



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

**Office of the Schools  
Division Superintendent**

05 February 2021

DIVISION MEMORANDUM

No. 034, s. 2020

**PREPARATION AND SUBMISSION OF SCHOOL  
GENDER AND DEVELOPMENT (GAD) PLANS FOR SY 2020-2021**

To: **All Public Elementary and Secondary School Heads  
Gender and Development (GAD) Coordinators  
All Others Concerned**  
*This Division*

1. In reference to DM-PHROD-2020-00335 of Department of Education on the Preparation and Online Submission of School Year 2020-2021 Gender and Development (GAD) Plans and Budgets, and in accordance with section 36 of the Magna Carta of Women (MCW), all levels (Elementary, Junior HS, and Senior HS) are directed to prepare and submit their GAD Plans and Budgets (GPBs) for SY 2021. The following guidelines shall be observed in the crafting of GPB for SY 2021.
2. The School Heads and GAD coordinators are also encouraged to read and review the Memorandum Circular No. 2020-05 and 06 for proper implementation. This is to reiterate that the submission of reports must be in **EXCEL Copy** for easy consolidation, not the scanned copy.
3. Please use the standard template for GAD Plan and Budget in enclosure 1. The Deadline for submission to the HRD section via <http://tiny.cc/GADplan> shall be on February 18, 2021, through Mr. Merogim P. Mugot, Education Program Specialists at [elsalvador.training@deped.gov.ph](mailto:elsalvador.training@deped.gov.ph).
4. Immediate and wide dissemination of this Memorandum is desired.

**OLGA C. ALONSABE, PhD, CESE**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent

Encl:

As stated

Reference:

DepEd Order No. 32, s. 2017

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

GENDER AND DEVELOPMENT PLAN

PROGRAMS

PROJECTS

**SGOD/HRD/MPM**



Address: Zone 3, Poblacion, El Salvador City | Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Tel. No. (088) 555-0475 | Email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

MAKATI JUNIOR HIGH SCHOOL  
 BF FORM 400  
 ANNUAL GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET  
 FY 2021

Organization:	Department of Education	Organization Category:	National Government Agency
Organization Hierarchy:	Schools Division Office of El Salvador City		
Total Budget/ GAA of Organization:	P 600,000.00	MOOE	
Total GAD Budget:	P 30,000.00		
% of GAD Allocation:	5.00%		

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Gender Issue and/or GAD Mandate	Cause of Gender Issue	GAD Result Statement/ GAD Objective	Relevant Organization MFO/ PAF or PFA	GAD Activity	Performance Indicators/ Targets	GAD Budget	Source of Budget	Responsible Unit/ Office
1	Gender Health Promotion in DepEd Units	1.a. Limited opportunity for self care activities and mental health especially in this pandemic times	1.a. To improve and strengthen the mental health of women workers and increase productivity especially on the preparation of the required learning resources for the opening of classes	Guidance Counseling	1.a. Psycho-social activities for all personnel before the start of classes 1.b. Webinar on stress management for all teaching personnel 1.c. Conduct various activities to promote employees' mental, emotional and/or spiritual health, (e.g. Interactive webinars for working from home, coping with stress, adjusting to the new normal) 1.d. weekly Zamba activity and purchase of exercise equipment to be used by the personnel	1.a. Productive personnel in terms of producing output required like the expected learning resources for learners in opening of classes 1.b. Attendance is assured and ensure productivity even when the personnel are working at home 1.c. Employees are able to adjust to the new normal 1.d. Improved BMI of employees; Decrease the number of overweight employees *Target: Head Teacher I; Teacher II; 8; Teacher III; 7; Teacher III; 5; Master Teacher 1:2	7,500.00	MOOE	Human Resource Development Coordinator, GAD Coordinator, School Head, Asst. School Head
2	Non-availability of Personal Protective Equipment that are appropriate to the size for men and women	Presence of Coronavirus Disease-2019 (COVID-19) and absence of its vaccine	To ensure a healthy and safe learning environment for learners	Learning Continuity and Resilience Interventions	3.a. Advocacies/ orientation on precautionary measures against COVID-19 3.b. Provision of supplies and equipment to support these precautionary measures 3.c. Conduct of regular disinfection in schools 3.d. Conduct of online classes	3.a. Teachers, learners and parents are aware and comply with the prescribed precautionary measures 3.b. Necessary supplies and equipment for these precautionary measures are procured (e.g. Alcohol, thermal scanner, masks) 3.c. Schools are regularly disinfected -> no case of COVID-19 or stop the spread of it 3.d. Social distancing observed in schools *Target: Head Teacher I; Teacher II; 8; Teacher III; 7; Teacher III; 5; Master Teacher 1:2	7,500.00	MOOE	School DRMM, School Nurse, Child Protection Coordinator
1	Gender Health Promotion in DepEd Units	New Normal/ Changes brought by COVID-19 situation; Sedentary life both for teaching personnel, and majority of the personnel are women in their middle age which can contribute to weight gain	To improve employees' health well-being amidst COVID-19 situation	Health Program and Services	1.a. Provision of activities, supplies and equipment to ensure employees' physical health (e.g. procurement of equipment to protect from radiation due to long exposure with PCs/ Laptop screens from attending online seminars)	1.a. Maintained or improved Physical and Mental Health of employees *Target: Head Teacher I; Teacher II; 8; Teacher III; 7; Teacher III; 5; Master Teacher 1:2	7,500.00	MOOE	School Head, School Nurse, Faculty President

