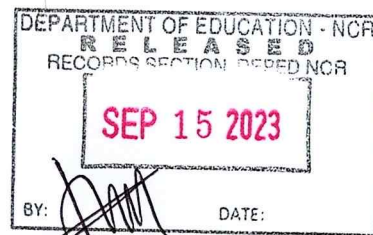





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2023- 895

TO : SCHOOLS DIVISION SUPERINTENDENT
SDO Muntinlupa City

FROM : 
WILFREDO E. CABRAL, CESO III
Regional Director

SUBJECT : GENDER SENSITIVITY AND HARMONIZED GENDER AND
DEVELOPMENT GUIDELINES (HGDG) TRAINING OF
TRAINERS

DATE : September 14, 2023

1. In reference to Memorandum DM-OUHROD-2023-1112, dated September 7, 2023, entitled "Gender Sensitivity and Harmonized Gender and Development Guidelines (HGDG) Training of Trainers (3 Batches) from the Undersecretary for Human Resource and Organizational Development, Hon. Gloria Jumamil-Mercado, please be informed that **Ms. Mariel Eugene L. Luna**, Education Program Supervisor and GAD Focal Person from your SDO has been chosen as RO Alternate representative and shall represent NCR SDOs in the above-captioned activity.
2. This activity aims to capacitate the permanent and alternate GAD Representatives from the Central Office and Regional Offices in the implementation of GAD-related PPAs in the context of their office mandates.
3. The training is set for September 18-22, 2023, at Ecotech, Cebu City. Expenses to be incurred shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
4. Selected participants are requested to register through this link: <https://tinyurl.com/GSTandHGDGToT> on or before September 13, 2023.
5. Kindly refer to the attached memorandum for other details.
6. Immediate dissemination and strict compliance with this Memorandum is desired.





Republika ng Pilipinas


Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1112

TO : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Division Chiefs
All Others Concerned

FROM :  **GLORIA S. MAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

SUBJECT : **GENDER SENSITIVITY AND HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG) TRAINING OF TRAINERS (3 BATCHES)**

DATE : 07 September 2023

Section 34 of the General Provisions of the GAA for FY 2022 provides that all agencies of the government shall formulate a GAD Plan designed to address gender issues within their concerned sectors or mandate and implement the applicable provisions under R.A. No. 9710 or the *Magna Carta of Women (MCW)*, Convention on the Elimination of All Forms of Discrimination Against Women, the Beijing Platform for Action, the Philippine Plan for Gender-Responsive Development (1995-2025) and the Philippine Development Plan (2017-2022). The GAD Plan shall be integrated in the regular activities of the agencies which shall be at least five percent (5%) of their budget.

Based on the Audit Observation Memorandum (AOM) No. 2023-012(2022) titled *Compliance with Gender and Development*, the Department of Education failed to comply with the mandatory requirement of allocating at least 5% of the total appropriation for GAD programs, projects and activities contrary to Section 36(a) of MCW and had not submitted the Philippine Commission of Women (PCW)-endorsed GAD Plan and Budget and the corresponding Accomplishment Report during the year contrary to PCW-National Economic Development Authority (NEDA)-Department of Budget and Management (DBM) Joint Circular (JC) No. 2012-01, thus planned GAD programs and activities as well as the accomplishments were not evaluated if within the context of the agency mandate. Also, DepEd-CO have not established a separate Responsibility Center (RC) and RC code for GAD-related



financial transactions contrary to COA Circular No. 2021-008 dated September 6, 2021.

To be able to address these audit findings, the Bureau of Human Resource and Organizational Development, through the Employee Welfare Division (BHROD-EWD) – Inclusive Employment and Organizational Relations (IEOR) Unit, will be implementing a series of capacity-building interventions aimed at developing the necessary skills and competencies of select representatives from all offices, bureaus, services, units, and divisions in the Central Office (CO) as well as in the Regional Offices (ROs) on the implementation of GAD-related PPAs in the context of their office mandates.

