



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

Office of the Schools Division
Superintendent

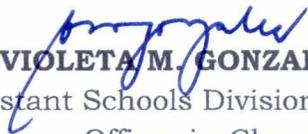
MAR 19 2026

MEMORANDUM

PREPARATION AND SUBMISSION OF FISCAL YEAR (FY) 2025 GENDER AND DEVELOPMENT (GAD) ACCOMPLISHMENT REPORT (AR)

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. In accordance with the PCW Memorandum Circular No. 2025-09, titled "Submission of FY 2025 Gender and Development (GAD) Accomplishment Report (AR)", all schools are enjoined to submit their GAD AR on March 23, 2026.
2. Please see attached Memorandum DM-OUHRODI-2026-0599, titled "Preparation and Submission of the FY 2025 GAD Accomplishment Report", dated February 7, 2026, for reference. Likewise, see the attached enclosure for the appropriate template for the said report.
3. 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 POLICY

CTCC / DM/ PREPARATION AND SUBMISSION OF FISCAL YEAR (FY) 2025 GENDER AND DEVELOPMENT (GAD) ACCOMPLISHMENT REPORT (AR)

138 / 03/18/2026

UN-2026-138



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

BB



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT, AND INFRASTRUCTURE

MEMORANDUM DM-OUHRODI-2026-0599

FOR : **Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned**

ATTN : **GAD Focal Persons in the Central, Regional, Schools Division
Offices, and Schools**

FROM : **WILFREDO E. CABRAL**
Undersecretary for Human Resource and
Organizational Development and Infrastructure

SUBJECT : **PREPARATION AND SUBMISSION OF THE FY 2025 GAD
ACCOMPLISHMENT REPORT**

DATE : 27 February 2026

1. Pursuant to Section 36 of Republic Act No. 9710 or the Magna Carta of Women, the utilization and outcome of the GAD budget shall be annually monitored and evaluated. As such, all line departments, constitutional bodies, judicial and legislative bodies, attached agencies/bureaus, other executive offices (OEOs), and government-owned and/or controlled corporations (GOCCs) shall submit their consolidated FY 2025 GAD Accomplishment Reports (ARs) to the Philippine Commission on Women (PCW).
2. In accordance with PCW Memorandum Circular No. 2025-09, titled "Submission of FY 2025 Gender and Development (GAD) Accomplishment Report (AR)," the deadline for submission of the GAD AR is 18 February 2026, through the Gender Mainstreaming Monitoring System (GMMS).
3. For the Department of Education (DepEd), the **deadline has been extended until March 10, 2026**, following the Department's appeal as reflected in its request letter (**Annex A**).
4. In this regard, all central, regional, schools division, and school GAD focal persons are directed to prepare and submit their respective offices' FY 2025



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

Doc. Ref. Code	CO-OUHROD-F002	Rev	00
Effectivity	03 23 23	Page	1 of 3



GAD ARs, together with the required means of verification (MOVs). All concerned offices shall ensure that the GAD programs/projects/activities (PPAs) indicated in the AR are consistent with the contents of the FY 2025 GAD Plan and Budget (GPB).

5. As a general rule, **Regional GAD Focal Persons**, who are responsible for consolidating the submissions of SDOs and schools, shall ensure that all proofs of accomplishments/MOVs are strictly aligned with the plans identified in the submitted FY 2025 GPB. Should there be programs, projects, or activities (PPAs) implemented but not originally included in the plan or not falling under any identified entry, these may still be submitted, as it is understood that such interventions were undertaken to address emerging gender issues within their respective jurisdictions.
6. On matters related to the attribution of DepEd programs, all concerned **Program Owners in the Central Office** are advised to refer to the guidelines set by PCW, as follows:

“1.10 To attribute the expenditure of a major agency program/project to GAD in the FY 2025 GAD AR, agencies shall accomplish the Harmonized Gender and Development Guidelines (HGDG) Project Implementation and Management, and Monitoring and Evaluation (PIMME) checklist (HGDG Boxes 16 & 17) or the Facility Implementation, Management, and Monitoring and Evaluation (FIMME) checklist (HGDG Box F2), whichever is applicable, to assess the gender-responsiveness of the program/project implementation.

1.10.1 In accomplishing the HGDG PIMME/FIMME checklist, agencies shall provide clear justification in the Remarks/Comments column for each indicator answered “Yes” or “Partly Yes,” and attach the corresponding means of verification (MOV) to support validation of the HGDG score.

