



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



DEPED - QUEZON  
ICT UNIT

**UPLOADED**

Date/Time: 1/6/2023

By: Ramel

Ref. no. DM 005-23

05 January 2023

**DIVISION MEMORANDUM**

**DM No. 005, s. 2023**

**REVITALIZED GUIDELINES ON THE MANAGEMENT AND IMPLEMENTATION  
OF GENDER AND DEVELOPMENT (GAD) PROGRAM TOWARDS  
GENDER-RESPONSIVE EDUCATION**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Division GAD Focal Point System  
District GAD Coordinators  
School GAD Focal Point System  
School Heads In-Charge of Governance and Operations  
All Others Concerned

1. In line with the **Republic Act No. 9710** (Magna Carta of Women [MCW]) and **DepEd Order No. 32, s. 2017** (Gender-Responsive Basic Education Policy) which seek to integrate the principles of gender equality, gender equity, gender sensitivity, non-discrimination and human rights, in the provision and governance of basic education, this Office through the Division GAD Focal Point System issues the enclosed **Revitalized Guidelines on the Management and Implementation of Gender and Development (GAD) Program towards Gender-Responsive Education.**
2. These Guidelines are primarily crafted to prescribe standards and systems in the management and implementation of GAD programs which are responsive to the new normal situation in realizing gender-responsive education.
3. Specifically, the Guidelines contain prescribed procedures in the preparation, submission, implementation, and monitoring and evaluation of school annual GAD Plan and Budget (GPB) and GAD Accomplishment Report (AR). These further provide measures for the development of GAD Programs, Projects, and Activities (PPAs), and guide the schools regarding the required documents in the implementation of such. It

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

Email Address: quezon@deped.gov.ph

Website: www.depedquezon.com.ph



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

also highlights the process of technical assistance provision as well as the duties and responsibilities of the GFPS.

4. The Guidelines shall apply to all public elementary and secondary schools in the DepEd-Division of Quezon Province.
5. All Division issuances and guidelines inconsistent with the provisions of this Memorandum are hereby repealed, amended, or modified accordingly. It will remain in force and in effect, unless repealed, amended or rescinded.
6. For information, guidance, and strict compliance.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

hrdmgd01/05/2022

DEPEDQUEZON-TM-SDS-04-009-003

---



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

Enclosure to DM No. 005, s. 2023

**REVITALIZED GUIDELINES ON THE MANAGEMENT AND IMPLEMENTATION  
OF GENDER AND DEVELOPMENT (GAD) PROGRAM TOWARDS  
GENDER-RESPONSIVE EDUCATION**

**I. RATIONALE**

- 1 Remaining steadfast to protect and promote the right of all citizens to quality education, the Department of Education (DepEd) issued DepEd Order No. 32, s. 2017 (Gender-Responsive Basic Education Policy). Through this policy, the DepEd commits to integrate the principles of gender equality, gender equity, gender sensitivity, non-discrimination and human rights, in the provision and governance of basic education. In the realization of the said DepEd commitment, gender-perspectives should be fully integrated in the plans, policies, and programs, projects and activities (PPAs). Thus, effective and efficient planning and budgeting for gender and development should take place.
- 2 Guided by the desired outcomes and goals embodied in Republic Act No. 9710 (Magna Carta of Women [MCW], and the guidelines set under PCW-NEDA-DBM Joint Circular 2012-01 and PCW Memorandum Circular 2019-02, gender and development (GAD) planning and budgeting shall be conducted annually as part of all programming and budgeting exercises of all agencies to mainstream gender perspectives in the policies, programs and projects. Likewise, PPAs in the GAD plan and budget (GPB) shall be included in the agency budget proposal and shall be reflected in the annual work and financial plan (WFP) of the offices where the cost of implementation shall be at least five percent (5%) of their total budgets based on the specific guidelines provided therein.
- 3 Meanwhile, Proclamation Nos. 922 and 929 were issued, declaring s State of Public Health Emergency throughout the Philippines due to the Coronavirus Disease 2019 (COVID-19). Under Section 2 of Proclamation No. 922 and Section 3 of Proclamation No. 929, all government agencies are enjoined to render full assistance to and cooperation with each other and mobilize the necessary resources to undertake critical, urgent, and appropriate disaster response aid and measures in a timely manner to curtail and eliminate the threat of COVID-19.

