



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

January 05, 2026

**DIVISION MEMORANDUM**  
**No. 11 s. 2026**

**SUBMISSION OF GAD ACCOMPLISHMENT REPORTS AND GAD PLANS AND BUDGET  
(GPBs) FOR FISCAL YEAR 2026**

To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Division Unit and Section Heads  
Elementary & Secondary School Heads  
School and District GAD Focal Persons  
All Others Concerned

1. In line with the Department of Education's continuing commitment to gender mainstreaming and the promotion of Gender Equality and Inclusion (GEI), all concerned schools and offices are hereby enjoined to observe these guidelines relative to the submission of **Gender and Development (GAD) Requirements for Fiscal Year (FY) 2026.**
2. All concerned schools and offices are reminded to submit their FY 2025 GAD Accomplishment Report and FY 2026 GAD Plans and Budgets (GPBs) through the official online submission link: <https://forms.office.com/r/xHDHViXXe0> on or before January 09, 2026.
3. The GAD Accomplishment Report serves as a vital tool in assessing the progress and effectiveness of implemented GAD programs, ensuring alignment with national GAD policies, and strengthening accountability mechanisms.
4. In preparing the FY 2026 GAD Plans and Budgets (GPBs), schools and offices shall ensure that proposed programs, activities, and projects (PAPs):
  - o Are based on identified gender issues resulting from gender analysis and the Gender Mainstreaming Evaluation Framework (GMEF);
  - o Give priority to gender issues arising from education emergencies; and
  - o Support DepEd's GAD goals, particularly in reducing gender disparities in enrollment, participation, and learning achievement.
5. Official templates for the GAD Plans and Budget (GPB), a sample GAD L&D Proposal, and other pertinent templates may be accessed through this link: <https://tinyurl.com/GAD2026Templates>
6. In requesting approval for the conduct of Gender and Development (GAD)-related training, learning and development (L&D) activities, or workshops outside school



Republic of the Philippines  
Department of Education  
Region III  
**SCHOOLS DIVISION OF BULACAN**

premises, or during weekends or holidays, the following requirements and guidelines shall be strictly observed:

- a. Only activities explicitly listed in the GAD MENU OF ACTIVITIES FOR FY 2026, attached as an Enclosure to this Memorandum, shall be allowed. *Team-building activities are no longer permitted* as part of GAD-related programs. Implementing units are advised to strictly adhere to the stipulated and approved GAD activities to ensure alignment with GAD objectives and government auditing rules.
- b. A Request Letter addressed to the Schools Division Superintendent (SDS) must be submitted, clearly stating the justification for conducting the activity outside school premises or during weekends/holidays. However, submission of a request letter shall no longer be required if the activity will be conducted within school premises, provided that the activity is clearly indicated in the approved and current school AIP.
- c. Copy of the School Annual Implementation Plan (AIP) where the activity is reflected;
- d. Accomplished GAD L&D Proposal using the prescribed format
- e. Detailed Training Matrix indicated in the GAD L&D Proposal specifying the topics to be discussed, names of resource speakers, schedule/time allotment, and all planned activities for the entire duration of the program.
- f. Itemized Budget, also indicated in the GAD L&D Proposal, clearly indicating the breakdown of expenses (e.g., food, transportation, venue/accommodation), showing the cost per participant (per pax) multiplied by the total number of participants and the number of days.
- g. Any single expense item (such as food, venue/accommodation, or transportation) amounting to ₱50,000.00 or more, the submission of proof of compliance with the Philippine Government Electronic Procurement System (PhilGEPS) shall be required. This is to ensure adherence to government procurement laws and auditing standards, promote transparency, and validate that the procurement process followed competitive and lawful procedures, in accordance with existing COA and DepEd regulations.

7. Immediate and wide dissemination of this Memorandum is earnestly desired.

**CECILIA E. VALDERAMA, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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

Enclosure 1

**GAD MENU OF ACTIVITIES FOR 2026**

<b>CLIENT-FOCUSED ACTIVITIES</b>	
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.	
<b>ORGANIZATION-FOCUSED ACTIVITIES</b>	
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 focal points 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	



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

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**

**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 focal 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



**Address:** Matalino St. D.M. Government Center, Maimpis,  
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**Telephone Number:** (045) 598-8580 to 89  
**Email Address:** region3@deped.gov.ph  
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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>**





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

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](mailto:eugene.yango@deped.gov.ph).
5. Immediate dissemination of this Memorandum is directed.

**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 PLAN

HRDD1/hrdd5  
September 8, 2025

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



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