1.10.4 The HGDG assessment score shall serve as the basis for determining the actual cost/expenditure that can be attributed to GAD and reflected in the GAD AR. The percentage score of the program/project in the HGDG PIMME/FIMME assessment shall correspond to the percentage of the actual expenditure (not the budget) of the agency’s major program/project that may be attributed to GAD, provided that programs/projects with HGDG PIMME/FIMME scores below 4.0 shall not be eligible for attribution.”

xxx

7. In accomplishing the FY 2025 GAR, both the PDF and Excel versions of the 2025 GPB shall be provided by the National GAD Secretariat. **Regional GAD Focal Persons** are requested to accomplish only the portions highlighted in yellow, specifically the sections on “ACTUAL ACTIVITIES CONDUCTED,” (Column G) “ACTUAL COST/EXPENDITURE,” (Column J), and refer to “RESPONSIBLE UNIT/OFFICE” for proper reference. This is to ensure that the initial entries submitted to PCW through GMMS remain intact and unchanged.



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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8. Copies of relevant documents may be accessed through this link: <https://tinyurl.com/2025DEPEDGAR>. In the same folder, corresponding MOVs shall be uploaded in their designated subfolders. Upon completion, the RO GAD Focal Persons are requested to submit their accomplished FY 2025 GAR in both Excel and PDF formats to the National GAD Secretariat for further review and consolidation. For ease of reference, kindly follow the prescribed file-naming, as shown in the examples below:

- “FY 2025 GADAR_RegionX”
- “HGDGCheckProgram_EWD2025”

9. The deadline for the submission of accomplished GAD ARs is on **March 09, 2026 (Monday), not later than 3:00 p.m.** This will allow the GAD Secretariat sufficient time to review and consolidate the submissions from all concerned offices prior to the deadline set by PCW.

10. To guide the **Regional and SDO GAD Focal Persons** in accomplishing the FY 2025 GAR, an online meeting shall be conducted for this purpose, with the following details below:

Date: **March 05, 2026**
Time: **10 a.m. to 12 p.m.**
Platform: **MS Teams**
Link: **<https://tinyurl.com/GAR-2025-Meeting-ROs>**

11. All expenses incurred in relation to the conduct of activities necessary for the accomplishment of FY 2025 GAD AR may be charged against the respective office’s Gender and Development (GAD) Budget, following existing procurement, accounting, auditing, and financial regulations. Likewise, the same may be included in their respective GAD Accomplishment Reports.

12. For questions or clarifications, please contact the Bureau of Human Resource and Organizational Development – Employee Welfare Division (BHROD-EWD) through **Ms. Maan Botardo** via Viber at +639208385793 or email at gfps.secretariat@deped.gov.ph

13. Immediate dissemination of and compliance with this Memorandum is hereby directed.

Copy furnished:

OFFICE OF THE SECRETARY
osec@deped.gov.ph



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
Telephone Nos.: (+632) 86337206, (+632) 86318494
Email Address: usec:hrod@deped.gov.ph | Website: www.deped.gov.ph

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Effectivity	03.23.23	Page	3 of 3



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Fw: [DM-OUHRODI-2026-0599]_Preparation and Submission of the FY 2025 GAD Accomplishment Report

From DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>

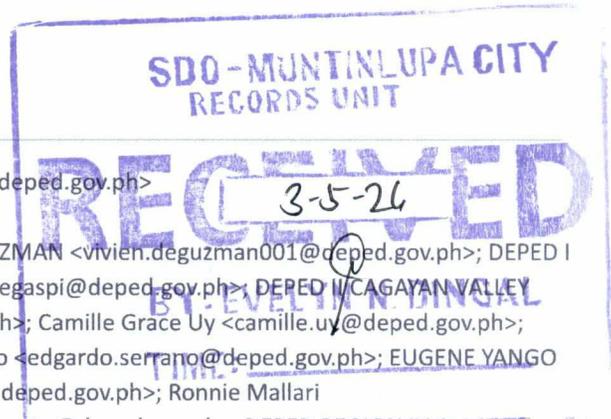
Date Wed 3/4/2026 3:53 PM

To HRDD NCR <hrdd.ncr@deped.gov.ph>; Jocelyn Andaya <jocelyn.andaya005@deped.gov.ph>; Rhea Eden <rhea.eden@deped.gov.ph>

