



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM
No. 622, s. 2025

**GUIDELINES ON THE COLLECTION AND MANAGEMENT OF SEX
DISAGGREGATED DATA (SDD) AND THE CONDUCT OF GENDER
ANALYSIS (GA) FOR MULTI-YEAR GAD PLANNING AND BUDGETING**

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

1. Attached is Regional Memorandum No. 1026, s. 2025, dated October 28, 2025, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. Particular attention is invited to the attached enclosure, for reference.
3. Immediate and wide dissemination of this Memorandum is desired.


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:

POLICY GUIDELINES

CTCC/ DM/ GUIDELINES ON THE COLLECTION AND MANAGEMENT OF SEX DISAGGREGATED DATA (SDD) AND THE CONDUCT
OF GENDER ANALYSIS (GA) FOR MULTI-YEAR GAD PLANNING AND BUDGETING
622 December 1, 2025

NUM-2025-622



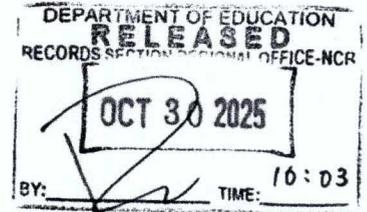
Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



October 28, 2025

REGIONAL MEMORANDUM
No. 1026 s. 2025

To: Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

RECEIVED BY: [Signature] 11/03/25 • 8:00am
MARLON A. SALONGA
SDO-MUNTINLUPA (RECORDS UNIT)

GUIDELINES ON THE COLLECTION AND MANAGEMENT OF SEX-DISAGGREGATED DATA (SDD) AND THE CONDUCT OF GENDER ANALYSIS (GA) FOR MULTI-YEAR GAD PLANNING AND BUDGETING

1. In line with our commitment to institutionalize gender-responsive governance and ensure evidence-based planning, this Office is pleased to disseminate the official **Guidelines for the Collection and Management of Sex-Disaggregated Data and the Conduct of Gender Analysis as a Basis for Multi-Year GAD Planning, Budgeting, and Related Activities.**
2. These guidelines serve as a foundational tool to:
 - Institutionalize the collection, management, and utilization of Sex-Disaggregated Data in the National Capital Region;
 - Standardize the conduct of Gender Analysis using prescribed tools (e.g., Harmonized GAD Guidelines, Gender Mainstreaming Evaluation Framework or GMEF);
 - Ensure that SDD and GA outputs directly inform the formulation of Multi-Year GAD Plans and Budgets;
 - Strengthen accountability and documentation mechanisms for GAD-related activities.
3. The generation and utilization of SDD and the conduct of GA are indispensable in identifying gender gaps, assessing differential needs, and formulating responsive GAD programs. As such, these processes are not optional but are integral and mandatory components of evidence-based GAD planning and budgeting. Institutionalizing these mechanisms ensures that GAD interventions are grounded in data, aligned with actual gender issues, and compliant with national mandates.
4. Please find the enclosed guidelines for reference.
5. All concerned units are enjoined to review the document thoroughly and ensure its application in ongoing and future GAD-related activities. Designated GAD Focal Persons are expected to lead the orientation and capacity-building efforts within their respective divisions.



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Website: <http://www.depedncr.com.ph>



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6. For queries or technical assistance, you may coordinate with the Regional GAD Secretariat through hrdd.ncr@deped.gov.ph, attention to Dr. Rhea B. Eden, Regional GAD Focal Person, or refer to the following link for guidance: <https://tinyurl.com/6a8hj8tz>

7. This Memorandum takes immediate effect and shall be disseminated to all concerned units. Compliance shall be monitored as part of the Regional Office's GAD performance evaluation. Let us continue to champion data-driven, inclusive, and transformative practices in support of our shared mission for gender equality and holistic development.

8. For guidance and strict compliance.


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



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NATIONAL CAPITAL REGION

Enclosure: Guidelines on the Collection and Management of Sex-Disaggregated Data and the Conduct of Gender Analysis for Multi-Year GAD Planning and Budgeting

I. Collection and Management of Sex-Disaggregated Data (SDD)

1. All Schools Division Offices (SDOs) and schools shall ensure the **regular collection of SDD across key indicators** (e.g., enrollment, participation, performance, access to facilities, incidence of violence, leadership roles, etc.).
2. Data shall be encoded, stored, and updated using secure and standardized formats aligned with DepEd's Enhanced Basic Education Information System (EBEIS) and other relevant platforms.
3. SDD shall be analyzed annually and submitted as part of the GAD Accomplishment Report and Planning Documents.

II. Conduct of Gender Analysis (GA)

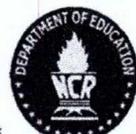
1. GA shall be conducted at the school and division levels using tools such as the Harmonized Gender and Development Guidelines (HGDG) and Gender Mainstreaming Evaluation Framework (GMEF).
2. GA shall be **participatory, involving key stakeholders including learners, teachers, parents, and community representatives**.
3. Results of GA shall be documented and used to identify priority gender issues and inform the design of GAD programs and interventions.

III. Integration into Multi-Year GAD Planning and Budgeting

1. SDD and GA results shall serve as the primary evidence base for the formulation of Multi-Year GAD Plans and Budgets.
2. All GAD PPAs (Programs, Projects, and Activities) must be traceable to identified gender issues supported by data.
3. Budget proposals shall reflect the prioritization of gender-responsive interventions and be aligned with the GAD Agenda.

IV. Monitoring, Evaluation, and Reporting

1. SDOs shall monitor the compliance of schools in implementing these guidelines and provide technical assistance as needed.
2. The Regional GAD Focal Point System (GFPS) shall consolidate reports and assess the effectiveness of SDD and GA integration.
3. Annual GAD Accomplishment Reports shall include a section on SDD utilization and GA outcomes.



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