



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0343

To : Assistant Schools Division Superintendent/Bids and Awards
Committee Chair
Chief Education Supervisor, Schools Governance Operations
Division
Chief Education Supervisor, Curriculum Implementation Division
Senior Education Program Specialist, SMME

Attention: **LEA JANE M. ISLETA**
Education Program Specialist II, SMME/
Division GAD Coordinator

Subject: **ATTENDANCE TO THE TWO-DAY SEMINAR ON GENDER
MAINSTREAMING**

Date: July 11, 2025

Attached is the invitation letter from the Office of the City Mayor – Gender and Development Section dated July 2, 2025, inviting members of the GFPS Executive Committee for a **two-day Seminar on Gender Mainstreaming on July 24-25, 2025 at the Apo View Hotel, Davao City**, in line with this, you are hereby directed to attend the said activity.

Moreover, approved leave on the said dates are hereby recalled.

Travel, meals, incidental and other allowable expenses relative to the said activity are chargeable against Division MOOE Funds/local funds, subject to the usual accounting and auditing rules and regulations.

Please be guided accordingly.

JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

SGOD/ABA/lji

RELEASED

JUL 15 2025

RECORDS SECTION SDO PANABO CITY
BY 



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City Hall Compound, Km 31, Panabo City
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DepEd Panabo:
Empowering Champions in Education
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providing quality education, MATATAG.





Republic of the Philippines
Province of Davao del Norte
CITY OF PANABO
OFFICE OF THE CITY MAYOR

*Service to Panaboans
Service to God*

July 2, 2025

#42477 SDS

JINKY B. FIRMAN, PhD, CESO VI
Schools Division Superintendent
Panabo City



Dear Dr. Firman:

Greetings!

You are cordially invited to attend a 2-day Seminar on Gender Mainstreaming on July 24–25, 2025, at Apo View Hotel, Davao City, initiated by the GAD Office of Panabo City in partnership with IGDD Davao and DILG.

This activity will cover key discussions on the following:

- Gender Mainstreaming Evaluation Framework (GMEF)
- GAD Agenda
- GAD Focal Point System Functionality Assessment Tool (GFAST)
- DILG-PCW-DBM-NEDA Joint Memorandum Circular 2024-01

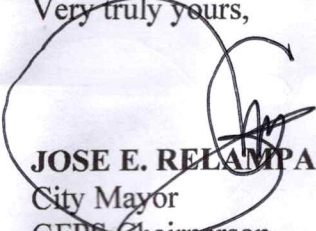
You are invited as one of the official members of the GFPS Executive Committee of the City Government of Panabo. Strictly no representatives will be allowed.

Please confirm your attendance on or before July 11, 2025. Should you be unable to attend, kindly inform the GAD Secretariat on the same date.

For inquiries, you may contact Ms. Diane C. Landero at (084) 823-2743 or 0909-815-7383. Attached is the Program of Activities for your reference.

Your attendance is vital to this initiative.

Very truly yours,


JOSE E. RELAMPAGOS
City Mayor
GFPS Chairperson



2-DAY ORIENTATION SEMINAR PROGRAM FLOW

Date: July 24–25, 2025

Venue: Apo View Hotel, Davao City

Participants: Members of the GAD Focal Point System (GFPS)

Theme: Strengthening Gender Mainstreaming in Local Governance

DAY 1 – JULY 24, 2025 (Thursday)

Time: 9:00 AM – 6:00 PM

Time	Activity	Facilitator / Resource Person
8:30 – 9:00 AM	Registration of Participants	Secretariat
9:00 – 9:15 AM	Opening Prayer and National Anthem	Secretariat
9:15 – 9:30 AM	Welcome Remarks	Libertad Villegas-Regis, MPA - City GAD Coordinator, GAD Office
9:30 – 10:00 AM	Rationale and Objectives of the Orientation	GAD Key Staff, GAD Office
10:00 – 10:15 AM	Morning Break	
10:15 – 12:00 NN	Orientation on JMC 2024-01 (DILG–DBM–PCW–NEDA)	DILG - Resource Speaker
12:00 – 1:00 PM	Lunch Break	
1:00 – 2:45 PM	Introduction to the Gender Mainstreaming Evaluation Framework (GMEF)	PCW Member of the National Resource Pool of Trainers
2:45 – 3:00 PM	Afternoon Break	
3:00 – 4:30 PM	Workshop: Assessing Current GAD Efforts Using GMEF	Facilitator
4:30 – 6:00 PM	Orientation on GAD Agenda: Formulation and Implementation	PCW Member of the National Resource Pool of Trainers

DAY 2 – JULY 25, 2025 (Friday)

Time: 9:00 AM – 12:00 NN

Time	Activity	Facilitator / Resource Person
9:00 – 9:15 AM	Recap of Day 1	Secretariat
9:15 – 10:30 AM	Orientation on GFPS Functionality Assessment Tool (GFAST)	PCW Member of the National Resource Pool of Trainers
10:30 – 11:30 AM	Open Forum / Sharing of Insights	Facilitator
11:30 – 12:00 NN	Closing Messages and Next Steps	GFPS TWG, Chairperson