



Republic of the Philippines  
Department of Education

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

SEP 16 2024

**MEMORANDUM**

**SCHOOL GENDER AND DEVELOPMENT ACTIVITIES**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum and Implementation Division  
OIC-Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
All Others Concerned

1. Pursuant to the implementation of DepEd Order No. 32, s. 2017 titled, "Gender-Responsive Basic Education Policy and 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 reminds the field of the requirements for the conduct of GAD activities.
2. Schools are advised to strictly comply with the requirements and observe deadlines set by this Office to facilitate approval of requests to conduct GAD activities.
3. Please see the enclosed requirements and important reminders, for reference.
4. For information, guidance, and compliance.

  
**VIOLETA M. GONZALES**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Enclosure: As stated  
References: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

**POLICY PROGRAMS**

CTCC /DM/ SCHOOL GENDER AND DEVELOPMENT ACTIVITIES

**337** / 09/12/2024

UN-2024-337

337



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
8805-9935, 8805-9940  
[sdo.muntinlupa@gmail.com](mailto:sdo.muntinlupa@gmail.com)  
[deped-muntinlupa.com](http://deped-muntinlupa.com)

Enclosure 1

REQUIREMENTS FOR GENDER AND DEVELOPMENT (GAD)  
LEARNING AND DEVELOPMENT PROPOSAL

1. Indorsement Letter (1st Endorsement signed by SDS- to be prepared by the Division GAD Focal Person upon proponent's submission of complete documentary requirements
2. Request Letter for the conduct of GAD Training
3. Learning and Development Proposal following ISO compliant templates (may be downloaded from <https://tinuyurl.com/LandDforms>)
4. GAD Plan and Budget (GPB) following the Philippine Commission on Women (PCW) approved template. The signatories are:
  - Prepared by: School GAD Focal Person (School Head)
  - Recommending Approval: Division GAD Focal Person
  - Approved: Schools Division Superintendent
5. Travel Order (with the name and position of participants)
  - For training within the region, the approving authority is the SDS, for outside the region, the approving authority is the Regional Director.
6. Consent to attend the GAD Training (duly signed by the participants and noted by the School Head)

Enclosure 2

GAD ACTIVITY REMINDERS

1. Topics should be realistic/attainable, e.g.:

- Gender-based Violence
- HIV/AIDS Prevention
- Laws/Mandates on Women Empowerment
- Gender Sensitivity Training/Gender Mainstreaming
- Gender Analysis Tools (GMEF, HGDG)

2. Team-building activities/field trips should not be spelled out in the training matrix.

3. Resource Speaker should be subject matter experts.

4. L&D proposal should be aligned with GPB.

5. Side trips should not be included in the training matrix.

6. Submit Accomplishment Report (following the ISO-compliant L&D templates) with photos not later than ten (10) calendar days completion of the training.

7. Participants shall exercise utmost care, prudence and responsibility in the conduct of the GAD Training.

8. Training proposals should be submitted to the SDO at least ten (10) working days prior to the actual date of the training.