	(1) Gender Issue and/or GAD Mandate	(2) Cause of Gender Issue	(3) GAD Resmt Statement/ GAD Objective	(4) Relevant Organization MFO/ PAP or PPA	(5) GAD Activity	(6) Performance Indicators/ Targets	(7) GAD Budget	(8) Source of Budget	(9) Responsible Unit/ Office
2	Non-availability of Personal Protectives Equipment that are appropriate to the size for men and women	Presence of Coronavirus Disease- 2019 (COVID-19) and absence of its vaccine	To ensure a healthy and safe workplaces for employees and clients	Learning Continuity and Resilience Interventions	2.a. Advocates/ orientation on precautionary measures against COVID-19 2.b. Provision of supplies and equipment to support these precautionary measures	2.a. Employees and clients are aware and comply with the prescribed precautionary measures 2.b. Necessary supplies and equipment for these precautionary measures are procured (e.g. Alcohol, thermal scanner, masks) *Target: Head Teacher I: 1; Teacher II: 8; Teacher III: 7; Teacher III: 5; Master Teacher I:2	7,500.00	MCOE	School Head, School Nurse, Faculty President
<b>Total</b>							<b>30,000.00</b>		

Prepared by:

School GAD Coordinator

Approved by:

School Head

Date:

February 05, 2021



A. List of Common Gender Issues & GAD Mandates

Number	Gender Issues COVID-19-Related
1	<p>Lack of sex-disaggregated data to be used in planning, implementation, and monitoring of DepEd PPAs in view of the COVID-19 situation</p> <p><i>Example of Activity/ies:</i></p> <ul style="list-style-type: none"> <li>• Preparation of survey/questionnaire pertaining to sex-disaggregated data related to COVID-19 situation</li> <li>• Administration of survey/questionnaire</li> <li>• Listing of COVID-19-related data</li> </ul>
2	<p>Limited capacities of GFPS Members &amp; Coordinators to execute GAD PPAs in different communication platforms (i.e. online, face to face, etc.)</p> <p><i>Example of Activity/ies:</i></p> <ul style="list-style-type: none"> <li>• Conduct of webinars, seminars, training, etc. to improve the mental and psychosocial wellness of employees</li> </ul>
3	<p>Lack of gender health advocacies, protective equipment and measures in DepEd Offices &amp; Schools for COVID-19 prevention and mitigation</p> <p><i>Example of Activity/ies:</i></p> <ul style="list-style-type: none"> <li>• Provision of personal protective equipment (PPE) that are appropriate to the size of women and men</li> </ul>
4	<p>Higher risk of sexual and gender-based violence during COVID-19 pandemic</p> <p><i>Example of Activity/ies:</i></p> <ul style="list-style-type: none"> <li>• Creation of reporting mechanism of learners on online exploitation</li> <li>• Creation of a referral system in reporting cases related to women and vulnerable children abuse during community quarantine</li> </ul>

[BHR0D-EWD/Vulde:]  
DM-PHROD-2020-00335





Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**  
*Office of the Undersecretary*

