



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

Office of the Schools Division Superintendent

November 9, 2023

DIVISION MEMORANDUM
NO. 501, S. 2023

**PREPARATION AND SUBMISSION OF SY 2024
DIVISION & SCHOOL-BASED GAD PLANS AND BUDGETS (GPBs)**

To: **Chief Education Supervisors, CID/SGOD**
School GAD Coordinators
All Public Elementary and Secondary School Heads
Division Personnel
All Others Concerned
This Division

1. Following **Memorandum Circular No. 20-50 of the Philippine Commission on Women (PCW) on the Preparation and Submission of Fiscal Year (FY) 2024 Gender and Development Plans and Budgets**, this office directs the School GAD Coordinators to prepare and submit their school GAD Plans and Budgets (GPBs) for FY 2024.
2. Hence, this office will facilitate series of meeting /consultation on the use of online collaboration tools:

Date	Agenda/Topic	Remarks
November 10-13 (at 8:00 am, 2023)	Submission of School-Based Initial GAD Plan and Budget to the Division Office	Please send it through this link https://tinyurl.com/5n829cp8
November 10, 2023	Online Survey on Sex-Disaggregated Data (Division-based)	Can be access @ https://forms.office.com/r/dhRWtujuSp
November 10-13, 2023	Online Survey on Sex-Disaggregated Data (School-based)	Can be access @ https://forms.office.com/r/dhRWtujuSp



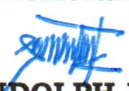
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November 13, 2024	Submission of Division Initial GAD Plan and Budget to R.O.	To be represented by the Division GAD Focal Person (online)
November 15, 2023 @ 10:00-11:30 am	Meeting with GAD Focal Point System, Coordinators and School Heads on GAD Plans and Budgeting Processes Proposed Project Proposal, HDGD Tool, and Sex-Disaggregated Data Submission of Final GAD SY 2024 to the Regional Office	Microsoft Team Link will be forwarded via Group Chat

- Attached are GPB templates and related materials, which can be accessed through the following link: <https://bit.ly/3Q355Xf>.
- The school shall upload the final GAD Plans and Budgets for SY FY 2024 through this a link <https://tinyurl.com/5n829cp8> on or before **November 17, 2023**.
- Further, this office shall adhere to the Equal Opportunity Principle (EOP), 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 the account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
- Immediate and wide dissemination of this memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

Encl:

As stated

Reference:

Regional Memorandum No. 0632, s. 2023

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

EMPLOYEES PERFORMANCE MANAGEMENT SYSTEM (IPMS) SCHOOLS
SGOD/HRD/MYD



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