND INCLUSION: SUBMISSION OF GAD PLANS, ACCOMPLISHMENT REPORTS, AND GUIDELINES FOR GAD TRAINING REQUESTS FOR FISCAL YEAR 2025

To: Assistant Schools Division Superintendents
Division Chiefs
Elementary and Secondary School Principals
All Others Concerned

1. In line with the Department of Education's gender mainstreaming efforts, all concerned schools and offices are reminded to submit the 2024 GAD Accomplishment Report and 2025 GAD Plans & Budgets (GPBs) via <https://forms.office.com/r/kJ9dEzHSHR> on or before January 24, 2025.
2. The GAD Accomplishment Report is crucial for assessing the progress of GAD programs, ensuring alignment with national policies, and supporting accountability. When preparing the GAD Plans & Budgets (GPBs), ensure that GAD programs address gender issues identified through gender analysis and the **Gender Mainstreaming Evaluation Framework (GMEF)**. Priority should be given to gender issues arising from education emergencies. GAD PAPs must also support DepEd's GAD goals, particularly in reducing gender disparities in enrollment, participation, and achievement.
3. All templates for the GAD Plans & Budgets, Accomplishment Report, and sample LnD proposals are available at <https://bit.ly/GADTemplates2025>.
4. The **2025 Division GAD Focal Point System (DGFPS)** is composed of the following members:
Chairperson:
Norma P. Esteban, EdD, CESO V
Schools Division Superintendent
Assistant Chairperson:
Maria Celina L. Vega, CESO VI
Assistant Schools Division Superintendent
Division GAD Coordinator:
Marilene G. Ramos, LPT, EdD(c)
Senior Education Program Specialist, HRD
Members:
Rainelda M. Blanco, PhD (Chief, SGOD)
Jay-Arr C. Tayao, DBA, EdD (EPS, SGOD)
Agnes M. Seifnezhad, CPA, MBA, CB (Accountant III)
Alvin V. Suriben (AO V, Finance)



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Secretariat:


Bryan Amiel F. De Jesus, LPT, MAE (SEPS, SMN)
Mylene B. Dela Cruz, RN (Health & Wellness Coordinator)
Arminda R. Valentino, RN (Breastfeeding Awareness Coordinator)

Monitoring & Evaluation:

Ma. Lourdes J. Patag, LPT, MAEd (SEPS-SMME)
Paulo Eduardo C. Cruz Jr. (Planning Officer)
Raquel I. Clímaco (Administrative Officer IV)
Victoria O. Madrigal (AO IV, HRMO)

5. All schools and offices must continue to prepare employee profiles and GAD data. The GAD Database/Sex-disaggregated data should be integrated into planning, budgeting, programming, and policy formulation. The GAD Questionnaire is available at <https://forms.gle/dXgnFDgHrCFRrhv4p6>.
6. For those seeking to conduct GAD-related training or workshops **outside school premises** or during weekends or holidays, the following requirements must be submitted to the **Schools Division Superintendent (SDS)**: a formal **Request Letter** detailing the reason for conducting the activity outside school premises or during weekends/holidays. A letter is no longer required if the activity is to be held within school grounds, provided it is indicated in the current **INSET/LAC Plan**. Additionally, an **LnD Proposal** in the required format must be submitted, along with a screenshot or response email confirming the submission of the GAD Plans & Budgets (GPBs) online.
7. For information and compliance, all concerned personnel and offices are directed to adhere to the provisions of this memorandum.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent


mgr/sgod-hrds-memo
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