



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

**Office of the Schools**  
**Division Superintendent**

19 January 2022

DIVISION MEMORANDUM  
 No. 037, s. 2022

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 391, s. 2021 ON THE  
 PREPARATION AND SUBMISSION OF SCHOOL GENDER AND DEVELOPMENT  
 (GAD) PLANS FOR FY 2022**

To: **OIC, Assistant Schools Division Superintendent**  
**All Public Elementary and Secondary School Heads**  
**School GAD Focal Persons**  
**All Others Concerned**  
*This Division*

- As regards Division Memorandum No. 391, s. 2021 on the Preparation and Submission of School Gender and Development (GAD) Plans for FY 2022, this Office announces the following changes of gender issues and mandates:

**CLIENT – FOCUSED**

<b>GENDER ISSUE</b>	<b>CAUSE</b>
Low retention and completion among boys	Economic value of boys/stereotyping
Low academic performance among boys	Economic value of boys/stereotyping
Sexual harassment, violence and substance abuse in schools and offices	Stereotyping about roles of boys/men and girls/women
Low enrolment of students from indigenous people's communities	Discrimination and stereotyping of IP communities
Marked gender segregation in higher education	Stereotyping of career choices

**ORGANIZATION – FOCUSED**

<b>GENDER ISSUE</b>	<b>CAUSE</b>
Continuous capacity building of DepEd Focal Point System members specifically on conduct of Gender Analysis and Gender Audit	Lack of Knowledge on Gender Analysis and Audit of GFPS members
Need to develop GAD Database as mandated under section 36 of RA 9710	Absence of GAD Database that will contain information to help in identifying and addressing GAD issues in basic education





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Need to develop GAD Database as mandated under section 36 of RA 9710	Lack of monitoring and evaluation tool on gender sensitivity/responsiveness of regions/divisions/schools in terms of structures, facilities and policies
Lack of finance personnel trained in GAD responsive planning and budgeting	Small number of finance personnel involved in agency GAD work
Low level of awareness of school heads and teachers on gender fairness/sensitivity/ responsiveness	Lack of opportunity for professional growth of school heads and teachers on gender fairness/sensitivity/responsiveness
Employees and officials are unaware about the existence and importance of CODI in the office	Absence of functional CODI and development of support system
Low participation of DepEd Personnel in interagency GAD advocacy activities	Employees are not aware of interagency advocacy activities
Incoherent activities and programs on GAD Mainstreaming	Employees are not aware of interagency advocacy activities

2. The standard GAD Plan and Budget template in enclosure 1 shall be used in the preparation of the annual plan. Also, refer to the attached School MOOE per FY 2022 -National Expenditure Program (NEP) for the total GAA of your school.
3. Moreover, on January 26, 2022, the HRD section will start accepting printed submissions and e-copy via <https://bit.ly/3igbGOH>. All other provisions in the previous memorandum shall remain in effect.
4. Further, this Office shall adhere to Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
5. Immediate and wide dissemination of this Memorandum is desired.

  
**OLGA C. ALONSABE, PhD, CESE**  
Schools Division Superintendent

Encl:

As stated

Reference:

DM No. 391, s. 2021

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

GENDER AND DEVELOPMENT PLAN      PROGRAMS      PROJECTS

**SGOD/HRD/MPM**



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

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**Office of the Schools  
Division Superintendent**

30 September 2021

DIVISION MEMORANDUM  
No. 391, s. 2021

**PREPARATION AND SUBMISSION OF SCHOOL  
GENDER AND DEVELOPMENT (GAD) PLANS FOR FY 2022**

To: **OIC, Office of the Asst. Schools Division Superintendent**  
**All Public Elementary and Secondary School Heads**  
**All Others Concerned**  
*This Division*

1. The Philippine Commission on Women (PCW) requires that all national government agencies to prepare and submit the FY 2022 GAD Plan and Budget in accordance with Section of Republic Act No. 9710, or the Magna Carta of Women (MCW) (GPB).
2. However, school leaders should read and review Memorandum Circular Numbers 2020-05 and 06 to ensure correct implementation. This is a reminder that reports must be submitted in EXCEL and PRINTED COPY for easy consolidation.
3. Please use the standard GAD Plan and Budget template in enclosure 1. On October 11, 2021, the HRD section will accept printed submissions and e-copy via <https://bit.ly/3igbG0H>.
4. Further, this Office shall adhere to Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.





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SCHOOLS DIVISION OF EL SALVADOR CITY

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5. Immediate and wide dissemination of this Memorandum is desired.

**DR. OLGA C. ALONSABE, 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**



MAKATI JUNIOR HIGH SCHOOL  
 BP 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 500,000.00	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
<b>1. Client-Focused Activities</b>									
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 Counselling	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 *Target: Head Teacher I: 1; Teacher II: 8; Teacher III: 7; Teacher III: 5; Master Teacher I: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. Advocates/ 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: 1; Teacher II: 8; Teacher III: 7; Teacher III: 5; Master Teacher I:2	7,500.00	MOOE	School DRMM, School Nurse, Child Protection Coordinator
<b>2. Organization-Focused</b>									
1	Gender Health Promotion in DepEd Units	New Normal/ Changes brought by COVID-19 situation; Sedentary life both for teaching and non-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 support employees' physical health (e.g. procurement of equipment to protect from radiation due to long exposure with PC's/ Laptop screens from attending online seminars)	1.a. Maintained or improved Physical and Mental Health of employees *Target: Head Teacher I: 1; Teacher II: 8; Teacher III: 7; Teacher III: 5; Master Teacher I:2	7,500.00	MOOE	School Head, School Nurse, Faculty President

