



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-0448

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 3-DAY SEMINAR-WORKSHOP ON THE
FORMULATION OF THE PANABO CITY GAD AGENDA**

Date: August 20, 2025

Attached is the invitation letter from the Office of the City Mayor – Gender and Development Section dated August 14, 2025, requesting the GAD Focal of the office to attend on the **3-Day Seminar Workshop on the Formulation of the Panabo City GAD Agenda on September 3-5, 2025 at the Grand Regal 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.

For and in the absence of the Schools Division Superintendent:

JANWARIO E. YAMOTA
Chief Education Supervisor – CID
Officer -In Charge
Office of the Schools Division Superintendent

SGOD/ABA/Iji

RELEASED

AUG 20 2025

RECORDS SECTION SDO PANABO CITY
BY



Schools Division Office of Panabo City
City Hall Compound, Km 31, Panabo City
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DepEd Panabo:
Empowering Champions in Education
through Journeying, Blending and Fostering commitment in
providing quality education, MATATAG for all.





Republic of the Philippines
Province of Davao del Norte
CITY OF PANABO

GENDER AND DEVELOPMENT

*Service to Panaboans
Service to God*

0825102703

August 14, 2025

JINKY B. FIRMAN, PHD, CESO VI

School Division Superintendent

DepEd – Panabo Division



Dear Dr. Firman:

The City Government of Panabo, through the GAD Office, will conduct a 3-Day Seminar-Workshop on the Formulation of the Panabo City GAD Agenda on September 3–5, 2025, at Grand Regal Hotel, Davao City.

The activity aims to:

1. Formulate the GAD Strategic Framework (vision, mission, goals, and directions); and
2. Develop the 3-Year GAD Strategic Plan (2026–2028) through interactive sectoral workshops.

Attached is the Participant List Form. Please accomplish and submit it to the GAD Office, Park and Plaza, Panabo City, on or before August 20, 2025. Each participant is also requested to answer the Training Needs Assessment (TNA) via this link: <https://forms.gle/wiScQtrbsdC1VYrJ9> at the soonest time.

We encourage your attendance as Department/Section Head. If unavailable, kindly designate your GAD Focal Person or alternate to represent your office. For your guidance, the matrix of relevant offices (roles, expected inputs/data, and recommended number of participants) is likewise attached.

Please **note** that your respective office shall handle the preparation of Travel Orders.

Your support and participation will help ensure that our GAD Agenda is responsive and inclusive.

Thank you.

Very truly yours,


LIBERTAD VILLEGAS – REGIS, MPA *cb*

City Civil Registrar/

GFPS - TWG Chairperson / Supervising Head, GAD Office



DAY 2 – September 4, 2025**Theme:** Crafting the GAD Strategic Framework

Time	Activity	Facilitator/Lead
9:00 – 9:15 AM	Recap and Energizer	Facilitator
9:15 – 10:30 AM	Workshop 3: <i>Formulating the GAD Vision, Mission, Goals</i>	Group Activity
10:30 – 10:45 AM	Break	
10:45 – 12:00 NN	Workshop 4: <i>Developing Strategic Directions</i>	Breakout Sessions
12:00 – 1:00 PM	Lunch Break	
1:00 – 3:00 PM	Gallery Walk: <i>Presentation of Draft Strategic Frameworks</i>	Group Representatives
3:00 – 4:00 PM	Plenary Discussion and Synthesis	Technical Working Group
4:00 – 4:15 PM	Break	
4:15 – 5:30 PM	Workshop 5: <i>Refining and Finalizing the Strategic Framework</i>	Consolidation Team
5:30 – 6:00 PM	Recap and Day 2 Reflection	Facilitator/ Resource Person

DAY 3 – September 5, 2025**Theme:** Developing the 3-Year GAD Strategic Plan (2026–2028)

Time	Activity	Facilitator/Lead
9:00 – 9:15 AM	Recap and Energizer	Facilitator
9:15 – 10:30 AM	Workshop 6: <i>Developing the GAD Agenda Matrix– Gender Issue, Outcome, Strategy, Indicator, Lead Office</i>	Group Work
10:30 – 10:45 AM	Break	
10:45 – 12:00 NN	Workshop 7: <i>Finalization of 3-Year GAD Agenda Plan</i>	Technical Working Group
12:00 – 1:00 PM	Lunch Break	
1:00 – 2:00 PM	Presentation of Consolidated 3-Year GAD Plan	TWG / Group Reps
2:00 – 3:00 PM	Session: <i>Validation Process, Adoption Timeline, and Next Steps</i>	GAD Office / Planning Office
3:00 – 4:00 PM	Commitment Setting and Action Planning	GAD Focal Person / Participants
4:00 – 4:15 PM	Break	
4:15 – 5:30 PM	Closing Program and Awarding of Certificates	Secretariat
5:30 – 6:00 PM	Group Photo and Departure Preparation	All

GENDER AND DEVELOPMENT OFFICE

Title: Seminar-Workshop on the Formulation of the Panabo City GAD Agenda

Date: September 3-5, 2025

Venue: Grand Regal Hotel, Davao City

Participants: Panabo City LGU GAD Focal Point System (GFPS) Members

Main Objectives:

- **Formulate the Panabo City GAD Strategic Framework** (vision, mission, goals, strategic directions)
- **Develop the 3-Year GAD Strategic Plan (2026–2028)** through interactive, sectoral workshops

Daily Schedule: 9:00 AM to 6:00 PM

DAY 1 – September 3, 2025

Theme: Setting the Foundation: GAD Agenda Orientation & Gender Issue Identification

Time	Activity	Facilitator/Lead
8:30 – 9:00 AM	Registration of Participants	Secretariat
9:00 – 9:20 AM	Opening Ceremony (Prayer, National Anthem)	Secretariat
9:20 – 9:40 AM	Welcome Message	Hon. Mayor Jose E. Relampagos – City Mayor
9:40 – 10:00 AM	Objectives and Expectations	Ms. Libertad V. Regis, MPA - City GAD Focal Person/ GFPS TWG Chairperson
10:00 – 10:45 AM	Session 1: Understanding the GAD Agenda	Resource Speaker
10:45 – 11:30 AM	Session 2: Legal Bases and PCW Guidelines	Ms. Lorna B. Mandin, IGDD Head/ Member PCW
11:30 – 12:00 NN	Q&A and Synthesis	National Pool of Trainers
12:00 – 1:00 PM	Lunch Break	Facilitator/ Resource Person
1:00 – 2:30 PM	Session 3: Panabo City Gender Situationer	Planning Office / GAD TWG/ GAD Secretariat
2:30 – 4:00 PM	Workshop 1: Identification of Gender Issues per Sector	Breakout Groups
4:00 – 4:15 PM	Break	
4:15 – 5:30 PM	Workshop 2: Prioritizing Gender Issues Using Criteria	Resource Person
5:30 – 6:00 PM	Group Sharing and Daily Synthesis	Moderator/ Resource Person