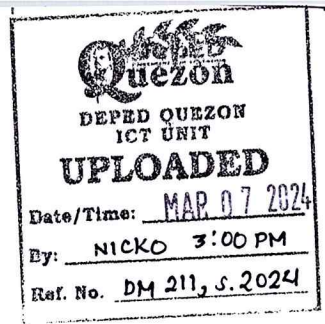




Republic of the Philippines  
**Department of Education**

Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



06 March 2024

**DIVISION MEMORANDUM**  
DM No. 211, s. 2024

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

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

1. With reference to **DepEd Order No. 32, s. 2017 (Gender-Responsive Basic Education Policy)** which aims to strengthen gender and development institutional mechanisms, this Office informs all concerned regarding the reconstitution of the Division GAD Focal Point System (GFPS).

**Chairperson** : ROMMEL C. BAUTISTA, CESO V  
Schools Division Superintendent

**Technical Working Group**

**Head** : VENUS T. BALMEDINA, EdD  
OIC-Assistant Schools Division Superintendent

**Members** : ELIZABETH M. DE VILLA  
SGOD Chief Education Supervisor

: LORENA S. WALANGSUMBAT, EdD  
CID Chief Education Supervisor

: LEAH A. PEREZ  
Education Program Specialist II  
Division GAD Focal Person

: CATHERINE A. PUREZA  
Budget Officer III

: EDMUNDO R. MARIN JR.  
Accountant III

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	:	MARIA DOLORES D. ATIENZA Administrative Officer V
		MARBIN JERAMIL D. FRAGATA Planning Officer III
<b>Secretariat Head</b>	:	REGINA V. MARINO, PhD Senior Education Program Specialist
<b>Secretariat Members</b>	:	SHERELYN O. PARDILLA Records Officer II
		MARK ANGELO M. TIUSAN Project Development Officer I
<b>Monitoring and Evaluation (M&amp;E) Head</b>	:	MICHELLE G. DUMA, EdD Senior Education Program Specialist
<b>M&amp;E Members</b>	:	MARY JOYCE P. SALAMAT Education Program Specialist II
	:	District GAD Focal Persons

2. In line with **DO 27, s. 2013 (Guidelines and Procedure on the Establishment of DepEd GFPS at the Regional, Division and School Level)**, the Division GAD Focal Point System shall adhere to the following duties and functions:

- a. lead in the gender mainstreaming of policies, plans, programs, projects and activities and in the assessment of gender-responsiveness of systems, structures, policies, procedures and programs based on priority thrusts, needs and concerns of the 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;

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- 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 to outstanding institutional GAD programs, activities and projects for GAD Focal Point members and other personnel;
  - 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.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

hrdlap03/06/2024

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