



# DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
www.depedquezon.com.ph  
"Creating Possibilities, Inspiring Innovations"



Registration Number:  
QAC/R63/0216

January 14, 2020

## DIVISION MEMORANDUM

DM No. 018, s. 2020

### RECONSTITUTION OF THE DIVISION GAD FOCAL POINT SYSTEM (GFPS)

**To:** Assistant Schools Division Superintendents, Curriculum Implementation Division, School Governance and Operations Division, Public Schools District Supervisors, Elementary and Secondary School Heads, Teachers and All Concerned

1. With reference to the DO No. 32, s. 2017 which aims to strengthen gender and development institutional mechanisms, this Office informs the concerned regarding the reconstitution of the Division GAD Focal Point System (GFPS).

**Chairperson** : CATHERINE P. TALAVERA, CESO VI  
*Schools Division Superintendent*

#### Technical Working Group

**Head** : BUDDY CHESTER M. REPIA  
*OIC, Office of the Assistant Schools Division Superintendent*

**Members** : MICHELLE G. DUMA  
*Division GAD Coordinator/EPS – II*

: ELIZABETH M. DE VILLA  
*SGOD Chief*

: LORENA S. WALANGSUMBAT  
*CID Chief*

: CATHERINE A. PUREZA  
*Budget Officer/AO V*

: SUSAN P. FONTARUM  
*Accountant III*

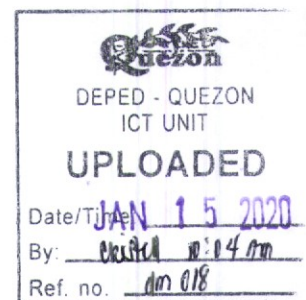
: MARIA DOLORES D. ATIENZA  
*AO V*

**Secretariat Head** : REGINA V. MARINO  
*SEPS, HRD*

**Monitoring and Evaluation** : OSCAR R. DUMA, JR.  
*SEPS, M&E*

: Public Schools District Supervisors (PSDSs)

2. With further reference to DO No. 27, s. 2013, the Division GAD Focal Point Persons shall follow the following duties and functions as they apply.



DEPEDQUEZON-TM-SDS-04-009-001

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- a. lead in the gender mainstreaming in policies, plans and programs projects and activities (PPAs) and in the assessment of gender-responsiveness of systems, structures, policies, procedures and programs based on priority thrusts, needs and concerns of DepEd for its stakeholders, particularly students, teachers and employees;
  - b. analyze programs and projects using the Harmonized GAD Guidelines for Programs and Projects to determine their gender sensitivity;
  - c. recommend formulation/revision of policies in advancing women's status and child protection;
  - d. lead in the review and updating of sex-disaggregated data for GAD database to serve as basis in performance-based gender responsive planning;
  - e. implement advocacy activities, including the development of information, education and communication materials to ensure consciousness-building and generating support for GAD;
  - f. identify gender issues arising from gender analysis and audit to serve as basis for determining PPAs in the GAD Plan;
  - g. prepare GAD plans and budgets and accomplishment reports and ensure their timely submission to the Central Office (CO) GAD Focal Point Person
  - h. ensure the effective and efficient implementation of the GAD Plan and PPAs and the judicious utilization of the GAD budget;
  - i. recommend awards, recognition and other incentives (including performance-based bonus (PBB) to outstanding institutional GAD programs, activities and projects for GAD Focal Point members and other personnel/teachers;
  - j. build and strengthen partnership with all GAD Focal Point Persons in the Department, the Philippine Commission on Women (PCW), National Economic and Development Authority (NEDA), Department of Budget and Management (DBM), GAD-non-government organizations (NGOs) and other partners; and
  - k. coordinate GAD efforts of all offices/units.
3. For the information and guidance of all concerned.

  
**CATHERINE P. TALAVERA, CESO VI**  
Schools Division Superintendent

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