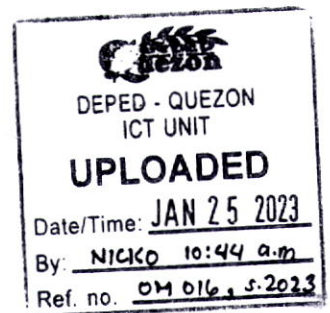




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



20 January 2023

**OFFICE MEMORANDUM**  
**OM No. 016, s. 2023**

**COLLECTION OF SEX-DISAGGREGATED DATA FOR SCHOOLS DIVISION OFFICE  
AND ITS SUB-OFFICES PERSONNEL**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Division Section/Unit Heads  
Division GAD Focal Point System  
All Others Concerned

Pursuant to **Republic Act No. 9710 (Magna Carta of Women)**, and **DepEd Order No. 32, s. 2017 (Gender Responsive Basic Education Policy)**, all agencies across different levels of governance are mandated to gather and analyze sex-disaggregated data (SDD) and gender information to serve as basis for informed planning and budgeting in gender and development (GAD).

In light of the aforesaid need to develop and maintain GAD database, this Office through the Division GAD Focal Point System (GFPS) requests all personnel from the Division Office and its Sub-Offices to accomplish the online survey form through **tinyurl.com/SDD-survey23**.

The said online form contains indicators that describe relevant sex and gender information of the employees. The data will be used as reference in the preparation and development of the **FY 2024 GAD Plan and Budget**.

Please be advised that deadline of accomplishing the online survey form is on **February 13, 2023**. For reference on the content of the survey form, please see Enclosure.

For wide dissemination and strict compliance.

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

hrdmgd01/20/2023

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Enclosure to OM No. 016, s. 2023

**Screenshots of the SDD Survey**



**Online Survey: COLLECTION OF SEX-  
DISAGGREGATED DATA FOR SCHOOLS DIVISION  
OFFICE AND ITS EXTENSION OFFICES PERSONNEL**

This form shall be used for the online collection of sex-disaggregated data and gender information among SDO personnel. This survey shall be participated by all employees of the Division Office and its extension offices including the PSDSs and District Nurse-in-charge. The results of this survey shall be used as reference in the preparation of the FY 2024 GPB in compliance to RA 9710, DepEd Order No. 32, s. 2017, and PCW-NEDA-DBM JC No. 2012-01.

[sdo.quezon.gad@deped.gov.ph](mailto:sdo.quezon.gad@deped.gov.ph) [Switch account](#)



\* Required

DATA PRIVACY NOTICE

Pursuant to Data Privacy Act of 2012, the Department of Education - Division of Quezon recognizes \* the privacy and the security of your personal information. Please be informed, therefore, that by using this survey instrument, we may collect and store personal information about you. Rest assured that any information collected will be protected and will only be used for the purpose of GAD database in the division which will serve as reference for implementing gender-responsive PPAs. Should you have further questions, the Division GFPS members are ready to assist you. You may channel your concerns through [sdo.quezon.gad@deped.gov.ph](mailto:sdo.quezon.gad@deped.gov.ph).

I Agree

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DATA CONSENT FORM

I confirm that I have read and understood the purpose of this survey instrument. I also recognize \* that my participation in this survey is entirely voluntary and that I am free to withdraw at any time during the course of the survey without consequence. Further, I understand that any information resulting from this survey will strictly be treated confidential and solely be used for the stated purpose and that I may have opportunity to ask questions anytime. Hence, I agree to take part in this survey.

I Agree

INTELLECTUAL PROPERTY NOTE

This survey instrument is a property of the DepEd-Division of Quezon which is lifted on different legal and relevant sources on gender and development. Hence, no part of this instrument may be reproduced in whatever forms without prior written permission from the Division.

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**SURVEY INSTRUMENT**

General Guidelines:

This survey instrument aims to institutionalize Division GAD database with adequate and systematically gathered sex-disaggregated data and gender information which will provide the bases for gender analysis, planning, programming and policy formulation in the division. Specifically, this instrument contains indicators that describe the sex and gender information of the employees. Please accomplish this tool with utmost honesty.

