



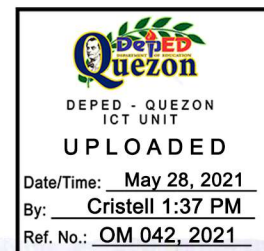
Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

27 May 2021

OFFICE MEMORANDUM  
OM No. 042, s. 2021

**COLLECTION OF SEX-DISAGGREGATED DATA FOR SCHOOLS DIVISION OFFICE  
PERSONNEL**

To: OIC-Assistant Schools Division Superintendents  
Division Chiefs  
Sections Heads  
Education Program Supervisors  
Education Program Specialists  
Public Schools District Supervisors  
Division Office Personnel  
All Others Concerned



Committed to integrate the principles of gender equality, gender equity, gender sensitivity, non-discrimination, and human rights in the provision and governance of basic education, **agencies are required to develop and maintain a Gender and Development (GAD) database** containing gender statistics and sex-disaggregated data to serve as **bases for gender analysis, planning, programming and policy formulation.**

The collection of gender statistics and sex-disaggregated data is primarily anchored on the **Magna Carta of Women or also called as RA 9710** which is similarly stipulated in the **Gender-Responsive Basic Education Policy, also known as DepEd Order No. 32, s. 2017, and PCW-NEDA-DBM JC No. 2012-01**, mandating all agencies to gather and analyze sex-disaggregated data and gender information for informed decision making.

In light of the aforesaid need to develop and maintain GAD database, this Office through the Division GAD Focal Point System requests all Division Office personnel to accomplish the online survey form through **tinyurl.com/SDD-DO**.

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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 2022 GAD Plan and Budget**.

Please be advised that deadline of accomplishing the online survey form is on **June 20, 2021**. For reference on the content of the survey form, please see Enclosure No. 1.

For wide dissemination and strict compliance.

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

hrd/mgd/05/27/2021

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\*Enclosure No. 1 to OM No. 042, s. 2021

Section 1 of 2

## Online Survey: Collection of Sex-disaggregated Data and Gender Information among SDO 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 SDO personnel including the PSDSs and District Nurse-in-charge. The results of this survey shall be used as reference in the preparation of the FY 2022 GPB in compliance to RA 9710, DepEd Order No. 32, s. 2017, and PCW-NEDA-DBM JC No. 2012-01.

Email \*

Valid email

This form is collecting emails. [Change settings](#)

### DATA PRIVACY NOTICE

Description (optional)

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 [quezonprov.gfps20@gmail.com](mailto:quezonprov.gfps20@gmail.com).

I Agree

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**DATA CONSENT FORM**

Description (optional)

I confirm that I have read and understand 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.

**Section 2 of 2**

**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.

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NAME (FIRST NAME, MI, SURNAME) \*

Short answer text

SEX ASSIGNMENT AT BIRTH



Dropdown

1. MALE ✕
2. FEMALE ✕
3. INTERSEX (sexual anatomy is difficult to identify whether "male" nor "female") ✕

PERSONAL INFORMATION

Description (optional)

Functional Division



Dropdown

1. Office of the Schools Division Superintendent (OSDS) ✕
2. Curriculum Implementation Division (CID) ✕
3. School Governance and Operations Division (SGOD) ✕
4. Add option



Required



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2. Age \*

1. 18 to 21 years old
2. 22 to 34 years old
3. 35 to 44 years old
4. 45 to 64 years old
5. 65 years old and older

3. Years in Service (DepEd) \*

1. 0 to 5 years
2. 6 to 10 years
3. 11 to 15 years
4. 16 to 20 years
5. 21 to 25 years
6. 26 to 30 years
7. 31 to 35 years
8. 36 to 40 years

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4. Highest Educational Attainment \*

1. Elementary non-graduate
2. Elementary graduate
3. Highschool non-graduate
4. High school graduate
5. Short-cycle tertiary education/ diploma holder (2 to 3 years)
6. With units in baccalaureate degree
7. Baccalaureate degree graduate
8. With units in post-baccalaureate degree
9. Post-baccalaureate degree graduate (master's degree)
10. With units in doctoral degree
11. Doctoral degree graduate
12. Others

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5. Monthly Income \*

1. Below Php 8,000.00
2. Php 8,001.00 to Php 15,000.00
3. Php 15,001.00 to Php 30,000.00
4. Php 30,001.00 to Php 50,000.00
5. Php 50,001.00 to Php 99,000.00
6. Php 100,000.00 and above

6. Special Needs/Conditions

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

6.1. Physical \*

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

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

- Down Syndrome
- Autism
- Dyslexia
- Processing Disorder
- Others
- None
- Rather Not Say

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

- ADD
- Bi-Polar
- Oppositional Defiance Disorder
- Others
- None
- Rather Not Say

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

- Blind
- Visually Impaired
- Deaf
- Limited Hearing
- Others
- None
- Rather Not Say

7. Health Conditions

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

7.1. With Infectious Disease \*

- Acute Respiratory Infection
- A (H1N1)
- Bird Flu
- Chickenpox
- Cholera
- Dengue
- Diarrhea

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- Ebola Reston
- Filariasis
- Hepatitis (A, B, C)
- HIV/AIDS
- Influenza
- Malaria
- Measles
- Novel Coronavirus
- Poliomyelitis
- Rabies
  
- Severe Acute Respiratory Syndrome (SARS)
- Sexually Transmitted Infections (STIs)
- Tuberculosis
- Typhoid Fever
- Others
- None
- Rather Not Say

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

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8. Religious Affiliation \*

1. Aglipay
2. Buddhist
3. Iglesia Ni Cristo
4. Jehovah's Witness
5. Protestant
6. Seventh Day Adventist
7. Roman Catholic, including Catholic Charismatic
8. Others
9. None

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9. Marital Status \*

1. Single
2. Married
3. Separated
4. Annulled
5. Divorced
6. Widowed
7. Common-Law/Live-in

10. Employment Status \*

1. Permanent
2. Provisional/Temporary
3. Substitute
4. Co-terminus
5. Contractual
6. Casual

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

1. Cisgender (born male, and identifies himself as male; born female, and identifies herself as female)
2. Gay (born male, but identifies as female)
3. Lesbian (born female, but identifies as male)
4. Queer (does not identify as male or female/fluid)
5. Questioning (still exploring sexuality or gender identity)

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

1. Yes, with ID
2. Yes, without ID
3. No



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

- Physical
- Psychological
- Sexual
- Financial
- Others
- None
- Rather Not Say

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

- Motorcycle
- Tricycle
- Jeep
- Van
- Bus
- Others
- None

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

1. Aetas
  2. Agtas
  3. Badjaos
  4. Dumagat
  5. Others
  6. None
- 

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