Cc SDO VALENZUELA <sdovalenzuela@deped.gov.ph>; SCHOOLS DIVISION OFFICE QUEZON CITY <sdo.quezoncity@deped.gov.ph>; DEPED MANILA <sdo.manila@deped.gov.ph>; SDO MARIKINA <sdo.marikina@deped.gov.ph>; SDO MANDALUYONG <sdo.mandaluyong@deped.gov.ph>; OSDS PASIG CITY <osds.sdopasigcity@deped.gov.ph>; DEPED NAVOTAS CITY <navotas.city@deped.gov.ph>; DEPED MALABON CITY <malabon.city@deped.gov.ph>; DEPED MAKATI CITY <makati.city@deped.gov.ph>; DEPED LAS PINAS CITY <laspinas.city@deped.gov.ph>; DEPED PASAY CITY <deped.pasay@deped.gov.ph>; DEPED CALOOCAN CITY <caloocan.city@deped.gov.ph>; SCHOOLS DIVISION OFFICE SAN JUAN CITY <sdosanjuancity@deped.gov.ph>; SDO MUNTINLUPA <sdo.muntinlupa@deped.gov.ph>; DEPED PARANAQUE <deped.paranaque@deped.gov.ph>; SDO TAPAT <sdo.tapat@deped.gov.ph>

2 attachments (11 MB)

Annex A_Request for Extension of Submission of DepEd FY 2025 GAD Accomplishment Report.pdf; [DM-OUHRODI-2026-0599]_Preparation and Submission of the FY 2025 GAD Accomplishment Report (1).pdf;



From: Gender and Development Focal Point System <gfps.secretariat@deped.gov.ph>

Sent: Wednesday, March 4, 2026 11:57 AM

To: Tolentino Aquino <tolentino.aquino@deped.gov.ph>; VIVIEN DE GUZMAN <vivien.deguzman001@deped.gov.ph>; DEPED I ILOCOS REGION <region1@deped.gov.ph>; Ritchelle Legaspi <ritchelle.legaspi@deped.gov.ph>; DEPED II CAGAYAN VALLEY <region2@deped.gov.ph>; DAISY DORAL <daisy.doral001@deped.gov.ph>; Camille Grace Uy <camille.uy@deped.gov.ph>; Benjamin Paragas <benjamin.paragas@deped.gov.ph>; Edgardo Serrano <edgardo.serrano@deped.gov.ph>; EUGENE YANGO <eugene.yango@deped.gov.ph>; DEPED III CENTRAL LUZON <region3@deped.gov.ph>; Ronnie Mallari <ronnie.mallari@deped.gov.ph>; Colleen Marhey Lacuesta <colleen.lacuesta@deped.gov.ph>; DEPED REGION IV-A CALABARZON <region4a@deped.gov.ph>; Nadina Gaton <nadina.gaton@deped.gov.ph>; Alberto Escobarte <alberto.escobarte@deped.gov.ph>; Eric Tenoso <eric.tenoso001@deped.gov.ph>; MIMAROPA REGION <mimaropa.region@deped.gov.ph>; Nicolas Capulong <nicolas.capulong@deped.gov.ph>; DEPED V BICOL REGION <region5@deped.gov.ph>; Gilbert Sadsad <gilbert.sadsad@deped.gov.ph>; DepEd VI Western Visayas <region6@deped.gov.ph>; Cristito Eco <crsitito.eco001@deped.gov.ph>; Joven Madera <joven.madera@deped.gov.ph>; REYNALDO ANTO <reynaldo.anto001@deped.gov.ph>; Salustiano Jimenez <salustiano.jimenez@deped.gov.ph>; DepEd Region VII Central Visayas <region7@deped.gov.ph>; Bebece O. Gentilezo <bebece.gentilezo@deped.gov.ph>; Ramir Uytico <ramir.uytico@deped.gov.ph>; Negros Island Region (NIR) <nir@deped.gov.ph>; Ronelo Al Firmo <ronelo.firmo@deped.gov.ph>; MARILYN TRINIDAD <marilyn_trinidad@deped.gov.ph>; Rowena Vacal <rowena.vacal@deped.gov.ph>; REGION VIII EASTERN VISAYAS <region8@deped.gov.ph>; Rizanor Albarico <rizanor.albarico001@deped.gov.ph>; DEPED IX ZAMBOANGA PENINSULA <region9@deped.gov.ph>; Ruth Fuentes <ruth.fuentes@deped.gov.ph>; ELVIE CASERA <elvie.casera@deped.gov.ph>; DEPED X NORTHERN MINDANAO <region10@deped.gov.ph>; Arturo Bayocot <arturo.bayocot001@deped.gov.ph>; Gina Labitad <gina.labitad001@deped.gov.ph>; DEPED XI DAVAO REGION <region11@deped.gov.ph>; Allan Farnazo <allan.farnazo@deped.gov.ph>; AIDA PLACENCIA <aida.placencia001@deped.gov.ph>; Aris Juanillo <aris.juanillo001@deped.gov.ph>; DAVE PRODIGO <dave.prodigos@deped.gov.ph>; Carlito Rocafort <carlito.rocafort@deped.gov.ph>; DEPED XII SOCCSKSARGEN <region12@deped.gov.ph>; ROGER SUERTE <roger.suerte@deped.gov.ph>; DEPED REGION XIII CARAGA <caraga@deped.gov.ph>; Fe Baring <fe.baring@deped.gov.ph>; Jimuel Diva <jimuel.diva@deped.gov.ph>; Asuncion Maria Ines <mariaines.asuncion@deped.gov.ph>; Adrilene Mae Castanos <adrilenemae.castanos@deped.gov.ph>; Estela Carino <estela.carino@deped.gov.ph>; DEPED CORDILLERA ADMINISTRATIVE REGION <car@deped.gov.ph>; Margie Gardingan <margie.gardingan@deped.gov.ph>; Rhea Eden <rhea.eden@deped.gov.ph>; JOEL SALVIO <joel.salvicio001@deped.gov.ph>; DEPED NATIONAL CAPITAL REGION <ncr@deped.gov.ph>; Jocelyn Andaya <jocelyn.andaya005@deped.gov.ph>; Office of the Secretary <osec@deped.gov.ph>; DepEd International Cooperation Office <ico@deped.gov.ph>; External Partnerships Service <external.partnerships@deped.gov.ph>; Marcelino Veloso III <marcelino.veloso@deped.gov.ph>; Ronald Mendoza <ron.mendoza@deped.gov.ph>; Roger Masapol

