



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF SAGAY CITY

DIVISION MEMORANDUM

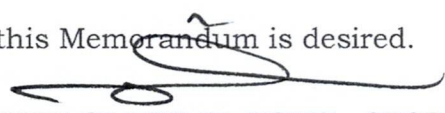

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RE-ORIENTATION AND WORKSHOP FOR SCHOOL HEADS AND ADMINISTRATIVE OFFICER II AS GAD FOCAL POINT SYSTEM (GFPS) MEMBERS ON GAD PLANNING AND BUDGETING

To: Assistant Schools Division Superintendent
Chief Education Supervisors – CID & SGOD
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. This memorandum serves to inform all concerned about the **Re-Orientation and Workshop for School Heads and Administrative Officer II as GAD Focal Point System (GFPS) Members on GAD Planning and Budgeting** on **February 24, 2025, from 1:00 PM to 5:00 PM** at **Balay Kauswagan, Sagay City Negros Occidental**.
2. This initiative aims to enhance the skills and knowledge necessary for effectively implementing and managing gender and development programs at the school level specifically to:
 - a. Increase the level of awareness and understanding of GFPS on GAD Concepts;
 - b. Create a GAD Plan and Budget, GAD Proposal, and GAD Accomplishment Report aligned to Gender Equality and Women’s Empowerment (GEWE).
 - c. Understand and integrate the **Harmonized Gender and Development Guidelines (HGDG)** in all proposed programs and projects.
3. Participants in this orientation include **all School Heads and Administrative Officer-II**, as expected members of the School GFPS.
4. All school heads are requested to bring the following as requirement in the conduct of the training:
 - a. Approved AIP for FY 2025
 - b. Laptop & Extension cord
5. Travel expenses incurred by the participants for this orientation shall be charged to the school’s MOOE funds, while snacks for the participants shall be charged to the Division's GAD funds, subject to the usual accounting and auditing rules and regulations.
6. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such services on account of age, school, gender, civil status, disability, religion, or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
7. Immediate and wide dissemination of this Memorandum is desired.


DANNIE CLARK M. UGUIL, CESE
Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent




Enclosure : As stated
Reference :
Allotment : N/A
No. of Pages:
To be indicated in the **Perpetual Index** under the following subjects:
GAD

FN: JPB