	Gender Issue and/or GAD Mandate	Cause of Gender Issue	GAD Result Statement/ GAD Objective	Relevant Organization MFO/ PAF or PPA	GAD Activity	Performance Indicators/ Targets	GAD Budget	Source of Budget	Responsible Unit/ Office
2	(1) Non-availability of Personal Protective Equipment that are appropriate to the size for men and women	(2) Presence of Coronavirus Disease-2019 (COVID-19) and absence of its vaccine	(3) To ensure a healthy and safe workplace for employees and clients	(4) Learning Continuity and Resilience Interventions	(5) 2.a. Advocacies/ orientation on precautionary measures against COVID-19 2.b. Provision of supplies and equipment for these precautionary measures	(6) 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 III: 5; Teacher II: 7; Teacher III: 5; Master Teacher 1/2	(7) 7,500.00	(8) MCOE	(9) School Head, School Nurse, Faculty President
<b>Total</b>							<b>30,000.00</b>		

Prepared by:

Checked:

Noted:

Recommending Approval:

Approved:

Date:

School Head

Division GAD Focal Person

Chief, SGOD

OIC, ASDS

OIC, SDS



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>

[BHRD-EWD/Valde:]  
DM-PHRD-2020-00135



**Republic of the Philippines**  
**Department of Education**

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

<b>Gender Issues Non-COVID-19-Related</b>	
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
<b>GAD Mandates</b>	
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;





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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 [depdedco.gfps@gmail.com](mailto:depdedco.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 [depdedco.gfps@gmail.com](mailto:depdedco.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.

**SCHOOL MOOE PER FY 2022 NATIONAL EXPENDITURE PROGRAM (NEP) - DRAFT  
ELEMENTARY SCHOOLS**

OK NEP FINAL

REGION	DIVISION	SCHOOL ID (SY 2019-2020)	SCHOOL NAME	2022 MOOE
Region X	El Salvador	127667	Amoros ES	612,000.00
Region X	El Salvador	127668	Bolisong ES	320,000.00
Region X	El Salvador	127669	San Francisco de Asis ES (Calongor	320,000.00
Region X	El Salvador	127670	Cogon ES	458,000.00
Region X	El Salvador	127671	El Salvador City CS	1,188,000.00
Region X	El Salvador	127672	Himaya ES	356,000.00
Region X	El Salvador	127673	Hinigdaan ES	390,000.00
Region X	El Salvador	127674	Kalabaylabay IS (ES only)	339,000.00
Region X	El Salvador	127675	Kibonbon ES	296,000.00
Region X	El Salvador	127676	Molugan Central School	1,042,000.00
Region X	El Salvador	127677	Pedro Sa. Bacullio ES (Bolobolo)	500,000.00
Region X	El Salvador	127678	Sambulawan Elementary School	338,000.00
Region X	El Salvador	127679	Sinaloc Elementary School	497,000.00
Region X	El Salvador	127680	Taytay ES	560,000.00
Region X	El Salvador	127681	Ulaliman ES	337,000.00
<b>TOTAL</b>				<b>7,553,000.00</b>

**SCHOOL MOOE PER FY 2022 NATIONAL EXPENDITURE PROGRAM (NEP) - DRAFT  
ELEMENTARY SCHOOLS**

**JUNIOR HIGH SCHOOLS** OK 2022 NEP FINAL

REGION	DIVISION	SCHOOL ID (SY 2019-2020)	SCHOOL NAME	2022 MOOE
REGION X	Division of El Salvador City	0910222	Cogon National High School	859,000.00
REGION X	Division of El Salvador City	0910223	Molugan National High School	1,938,000.00
REGION X	Division of El Salvador City	0910342	Hinigdaan National High School	531,000.00
REGION X	Division of El Salvador City	0910375	Himaya National High School	296,000.00
REGION X	Division of El Salvador City	0910376	El Salvador City National High School	694,000.00
REGION X	Division of El Salvador City	0910377	Sinaloc National High School	374,000.00
REGION X	Division of El Salvador City	0910378	San Francisco de Asis National High School	401,000.00
REGION X	Division of El Salvador City	0910532	Sambulawan National High School	256,000.00
REGION X	Division of El Salvador City	0910540	Kalabaylabay Integrated School	215,000.00
<b>TOTAL</b>				<b>5,564,000.00</b>

**SENIOR HIGH SCHOOLS** OK 2022 NEP FINAL

REGION	DIVISION	SCHOOL ID (SY 2019-2020)	SCHOOL NAME	2022 MOOE
REGION X	Division of El Salvador City	0910222	Cogon National High School	623,000
REGION X	Division of El Salvador City	0910223	Molugan National High School	827,000
REGION X	Division of El Salvador City	0910342	Hinigdaan National High School	150,000
REGION X	Division of El Salvador City	0910378	San Francisco de Asis National High School	150,000
<b>TOTAL</b>				<b>1,750,000</b>



A. List of Common Gender Issues & GAD Mandates

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D. Process of Submission of GPBs for FY 2021

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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 [depdedco.gfps@gmail.com](mailto:depdedco.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.

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For your guidance and strict compliance.

Thank you.