---

DEPEDQUEZON-TM-SDS-04-025-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

- 4 In relation, the Philippines Commission on Women (PCW) issued Memorandum Circular No. 2020-03 to provide guidance on the revision of and/or implementation of the fiscal year (FY) 2020 GPB to address gender issues and concerns related to the COVID-19 situation. Provided in the Memorandum, all national government agencies and instrumentalities are enjoined to review and revise, as necessary their GPB to implement measures to address gender issues and concerns arising due to COVID-19. Modality in the implementation of GAD PPAs is also reviewed and adjusted with reference to the existing quarantine status of the community.
- 5 Supported by the existing policies and guidelines, these Guidelines in the management and implementation of GAD programs towards gender-responsive education are hereby adopted in the Schools Division of Quezon Province to provide clear and specific systems in the formulation and execution of PPAs considering budgetary and documentary requirements provided.

## **II. COVERAGE**

These Guidelines cover the management and implementation of GAD Program of all elementary and secondary public schools towards gender-responsive education in the Schools Division of Quezon Province.

## **III. PURPOSE**

These Guidelines seek to:

- 1 Enforce standard procedures in the preparation, submission, implementation, monitoring and evaluation of school annual GPBs, and GAD accomplishment reports (ARs);
- 2 Provide the mechanics for the development of GAD PPAs;
- 3 Guide the schools regarding the required documents in the implementation of GAD PPAs; and
- 5 Highlight the duties and responsibilities of the GFPS.

## **IV. GUIDELINES**

### **1 Preparation and Submission of GAD Plan and Budget (GPB)**

- a. In accordance with Section 36 of Republic Act No. 9710 or the Magna Carta of Women (MCW), all elementary and secondary schools shall prepare submit their annual GPB prior to the ensuing Fiscal Year.

---

DEPEDQUEZON-TM-SDS-04-025-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**

Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

- b. The school GAD focal point system (GFPS) through the GAD focal person shall lead and facilitate the preparation and submission of the GPB to the District Office.
- c. The District GAD Focal Person shall consolidate the GPBs submitted by the schools and submit the same to the Division GFPS.
- d. The Division GFPS through its focal person shall lead and facilitate the preparation of the consolidated GPBs of the districts for endorsement to the Regional Office.
- e. The gender issues/GAD mandates and corresponding GAD PPAs to be included in the GPB should be within the context of the agency's mandates.
  - i. In identifying gender issues and corresponding GAD PPAs, schools shall include those that directly respond to mandates provided in international and national laws, commitments and plans on women and gender equality.
  - ii. Schools shall refer to the gender issues and mandates identified by the DepEd, which included the agency's strategic framework and plan on gender mainstreaming and achieving women's empowerment and gender equality.
  - iii. The identification of gender issues and GAD PPAs to be addressed in the GPB shall also be based on the results of gender analysis and gender audit, particularly the application of the Gender Mainstreaming Evaluation Framework (GMEF).
  - iv. Disaggregated data of internal and external clients shall be made available as source of information in the preparation of GPB.
  - v. In view of the New Normal, schools shall prioritize addressing gender issues brought about by the pandemic that are within the DepEd mandates.
- f. Schools are highly encouraged to use the Harmonized Gender and Development Guidelines (HGDG) Tool to ensure the gender-responsiveness of PPAs to be implemented in response to the COVID-19 pandemic and the New Normal.
- g. Online submission of GPB shall be made at all levels, except for those schools where access to internet is not possible.

