



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

August 17, 2026

**DIVISION MEMORANDUM**

**No. 379 s. 2026**

**GUIDELINES ON THE CONDUCT AND APPROVAL OF GENDER AND DEVELOPMENT (GAD) ACTIVITIES IN THE SCHOOLS DIVISION OF BULACAN**

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), this Memorandum is issued to provide clear guidelines on the conduct and approval of Gender and Development (GAD) activities, particularly those involving training, learning and development (L&D), workshops, seminars, and other related activities requiring venues outside the school or office premises.
2. This Memorandum is issued to ensure that all GAD-related programs and activities are gender-responsive, relevant, properly planned, economically implemented, and compliant with existing DepEd and government policies, rules, and regulations.
3. All requests for the conduct of GAD-related trainings, seminars, workshops, learning and development activities, orientations, campaigns, and other related activities shall undergo the prescribed proposal, evaluation, and approval process. No activity shall be conducted without the required prior approval.
4. Official templates for the GAD L&D Proposal and other pertinent documents, including the GAD Menu of Activities, may be accessed through this link: **<https://tinyurl.com/GAD2026Templates>**. Only activities explicitly listed in the GAD Menu of Activities shall be allowed.
5. For questions, clarifications, and technical assistance concerning these guidelines, concerned personnel may coordinate with the Division GAD Focal Person, Mr. Cristian Paul M. De Guzman, MAEd, at [cristianpaul.deguzman@deped.gov.ph](mailto:cristianpaul.deguzman@deped.gov.ph)
6. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**CECILIA E. VALDERAMA, PhD, CESO VI**  
Schools Division Superintendent



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**LIFTING OF THE MORATORIUM**

- A. The Moratorium on the Conduct of Gender and Development (GAD) Activities, Professional Development Programs and Training, and Other Activities Outside School Premises in Compliance with the Energy Conservation Directive under Memorandum Circular No. 114, as implemented through Division Memorandum No. 133, s. 2026, is hereby LIFTED, subject to the conditions and requirements stipulated in this Memorandum and other existing DepEd and government accounting, auditing, procurement, and related regulations.
- B. The lifting of the moratorium shall not be construed as an automatic authority to conduct GAD activities outside school premises. All proposed activities shall remain subject to prior evaluation and approval by the appropriate authority and shall comply with all documentary, programmatic, financial, procurement, and other applicable requirements.

**PREFERENCE FOR THE CONDUCT OF GAD ACTIVITIES WITHIN BULACAN**

- A. As a general policy, GAD trainings, seminars, workshops, L&D activities, and similar activities shall be conducted within the Province of Bulacan. Implementing units shall prioritize accessible, appropriate, and cost-effective venues within the province whenever the objectives of the activity can be effectively achieved through such arrangements.
- B. Proponents shall not select venues outside Bulacan merely on the basis of convenience, preference, recreational considerations, resort facilities, or perceived venue attractiveness. The venue must be necessary, appropriate, and directly supportive of the objectives and requirements of the approved GAD activity.
- C. Any proposal involving a venue outside the Province of Bulacan shall be subject to heightened scrutiny and justification and shall not be presumed allowable by virtue of the lifting of the moratorium. The proponent shall establish the necessity and substantive justification for the proposed venue and demonstrate that the activity cannot be reasonably and effectively conducted within Bulacan.
- D. Consistent with the principles of economy, efficiency, and prudent utilization of government resources, implementing units are reminded to avoid unnecessary travel, accommodation, and other expenses when the same GAD objectives may be achieved through appropriate venues within the province.
- E. All proposed GAD activities shall demonstrate a clear and substantive GAD dimension. The activity must be responsive to an identified gender issue, concern, gap, or development objective and must contribute to gender equality and inclusion.
- F. The availability of GAD funds shall not, by itself, constitute sufficient justification for the conduct of an activity. Proposed activities must establish



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their relevance, necessity, expected results, and contribution to addressing identified gender issues.

- G. Routine administrative activities, regular meetings, ordinary office functions, social gatherings, recreational activities, and similar undertakings shall not be considered GAD activities merely by incorporating gender-related terminology or discussions into the program.
- H. Team-building activities shall not be allowed as GAD activities. Activities primarily intended for recreation, fellowship, leisure, or team bonding shall not be charged to GAD funds unless otherwise specifically authorized under applicable GAD policies and clearly established as a legitimate GAD intervention.

