



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION  
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division  
 Superintendent**

SEP 09 2025

**MEMORANDUM  
 No. 451, 2025**

**SUBMISSION OF GAD PPAS BUDGET BREAKDOWN AND PS ATTRIBUTION FOR  
 FY 2026 GAD PLAN AND BUDGET PREPARATION**

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

1. Attached is Regional Memorandum No. 775 s. 2025, dated August 20, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.

2. All School Gender and Development focal persons are directed to submit the required document not later than **September 10, 2025**, through the following links:

Documents	Link
2026 GPB PPAs	<a href="https://tinyurl.com/SDO-GAD-PPAs">https://tinyurl.com/SDO-GAD-PPAs</a>
2026 Personnel Services and Attribution	<a href="https://tinyurl.com/PPA-PS">https://tinyurl.com/PPA-PS</a>

3. Likewise, all SDO Muntinlupa project owners are advised to submit the personnel services amount to Ms. Cecilia Teresa C. Claudel, SDO GAD focal person at SDO GAD Hub and Communication, on the said date.

4. For information and strict compliance.

**VIOLETA M. GONZALES, CESO VI**  
 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:

PROGRAMS      EDUCATION

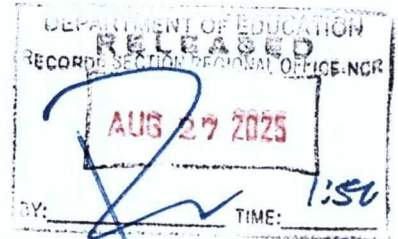
CTCC / SUBMISSION OF GAD PPAS BUDGET BREAKDOWN AND PS ATTRIBUTION FOR FY 2026 GAD PLAN AND BUDGET PREPARATION

451 / 09/4/2025

477



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION




August 20, 2025

**REGIONAL MEMORANDUM**


No. 775 s. 2025

**To:** Schools Division Superintendents  
GAD Focal Point System  
All Others Concerned

Received by:   
IRIS M. RAYOS  
SDO Muntinlupa (Records Unit)

8/27/25 4:30pm

**SUBMISSION OF GAD PPAS BUDGET BREAKDOWN AND PS ATTRIBUTION  
FOR FY 2026 GAD PLAN AND BUDGET PREPARATION**

1. In adherence to PCW Memorandum Circular No. 2025-06 relative to the preparation of FY 2026 Gender and Development (GAD) Plans and Budget, the field is hereby instructed to prepare their respective **GAD PPA budget breakdown with its corresponding Personnel Services (PS)** attribution computation for FY 2026 on or before **September 12, 2025**.
2. Submission of consolidated budget breakdown and PS computation shall be made both in soft and hard copies. **Templates and scanned copies of the approve budget breakdown may be found and uploaded through this link or QR code:**  
<https://tinyurl.com/GAD-Tools>  

3. A list of proposed GAD PPAs for FY 2026 is enclosed, from which SDOs and schools can choose or integrate activities that align with their specific needs. If an SDO or school has a planned activity not included in the list, a justification letter with supporting data must be attached to the budget breakdown, demonstrating the emerging need for the activity.
4. To support the implementation of GAD PPAs, SDO GAD focal persons are invited to a learning engagement session on **August 29, 2025**, from **9:00 AM to 4:00 PM** at the **Continuous Improvement (CI) Hub and GAD Center, DepEd NCR New Building**. Attendance is a must for newly designated GAD focal persons (2024-present), as this session will also serve as their onboarding activity.
5. For further clarifications and inquiries, you may coordinate with **Dr. Rhea B. Eden** at [rhea.eden@deped.gov.ph](mailto:rhea.eden@deped.gov.ph).
6. Immediate dissemination of this Memorandum is directed.

**JOCELYN DR ANDAYA**

Regional Director, NCR  
concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations



6 Misamis St., Bago Bantay, Quezon City  
Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: <http://www.depedncr.com.ph>



Certificate No. P1P QMS  
24 83 0133



Republic of the Philippines  
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Enclosure 1: **GAD MENU OF ACTIVITIES FOR 2026**

