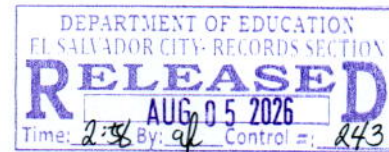




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



August 3, 2026

DIVISION MEMORANDUM
NO. 243, s. 2026

DISSEMINATION OF REGIONAL MEMORANDUM ON THE WORKSHOP ON THE
PREPARATION OF FY 2027 GENDER AND DEVELOPMENT (GAD) PLAN AND
BUDGET AND FY 2026 GAD ACCOMPLISHMENT REPORT FOR GAD FOCAL
PERSONS AND MONITORING AND EVALUATION (M&E) COORDINATOR

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD & CID
GAD Focal Point System Committee
Division Personnel
All Others Concerned

1. Attached is a copy of the Regional Memorandum entitled "Workshop on the Preparation of FY 2027 Gender and Development (GAD) Plan and Budget and FY 2026 GAD Accomplishment Report for GAD Focal Persons and Monitoring and Evaluation (M&E) Coordinators" for the information and guidance of all concerned. The workshop will be conducted on August 12-14, 2026, at NEAP Region X, Lapasan, Cagayan de Oro City.

2. The following personnel are directed to attend the three-day workshop:

- **MARILOU Y. DESCALLAR** – Division GAD Focal Person
- **CARMILLE V. GAHAY**– SEPS/Division GAD Alternate/GFPS Member
- **MARICRIS P. QUISMUNDO** – SEPS/Division Monitoring and Evaluation (M&E) Coordinator

Their attendance shall be on official time

3. The participants are requested to:

a. Attend the workshop in its entirety;
b. Bring existing copies (soft and hard copies, if available) of the following:

- FY 2026 GAD Plan and Budget (GPB)
- FY 2025 GAD Accomplishment Report (GAR)
- Relevant Sex-Disaggregated Data (SDD)
- Division GAD documents and other supporting references needed during the workshop;

c. Actively participate in all workshop sessions and outputs;



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Republic of the Philippines
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REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

- d. Echo the learning gained from the activity to the Division GAD Focal Point System Committee and other concerned personnel; and
- e. Lead the enhancement and finalization of the Schools Division Office FY 2027 GAD Plan and Budget and FY 2026 GAD Accomplishment Report.
4. Board and lodging of the participants shall be charged against Regional Office GAD Funds, while transportation expenses, per diem, and other incidental expenses shall be charged against local funds, subject to the usual accounting, auditing, and procurement rules and regulations.
5. Furthermore, this memorandum also serves as the **Official Authority To Travel** of the identified participants.
6. This office shall adhere to the Equal Opportunity Principle (EEOP), in all steps to be undertaken for this activity. Hence, all decisions and actions shall be based solely on guidelines set forth with no discrimination on account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
7. Immediate dissemination of and compliance with this Memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Attachment.: As stated

Reference: RM_530- Workshop on the Preparation of FY 2027 Gender and Development (GAD) plan and Budget and FY 2026 GAD Accomplishment Report for GAD Focal Persons and Monitoring and Evaluation (M&E) Coordinator

To be indicated in the Perpetual Index
under the following subjects:

GAD(Gender and Development)

SGOD/M & E/myd



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

June 29, 2026

REGIONAL MEMORANDUM
No. 90 s. 2026

**WORKSHOP ON THE PREPARATION OF GAD PLANS AND BUDGET AND GAD
ACCOMPLISHMENT REPORT FOR GAD FOCAL PERSONS AND
M AND E COORDINATORS**

To: Schools Division Superintendents
All Others Concerned

In line with the institutionalization of Gender and Development (GAD) in all governance and management processes, this Office will conduct the **Workshop on the Preparation of the FY 2027 Gender and Development Plan and Budget and FY 2026 Gender and Development GAD Accomplishment Report for GAD Focal Persons and M and E Coordinators**. This activity will be held at NEAP RX, Lapasan, Cagayan de Oro City, on August 12-14 from 8:00 a.m. to 5:00 p.m.

This activity aims to strengthen the technical competencies of regional and schools division Office GAD implementers in preparing quality, gender-responsive, evidence-based, and results-oriented GAD Plans and Budgets and GAD Accomplishment Reports that comply with national policies and support the department's goals toward gender equality and inclusive basic education.

The list of participants and the activity matrix are attached for reference.

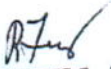
For food provision, please refer to the table below.

	Day 1	Day 2	Day 3
Breakfast		✓	✓
AM Snacks		✓	✓
Lunch	✓	✓	
PM Snacks	✓	✓	
Dinner	✓	✓	

The participants board and lodging shall be charged against the RO GAD Funds while transportation, per diem, and other incidental expenses shall be charged against the local funds subject to the usual accounting and auditing rules and regulations.

This Office strictly adheres to the Equal Opportunity Policy (EOP) in all actions related to this designation. Hence, all decisions and actions shall be based solely on guidelines set forth with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

This Office directs the immediate and wide dissemination of this Memorandum.