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other executive offices (OEOs), and government-owned and/or controlled corporations (GOCCs) shall submit their consolidated FY 2025 GAD Accomplishment Reports (ARs) to the Philippine Commission on Women (PCW).

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<roger.masapol@deped.gov.ph>; OFFICE OF THE UNDERSECRETARY FOR ADMINISTRATION (OUA)
 <usecforadministration@deped.gov.ph>; Office of the Undersecretary for Operations <ouops@deped.gov.ph>; Office of the Assistant Secretary for Operations <oasops@deped.gov.ph>; Office of the USec for Human Resource & Organizational Dev (OUHROD) <usec.hrod@deped.gov.ph>; Office of the Undersecretary for Curriculum and Instruction (OUCI) <ouci@deped.gov.ph>; Janir Datukan <janir.datukan@deped.gov.ph>; Office of the ASec for Curriculum and Teaching - Education Assessment and Alternative Education <oasct.eaae@deped.gov.ph>; Office of the Assistant Secretary for Curriculum & Instruction <oasci@deped.gov.ph>; Undersecretary for Finance - Budget and Performance Monitoring <usec.financebpm@deped.gov.ph>; Office of the Undersecretary for Legal Affairs (OULA) <oula@deped.gov.ph>; Gerard Chan <gerard.chan@deped.gov.ph>; Office of the Undersecretary for Procurement (OUPro) <oupro@deped.gov.ph>; Public Affairs Service - Office of the Director <pas.od@deped.gov.ph>; External Partnerships Service Office of the Director <eps.od@deped.gov.ph>; Internal Audit Service Office of the Director <ias.od@deped.gov.ph>; ICTS - Office of the Director <iets.od@deped.gov.ph>; Bureau of Education Assessment Office of the Director <bea.od@deped.gov.ph>; Project Management Service Office of the Director <pms.od@deped.gov.ph>; Susana Santiago <susana.santiago@deped.gov.ph>; Planning Service Office of the Director <ps.od@deped.gov.ph>; Mary Jane Feliciano <mary.feliciano@deped.gov.ph>; Administrative Service Office of the Director <as.od@deped.gov.ph>; Asset Management Division <as.amd@deped.gov.ph>; Cash Division <as.cd@deped.gov.ph>; Sonia De Leon <sonia.deleon@deped.gov.ph>; Florentino Jr Barte <florentino.barte@deped.gov.ph>; Records Division <as.rd@deped.gov.ph>; BTC CLIENT RELATIONS <btc.clientrelations@deped.gov.ph>; Disaster Risk Reduction Service <drmo@deped.gov.ph>; PALARONG PAMBANSA <palorong.pambansa@deped.gov.ph>; Bureau of Learner Support Services Office of the Director <blss.od@deped.gov.ph>; Learner Rights and Protection Office (DepEd) <lrpo@deped.gov.ph>; CHILD PROTECTION UNIT - WE PROTECT LEARNERS <weprotectlearners@deped.gov.ph>; PRIVATE EDUCATION <private.education@deped.gov.ph>; Office of the Assistant Secretary for Operations <asec.ops@deped.gov.ph>; Employee Welfare Division <bhrod.ewd@deped.gov.ph>; Human Resource Development Division <bhrod.hrdd@deped.gov.ph>; Cecille Anyayahan <cecille.anyayahan@deped.gov.ph>; Personnel Division <bhrod.pd@deped.gov.ph>; Earl Ryan Losito <earl.losito@deped.gov.ph>; Organization Effectiveness Division <bhrod.oed@deped.gov.ph>; Albert Jerome Andres <albert.andres@deped.gov.ph>; BHRD School Effectiveness Division <bhrod.sed@deped.gov.ph>; Dexter Pante <dexter.pante@deped.gov.ph>; National Educators Academy of the Philippines Office of the Director <neap.od@deped.gov.ph>; Jennifer Lopez <jennifer.lopez006@deped.gov.ph>; Professional Development Division <neap.pdd@deped.gov.ph>; Leah Apao <leah.apao001@deped.gov.ph>; Quality Assurance Division <neap.qad@deped.gov.ph>; Bureau of Human Resources and Organizational Development Office of the Director <bhrod.od@deped.gov.ph>; Mario Bermudez <mario.bermudez101@deped.gov.ph>; Bureau of Alternative Education - Office of the Director <bae.od@deped.gov.ph>; Marilette Almayda <marilette.almayda@deped.gov.ph>; Bureau of Learning Resources Office of the Director <blr.od@deped.gov.ph>; Ariz Delson Acay Cawilan <ariz.cawilan@deped.gov.ph>; LITERACY COORDINATING COUNCIL <lcc@deped.gov.ph>; Enrico Mendoza <enrico.mendoza002@deped.gov.ph>; Bureau of Curriculum Development Office of the Director <bcd.od@deped.gov.ph>; Samuel Soliven <samuel.soliven@deped.gov.ph>; Bureau of Learning Delivery Office of the Director <bld.od@deped.gov.ph>; Marilyn Siao <marilyn.siao@deped.gov.ph>; Government Assistance and Subsidies Service <gass@deped.gov.ph>; Finance Service Office of the Director <fs.od@deped.gov.ph>; Accounting Division <fs.ad@deped.gov.ph>; Budget Division <fs.bd@deped.gov.ph>; Employee Account Management Division <fs.eamd@deped.gov.ph>; Education Program Management Office <epmo@deped.gov.ph>; Legal Service Office of the Director <ls.od@deped.gov.ph>; Legal Division <ls.ld@deped.gov.ph>; Investigation Division <ls.invesdiv@deped.gov.ph>; School Titling Office <sto@deped.gov.ph>; Legislative Liaison Office <legis@deped.gov.ph>; Procurement Management Service <procms.od@deped.gov.ph>; CONTRACT MANAGEMENT DIVISION PROCUREMENT MANAGEMENT SERVICE <procms.cmd@deped.gov.ph>; Procurement Planning and Management Division Procurement Management Service <procms.ppm@deped.gov.ph>; Ma. Teresa Fulgar <ma.fulgar002@deped.gov.ph>; DepEd BAC Secretariat <depedcentral.bacsecretariat@deped.gov.ph>