**REQUIREMENTS FOR REQUESTING APPROVAL OF GAD ACTIVITIES**

- A. All requests for approval of GAD-related trainings, seminars, workshops, L&D activities, orientations, campaigns, and other activities requiring Division approval shall be submitted with the following documentary requirements, as applicable:
  - I. Request Letter addressed to the Schools Division Superintendent (SDS) indicating the title, rationale, objectives, target participants, proposed date and venue, source of funds, estimated cost, and justification for the conduct of the activity;
  - II. Accomplished GAD L&D Proposal using the prescribed format;
  - III. Detailed Training/Activity Matrix indicating the specific topics, objectives, methodologies, resource persons/speakers, schedule, time allotment, and planned activities for the entire duration of the program;
  - IV. Detailed and itemized budget indicating the specific expenditure items, cost per participant, number of participants, number of days, and total estimated cost;
  - V. Source of Funds, clearly identifying whether the activity shall be funded through GAD funds, LSB funds, MOOE, or other authorized sources;
  - VI. Approved/current School Annual Implementation Plan (AIP), where applicable, showing the inclusion of the proposed activity;
  - VII. Procurement-related documents and proof of compliance with applicable procurement requirements or PHILGEPS transaction, for budgets amounting to Php 200,000 and up;
  - VIII. Other supporting documents that may be required by the Division Office during the evaluation of the proposal.
- B. For activities proposed to be conducted outside school premises but within the Province of Bulacan, the request letter shall clearly state the reason for the use of an off-site venue and explain why the activity cannot be appropriately conducted within the school or office premises.
- C. The GAD L&D Proposal and Training/Activity Matrix shall demonstrate a clear alignment among the identified gender issue, objectives, topics, methodologies, expected outputs, target participants, and intended GAD outcomes.



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- D. The proposed budget shall be reasonable, necessary, economical, and directly related to the approved GAD activity. All expenses shall be supported by appropriate documentation and shall comply with existing government accounting, auditing, procurement, and financial regulations.

**BUDGET AND PROCUREMENT REQUIREMENTS**

- A. The itemized budget shall clearly indicate the computation of expenses, including, as applicable:
- I. number of participants;
  - II. number of days;
  - III. cost per participant/per day;
  - IV. meals and snacks;
  - V. venue and accommodation;
  - VI. transportation;
  - VII. supplies and materials; and
  - VIII. other allowable expenses.
- B. Any single expense item amounting to ₱200,000.00 or more, such as food, venue/accommodation, transportation, or other similar expenditure, shall be supported by the required procurement documentation, including proof of compliance with the Philippine Government Electronic Procurement System (PhilGEPS), when applicable, and other documents required under existing procurement, accounting, auditing, and DepEd regulations.
- C. Implementing units shall strictly observe the prescribed budget utilization and applicable expenditure ceilings. The availability of funds shall not be used as a basis for increasing expenditures beyond what is reasonable, necessary, and allowable.
- D. Activities shall be designed and implemented in a manner that promotes economy and efficiency in the use of government resources. Unnecessary accommodation, transportation, venue, and other incidental expenses shall be avoided.
- E. Schools and Districts are reminded that the budget shall be within the allowable limits and in compliance with existing accounting and auditing rules and regulations.

**ALLOWABLE RATES FOR VENUE, MEALS, SNACKS, AND ROOM ACCOMMODATION**

- A. In accordance with DepEd Order No. 15, s. 2017, "Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education," all GAD-related trainings, seminars, workshops, conferences, and other official activities shall observe the prescribed allowable rates for venue, meals and snacks, and room accommodation.



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- B. For activities utilizing other training venues or service providers, the following maximum rates shall apply:
- I. Residential/Live-in activities: not exceeding ₱1,200.00 per participant per day; and
  - II. Non-residential/Live-out activities: not exceeding ₱2,000.00 per participant per day.
  - III. The rates for activities conducted through other training venues or service providers may cover, as applicable, the following:
    - o meals and snacks;
    - o use of function room/s;
    - o audio-visual facilities/equipment; and
    - o other necessary training facilities and requirements, such as free-flowing coffee, internet connection, and LCD projector.
- C. For residential/live-in activities, the allowable rate shall likewise include room accommodation.
- D. When only room accommodation is required, the allowable rate shall not exceed ₱1,000.00 per participant per day.
- E. For activities of less than one day or those that do not require three meals, the corresponding allowable meal rates shall be observed, as follows:

| Expense      | Maximum Allowable Rate |
|--------------|------------------------|
| Breakfast    | ₱200.00                |
| Lunch/Dinner | ₱400.00                |
| AM/PM Snacks | ₱100.00                |

- F. All concerned are reminded that the rates prescribed under DepEd Order No. 15, s. 2017 shall serve as the applicable ceilings for the corresponding expenses. Proponents shall ensure that proposed budgets do not exceed these rates and that all expenditures are supported by appropriate documentation.
- G. The provisions of this section shall apply to GAD-related trainings, seminars, workshops, conferences, L&D activities, and other official activities covered by this Memorandum. Any exception to the prescribed rates shall be subject to the conditions and approval requirements provided under existing DepEd policies.