DR. RUTH L. FUENTES, CESO III
Regional Director

Digitally signed by Legaspi Ruth
Fuentes
Date: 2026.06.29 16:22:22+08'00'

CH.: As stated
be indicated in the Perpetual Index
under the following subjects:

GAD Training



Address: DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
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Doc. Ref. Code: RO-ORD-F013 Rev 01
Effectivity: 01.22.24 Page 1 of 4



**WORKSHOP ON THE PREPARATION OF GAD PLANS AND BUDGET AND GAD
ACCOMPLISHMENT REPORT FOR GAD FOCAL PERSONS AND
M AND E COORDINATORS
August 12-14, 2026**

A. Matrix

Day 1

Time	Activity	Persons- Incharge
8:00-12:00	Travel Time and Room Accommodation	Dormitory Manager
12:00-1:00	Lunch Break	
1:00-1:30	Registration and Opening Program	Secretariat
1:30-2:00	Workshop Overview, Objectives, and Expectations Setting	Rafael Silagan
2:00-3:00	Overview of GAD Concepts, Legal Mandates, and Policy Framework	Rafael Silagan
3:00-3:15	Health Break	
3:15-4:15	Updates on GAD Planning and Budgeting Guidelines	Dr. Gina F. Labitad
4:15-5:00	Review of Common Findings and Challenges in GPB and GAR Preparation	Dr. Gina F. Labitad
5:00-6:00	Dinner	

Day 2

Time	Activity	Persons- Incharge
8:30-9:00	Management of Learning/Recapitulation of Day 1 Activities	Assigned Participant/Rafael Silagan
9:00-10:00	Gender Analysis and Identification of Gender Issues Using Sex-Disaggregated Data	Dr. Labitad
10:00-10:30	Health Break	
10:30-11:30	Preparation of GAD Plan and Budget (GPB): Targets, Indicators, and Budget Allocation	Dr. Labitad
11:30-12:00	Workshop Proper: Drafting and Enhancement of GPBs	Dr. Labitad
12:00-1:00	Lunch Break	Lunch
1:00-2:30	Continuation of the Workshop	
2:30- 3:30	Preparation of GAD Accomplishment Report (GAR): Documentation, Monitoring, and Reporting Requirements	Dr. Labitad
3:30-5:00	Workshop Proper: Completion of GAR Templates	Dr. Labitad
5:00-6:00	Dinner	



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Day 3

Time	Activity	Persons- Incharge
8:00-8:30	Management of Learning/Recapitulation of Day 2 Activities	Assigned Participant/Rafael Silagan
8:30-10:00	Presentation of Outputs, Feedback, and Refinement	Dr. Labitad
10:00-10:30	Health Break	
10:30-11:30	Continuation of the Presentation of Outputs	Dr. Labitad
11:30-12:00	Synthesis, Commitment Setting, Evaluation, and Closing Program	Dr. Labitad
12:00-1:00	Lunch Break	
1:00-5:00	Home Sweet Home	

B. List of Participants

No.	Names	Office/Division	Position
1	Gina F. Labitad	Regional Office	EPS, GAD Focal Person
2	Rafael Silagan	Regional Office	EPS II, HRDD, GAD Alternate
3	Laurencia O. Llagas	Regional Office	EPS, M and E QAD
4	Wendell C. Catam-isan	Bukidnon	GAD Focal Person
5	Ricky John T. Gulben	Bukidnon	Principal I
6	Gladys Jean D. Quijada	Bukidnon	M and E Coordinator
7	Roy H. Lumban	Cagayan de Oro City	GAD Focal Person
8	Alvic Marie S. Francisco	Cagayan de Oro City	EPS II, GAD Alternate
9	Eleanor C. Rollan	Cagayan de Oro City	M and E Coordinator
10	Liza D. Gamali	Camiguin	GAD Focal Person
11	Jennifer N. Chan	Camiguin	EPS II
12	Analine B. Banaag	Camiguin	M and E Coordinator
13	Marilou Descallar	El Salvador	GAD Focal Person
14	CARMILLE V. GARRY	El Salvador	SEPS/GAD alternate Focal
15	Maricris Quismundo	El Salvador	M and E Coordinator
16	Esmeralda M. Ciudadano	Gingoog City	GAD Focal Person
17	Norebel A. Balagulan	Gingoog City	EPS
18	Roselle O. Bacasnot	Gingoog City	M and E Coordinator
19	Aimee R. Pareño	Iligan City	GAD Focal Person
20	John Perkin Sebua	Iligan City	EPS II
21	Shannon C. Labang	Iligan City	M and E Coordinator
22	Arlene D. Manginsay	Lanao del Norte	GAD Focal Person
23	Marie Lorraine A. Baclayon	Lanao del Norte	EPS II
24	Ivy T. Jumawan	Lanao del Norte	M and E Coordinator
25	Masfifth M. Mamawag	Malaybalay City	GAD Focal Person
26	Lucilyn M. Cahucom	Malaybalay City	EPS II
27	Edelina M. Eborra	Malaybalay City	M and E Coordinator
28	Ma. Alona E. Maghanoy	Misamis Occidental	GAD Focal Person
29	Cardavyl V. Maata	Misamis Occidental	EPS II
30	Francis R. Manon-og	Misamis Occidental	M and E Coordinator
31	Catherine Anne B. Alcala	Misamis Oriental	GAD Focal Person
32	Cheryl D. Ubalde	Misamis Oriental	EPS II
33	Danny A. Asio	Misamis Oriental	M and E Coordinator



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34	Maricris B. Traspe	Oroquieta City	GAD Focal Person
35	Agnes M. Calibod	Oroquieta City	EPS II
36	Aileen M. Zaballero	Oroquieta City	M and E Coordinator
37	Selina O. Macas	Ozamiz City	GAD Focal Person
38	Dorothy Joy B. Yting	Ozamiz City	EPS II
39	Anthony P. Marollano	Ozamiz City	M and E Coordinator
40	Delma R. Denapo	Tangub City	GAD Focal Person
41	Bride Joy M. Candano	Tangub City	EPS II
42	Redeemer D. Denapo	Tangub City	M and E Coordinator
43	Elbert Joey J. Tano	Valencia City	GAD Focal Person
44	Ernie Bucalen	Valencia City	EPS II
45	Phillip Perez	Valencia City	M and E Coordinator
46	Shirley L. Ampo	Regional Office	ADAS I, TWG
47	Rommel Araneta	Regional Office	JO, TWG



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