The first part of the series of training will focus on Gender Sensitivity Training (GST) and the Use of the Harmonized Gender and Development Guidelines (HGDG). Below are the details:

Inclusive Dates	Venue	Participants
Batch 01 - September 25 to 29, 2023	NEAP Malvar	<i>Permanent and Alternate GAD Representatives from Offices, Bureaus, Services, and Units in the Central Office*</i>
Batch 02 – October 09 to 13, 2023	Baguio Teachers Camp	<i>Permanent and Alternate GAD Representatives from Offices, Bureaus, Services, and Units in the Central Office*</i>
Batch 03 - September 18 to 22, 2023	DepEd Ecotech, Cebu	Permanent and Alternate GAD Representatives from Regional Offices

** Please see Annex A for the list of participants*

Expenses to be incurred shall be charged to the EWD 2023 GMS Funds (Batch 1 & 2) and OPDNTP – 2023 (Batch 3), subject to the usual accounting and auditing rules and regulations. The expenses shall include travel expenses for the Central Office participants, board and lodging of the participants and secretariat, supplies, training kits, materials, honoraria for resource speakers, and other expenses such as communication and contingency funds.

However, the travel expenses of the participants from the Regional Offices shall be charged to their respective local funds.

In addition, participants are requested to bring their own laptop, extension cord, and other necessary writing and notetaking materials/devices.

For confirmation of participation to this training, participants are requested to register through this link: <https://tinyurl.com/GSTandHGDGTtoT> **on or before 13 September 2023.**

Should you have immediate queries, please contact the BHROD-EWD GAD Secretariat through Mx. Louis D. Quejada via telephone numbers at (02) 8633-7229 / (02) 8635-3760 or email at gfps.secretariat@deped.gov.ph.

Thank you.

[BHROD-EWD/Quejada]

List of Participants
Batch No. 3
Date: September 18- 22, 2023
Venue: Ecotech Cebu

No.	Office	Permanent Representative	Alternate Representative
SCHOOL INFRASTRUCTURE AND FACILITIES			
1	Region I	Name: Vivien R. De Guzman Position: Education Program Supervisor Email: vivien.deguzman001@deped.gov.ph	1 slot
2	Region II	Name: Daisy M. Doral Position: Education Program Supervisor Email: daisy.doral001@deped.gov.ph	1 slot
3	Region III	Name: Ruth D. Jimenez Position: Education Program Supervisor Email: ruth.jimenez@deped.gov.ph	1 slot
4	Region IV-A	Name: Nadina G. Gaton Position: Education Program Supervisor Email: nadina.gaton@deped.gov.ph	1 slot
5	Region IV-B	Name: Eric G. Tenoso Position: Education Program Supervisor Email: eric.tenoso001@deped.gov.ph	1 slot
6	Region V	Name: Joe-Bren L. Consuelo Position: Education Program Supervisor Email: joe-bren.consuelo001@deped.gov.ph	1 slot
7	Region VI	Name: Joven M. Madera Position: Education Program Supervisor Email: joven.madera@deped.gov.ph	1 slot
8	Region VII	Name: Ida Cabantan Position: Education Program Supervisor Email: ida.cabantan@deped.gov.ph	1 slot
9	Region VIII	Name: Rowena T. Vacal Position: Education Program Supervisor Email: rowena.vacal@deped.gov.ph	1 slot
10	Region IX	Name: Rizanor L. Albarico Position: Education Program Supervisor Email: rizanor.albarico001@deped.gov.ph	1 slot
11	Region X	Name: Gina F. Labitad Position: Education Program Supervisor Email: gina.labitad001@deped.gov.ph	1 slot
12	Region XI	Name: Aris B. Juanillo Position: Chief Email: aris.juanillo001@deped.gov.ph	1 slot
13	Region XII	Name: Jade Palomar Position: Email: jade.palomar@deped.gov.ph	1 slot
14	Region XIII (CARAGA)	Name: Adriene Mae J. Castanos Position: Project Development Officer IV Email: adriene.mae.castanos@deped.gov.ph	1 slot
15	NCR	Name: Rhen B. Eden Position: Education Program Supervisor Email: rhen.eden@deped.gov.ph	1 slot
16	CAR	Name: Margie B. Gardingam Position: Education Program Specialist II Email: margie.gardingam@deped.gov.ph	1 slot

