



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2025-0378

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 ROLL-OUT SEMINAR WORKSHOP –
MODULE ORIENTATION, PREPARATION AND FORMULATION
(PHASE 1)**

Date: July 29, 2025

Attached is the invitation letter from the Office of the City Mayor – Gender and Development Section dated July 18, 2025, inviting for a **two-day Roll-Out Seminar Workshop – Module Orientation, Preparation and Formulation (Phase I) on July 30-31, 2025 at the Apo View Hotel, Davao City**, in line with this, you are hereby directed to attend the said activity.

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 29 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

#45298 8PS

July 18, 2025

JINKY B. FIRMAN
Schools Division Superintendent
DepEd



Dear Dr. Firman:

Greetings from the Gender and Development (GAD) Office of Panabo City!

In line with our continuous efforts to strengthen gender mainstreaming and build a capacitated pool of local trainers, the City Government of Panabo through the GAD Focal Point System (GFPS) will conduct a **Roll-Out Seminar-Workshop – Module Orientation, Preparation and Formulation (Phase I)** on **July 30–31, 2025** at **The Apo View Hotel, Davao City**.

This two-day activity aims to orient participants on GAD modules, enhance their technical capacity in designing and facilitating gender-responsive learning sessions, and prepare standardized training modules tailored for local implementation. This is part of the city's strategic approach to institutionalize gender-responsive governance and localize the implementation of the Magna Carta of Women (RA 9710), JMC 2024-01, and related national GAD mandates.

In this regard, we respectfully invite Ms. LEA M. ISLETA, a designated GAD Focal from your agency, to attend and actively participate in the said seminar-workshop. Your agency's involvement, particularly in promoting gender equality, women's and children's protection, is vital in shaping a responsive and functional GAD Pool of Trainers for Panabo City.

We are looking forward to your favorable response and valued participation.

Thank you very much.

Respectfully yours,


LIBERTAD VILLEGAS – REGIS, MPA
City Civil Registrar/ City GAD Focal Person/Coordinator

Noted by:


JOSE E. RELAMPAGOS
City Mayor

