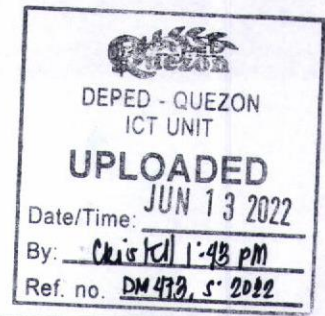




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 June 2022

DIVISION MEMORANDUM
DM No. 473, s. 2022

GENDER AND DEVELOPMENT (GAD) SEMINAR CUM PERFORMANCE REVIEW

To: Assistant Schools Division Superintendents
Division Chiefs
Division GAD Focal Point System Members
Section/Unit Heads
Public Schools District Supervisors
All Others Concerned

1. To continuously promote gender sensitivity in the workplace and to provide an avenue for the employees to receive feedback on their work performance, the Schools Division of Quezon Province will hold its **Gender and Development (GAD) Seminar cum Performance Review** on **July 11 – 14, 2022**. The **venue of the said activity** will be announced through a separate Memorandum.
2. The conduct of the said activity generally aims to increase the knowledge of the participants on gender sensitivity by properly managing their stress in the workplace. The activity also aims to conduct review on the employees' work performance and offer feedback, and make an adjustment as necessary.
3. Participants to this activity are **all Division Office personnel**, including the **Public Schools District Supervisors**, and **nurses assigned in the field**.
4. In connection with the said activity, all participants are advised to bring their **vaccination card**, and **laptop and extension wire**.
5. Please be informed also that those participants who are **not vaccinated and/or fully vaccinated** shall be required to bring their negative result of **RT-PCR (within 72 hours)** or **nasal rapid antigen test (within 48 hours)**.

DEPEDQUEZON-TM-SDS-04-009-003



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6. Participants who have existing COVID-19 symptoms prior to the conduct of the said activity **shall no longer be required** to join the event for health and safety of the employees.
7. To further ensure the safety of everyone, **strict health protocols in accordance with the existing IATF guidelines will be enforced** during the conduct of the program.
8. Expected participants to the said activity are also requested to register through **tinyurl.com/GADPR22** not later than **June 17, 2022** for profiling.
9. Furthermore, please be informed that the transaction in the Office during the conduct of the said activity will be the receiving of documents only. There will be a **skeletal workforce** who will do the receiving of documents in the office. All concerns of the external clients shall be coordinated by the assigned workforce to the office concerned.
10. Food, accommodation and transportation expenses of the participants shall be charged against the Division GAD budget/MOOE, subject to usual accounting rules and regulations.
11. Immediate and widest dissemination of this Memorandum is highly desired.

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

hrdmgd/06/10/2022

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