



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 26 2025

MEMORANDUM

**CONDUCT OF WORDS THAT WORK: AN INCLUSIVE GENDER FAIR
LANGUAGE WORKSHOP FOR SDO MUNTINLUPA**

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

1. In line with the commitment of the Division Gender and Development to the implementation of Gender and Development Mainstreaming, this Office announces the conduct of the said activity **on July 3 and 4, 2025, at Nagcarlan Forest Resort, Barangay Silangan, Napapatid, Nagcarlan, Laguna.**
2. The activity aims to provide information and guidance on the use of Gender Fair Language in communications at the workplace, discuss status on the Division Implementation of Gender and Development Project Programs and Activities (PPAs) and update the SDO Data containing the sex-disaggregated data of SDO personnel that shall serve as basis of identifying and addressing the perennial gender issues and gaps in the Division.
3. In this view, the participants are authorized to attend the two-day seminar Likewise, enclosed are the list of participants, program matrix and Program Management Team, for reference.
4. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES

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

Enclosure: None
References: None
To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

CTCC/ DM/ CONDUCT OF WORDS THAT WORK: AN INCLUSIVE GENDER FAIR LANGUAGE WORKSHOP FOR SDO
MUNTINLUPA

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Enclosure 1

**CONDUCT OF WORDS THAT WORK: AN INCLUSIVE GENDER FAIR LANGUAGE
WORKSHOP FOR SDO MUNTINLUPA**

July 3-4, 2025
8:00 a.m-5:00 p.m.
List of Participants

1	GONZALES, VIOLETA M.	41	AVILA, CLARISA C.
2	RICERO, LILIA A.	42	BENITO, REYNANTE L.
3	ABADIANO, WARREN L.	43	CLAMAÑA, VANESSA D.
4	AMISTOSO, VIRMA U.	44	COLLE, JOHN ALBERT B.
5	ANDOR, MARK ANTHONY E.	45	DELA ROSA, MA THERESA C.
6	BACHOCO, SHIELA ROSE H.	46	ENERLAS, EDISON C.
7	BILLONA, MICHELLE	47	EVANO, JAY BOY E.
8	BORJAL, MAY L.	48	FUNGO, ERIC F.
9	DACLES, JOMALENE B.	49	GALANG, LERMA L.
10	ESPANTO-REGACHO, ERNESS FAITH J.	50	GUTIERREZ, LEONIDA L.
11	ESPELETA, MYLEEN DEL V.	51	ILARDE, CECILIA A.
12	ESTILLER, NATHALEE D.	52	LORENZO, NERY ANN E.
13	FABONAN, MA. KATLEEN F.	53	LUNA, MARIEL EUGENE L.
14	FALLARME, RYAN B.	54	MALIGAYA, YALEDEGLER DC.
15	FRANCISCO, ANGELA M.	55	NAMIT, MA. MYRA E.
16	GABA, ZARAH JANE B.	56	OBLINADA, ARMIDA S.
17	HERNANDEZ, WENDY S.	57	PALCE, LILIOSA B.
18	IBATUAN, LIOBA D.	58	QUESADA, LAMBERT G.
19	LICERIO, MA ANA L.	59	SOLAYAO, MA. CARMEN D.
20	LUNA, JOICHE I.	60	TAGLE, ADA TRINIDAD A.
21	MALACAD, MARIA CRISTINA F.	61	URQUIA, GINA U.
22	MALAY, MAUREEN	62	OLARTE, MA. REGAELE A.
23	MANDIGAL, DUNN LUVIK C.	63	ARROYO, PHOEBE R.
24	MARQUEZ, MARIA VILMA A.	64	CLAUDEL, CECILIA TERESA C.
25	MEDINA, KARINA E.	65	DELA VEGA, CHRISTIAN PAUL A. (TWG)
26	NAVIA, MARIDETH M.	66	GUBALANE, ZOREN PEPITO L.
27	PAÑA, SHAREEN GAY A.	67	KONDO, EDUARDO L.
28	PARILLA, AIRA G.	68	NILO, JOSEPH D.
29	RALA, AIDENNEL SEVJUNAIDENNEL M.	69	ROMANO, IVY M.
30	RAYOS, IRIS M.	70	RONGAVILLA, CHELO D.
31	RELATO, ROMEO III E.	71	SICAM, ANDRES F.
32	RENDON, JOEYCOR J.	72	TAGAPAN, JERONE M.
33	RODILLA, LOURDES V.	73	TORRES, KING SOLIDINI J. (TWG)
34	SAMSON, DULCE B.	74	PAGADOR, MA. ROMMA S. (TWG)
35	SANTOS, LORIZATIE V.	75	AYUDTUD, MAY ANNE L.
36	VALDEZ, NOEMI A.	76	INDAP, MARIA TERESA S.
37	YLEN, JERICHO B.	77	LAVIN, MARIPAZ M.
38	MARMETO, FLORANTE C.	78	SUBIDA, MARICEL R.
39	AMAN, EVANGELINE M.	79	CALIT, ANNABEL Q.
40	ANDANZA, MARISSA M.	80	HERMOSO, VINCE FERNAND (RESOURCE SPEAKER)

