



Republic of the Philippines  
**Department of Education**  
 Negros Island Region  
**SCHOOLS DIVISION OF SAGAY CITY**

**DIVISION MEMORANDUM**

No. 607, s. 2025

OCT 03 2025

**SUBMISSION OF GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET FOR FY 2026 AND GAD ACCOMPLISHMENT REPORT FOR FY 2025**

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

1. In compliance with DepEd Order No. 63, s. 2012, titled Guidelines on the Preparation of Gender and Development (GAD) Plans, Utilization of GAD Budgets, and Submission of Accomplishment Reports, this Office hereby announces the schedule and outlines the terms of reference for the **Submission of the GAD Plan and Budget (GPB) for Fiscal Year (FY) 2026 and GAD Accomplishment Report (GAR) for FY 2025** to wit:

a. Schedule of Submission:

Document	Deadline of Submission	Mode of Submission	Responsible Office & Person
GAD Plan and Budget (GPB) for FY 2026	On or before October 10, 2025	a. Printed Copy to be submitted to the Division Records Office	All schools/ School Heads
GAD Plan and Budget (GPB) for FY 2026	On or before December 5, 2025	a. Printed Copy to be submitted to the Division Records Office  b. Digital copy to be submitted on this link <a href="https://tinyurl.com/AccomReportGAD2025">https://tinyurl.com/AccomReportGAD2025</a>	All schools/ Administrative Officer and School Head

b. Late submissions will not be accommodated unless a valid justification is provided and approved by this Office.

2. To ensure consistency, accuracy, and alignment with national guidelines, all School GAD Focal Point Systems (SGFPS) are directed to observe the following terms in preparing and submitting their GAD documents:

a. Format and Template

- a. Use the prescribed GPB and GAR templates enclosed in this memorandum.
- b. Ensure that the documents are duly signed by the authorized approving official.

b. Alignment with Agency Programs

- a. GAD programs, projects, and activities (PPAs) must be aligned with the School Improvement Plan (SIP), Annual Implementation Plan (AIP), and the agency's overall strategic priorities.
- b. Ensure the following are integrated in your GPB, the following GAD-related observance in accordance with DepEd Order No. 32, s. 2017:
  - Women's Month – March
  - LGBT Pride Month – June
  - Peace Education Month – September
  - Children's Month – November
  - 18-Day Campaign to End Violence Against Women (VAW) – November 25 to December 12





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c. Utilization of GAD Budget

- a. The allocation and utilization of GAD funds must comply with the 5% minimum requirement based on the school's total annual budget, as mandated by relevant government issuances.
- b. Expenditures for activities such as physical, mental, and health fitness equipment purchase, recreation, religious and cultural projects, study tours, Christmas and year-end celebrations, etc., are not allowed unless they are clearly justified as addressing specific gender issues (DepEd Order No. 63, s. 2012 Sec. 5, b.3).

3. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.

4. Immediate dissemination and strict compliance with this Memorandum are desired.

**DANNIE CLARK M. UGUIL**

Assistant School Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent



Enclosure : as stated  
Reference : as stated  
Allotment : N/A  
No. of Pages : 2

To be indicate in the **Perpetual Index** under the following subjects:  
**SGOD GAD**







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ANNUAL GENDER AND DEVELOPMENT (GAD) ACCOMPLISHMENT REPORT FY 2025

School: _____										
Annual MOOE Budget Allocation: _____										
Annual MOOE GAD Allocation: _____										
Gender Issue/GAD Mandate (1)	Cause of Gender Issue (2)	GAD Result Statement GAD/Objective (3)	Relevant Agency MFO/PPA (4)	GAD Activity (5)	Output Performance Indicators and Target (6)	ACTUAL RESULTS (outputs and outcomes) (6)	Total Agency Approved Budget (8)	Actual Cost or GAD Expenditure (9)	Variance of Remarks (10)	
<b>A. CLIENT-FOCUSED ACTIVITIES</b>										
<b>Total (A) Sub total</b>							0.00	0.00	0.00	
<b>B. ORGANIZATION-FOCUSED ACTIVITIES</b>										
<b>Total (B) Sub total</b>										
<b>Total A&amp;B</b>										
<b>C. Attributed Programs</b>										
Title of the Training	HGHC PIMME/FIMME Score	Total Budget of the Training	% of Attribution	GAD Attributed Program/Project Cost or GAD Expenditure						
<b>Total C Sub total</b>										
<b>GRAND TOTAL (A+B+C)</b>										
Prepared by: _____ AO	Noted: _____ PSDS	Reviewed by: _____ <b>JOSETTE P. BALANDRA, PhD</b> Education Program Supervisor-SGOD/ Division GAD Focal	Recommending Approval: _____ <b>MARK ANTHONY J. TAN, PhD</b> OIC-Asst. Schools Division Superintendent	Approved: _____ <b>DANNIE CLARK M. UGUIL</b> OIC-Schools Division Superintendent						
School Head _____										