---

DEPEDQUEZON-TM-SDS-04-025-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

Email Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)

Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

**2 GAD Budget Costing**

- a. The cost of implementing GAD PPAs shall be at least five percent (5%) of the school's total budget appropriations.  
As such, GPBs that do not meet the minimum 5% requirement shall neither be reviewed nor endorsed by the Division GFPS to the Regional Office.
- b. The GAD budget may be drawn from the agency's maintenance and other operating expenses (MOOE), capital outlay (CO), and/or personal services (PS) – whichever is available/applicable.
- c. Provided in the PCW-NEDA-DBM JC No. 2012-01, expenses of the schools that **CAN be charged to GAD Budget** include:
  - i. PPAs included in the PCW-endorsed GAD plan, including relevant expenses, such as supplies, travel, food, board and lodging, professional fees, among others;
  - ii. Capacity development on GAD;
  - iii. Activities related to the establishment and strengthening of enabling mechanisms that support the GAD efforts of schools;
  - iv. School programs to address women's practical and strategic needs such as breastfeeding rooms, counselling rooms for abused women and girls, gender-responsive family planning program, among others;
  - v. Consultations conducted by schools to gather inputs for an/or to disseminate the GPB;
  - vi. Payment of professional fees, honoraria and other services for gender experts or gender specialists engaged by schools for GAD-related trainings and activities; and
  - vii. IEC activities (development, printing and dissemination) that support the GAD PPAs and objectives of the schools.
- d. School expenses that **CANNOT be charged to GAD budget** include:
  - i. PPAs that are not in the school's endorsed GPB;
  - ii. Personnel services of women employees, unless they are working full time or part-time on GAD PPAs;
  - iii. Honoraria for school GFPS members or other employees working on their school GAD PPAs; and
  - iv. Purchase of supplies, materials, equipment and vehicles for the general use of the school.

DEPEDQUEZON-TM-SDS-04-025-003

---



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

Email Address: quezon@deped.gov.ph

Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

- e. The following school expenses **may not be charged to the GAD budget, UNLESS they are justified** as clearly addressing a specific gender issue:
- i. Physical, mental and health fitness, including purchase of equipment and information dissemination materials;
  - ii. Social, rest and recreation activities;
  - iii. Religious activities and implementation of cultural projects;
  - iv. Construction expenses;
  - v. Study tour;
  - vi. Christmas activities; and
  - vii. Other celebrations and meetings.

**3 Preparation and Submission of GAD Accomplishment Report (AR)**

- a. The school GFPS through the GAD focal person shall lead and facilitate the preparation and submission of the GAD AR to the District Office.
- b. The District GAD focal person shall consolidate the GAD AR submitted by the schools and submit the same to the Division GFPS.
- c. The Division GFPS through its focal person shall lead and facilitate the preparation of the consolidated GAD AR of the Districts for endorsement to the Regional Office.
- d. Schools shall reflect all changes made in the approved and endorsed GPB in the GAD AR. They shall fill out **Column 10 of the GAD AR Form** to indicate deviations from the identified GAD activities and targets, if applicable.
- e. **Online submission of GAD AR** shall be done at all levels, except for those schools where access to internet is not possible.

**4 Monitoring and Evaluation of GAD PPAs**

- a. To gather relevant information regarding the implementation of school GAD PPAs and assess its relevance towards achieving gender-responsive work and learning environment, mid-year and year-end monitoring of GAD PPAs shall be done by District GAD Focal Persons, and the Division GFPS members.
- b. The monitoring and evaluation of the school GAD PPAs shall be based on the school approved and endorsed GPB for the current fiscal year.

DEPEDQUEZON-TM-SDS-04-025-003

---



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

Email Address: quezon@deped.gov.ph

Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

- c. The conduct of monitoring and evaluation activities may be done using blended approach or any platform as may be deemed applicable/necessary.

**5 Technical Assistance to Schools**

- a. Schools shall be provided with technical assistance based on the results of the Division Monitoring and Evaluation Plan Adjustment (DMEPA) and mid-year and year-end monitoring and evaluation of GAD PPAs.
- b. Schools may request technical assistance, if necessary, to the District and/or Division through a letter indicating the areas of concerns on GAD Program implementation.