Cc: Rachel Malate <rachel.malate001@deped.gov.ph>; Leona Victoria Teves <leona.teves@deped.gov.ph>; Andrea Lim <andrea.lim002@deped.gov.ph>; Janzen Alarcio <janzen.alarcio@deped.gov.ph>; MOHAMMAD KHALID GUNTING <mohammadkhalid.gunting@deped.gov.ph>; Sharon Ayala <sharon.ayala@deped.gov.ph>; Adrian Conti <adrian.conti@deped.gov.ph>; Sonia Sobremisana <sonia.sobremisana@deped.gov.ph>; Richmond Manalang <richmond.manalang@deped.gov.ph>; Sarah Bianca Bilag <sarah.bilag@deped.gov.ph>; Gilbert Elegado <gilbert.elegado@deped.gov.ph>; Ma. Ann Dominique Botardo <ma.botardo@deped.gov.ph>; Ralph Louis Quejada <ralph.quejada@deped.gov.ph>; Sheila Marie Tinagan <sheila.tinagan@deped.gov.ph>

Subject: [DM-OUHRODI-2026-0599]_Preparation and Submission of the FY 2025 GAD Accomplishment Report

Dear **All**,

Attention: GAD Focal Persons in the Central, Regional, Schools Division Offices, and Schools

1. Pursuant to Section 36 of Republic Act No. 9710 or the Magna Carta of Women, the utilization and outcome of the GAD budget shall be annually monitored and evaluated. As such, all line departments, constitutional bodies, judicial and legislative bodies, attached agencies/bureaus,

9. The deadline for the submission of accomplished GAD ARs is on **March 09, 2026 (Monday), not later than 3:00 p.m.** This will allow the GAD Secretariat sufficient time to review and consolidate the submissions from all concerned offices prior to the deadline set by PCW.

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12. For questions or clarifications, please contact the Bureau of Human Resource and Organizational Development – Employee Welfare Division (BHROD-EWD) through **Ms. Maan Botardo** via Viber at +639208385793 or email at gfps.secretariat@deped.gov.ph

13. Immediate dissemination of and compliance with this Memorandum is hereby directed.

Copy furnished:

OFFICE OF THE SECRETARY

osec@deped.gov.ph

GAD Secretariat

Bureau of Human Resource and Organizational Development (BHROD)

Employee Welfare Division (EWD)

| Department of Education - Central Office

| phone: (02) 8633-7229 / (02) 8635-3760

| email: gfps.secretariat@deped.gov.ph



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Request for Extension of Submission of DepEd FY 2025 GAD Accomplishment Report

3 messages

Gender and Development Focal Point System <gfps.secretariat@deped.gov.ph>

Wed, Feb 18, 2026 at 11:18 PM

To: Records Section <records@pcw.gov.ph>, Sectoral Coordination Division <scd@pcw.gov.ph>

Cc: Gilbert Elegado <gilbert.elegado@deped.gov.ph>, "Ma. Ann Dominique Botardo" <ma.botardo@deped.gov.ph>, Ralph Louis Quejada <ralph.quejada@deped.gov.ph>

Dear **Executive Director Santos-Millar**,

Greetings from the Department of Education (DepEd)!

This is in reference to the Philippine Commission on Women (PCW) Memorandum Circular No. 2025 – 09 titled, "Submission of FY 2025 Gender and Development (GAD) Accomplishment Report (AR)."

Pursuant to the aforementioned issuance, the deadline for the submission of FY 2025 GAD AR of Executive Departments and their attached agencies to PCW is set on 18 February 2026 (Wednesday).

In view of the preparation of the DepEd's FY 2025 GAD AR, this Office respectfully requests an extension for its submission. This request is necessitated by the recent resignation of a key colleague who previously managed several major components in the consolidation of the DepEd FY 2025 GAD AR. It is also noteworthy to mention that the DepEd GAD Secretariat has conducted the Inter-Region Gender Mainstreaming Evaluation Framework (GMEF) assessments during the last quarter of 2025, which required substantial time and coordination.

Given these circumstances, may we respectfully submit the DepEd FY 2025 GAD AR on 31 March 2026 (Tuesday). Rest assured that timely submission of all related documents shall strictly be observed moving forward.

Thank you and we appreciate your understanding and favorable consideration of this request.

