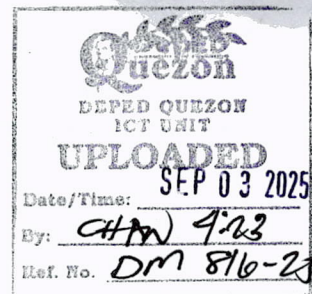




Republic of the Philippines
Department of Education
Region IV-A CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



2 September 2025

DIVISION MEMORANDUM
DM No. 816, s. 2025

TRAINING-WORKSHOP ON SYNCHRONIZED GENDER AND DEVELOPMENT PLAN AND BUDGET (GPB) CUM PREPARATION OF ACCOMPLISHMENT REPORT (AR)

To: Assistant Schools Division Superintendents
Division Chiefs
Division GAD Focal Point System
School Heads in-charge of GAD
Public and Elementary School Heads
All Concerned

1. In compliance with **DepEd Order No. 63, S. 2012**, also known as "*Guidelines on the Preparation of Gender and Development (GAD) Plans, Utilization of GAD Budgets, and Submission of Accomplishment Report*", this Office, through the *Division GAD Focal Point System (GFPS)*, will hold a *Training-Workshop on Synchronized GAD Planning and Budgeting cum Preparation of GAD Accomplishment Report* on September 11-12, 2025 at *M.I. Sevilla's Farm and Resort, Lucena City*.
2. The objectives of this training-workshop are:
 - A. *Enhance the participants' knowledge and skills in preparing Gender and Development (GAD) Plan and Budget (GPB) aligned with agency mandates, national priorities, and the Harmonized GAD Guidelines;*
 - B. *Strengthen the capability of GAD Focals and GFPS members in preparing, consolidating, and synchronizing GAD Accomplishment Reports (GAD AR) and ensure compliance with government reporting requirements; and*
 - C. *Ensure the submission of accurate, reliable, and timely GAD Plan and Budget (GPB) and GAD Accomplishment Report (GAD AR) in accordance with the requirements of the Philippine Commission on Women (PCW), DBM, DepEd, and COA.*

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



DepEdTayoQuezon



www.depedquezon.com.ph



quezon@deped.gov.ph



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

3. The participants in this activity are the *School Heads in-charge of GAD Programs* and the members of the *Division GAD Focal Point System (GFPS)*, which are requested to register in this link; **<https://tinyurl.com/GPB-FY2026QZN>** on or before *September 8, 2025*.
4. Food, meals and accommodation shall be charged to the Division GAD Funds, while transportation and other incidental expenses of the participants shall be charged to their school MOOE/other local funds, subject to the usual accounting, auditing, and Commission on Audit (COA) rules and regulations.
5. The participants are advised to bring the following items which will be used during the training-workshop.
 - a. *Laptop;*
 - b. *Extension cord; and*
 - c. *Pre-work activity output.*
6. Immediate and widest dissemination of this Memorandum is highly desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent


JOEPI F. FALQUEZA
Assistant Schools Division
Superintendent

SGORRA/09/02/2025

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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

Enclosure to Division Memorandum No. 816, S. 2025

**Training-Workshop on Synchronized GAD Planning and Budgeting
cum Preparation of GAD Accomplishment Report**
September 11-12, 2025 | MI Sevilla's Farm Resort, Lucena City

A C T I V I T Y M A T R I X

DAY 1: September 11, 2025	
TIME	ACTIVITY
7:00AM – 8:30AM	<i>Arrival, Registration, Breakfast</i>
8:30AM – 9:00AM	<i>Program Preliminaries</i>
9:00AM – 10:00AM	Session 1 <ul style="list-style-type: none">▪ <i>Review of GPB Mandate and Process of Presentation of the Consolidated FY 2026 GPB</i>
10:00AM – 10:15AM	<i>Health Break</i>
10:15AM – 12:00NN	Session 1 <ul style="list-style-type: none">▪ <i>Continuation of the GPB Mandate and Process of Presentation of the Consolidated FY 2026 GPB</i>
12:00NN – 1:00PM	<i>Lunch Break</i>
1:00PM – 3:00PM	Session 2 <ul style="list-style-type: none">▪ <i>Discussion of GAD Plan (Columns 1-6)</i>
3:00PM – 3:15PM	<i>Health Break</i>
3:15PM – 4:30PM	Workshop 1 <ul style="list-style-type: none">▪ <i>GAD Planning</i>
DAY 2: September 12, 2025	
8:00AM – 8:30 AM	<i>Management of Learning (MOL)</i>
8:30AM – 10:00AM	<i>Presentation and Critiquing of Output</i>
10:00AM – 10:15AM	<i>Health Break</i>
10:15AM – 12:00NN	<i>Continuation of Presentation and Critiquing of Output</i>
12:00NN – 1:00PM	<i>Lunch Break</i>
1:00PM – 2:00PM	Workshop 2 <ul style="list-style-type: none">▪ <i>Consolidating District and Division Report</i>
2:00PM – 3:00PM	Presentation of Output <ul style="list-style-type: none">▪ <i>Consolidated District and Division Report</i>
3:00PM – 3:15PM	<i>Health Break</i>
3:15PM – 4:00PM	<i>Agreement and Resolutions</i>
4:00PM – 4:30PM	<i>Closing Program</i>
4:30PM – 5:00PM	<i>Home Sweet Home</i>

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321

DepEdTayoQuezon www.depedquezon.com.ph quezon@deped.gov.ph