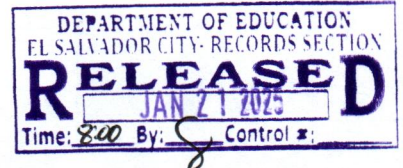




Republic of the Philippines  
 Department of Education  
 REGION X – NORTHERN MINDANAO  
 SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

14 January 2025

DIVISION MEMORANDUM  
 NO. 014, S. 2025

**ADDENDUM TO DIVISION MEMORANDUM No. 452, s. 2024 ON THE  
 PREPARATION AND SUBMISSION OF SY 2025 DIVISION &  
 SCHOOL-BASED GAD PLANS AND BUDGETS (GPBs)**

To: **Chief Education Supervisors, CID/SGOD**  
**Division Unit/Section Heads**  
**Division Program Holders**  
**School Heads (Elementary and Secondary)**  
**School GAD Focal Coordinators**  
**All Others Concerned**  
 This Division

1. Relative to the **Division Memorandum No. 452, s. 2024 on the Preparation and Submission of the Division GAD Plan and Budget 2025**, the submission of plans will be until **January 25, 2025**.
2. Submission of the **2024 GAD Accomplishment Report** will be on **January 22-23, 2025**.
3. All School GAD Program Holders will attach a narrative report and other necessary documentation identified in your respective **GAD Plan 2024**. These documents need to be submitted on or before **January 24, 2025**, to the Regional Office for consolidation with other divisions.
4. Hence, this office will make a follow-up on the necessary documents with further details;

Date Needed	Submitted Documents	Remarks
January 22-23, 2025	<ul style="list-style-type: none"> <li>GAD Accomplishment Report 2024</li> </ul>	The online copy will be submitted via






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	(Online and Signed Hard Copy) <ul style="list-style-type: none"><li>• Attachments to GAD Accomplishment Report(Narrative Reports with Pictures)</li></ul>	<a href="#">ELSA School-Based GAD AR 2024</a>
January 25, 2025	School-Based GAD Plan 2025	<a href="#">ELSA School-BasedGADPlan 2025</a>

5. All other provisions in the previous memorandum shall remain in effect.
6. 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.
7. Immediate and wide dissemination of this memorandum is desired.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

Encl:

As stated

Reference:

D.O. 27 s. 2013, DM-OUHROD-2023-1621

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

EMPLOYEES GENDER AND DEVELOPMENT (GAD) DIVISION  
SGOD/HRD/myd



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