Direction: Please put a check mark (/) on the box appropriate to your response to the information needed below.

NAME (FIRST NAME, MI, SURNAME) \*

Your answer

NAME (FIRST NAME, MI, SURNAME) \*

Your answer

SEX ASSIGNMENT AT BIRTH \*

Choose

PERSONAL INFORMATION

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1. Functional Division \*

Choose ▼

2. Age \*

Choose ▼

3. Years in Service (DepEd) \*

Choose ▼

4. Highest Educational Attainment \*

Choose ▼

5. Monthly Income \*

Choose ▼

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6. Special Needs/Conditions

Responses should be based on expert's diagnosis based on your existing conditions. You may select more than one when applicable.

6.1. Physical \*

- Muscular
- Dystrophy
- Multiple Sclerosis
- Chronic Asthma
- Epilepsy
- None
- Rather Not Say
- Other:

6.2. Developmental (You may select more than one when applicable) \*

- Down Syndrome
- Autism
- Dyslexia
- Processing Disorder
- None
- Rather Not Say
- Other:

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6.3. Behavioral/Emotional (acquire upon employment)(You may select more than one when applicable) \*

- ADD
- Bi-Polar
- Oppositional Defiance Disorder
- None
- Rather Not Say
- Other:

6.4. Sensory Impaired (You may select more than one when applicable) \*

- Blind
- Visually Impaired
- Deaf
- Limited Hearing
- None
- Rather Not Say
- Other:

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7. Health Conditions

Responses should be based on medical diagnosis based on your existing health conditions. You may select more than one when applicable.

7.1. With Infectious Disease \*

- Acute Respiratory Infection
- A (H1N1)
- Bird Flu
- Chickenpox
- Cholera
- Dengue
- Diarrhea
- Ebola Reston
- Filariasis
- Hepatitis (A, B, C)

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- HIV/AIDS
- Influenza
- Malaria
- Measles
- Novel Coronavirus
- Poliomyelitis
- Rabies
- Severe Acute Respiratory Syndrome (SARS)
- Sexually Transmitted Infections (STIs)
- Tuberculosis
- Typhoid Fever
- None
- Rather Not Say
- Other:

7.2 With Non-Infectious Disease (You may select more than one when applicable) \*

- Alzheimer's Disease
- Cancer
- Epilepsy
- Osteoarthritis
- Osteoporosis
- Cerebrovascular disease (stroke)
- Chronic Obstructive Pulmonary Disease (COPD)
- Coronary Artery Disease
- Heat Stroke
- High Blood Pressure or Hypertension
- Obesity and Overweight
- Diabetes
- Depressive Disorders

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- Substance Abuse: Alcohol
- Substance Abuse: Ecstasy
- None
- Rather Not Say
- Other:

8. Religious Affiliation \*

- Aglipay
- Buddhist
- Iglesia Ni Cristo
- Jehovah's Witness
- Protestant
- Seventh Day Adventist
- Roman Catholic, including Catholic Charismatic
- None
- Rather Not Say
- Other:

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9. Marital Status \*

Choose ▼

10. Employment Status \*

Choose ▼

11. Gender Identity (refers to how you want to identify yourself) \*

Choose ▼

12. Solo parent (Refer to RA 8972) \*

Choose ▼

13. With reported case of abuse (supported with legal document/s) (You may select more than one when applicable) \*

- Physical
- Psychological
- Sexual
- Financial
- None
- Rather Not Say
- Other:

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14. Mode of Transportation (from current residence to work & vice-versa) (You may select more than one when applicable) \*

- Motorcycle
- Tricycle
- Jeep
- Van
- Bus
- None
- Other:

15. Members of Minority People (Indigenous People) \*

- Aetas
- Agtas
- Badjaos
- Dumagat
- None (N/A)
- Rather Not Say
- Other:

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