#### **APPROVAL AND IMPLEMENTATION**

- A. No GAD activity shall be conducted without the required prior approval. Submission of a proposal or request shall not be construed as approval or authority to proceed with the activity.



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B. Approval shall be based on, among others, the following considerations:

- I. GAD responsiveness and relevance of the proposed activity;
  - II. alignment with DepEd GAD policies and priorities;
  - III. completeness and quality of the submitted proposal and supporting documents;
  - IV. appropriateness and necessity of the proposed venue;
  - V. availability and proper source of funds;
  - VI. compliance with procurement, accounting, auditing, and other applicable rules; and
  - VII. potential contribution of the activity to addressing identified gender issues and advancing gender equality and inclusion.
- C. The concerned Division office/unit shall have the authority to return proposals for revision, require additional supporting documents, or recommend non-approval when the proposal fails to demonstrate sufficient GAD relevance, necessity, cost-effectiveness, or compliance with the prescribed requirements.
- D. Proposals that are incomplete, insufficiently justified, inconsistent with approved plans, unnecessarily costly, or non-responsive to identified GAD concerns shall not be favorably acted upon until the identified deficiencies are satisfactorily addressed.



Republic of the Philippines  
**Department of Education**

15 MAR 2017

DepEd ORDER  
No. 15, s. 2017

**GUIDELINES ON THE ALLOCATION OF FUNDS FOR VENUE, MEALS AND SNACKS,  
AND ROOM ACCOMMODATION FOR OFFICIAL ACTIVITIES ORGANIZED  
AND CONDUCTED BY THE DEPARTMENT OF EDUCATION**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Schools Division Superintendents  
Public Elementary and Secondary Schools Heads  
Division Chiefs  
Attached Agencies Heads  
All Others Concerned

1. In consideration of the prevailing rates of hotels and other training facilities necessary for the conduct of trainings, seminars, workshops and other capacity development activities, the Department of Education (DepEd) issues this Order on the revised Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department.

2. For activities utilizing DepEd training venues such as the Regional Education Learning Centers (RELCs), ECOTECH Center, National Educators Academy of the Philippines (NEAP), and Baguio Teachers Camp (BTC), the allowable rates for facilities, meals and snacks, and room accommodation per participant per day shall not exceed One Thousand Two Hundred Pesos (P 1,200.00).

The following are the allowable rates for activities which are less than one day or for activities which do not require three meals:

| Meal               | Rate     |
|--------------------|----------|
| Breakfast          | P 150.00 |
| Snacks (a.m./p.m.) | P 75.00  |
| Lunch/Dinner       | P 350.00 |

3. For activities utilizing other training venues or other service providers, the allowable rates are as follows:

|                            |                                  |
|----------------------------|----------------------------------|
| Residential (live-in)      | Not exceeding P 2,000.00/pax/day |
| Non-Residential (live-out) | Not exceeding P 1,200.00/pax/day |

The corresponding allowable expenses chargeable to the rates indicated above shall include: (a) meals and snacks; (b) use of function room/s; (c) provision of audio-visual system/facility; and (d) other equipment and requirements (e.g. free-flowing coffee, free internet connection, LCD projector, among others). The residential rate shall also include room accommodations.

The following are the allowable rates for activities which are less than one day or for activities which do not require three meals:

| Meal           | Rate                          |
|----------------|-------------------------------|
| Breakfast      | <i>not exceeding</i> P 200.00 |
| Snacks (AM/PM) | <i>not exceeding</i> P 100.00 |
| Lunch/Dinner   | <i>not exceeding</i> P 400.00 |

For room accommodations only, the allowable rates shall be One Thousand Pesos (P 1,000.00) per participant per day.

4. This Order covers workshops, seminars, trainings, conferences, and other official activities organized and conducted by the Department. All expenses should be within established rates except in cases of high-level activities, subject to the approval of the Secretary of the Department.
5. To ensure that resources are maximized, using DepEd facilities and other government-owned venues is encouraged. The principle of value-for-money based on allocation of resources, such as allowing only up to two to three pax per room, should be observed.
6. The selection of venues and facilities shall continue to adhere to existing policies and guidelines on procurement. The procuring entity shall take into consideration the need for prudence and economy in government service, suitability to the nature of activity, accessibility to the participants, and safety and security in the proposed location, among others.
7. All expenditures for the purpose thereof shall be subject to the usual budgeting, procurement, and accounting rules and regulations.
8. The approved board and lodging rates shall take effect on **March 15, 2017**.
9. All other Department issuances inconsistent with the abovementioned provisions are hereby repealed.
10. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Reference: N o n e