Gender Issues Non-COVID-19-Related	
5	Low level of appreciation of DepEd on Gender and Development (GAD)
6	Lack of awareness and appreciation on gender equality and gender issues within DepEd
7	Limited capabilities of DepEd GFPS on gender analysis, application of gender analysis tools, GAD Planning and Budgeting, and monitoring of GAD accomplishments
8	Lack of recognition of GAD efforts of DepEd implementing units and schools
9	No proper facilities to address the reproductive needs of women and men employees and clients of DepEd such as lactation rooms/childminding centers, etc.
10	Pervasive use of sexist language in the workplace
11	Lack of sex-disaggregated data for use in planning, implementation, and monitoring of DepEd PPAs
GAD Mandates	
1	DepEd Order No. 32, s. 2017: DepEd Gender-Responsive Basic Education Policy
2	DepEd Order No. 40, s. 2012: DepEd Child Protection Policy
3	RA 9710: The Magna Carta of Women & Public School Teacher
4	RA 9262: Anti-Violence Against Women and their Children Act of 2004

B. What can be charged to GAD Budget?

1. PAPs included in the PCW/ endorsed GAD plan, including relevant expenses such as supplies, travel, food, board and lodging, professional fees among others;
2. Capacity development on GAD;
3. Activities related to the establishment and strengthening of enabling mechanisms that support the GAD efforts of agencies (e.g. GAD Focal Point System, VAW desks, among others);
4. Salaries of agency personnel assigned to plan, implement and monitor GAD PAPs on a full-time basis, following government rules in hiring and creating positions;
5. Salaries of agency personnel assigned to plan, implement and monitor GAD PAPs on a full-time basis, following government rules in hiring and creating positions;
6. Salaries of policewomen and men assigned to women's desks;
7. Agency programs to address women's practical and strategic needs (e.g. daycare center, breastfeeding rooms, crisis or counseling rooms for abused women);
8. Consultations conducted by agencies to gather inputs for and/or to disseminate the GAD plan and budget;
9. Payment of professional fees, honoraria and other services for gender experts or gender specialists engaged by agencies for GAD-related training and activities; and
10. IEC activities (development, printing, and dissemination) that support the GAD PAPs and objectives of the agency.

C. What cannot be charged to GAD Budget?

1. PAPs that are not in the agency's PCW endorsed GAD plan;
2. Personal services of women employees UNLESS they are working full time or part-time on GAD PAPs;
3. Honoraria for agency GAD Focal Point System members or other employees working on their agency GAD-programs;
4. Salaries of casual or emergency employees UNLESS they are hired to assist in GAD related PAPs;





Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**  
*Office of the Undersecretary*

5. Expenses that CANNOT be charged to the GAD budget Provision for contingency funds or "other services" of PAPs;
6. Car-pooling, gas masks for traffic/ environment enforcers, among others; Purchase of supplies, materials, equipment, and vehicles for the general use of the agency.

D. Process of Submission of GPBs for FY 2021

1. The DepEd Central Office and Regional Offices, thru its Regional GAD Focal Point System (GFPS), shall prepare its GAD Plans and Budgets.
2. The DepEd Regional Offices, thru its Regional GFPS, shall also collect, review and consolidate the GPBs of its respective Schools Division Offices and Schools, and shall integrate it with its regional GPB.
3. A copy of the approved consolidated regional GPB in **excel format** shall be emailed to the DepEd CO-GFPS together with a scanned copy of the approved document and email it to [depedco.gfps@gmail.com](mailto:depedco.gfps@gmail.com) with email subject "GAD Plans and Budget for FY 2021\_[Name of Region]". Deadline is by **16 October 2020**.
4. The DepEd CO GFPS shall consolidate, review and encode the complete DepEd GPB in the GMMS.
5. Upon securing PCW's endorsement, the DepEd CO-GFPS Secretariat shall release a copy of the PCW endorsement to all Regional GFPS.
6. All DepEd Offices shall conduct only the PCW-endorsed PPAs.

All Regional GFPS shall provide an updated directory containing its members, their email addresses, mobile number and other contact information by filling up and submitting the accomplished template accessible in [bit.ly/ROGFPSDirectory](http://bit.ly/ROGFPSDirectory).

Furthermore, all DepEd Regional Office are also hereby requested to submit electronic copy of their DepEd Regional GAD Accomplishment Report for FY 2020 and 2021 with email subject "GAD Accomplishment Report for FY 2020\_[Name of Region]" or "GAD Accomplishment Report for FY 2021\_[Name of Region]" accordingly to the DepEd CO GFPS at [depedco.gfps@gmail.com](mailto:depedco.gfps@gmail.com) by **December 4, 2020**. For templates, you may refer to the attached excel file.

For your guidance and strict compliance.

Thank you.