



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 19 2026

MEMORANDUM

**STRENGTHENING GENDER RESPONSIVENESS IN SERVICE DELIVERY
OF SDO EMPLOYEES AS GAD ADVOCATES CUM ORIENTATION
ON UNDERSTANDING S.O.G.I.E.S.C IN THE WORKPLACE**

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
Others Concerned

1. In line with Department of Education's policies on gender responsive basic education and gender mainstreaming, and its commitment to uphold equality, equity, inclusivity, and non-discrimination, this Division shall conduct a capacity-building activity on **October 27-28, 2026**, at **Sol Y Viento Hotels and Resorts, Calamba City**.
2. This activity aims to enhance the capacity of SDO personnel to serve as active Gender and Development (GAD) Advocates, deepen understanding of Sexual Orientation, Gender Identity, Expression, Sex Characteristics (S.O.G.I.E.S.C.), and promote gender-responsive, fair, safe, and inclusive service delivery in all Division transactions and services.
3. The list of participants, program of activities, and guidelines and protocols of the activity, are attached to this Memorandum, for reference and guidance.
4. All concerned personnel are required to attend and actively participate in the activity. Travel expenses, per diem, and other allowable expenses shall be charged against available and applicable funds, subject to existing accounting, auditing, and other government rules and regulations.

5. Immediate and wide dissemination of this Memorandum is desired.

For:

VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

By:


MA. REGAEL A. OLARTE (SGOD)
Chief Education Supervisor
Officer-in-Charge

Enclosure: As Stated

References: As Stated

To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

POLICY

CTCC/ DM/ STRENGTHENING GENDER RESPONSIVENESS IN SERVICE DELIVERY OF SDO EMPLOYEES AS GAD ADVOCATES CUM ORIENTATION
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_____/ 10/14/2026

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October 27-28, 2026

Sol Y Viento Hotels and Resorts

PROGRAM MATRIX

Seminar's Theme: Diversity to Inclusion: Embracing SOGIESC in Your Workplace		
Day 1 Time	Activities	Person-In-Charge
8:00-9:00 AM	Registration	PMT
	Preliminaries Acknowledgement of Participants	PMT Ms. Cecilia Teresa C. Claudel EPS II/Division GAD Focal Person
	Statement of Purpose	Ms. Ma. Regale A. Olarte SGOD Chief
	Opening Message	Dr. Violeta M. Gonzales Schools Division Superintendent
9:00 AM -12:00 NN	Presentation • Division GAD Accomplishment Report (2026) • Topic 1: Enacting the Anti-Discrimination based on SOGIE Act	AVP Resource Person
12:00 NN	LUNCH	
1:00-1:30 PM	Preliminaries	PMT
1:30-4:00 PM	• Topic 2: City Ordinance No. 2023-077: Respeto sa Kapwa Muntinlupeno (Respect for Fellow Muntinlupeno Ordinance)	Resource Person
4:00-5:00 PM	Open Forum on Current Issues Related to Topics 1 and 2	
5:00-6:00 PM	Dinner	
6:00 PM	Community Fellowship	

DAY 2 Time	Activities	Person-In-Charge
8:00 -9:00 AM	Attendance Preliminaries	PMT
9:00 AM-12:00 NN	Topic 3: Appreciating Flexible Work Arrangements: for Work-Life Balance (CSC MC 14)	PMT
12:00 NN -1:00 PM	LUNCH	
1:00 - 2:00 PM	Preliminaries Insights	PMT OSDS, CID, SGOD and ADMIN (Representatives)
2:00-4:00 PM	1. Updating SDO GAD Database (For newly-hired employees) 2. QAME Time 3. Awarding of Certificates 4. Photo Opp	PMT
4:00 - 5:00 PM	Closing Message	Dr. Lilia A. Ricero Asst. Schools Division Superintendent

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PARTICIPANTS

Participants
(SDO National Paid)
SDS
ASDS
CID Chief
SGOD Chief
Legal Officer III
AO V
Curriculum Implementation Division
School Governance and Operations Division
Administrative Division
Resource Speakers

Project Management Team	
Cecilia Teresa C. Claudel	Program
King Solidini Torres	Program
Christian Paul A. Dela Vega	Accommodation
Joseph D. Nilo	Technical
Ma. Romma S. Pagador	Technical
Chelo DG. Rongavilla	QAME
Ivy M. Romano	Certificates
Ruth Arciaga	Registration
Vina A. Padlan	Registration
Yza Abellera	Distribution of IEC Materials
Giselle Adriano	Room Assignment

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GUIDELINES/PROTOCOLS OF THE ACTIVITY

Category	Protocol/House Rules
Attendance & Punctuality	Be On Time
Health & Welfare	Substance & Smoke-Free
Gadgets and other devices	Turn off phone sounds during a presentation
Participation and Respectful Communication	Engage actively in discussions. Likewise, avoid interruptions and make sure comments shall considerate diverse perspectives
Food and Drinks	Dispose of any waste properly.
Room Keys	Provide ID when you receive the key for your room
Feedback	Complete any evaluation forms provided by the team