



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

16 September 2020

**DIVISION MEMORANDUM**  
DM No. 260, s. 2020

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

**To:** OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisors and Specialists, Public Schools District Supervisors, Elementary and Secondary Schools Heads, Teachers, District GAD Program Coordinators, and All Concerned

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

**Chairperson** : ELIAS A. ALICAYA, JR., EdD  
*OIC- Office of the Schools Division Superintendent*

**Technical Working Group**

**Head** : GREGORIO A. CO, JR.  
*OIC, Office of the Assistant Schools Division Superintendent*

**Members** : MICHELLE G. DUMA  
*Division GAD Coordinator*

: ELIZABETH M. DE VILLA  
*SGOD Chief*

: LORENA S. WALANGSUMBAT  
*CID Chief*

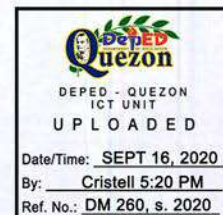
: CATHERINE A. PUREZA  
*Budget Officer/AO V*

: SUSAN P. FONTARUM  
*Accountant III*

: MARIA DOLORES D. ATIENZA  
*AO V*

MARBIN JERAMIL D. FRAGATA  
*Planning Officer III*

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*"Creating Possibilities, Inspiring Innovations"*  
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**Secretariat Head** : REGINA V. MARINO  
SEPS, HRD

**Monitoring and Evaluation** : OSCAR R. DUMA, JR.  
SEPS, M&E

: Public Schools District Supervisors (PSDSs)  
District GAD Program Coordinators

2. With further reference to DO No. 27, s. 2013, the Division GAD Focal Point Persons shall adhere to the following duties and functions as they apply.
- 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;*
  - analyze programs and projects using the Harmonized GAD Guidelines for programs and projects to determine their gender sensitivity;*
  - recommend formulation/revision of policies in advancing women's status and child protection;*
  - lead in the review and updating of sex-disaggregated data for GAD database to serve as basis in performance-based gender responsive planning;*
  - implement advocacy activities, including the development of information, education and communication materials to ensure consciousness-building and generating support for GAD;*
  - identify gender issues arising from gender analysis and audit to serve as basis for determining PPAs in the GAD Plan;*
  - prepare GAD plans and budgets and accomplishment reports and ensure their timely submission to the Central Office (CO) GAD Focal Point Person;*
  - ensure the effective and efficient implementation of the GAD Plan and PPAs and the judicious utilization of the GAD budget;*
  - recommend awards, recognition and other incentives to outstanding institutional GAD programs, activities and projects for GAD Focal Point members and other personnel;*
  - build and strengthen partnership with all GAD Focal Point Persons in the Department, the Philippine Commission on Women (PCW), National Economic and Development Authority*

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(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.

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

hrdmgd09/15/2020

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