



Republic of the Philippines

## Department of Education

REGION XI

SCHOOLS DIVISION OF PANABO CITY

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### 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

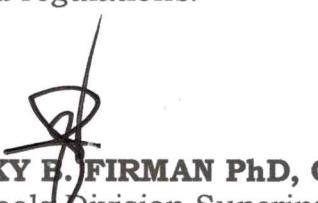
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Attached is the invitation letter from the Office of the City Mayor – Gender and Development Section dated July 2, 2025, inviting members of the GFPS Executive Committee for a **two-day Seminar on Gender Mainstreaming on July 24-25, 2025 at the Apo 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 E. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

SGOD/ABA/lji

**RELEASED**

**JUL 15 2025**

RECORDS SECTION, SDO PANABO CITY  
BY 



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

#12477 SDS

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

DeJED Division of Panabo City  
RECORDS SECTION

RECEIVED  
07 JUL 2025  
Cof 12-37

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