**6 Requirements for the Implementation of GAD PPAs**

- a. The implementation of GAD PPAs shall be supported by the following documentary requirements:
- i. Approved and endorsed GPB
    - i.a. The school GPB shall be prepared by the school GAD focal person and approved by the school head.
    - i.b. The approved school GPB shall be submitted to the District Office through the District GAD focal person for endorsement to the Division GFPS.
  - ii. Approved GAD activity proposal
    - ii.a. For school-wide GAD PPAs, the proposal shall be prepared by any of the school GFPS members and shall be approved by the school head.
    - ii.b. For initiated district-wide GAD PPAs, the proposal shall be prepared by the District GAD focal person and shall be noted by the Public Schools District Supervisor in-charge.
  - iii. Authority to Travel Form
    - iii.a. In accordance with the signing authorities on official local travels, DepEd Order No. 043 and 046, s. 2022 are hereby adopted to guide the teaching and non-teaching personnel on their official travel relative to the conduct of GAD PPAs.
      - iii.a.a. For school heads, recommending approval shall be given by the Assistant Schools Division Superintendent (ASDS) in-charge, and shall be

---

DEPEDQUEZON-TM-SDS-04-025-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)





Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

---

- approved by the Schools Division Superintendent (SDS).
- iii.a.b. For destinations within the Division, the authority to travel of the teaching and non-teaching personnel shall be approved by the school head.
  - iii.a.c. For destinations outside the Division, the recommending approval of the teaching and non-teaching personnel to travel shall be given by the school head and approved by the SDS.
  - iii.a.d. For the Division Chief, and below, including Public Schools District Supervisors, recommending approval shall be given by the ASDS in-charge, and shall be approved by the SDS.
- iv. Other documents may be required as deemed necessary in compliance to the existing mandates and policies of the DepEd and other oversight agencies.

#### **7 Approval of the GAD Activities**

- a. List of required documents to be attached to any GAD activity request for the Superintendent's approval shall be referred to Division Memorandum No. 587, s. 2022 (July 18, 2022).

#### **8 Accountability**

- a. In reference to DO No. 27, s. 2013, the school GFPS shall adhere to the following duties and functions:
  - i. Lead in the gender mainstreaming and in the assessment of gender-responsiveness of school policies, plans and PPAs based on priority thrusts, needs and concerns of the DepEd for its stakeholders, particularly students, teachers, and employees;
  - ii. Analyze programs and projects using the Harmonized GAD Guidelines to determine their gender sensitivity;
  - iii. Lead in the review and updating of sex-disaggregated data for GAD database
  - iv. Implement advocacies, including the development of IEC materials to ensure consciousness-building and generating support for GAD; and
  - v. Identify gender issues arising from gender analysis and audit to serve as basis for determining PPAs in the GPB.


DEPEDQUEZON-TM-SDS-04-025-003

---



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: [www.depedquezon.com.ph](http://www.depedquezon.com.ph)

  
Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE


---

- b. The school heads, being the chair of the school GFPS shall take the approval and accountability on the preparation and submission of GPB and GAD AR, and on the implementation of the GAD PPAs.
- c. The school GAD focal persons shall take lead in facilitating the preparation, and submission of GPB and GAD AR, and the implementation of the GAD PPAs.
- d. The District GAD Focal Persons shall facilitate the review, consolidation, and submission of school GPBs and GAD Ars to the Division GFPS.
- e. The District GAD Focal Persons in coordination with the PSDSs shall conduct a mid-year and year-end monitoring and evaluation of the school GAD PPAs.
- f. The District GAD Focal Persons shall provide technical assistance based on the identified gender needs of the school.
- g. The Division GFPS shall review, validate, consolidate and endorse the submitted GPB and GAD ARs of the Districts to the Regional GFPS.


**V. EFFECTIVITY**

These Guidelines shall take effect upon issuance, beginning FY 2023 and the ensuing years.

Prepared by:

  
**MICHELLE G. DUMA**  
Education Program Specialist II  
Division GAD Focal Person


Noted by:

  
**ELIZABETH M. DE VILLA**  
SGOD Chief

Recommending Approval:

  
**GREGORIO A. CO JR.**  
Assistant Schools Division Superintendent

Approved by:

  
**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

DEPEDQUEZON-TM-SDS-04-025-003

---



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fort, Brgy. Talipan, Pagbilao, Quezon  
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
Email Address: quezon@deped.gov.ph  
Website: www.depedquezon.com.ph