Very truly yours,

DEPED GAD SECRETARIAT

Gender and Development Focal Point System <gfps.secretariat@deped.gov.ph>

Fri, Feb 20, 2026 at 5:46 PM

To: Records Section <records@pcw.gov.ph>, Sectoral Coordination Division <scd@pcw.gov.ph>

Cc: Margery Latosa <margery.latosa@deped.gov.ph>, Sarah Bianca Bilag <sarah.bilag@deped.gov.ph>, Employee Welfare Division <bhrod.ewd@deped.gov.ph>, Earl Ryan Losito <earl.losito@deped.gov.ph>, Gilbert Elegado <gilbert.elegado@deped.gov.ph>, "Ma. Ann Dominique Botardo" <ma.botardo@deped.gov.ph>, Ralph Louis Quejada <ralph.quejada@deped.gov.ph>, Sheila Marie Tinagan <sheila.tinagan@deped.gov.ph>, Bureau of Human Resource and Organizational Development Office of the Director <bhrod.od@deped.gov.ph>, Richmond Manalang <richmond.manalang@deped.gov.ph>, DEXTER PANTE <dexter.pante@deped.gov.ph>, Albert Jerome Andres <albert.andres@deped.gov.ph>

Dear PCW,

We are sending the official letter of request for extension on the submission of the FY 2025 DepEd's GAD Accomplishment Report, duly signed by OIC BHRD Director Albert Jerome C. Andres.

Thank you very much.

GAD Secretariat

Bureau of Human Resource and Organizational Development (BHRD)

Employee Welfare Division (EWD)

| Department of Education - Central Office

| phone: (02) 8633-7229 / (02) 8635-3760

| email: gfps.secretariat@deped.gov.ph

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 **Letter to PCW re Request for Extension on the submission of DepEd's FY 2025 GAD AR.pdf**
538K

Sectoral Coordination Division <scd@pcw.gov.ph>

Tue, Feb 24, 2026 at 8:12 AM

To: Gender and Development Focal Point System <gfps.secretariat@deped.gov.ph>

Cc: Margery Latosa <margery.latosa@deped.gov.ph>, Sarah Bianca Bilag <sarah.bilag@deped.gov.ph>, Employee Welfare Division <bhrod.ewd@deped.gov.ph>, Earl Ryan Losito <earl.losito@deped.gov.ph>, Gilbert Elegado <gilbert.elegado@deped.gov.ph>, "Ma. Ann Dominique Botardo" <ma.botardo@deped.gov.ph>, Ralph Louis Quejada <ralph.quejada@deped.gov.ph>, Sheila Marie Tinagan <sheila.tinagan@deped.gov.ph>, Bureau of Human Resource and Organizational Development Office of the Director <bhrod.od@deped.gov.ph>, Richmond Manalang <richmond.manalang@deped.gov.ph>, DEXTER PANTE <dexter.pante@deped.gov.ph>, Albert Jerome Andres <albert.andres@deped.gov.ph>, SCD COS <shmely@pcw.gov.ph>, "Mildred L. Corral" <mlcorral@pcw.gov.ph>, SCD COS <racjano@pcw.gov.ph>

Dear DepEd GAD Secretariat,

Greetings from the Philippine Commission on Women.

This refers to your request for an extension in the submission of DepEd's FY 2025 Gender and Development (GAD) Accomplishment Report (AR).

After due consideration, the Philippine Commission on Women (PCW) has approved a **final extension of ten (10) days or until 10 March 2026 (Tuesday)** for the submission of DepEd's FY 2025 GAD AR.

Please be reminded that pursuant to PCW Memorandum Circular No. 2025-09, extensions are granted only on highly justifiable grounds and require prior written approval by the Commission. In this regard, this extension shall be considered DepEd's last opportunity to submit the FY 2025 GAD AR.

We respectfully request that DepEd ensure the complete and final submission of its GAD AR on or before 10 March 2026. Reports submitted beyond the approved extension period shall no longer be considered officially received by the PCW for monitoring, evaluation, and reporting purposes.

We appreciate your cooperation and commitment to complying with the GAD reporting requirements.

Thank you.

Respectfully,
Sittie Haya M. Ely
GAD Specialist II
New Reviewer for DepEd



Know more about our services thru
our [Citizen's Charter](#)

Sectoral Coordination Division

1145 Jose P. Laurel Street, Malacañan Palace Complex, San Miguel, Manila 1005
Philippines

✉ scd@pcw.gov.ph

☎ 8735-1654 loc. 122 or 120 or 8735-8917 | Fax: 8736-4449

🌐 <https://www.pcw.gov.ph>



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