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

ALLOCATIONS  
BUDGET  
EXPENSES

FUNDS  
OFFICIALS  
POLICY



Republic of the Philippines  
**Department of Education**

26 JAN 2018

DepEd ORDER  
No. **02**, s. 2018

**AMENDMENT TO DEPED ORDER NO. 15, S. 2017**

(Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education)

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Schools Division Superintendents  
Public Elementary and Secondary School Heads  
Division Chiefs  
Attached Agency Heads  
All Others Concerned

1. The Department of Education (DepEd) issued DepEd Order (DO) No. 15, s. 2017 entitled Guidelines on the Allocation of Funds for Venue, Meals and Snacks, and Room Accommodation for Official Activities Organized and Conducted by the DepEd, particularly. However, in consideration of the prevailing rates of hotels and other training facilities, Item No. 2 of said DO is hereby amended as follows:

| Item                   | Per DO 15, s. 2017                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Amendment |      |           |         |                        |         |              |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |      |           |         |                        |         |              |         |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|-----------|---------|------------------------|---------|--------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|-----------|---------|------------------------|---------|--------------|---------|
| 2                      | <p>For activities utilizing DepEd training venues such as the Regional Education Learning Centers (RELCs), ECOTECH Center, National Educators Academy of the Philippines (NEAP), and Baguio Teachers Camp (BTC), the allowable rates for facilities, meals and snacks, and room accommodation per participant per day shall not exceed One Thousand Two Hundred Pesos (P1,200.00).</p> <p>The following are the allowable rates for activities, which are less than one day or for activities which do not require three meals:</p> <table><tr><th>Meal</th><th>Rate</th></tr><tr><td>Breakfast</td><td>P150.00</td></tr><tr><td>Snacks<br/>(a.m. /p.m.)</td><td>P 75.00</td></tr><tr><td>Lunch/Dinner</td><td>P350.00</td></tr></table> | Meal      | Rate | Breakfast | P150.00 | Snacks<br>(a.m. /p.m.) | P 75.00 | Lunch/Dinner | P350.00 | <p>For activities utilizing DepEd training venues such as the Regional Education Learning Centers (RELCs), Applied Nutrition Center, ECOTECH Center, National Educators Academy of the Philippines (NEAP), and Baguio Teachers Camp (BTC), the allowable rates for facilities, meals and snacks, and room accommodation per participant per day shall not exceed One Thousand Five Hundred Pesos (P1,500.00).</p> <p>The following are the allowable rates for activities, which are less than one day or for activities which do not require three meals:</p> <table><tr><th>Meal</th><th>Rate</th></tr><tr><td>Breakfast</td><td>P200.00</td></tr><tr><td>Snacks<br/>(a.m. /p.m.)</td><td>P100.00</td></tr><tr><td>Lunch/Dinner</td><td>P400.00</td></tr></table> | Meal | Rate | Breakfast | P200.00 | Snacks<br>(a.m. /p.m.) | P100.00 | Lunch/Dinner | P400.00 |
| Meal                   | Rate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |      |           |         |                        |         |              |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |      |           |         |                        |         |              |         |
| Breakfast              | P150.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |      |           |         |                        |         |              |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |      |           |         |                        |         |              |         |
| Snacks<br>(a.m. /p.m.) | P 75.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |      |           |         |                        |         |              |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |      |           |         |                        |         |              |         |
| Lunch/Dinner           | P350.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |      |           |         |                        |         |              |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |      |           |         |                        |         |              |         |
| Meal                   | Rate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |      |           |         |                        |         |              |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |      |           |         |                        |         |              |         |
| Breakfast              | P200.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |      |           |         |                        |         |              |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |      |           |         |                        |         |              |         |
| Snacks<br>(a.m. /p.m.) | P100.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |      |           |         |                        |         |              |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |      |           |         |                        |         |              |         |
| Lunch/Dinner           | P400.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |      |           |         |                        |         |              |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |      |      |           |         |                        |         |              |         |

2. All other provisions stated in DepEd Order No. 15, s. 2017 shall remain in effect.
3. Immediate dissemination of and strict compliance with this Order is directed.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Reference:

DepEd Order (No. 15, s. 2017)

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

ALLOCATIONS  
AMENDMENT  
BUDGET  
EXPENSES  
FUNDS  
OFFICIALS  
POLICY

SMMA/DO Amendment to DO 15, s. 2017  
0049/January 18, 2018