**DEPARTMENT OF EDUCATION
BHROD-HRDD**

CRF-REVIEWED

Code # 2023-0298

By: CALLA Date: 9-4-23



Activity Design Template

<p>Activity Title:</p>	<p>Gender Sensitivity and Harmonized Gender and Development Guidelines (HGDD) Training of Trainers (Batch 3)</p>
<p>Terminal Objectives:</p>	<ol style="list-style-type: none"> 1. Define and level-off on gender concepts, perspectives and current issues; 2. Share and connect personal stories to gender concerns and issues affecting relationships at various levels within the family, workplace, community and larger society; 3. Develop trust and sensitivity towards working harmoniously with the group; 4. Understand the importance of the HGDD tool and learn how to utilize it as a way of mainstreaming gender into PPAs of their respective offices; 5. Build partnership among key players as a major achievement in creating and achieving an effective mechanism in gender mainstreaming in the organization. 6. Imbibe in their own lives the learned concepts and perspectives as they become the desirable catalysts of change and models for a more inclusive community.
<p>Program Description:</p>	<p>The Gender Sensitivity Training (GST) provides for a historical background on gender equality and women's empowerment (GEWE). It aims to differentiate sex and gender and provide further context on gender role socialization. The GST aims to develop a deeper understanding of the roles of women and men in society, increase the level of awareness on gender and development (GAD), and address gender-related issues in the society, particularly in the education sector.</p> <p>In addition, there will be a discussion on the Gender and Development Guidelines (HGDD) which aims to help participants understand the process of attribution of their respective programs, projects, activities (PPAs) to GAD</p>

Target Participants Description/Venue/Dates of Conduct:	Batch 3 – September 18 to 22, 2023 – DepEd Ecotech, Cebu <i>Permanent and Alternate GAD Representatives from ROs (16 x2) = 32 pax + PMT = 4 + RP and Training Assistant = 2 TOTAL 38 pax</i>		
Program Management Team Composition:	Name	Position	Role
	1. Ralph Louis Quejada 2. Maher Usman 3. John Carlo Antolin 4. Sheila Marie Tinagan	TA II AO II TA II (on-process for hiring) ADAS I	Lead Facilitator Lead Documenter Co-Lead Documenter Administrative and Logistical Support
Resource Person/Service Provider:	Dr. Rowena Navera, GAD Highly Technical Consultant (HTC) and (1) Training Assistant		
Venue/Platform:	Batch 3 – September 18 to 22, 2023 – DepEd Ecotech, Cebu <i>Permanent and Alternate GAD Representatives from ROs (16 x2) = 32 pax + PMT = 4 + RP and Training Assistant = 2 TOTAL 38 pax</i>		
Dates of Conduct:	Batch 3 – September 18 to 22, 2023 – DepEd Ecotech, Cebu <i>Permanent and Alternate GAD Representatives from ROs (16 x2) = 32 pax + PMT = 4 + RP and Training Assistant = 2 TOTAL 38 pax</i>		
Expected Output:	Trained Gender and Development (GAD) Focal Persons to use the Harmonized Gender and Development Guidelines (HGDD) tool		
Modality of Learning Delivery (in-person, online, blended)	In-person		
Budgetary Requirements/Other Resources Needed:	BOARD AND LODGING		
	<i>Participants</i>		
	<i>RP & Assistant</i>		
	<i>Secretariat</i>		
TRANSPORTATION (Airfare)			

		<table border="1"> <tr><td><i>RO Participants</i></td></tr> <tr><td><i>RP & Assistant</i></td></tr> <tr><td><i>Secretariat</i></td></tr> <tr><td>TEV</td></tr> <tr><td><i>RO Participants</i></td></tr> <tr><td><i>RP & Assistant</i></td></tr> <tr><td><i>Secretariat</i></td></tr> <tr><td>HONORARIUM</td></tr> <tr><td><i>Resource Person</i></td></tr> <tr><td>SUPPLIES</td></tr> <tr><td>CONTINGENCY</td></tr> </table> <p><i>Note: See attached budget estimates for further details.</i></p>					<i>RO Participants</i>	<i>RP & Assistant</i>	<i>Secretariat</i>	TEV	<i>RO Participants</i>	<i>RP & Assistant</i>	<i>Secretariat</i>	HONORARIUM	<i>Resource Person</i>	SUPPLIES	CONTINGENCY
<i>RO Participants</i>																	
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<i>Secretariat</i>																	
HONORARIUM																	
<i>Resource Person</i>																	
SUPPLIES																	
CONTINGENCY																	
Session Topic/Activity	Session Objective	Timeline/Duration	Method	Resources Needed	Responsible Person/Office	Output											
DAY 0 Batch 3 - September 18 - DepEd Ecotech, Cebu <i>Arrival to the venue</i> <i>Billeting</i>																	
DAY 01 Batch 3 - September 19 - DepEd Ecotech, Cebu																	
I. Preliminaries <ul style="list-style-type: none"> • Invocation • Philippine National Anthem • Welcome Remarks • Introduction of the Speaker 		8:00 a.m. - 8:30 a.m.		AVP materials	PMT												

