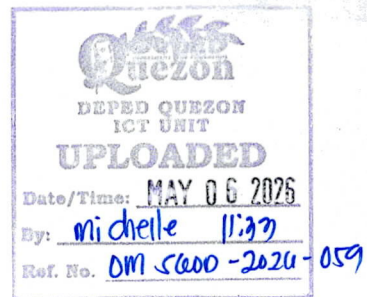




Republic of the Philippines  
**Department of Education**  
Region IV-A CALABARZON  
SCHOOLS DIVISION OF QUEZON PROVINCE



05 May 2026

**OFFICE MEMORANDUM**  
SGOD-2026- 059

**GENDER AND DEVELOPMENT (GAD) CAPABILITY BUILDING ACTIVITY FOR  
THE DIVISION PERSONNEL**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Operating Unit Heads  
Division GFPS Members  
All Concerned

In line with DepEd's commitment to promote gender equality, equity, and inclusivity in the basic education set forth in **DepEd Order No. 32, s. 2017**, titled "*Gender-Responsive Basic Education Policy*", which institutionalizes gender sensitivity and inclusivity in the Philippine basic education system, this Office, through the *GAD Focal Point*, announces the conduct of the *Division GAD Capability Building Activity* on *May 21–22, 2026* at a "to be determined venue".

For accurate planning of the budgetary requirements, each Operating Unit shall submit a list of personnel who will participate in the aforesaid activity on or before *May 7, 2026* through the GFPS.

Please see attached activity matrix.

For the information and strict compliance of all concerned.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

DEPEDQUEZON-TM-SDS-04-010-005



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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**2026 DIVISION GAD CAPABILITY BUILDING ACTIVITY**

**A C T I V I T Y   M A T R I X**  
 May 21-22, 2026

TIME	PARTICULARS	Objective	Facilitator	Expected Results
<b>Day 1; May 21, 2026</b>				
6:00AM-7:00AM	Assembly at SDO Quezon	Ensure punctuality and readiness of participants	GFPS Secretariat	Participants gathered and prepared for departure
7:00AM-8:30AM	Travel Time	Safely transport participants to venue	Transportation Committee	Arrival at venue on time
8:30AM-9:00AM	Registration & Preparation	Document attendance of the participants	GFPS Secretariat	Participants registered and settled
9:00AM-9:15AM	Health Break			
9:15AM-10:00AM	Opening Program	Formally open the activity and set expectations	Program Host	Participants are oriented and motivated
10:00AM-11:00AM	Superintendent's Time	Share leadership insights and direction	SDS Rommel C. Bautista, CESO V	Participants inspired
11:00AM-12:00NN	GAD Basic Concepts & Legal Mandates	Provide foundation on GAD principles and laws	Michelle G. Duma, EdD	Participants understand GAD basics and legal framework
12:00NN-1:00PM	Lunch Break			
1:00PM-3:00PM	Introduction to CODI	Orient participants on CODI procedures	Atty. Rexcia Maria B. Baldeo	Participants gain awareness of CODI
3:00PM-3:15PM	Health Break			
3:30PM-4:30PM	Synthesis & Reflection	Summarize learnings and insights	GFPS	Consolidated understanding of Day 1

DEPEDQUEZON-TM-SDS-04-025-003



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TIME	PARTICULARS	Objective	Facilitator	Expected Results
6:00PM-onwards	Dinner, Socialization	Foster camaraderie and informal networking	Secretariat	Strengthened relationships among participants
<b>Day 2; May 22, 2026</b>				
6:00AM-7:30AM	Wellness Activity	Promote physical well-being	Health and Wellness Committee	Participants are energized and engaged
8:00AM-9:00AM	Mental Health in the Workplace	Raise awareness on workplace mental health	Michaela Mae F. Zoleta	Participants understand importance of mental health
9:00AM-9:15AM	Health Break			
9:15AM-11:00AM	Understanding the SOGIE Bill	Explain provisions and implications of the SOGIE Bill	Margel M. Tiusan	Participants gain clarity on SOGIE Bill
11:00AM-12:00NN	Ways Forward	Identify next steps and commitments	GAD Focal Point	Action points and commitments documented
12:00NN-1:00PM	Lunch Break			
1:00PM-2:00PM	Closing Program	Formally close the activity and recognize contributions	Program Host	Participants acknowledged and activity concluded successfully
2:00PM-4:00PM	Travel back to SDO	Safely transport participants back to SDO	Transportation Committee	Safe arrival at SDO Quezon
4:00PM onwards	Home Sweet Home	End of activity	Participants	Participants safely home

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