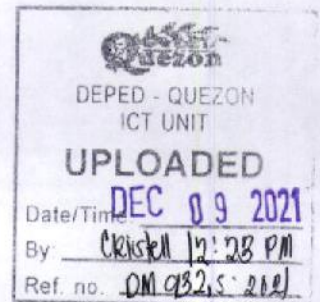




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



07 December 2021

DIVISION MEMORANDUM

DM No. 932, s. 2021

**WRITESHOP ON THE DEVELOPMENT AND PUBLICATION OF DIVISION GAD
IEC MATERIAL (BASKULA, VOL. 2, ISSUE 1)**

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Education Program Specialists
Division GAD Focal Point System Members
Division GAD IEC Writer-Editors/Layout Artists
All Others Concerned

1. As part of the annual development and publication of the Division Gender and Development (GAD) Information, Education and Communication (IEC) material titled **Baskula**, the Division GAD Focal Point System will hold its writeshop on the development and publication of said IEC material on **December 15-17, 2021** at M.I. Sevilla's Farm & Resort, Lucena City.
2. This GAD IEC material serves as the Division's campaign tool to increase the awareness level of employees on GAD. Its development further serves as enabling mechanism to support the implementation of gender-responsive programs, projects and activities (PPAs) in the Division.
3. To quality assure the GAD IEC material to be developed and published, the said three-day live-in activity will involve the **editing and proofreading of GAD articles** submitted by Division Office and field personnel with reference to **Division Memorandum No. 416, s. 2021** dated June 23, 2021. Said articles are expected to be published in **Baskula, Vol. 2, Issue 1** for the year 2021.
4. Please see Enclosure for the **list of select Division GAD IEC writer-editors and layout artists** who will compose the Technical Working Committee (TWC).
5. To ensure the safety of everyone, **strict health protocols in accordance with the IATF guidelines will be enforced** during the conduct of the program.

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6. Food and accommodation expenses of the TWC shall be charged against the Division GAD budget while travel expenses of the school-based participants shall be charged against the school GAD budget, subject to usual accounting rules and regulations.
7. Immediate 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/12/07/2021

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Enclosure to DM No. 932, s. 2021

LIST OF PARTICIPANTS

WRITESHOP ON THE DEVELOPMENT AND PUBLICATION OF DIVISION GAD IEC MATERIAL
(BASKULA, VOL. 2, ISSUE 1)

M.I. Sevilla's Farm & Resort, Lucena City

December 15-17, 2021

CN	NAME	POSITION
1	REGINA V. MARINO	SEPS/Secretariat Head GFPS
2	MICHELLE G. DUMA	EPS-II/GAD Focal Person
3	OSCAR R. DUMA JR.	SEPS/M&E Head,
4	GILBERT C. ALVA	SEPS/MACHETE Project Coordinator
5	MARIA BERNADIT M. TUPAS	EPS II/M&E GFPS
6	MICHAEL A. ROYO	Writer-editor/Teacher I
7	MILDRED O. ACUÑA	Writer-editor/Teacher II
8	DOLORES M. PANCHO	Writer-editor/Teacher II
9	MELANIE P. HERNANDEZ	Writer-editor/MT-II
10	JETH YSRAEL R. MANALO	Writer-editor/Teacher I
11	LEAH M. BERMUDEZ	Writer-editor/Teacher I
12	RAENEL P. RODIL	Writer-editor/Teacher I
13	JOHN EMERSON D. DATOR	Layout Artist/Teacher II
14	AIVIE A. RABE	Layout Artist/Teacher III

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