<b>CLIENT-FOCUSED ACTIVITIES</b>
Establish and maintain lactation stations in schools and offices
Establish GAD database containing gender statistics and sex-disaggregated data
Enhance lodging facilities (NEAP)
Conduct of training for GAD Plan and Budget for Asset Management Personnel
Orientation of the publisher's Development Team about Article V of D.O 32 s. of 2017 particularly in the use of gender-fair language and illustrations/images
Conduct of GAD-related research, annual GAD research forum or publication of GAD-related research
Develop and disseminate gender-responsive career guidance materials that promote diverse career paths for all genders. Encourage private schools to offer and promote non-traditional courses/electives for both boys and girls.
<b>ORGANIZATION-FOCUSED ACTIVITIES</b>
Conduct of GAD Agenda policy orientation to all GFPS members across governance levels
Conduct of National Women's Month Celebration
Conduct of the Pride Month Celebration
Conduct series of Capacity Building on the Establishment of Guidelines and Procedures on the Establishment of GFPS at the CO, ROs, SDOs and School Level
Capacity-building activities on SOGIESC
18-Day Campaign to End Violence Against Women
Conduct of Inter-region GMEF validation
Conduct preparatory meeting with GAD central and regional focals on submission of GAD AR and MOVs
Awarding and recognition of GAD efforts of CO, ROs, SDOs and school
Conduct training of trainers on potential GAD Experts, Trainers per CO ROs, and SDOs
Conduct of training on SDD Gender Analysis
Participation to the GAD mandated celebrations
Dissemination of the Memo on the Tagging of the GAD-related programs
Meeting of Budget Officers in-charge of the P/A/P's of GAD related activities that will be included in the ledger of BMS for tagging
Conduct of writeshop on the development of GAD IEC materials on the protection of women from harassment in the workplace
Editing and finalization workshop of the content of brochure on the protection of women from harassment in the workplace
Procurement of printing and delivery of GAD brochures on the protection of women from harassment in the workplace
Monitoring of day-to-day operations of the Child-minding center
Monitoring of Lactation station operations
Conduct of roll-out sessions (3 batches) on the amended DepEd Order No. 49, s. 2006, highlighting key changes in the procedures for handling administrative complaints and disciplinary cases, including but not limited to gender-related sexual harassment.



6 Misamis St., Bago Bantay, Quezon City  
Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: <http://www.depedncr.com.ph>



Certificate No. PHP QMS  
24 53 0193



Republic of the Philippines  
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NATIONAL CAPITAL REGION

National Training on the Conduct of Formal Investigation and Disposition of Administrative Cases, Batch 4

Conduct of Gender Sensitivity Training for Security Officers and GSD personnel

Policy Review for GAD-Related Policies

Research Forum for Developing GAD-Responsive Policies

**Capacity Building and Training**

1. Conduct gender sensitivity training for project teams and stakeholders.
2. Develop workshops on mainstreaming gender in project planning and implementation.

Community Engagement and Advocacy

- 3 Launch awareness campaigns on gender rights and inclusion in development program and project design.
4. Facilitate dialogues between communities and project managers and project focals on gender-related concerns.

**Policy, Program. and Development**

5. Conduct assessments to ensure programs align with the Magna Carta of Women and other GAD policies.
6. Develop tools to measure the impact of gender-sensitive programs.
7. Strengthen integration of GAD principles in procurement and resource allocation.

**Monitoring and Evaluation**

8. Implement a GAD scorecard to evaluate gender mainstreaming efforts in projects.
9. Set up feedback mechanisms for beneficiaries to report gender-related concerns.
10. Publish annual GAD performance reports to enhance transparency and accountability.

Conduct of activities that promotes gender-responsive infrastructure and facilities



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Enclosure 2: **Learning Engagement Indicative Program of Activities**

<b>TIME</b>	<b>ACTIVITIES</b>	<b>IN CHARGE/RESOURCE PERSON</b>
8:30AM -9:00 AM	<b>Call Time and Arrival</b>	
9:00 AM-9:30 AM	<b>PRELIMINARIES</b>	
	-Nationalistic Song -Prayer -NQMS -Acknowledgement of Participants -Message & Statement of Purpose	<b>PMT</b>  <b>Hajji R. Palmero</b> CES, HRDD-NEAP
9:30am-11:00 am	Presentation and accomplishment of Budget Breakdown Template	<b>Rhea Eden</b>
<b>HEALTH BREAK</b>		
11:00am-12:00nn	Presentation and accomplishment of PS attribution Template	<b>Rhea Eden</b>
<b>LUNCH BREAK</b>		
1:00pm-2:30pm	Orientation on GMEF Tool	<b>Sunny T. Cortes</b> <i>SDO Marikina</i>
<b>HEALTH BREAK</b>		
2:30pm-3:30pm	<b>Pre-Screening of Anti Bullying Advocacy Materials</b>	<b>SDO GAD Focals Batch</b>
3:30pm-4:00pm	Updates and Q & A	<b>Rhea Eden</b>



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