Enclosure 2

Program Management Team		
Program Director	Dr. Violeta M. Gonzales OIC-Schools Division Superintendent	
Program Managers	Dr. Lilia A. Ricero OIC-Assistant Schools Division Superintendent	
	Dr. Florante C. Marmeto Chief Education Supervisor, CID	
	Ms. Ma. Regaele A. Olarte OIC-Chief Education Supervisor, SGOD	
Committee	In-charge	Tasks
Accommodation	Ms. Noemi A. Valdez Administrator Officer V Atty. Erness Faith Regacho-Espanto Attorney III, Division Legal Office	Secure and manage appropriate accommodation for all training participants, speakers, and organizers. Ensure a comfortable and conducive environment for the training program. Manage all accommodation-related logistics and communication.
Technical Support	Mr. Joseph D. Nilo Planning Officer III	Ensure technical aspects of the activity.
Transportation	Ms. Virma Amistoso Administrative V, Budget Office Ms. Karina Medina Administrative Officer IV, Accounting Unit Ms. Joiche Luna Administrative Officer IV, Supply Office	Facilitate the transportation services by ensuring the safety of boarding and offboarding of the participants to and from the venue
Attendance/Registration	Ms. Angela Francisco Administrative IV, HRMO Ms. Virma Amistoso Administrative V, Budget Office	Facilitate participants' registration before the activity.
Oversight and Program Coordinator	Dr. Christian Paul Dela Vega Senior Education Program Specialist Ms. Cecilia Teresa C. Claudel, EPSII SDO GAD Coordinator/Focal Person	Oversee program flow of the event and check committee tasks based on the activity matrix.
Secretariat	Ms. Ivy M. Romano Senior Education Program Specialist II, HRD Dr. Zoren Pepito L. Gubalane Senior Education Program Specialist, M&E Ms. Chelo D. Rongavilla Education Program Specialist II, M&E	Develop and distribute pre-training materials. Establish communication channels for participants. Collect and compile feedback from participants. Prepare training reports and documentation. Support the distribution of certificates or other acknowledgements. Maintain records of the training program.
Food, Health and Safety	Ms. Ma. Teresa S. Indap Nurse II, SHN Ms. Maripaz M. Lavin Nurse II, SHN	Ensure implementation of minimum public health standards in the entire duration of event. Ensure quality, clean preparation and serving of food for the participants.

Enclosure 3

Program Matrix

DAY 1 Date and Time	Activities	Person In-Charge
July 3		
8:00 – 8:30 am	Registration	PMT
8:30 – 9:30 am	Preliminaries Acknowledgement of Participants	PMT
	Statement of Purpose	Ms. Cecilia Teresa C. Claudel Division GAD Focal
	Message	Dr. Violeta M. Gonzales OIC-SDS
9:30 – 11:30 am	Lecture Proper:	Mr. Fernand Vince Hermoso Gender Advocate University of the Philippines Visayas Resource Speaker
11:30 am – 12:00 nn	Open Discussion on Critical Issues on the Use of Appropriate Language in a Workplace	PMT
12:00 nn – 1:00 pm	Lunch	
1:00 -1:30 pm	Video Analysis	Mr. Fernand Vince Hermoso Gender Advocate University of the Philippines Visayas Resource Speaker
1:30 – 4:30 pm	Workshop <ul style="list-style-type: none"> • Personal Stories • Writing Blog Post • Creating a Public Service Announcement 	
4:30 – 5:00 pm	Presentation of Outputs Group Work	Group Team Lead
Day 2 Date and Time	Activities	In-Charge
July 4		
8:00 – 8:30 am	Attendance	
8:30 – 9:00 am	MOL	TWG
9:00 – 12:00 am	Group Activity	SDO Facilitator
12:00 nn – 1:00 pm	Lunch	
1:00 -4:00 pm	Division Implementation of Gender and Development Project Programs and Activities (PPAs) Updating the SDO Data Containing the Sex-disaggregated Data of SDO Personnel	Ms. Cecilia Teresa C. Claudel SDO GAD Focal/EPS II, SMN
4:00 – 5:00 pm	Closing Program	PMT
HOME SWEET HOME		