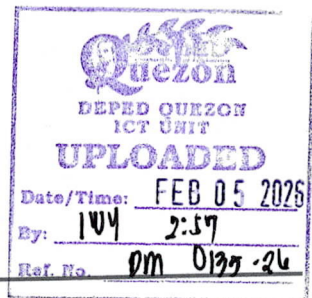




Republic of the Philippines
Department of Education
 REGION IV-A - CALABARZON
 SCHOOLS DIVISION OF QUEZON PROVINCE



3 February 2026

DIVISION MEMORANDUM
 No. 0135, s. 2026

**RECONSTITUTION OF THE DIVISION GENDER AND DEVELOPMENT (GAD)
 FOCAL POINT SYSTEM**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Division GFPS
 District GAD in-charge
 All Concerned

1. With reference to *DepEd Order No. 32, s. 2017*, known as the “*Gender-Responsive Basic Education Policy*”, which aims to strengthen gender and development institutional mechanisms, everyone is informed about the reconstitution of the *Division GAD Focal Point System (GFPS)* as follows:

NAME OF SDO OFFICIALS

Rommel C. Bautista, CESO V
 Aris S. Barrago, PhD

Juanito A. Merle, EdD
 Walter F. Galarosa, PhD
 Raul R. Agaran, DBA
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 Akimi Therese M. Asano
 Leah A. Perez
 Carla Jobelle J. Culajara, PhD
 Shereilyn O. Pardilla
 Michelle G. Duma, EdD
 Public Schools District Supervisors
 District GAD in-charge

ROLE IN THE GFPS

GFPS Chair
 Head, Technical Working Group

MEMBERS:

Chief, SGOD
 OIC Chief, CID
 SGOD EPS, Division GAD Focal
 SEPS HRD, Division GAD Co-Focal
 Accountant III
 Administrative Officer V
 OIC, Planning Officer
 Head, Secretariat
 Member, Secretariat
 Member, Secretariat
 Head, Monitoring & Evaluation
 Members, Monitoring & Evaluation
 Members, Monitoring & Evaluation

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2. With further reference to *DO 27, s. 2013*, and the *Philippine Commission on Women's (PCW) Memorandum Circular No. 2011-01*, known as "*Guidelines for the Creation, Strengthening, and Institutionalization of the GAD Focal Point System*", the *Division GAD Focal Point System* shall adhere to the following duties and functions as they apply.
- 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 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 or 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;*
 - 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 (GPB) and Accomplishment Report (AR) and ensure their timely submission to the Regional Office (RO) or Central Office (CO) GAD Focal Person;*
 - H. *Ensure the effective and efficient implementation of the GAD Plan and PPAs and the judicious utilization of the GAD fund;*
 - I. *Recommend awards, recognition, and other incentives to outstanding institutional GAD programs, activities, and projects for GAD Focal Point members and personnel;*

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- 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 

SGORRA/02/03/2026

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