



Republic of the Philippines
Department Of Education
Region XI
Schools Division of Panabo

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024-209

To : Assistant Schools Division Superintendent
Chief of the Schools Governance and Operations Division
Chief of the Curriculum Implementation Division
Education Program Supervisor – Youth Formation Program
Project Development Officer I
School Principal, Panabo City National High School

Subject: **RECONSTITUTION OF THE DIVISION GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM (GFPS)**

Date: April 26, 2024

Pursuant to the provisions under Rule IV, section 37 C of the Implementing Rules, and Regulations (IRR) of Republic Act No. 9710 otherwise known as Magna Carta of Women, the Schools Division of Panabo City reconstitutes the Gender and Development (GAD) Focal Point System (GFPS).

The GFPS is composed of the following members:

Chairperson: **JINKY B. FIRMAN, PhD., CESO VI**
OIC, Schools Division Superintendent

Technical Working Group (TWG) Head:

BASILIO P. MANA-AY, JR., CESO VI
Assistant Schools Division Superintendent

Members:

AILENE B. AÑONUEVO, PhD
Chief Education Supervisor
Schools Governance Operations Division
Division GAD Coordinator

LEA JANE M. ISLETA
Project Development Officer I
Division GAD Alternate Focal

JANWARIO E. YAMOTA
Chief Education Supervisor
Curriculum Implementation Division



Schools Division Office of Panabo City
City Hall Compound, Km 31, Panabo City
Telephone No: (084) 823-1469
Email: panabocity.division@deped.gov.ph

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ATTY. ANNELE A. DACUMOS

Legal Officer III

JAIME C. CARLOM

Education Program Supervisor – ALS

ESTRELLA N. MAPUTOL

Public Schools District Supervisor

DR. RAUL E. GACUS

Administrative Officer V

NEO CARLO MAGNO

HRMO

GLENN B. SEPARIS, CPA, CESE

Division Accountant III

ROSALIE D. ESTIMADA

Division Budget Officer III

Secretariat:

DR. ERICK S. DALUMINES

SEPS-Planning and Research

LILANNIE L. SOMOSO

EPS II-HRTD

MOOLIEN JANE A. ESTIMADA, RN

Nurse II

MARIA EZCEL MAY S. CABAYLO

Nurse II

a). The tasks and functions of the members of the GFPS shall be part of their regular Key Area Results (KRAs), work plans and performance assessment indicators and shall be given due consideration in the entire performance management system.

b). Capacity development program shall be provided to the GFPS members to enhance skills on gender sensitivity training, gender analysis, gender-



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responsive planning and budgeting, gender audit and other updates on GAD related laws, policies, and instruments.

c). The GFPS team shall conduct periodic monitoring and evaluation of the field GFPS to address possible issues hindering the performance of their functions in accordance with the MCW, this Division Memorandum and other GAD instructions and policies.

d). Funds shall be allocated for programs, activities and projects to address GAD issues in the workplace and the schools and to support the organization, management, and operations of the GFPS, to be charged to the five percent (5%) GAD budget of the Division and schools for the school GAD related activities.

e). All GAD plans containing projects, programs and activities shall be part of Work and Financial Plans (WFP), Annual Procurement Plan (APP), Division Education Development Plan (DEDP) and School Improvement Plans (SIPs). Development of the GAD plans and budget shall be within the budget cycle and the process stipulated DepEd Order No. 63, s. 2012 on the Guidelines for the Preparation of GAD Plans, Utilization of GAD Budget and Submission of Accomplishments Reports

The functions of GAD Focal/Point Person are as follows:

a). lead in the gender mainstreaming in policies plans and programs, projects, and activities (PPAs) and the assessment of gender-responsiveness of systems, structures, policies, procedures, and programs based on priority thrusts, needs and concerns of DepEd for its stakeholders, particularly students, teachers, and employees.

b). analyse programs and projects using Harmonized GAD Guidelines for Programs and Projects to determine their gender sensitivity.

c). recommend formulation/revision of policies in advancing women's status and child protection.

d). lead in the review and updating of sex disaggregated data for GAD database to serve as basis in performance-based gender responsive planning.

e). implement advocacy activities, including the development of information, education and communication materials to ensure consciousness-building and generating support for GAD.



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- f). identify gender issue arising from gender analysis and audit to serve as basis for determining PPAs in the GAD Plan.
- g). prepare GAD plans and budget and accomplishment reports and ensure their timely submission to the Regional Office GAD Focal Point Person.
- h). ensure the effective and efficient implementation of the GAD Plan and PPA's and the judicious utilization of the GAD Budget.
- i). recommend awards, recognition, and other incentives including PBB to outstanding institutional GAD programs, activities and projects for GAD Focal Point members and other personnel/teachers.
- j). build and strengthen partnership with all GAD Focal Point Persons in the Department, the Philippine Commission on Women (PCW), the National Economic and Development Authority (NEDA), the Department of Budget and Management (DBM), GAD Non-Government Organizations (NGOs) and other partners; and
- k). coordinate GAD efforts of all offices/units

The GFPS or head shall approve GAD plans and budgets of the Office and shall submit to the RO-GAD Focal Point Person and shall also spearhead the implementation of the plan. He/she also designate a Secretariat and Monitoring and Evaluation Team for GAD.

The secretariat shall provide administrative support to the GFPS, document GAD activities and minutes of the meetings, assist in the preparation of GAD plan and accomplishment reports and in the conduct of GAD activities, programs, and projects, organize and arrange meetings of the GFPS, assist in the conduct of activities related to recognition. The M&E Team shall lead the gender audit and evaluation of all GAD PPAs.

All schools are directed to reconstitute their GAD Focal Point System and submit copy to the Division Office on or before **July 2024**.

School Level:

GFPS Head	School Principal
Members	Department Head/Learning Area Coordinator Two designated Master Teachers (MTs) Guidance Counselor



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	Designated Finance Personnel (Accountant, Bookkeeper, Disbursing Officer, or equivalent)
Secretariat and M&E Committee	To be designated by the GFPS Head

For your guidance and compliance.

JINKY B. FIRMAN PhD, CESO VI
 Schools Division Superintendent

Enclosed.: As stated.
 SGOD/ABA/lji

RELEASED

APR 26 2024

RECORDS SECTION - PANABO CITY
 BY



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