II. Introduction <ul style="list-style-type: none"> • Rationale and Background • Release and Getting to Know Exercises • Expectations Check • Presentation of Training Design • Group Norms 	<ul style="list-style-type: none"> • Understand the nature/objectives of the training program • Agree on group norms 	8:30 a.m. – 10:00 a.m.		AVP materials, Presentation slide deck, training kit	RP and PMT	Agreed groups norms
Session Break		10:00 a.m. – 10:15 a.m.				
III. Legal Imperatives <ul style="list-style-type: none"> • International and National Legal Mandates on GAD • History of Women's Movement 	<ul style="list-style-type: none"> • Become aware and understand the legal mandates on GAD • Define and level-off understanding on gender concepts, perspectives, and issues 	10:15 a.m. – 12:00 p.m.	Lecture, Interactive Discussions, Video Presentation	AVP materials, Presentation slide deck, training kit	RP and PMT	Increased understanding on the legal imperatives that promote GAD
Lunch Break		12:00 p.m. – 1:00 p.m.				

IV. Sex and Gender	<ul style="list-style-type: none"> Differentiate Sex, Gender, Masculinity & Femininity Determine biological differences between sexes 	1:00 p.m. – 2:00 p.m.	Lecture, Interactive Discussions, Video Presentation	AVP materials, Presentation slide deck, training kit	RP and PMT	Increased understanding on the difference between sex and gender
V. Gender Role Socialization	<ul style="list-style-type: none"> Understand the social process that influences the development of gender roles 	2:00 p.m. – 3:00 p.m.	Lecture, Interactive Discussions, Video Presentation, Group Sharing	AVP materials, Presentation slide deck, training kit	RP and PMT	Increased understanding on the various social processes that influence gender roles
Session Break		3:00 p.m. – 3:15 p.m.				
VI. Gender Division of Labor	<ul style="list-style-type: none"> Understand the division of labor between men and women on account of sex. 	3:15 p.m. – 4:30 p.m.	Lecture, Interactive Discussions, Video Presentation	AVP materials, Presentation slide deck, training kit	RP and PMT	Increased understanding on the division of labor between men and women
DAY 02 Batch 3 - September 20 – DepEd Ecotech, Cebu						

Warm-up and Recap of Day 1		8:30 a.m. – 9:00 a.m.				
VII. Gender Bias	<ul style="list-style-type: none"> • Understand gender bias and recognize its manifestations in society • Be aware of the relations between gender bias and violence against women • Be informed of the possible ways to minimize or eradicate gender bias in society 	9:00 a.m. – 10:30 a.m.	Lecture, Interactive Discussions, Video Presentation, Group Sharing	AVP materials, Presentation slide deck, training kit	RP and PMT	Increased awareness of the various gender biases that are prevalent in the society and ways to minimize and/or eradicate them.
Session Break		10:30 a.m. – 10:45 a.m.				
VIII. Cont. Gender Bias	<ul style="list-style-type: none"> • Understand gender bias and recognize its manifestations in society • Be aware of the relations between gender bias and violence against women • Be informed of the possible ways to minimize or 	10:45 a.m. – 12:00 p.m.	Lecture, Interactive Discussions, Video Presentation, Group Sharing	AVP materials, Presentation slide deck, training kit	RP and PMT	Increased awareness of the various gender biases that are prevalent in the society and ways to minimize and/or eradicate them.

	eradicate gender bias in society					
Lunch Break		12:00 p.m. - 1:00 p.m.				
IX. Gender, Power and Development	<ul style="list-style-type: none"> • Define power, gender and development • Understand the different kinds of power • Know the implication of power from a gender context 	1:00 p.m. - 3:00 p.m.	Lecture, Interactive Discussions, Video Presentation, Group Sharing	AVP materials, Presentation slide deck, training kit	RP and PMT	Increased understanding of the relationship between gender and power.
Session Break		3:00 p.m. - 3:15 p.m.				
IX. Cont. Gender, Power and Development	<ul style="list-style-type: none"> • Define power, gender and development • Understand the different kinds of power • Know the implication of power from a gender context 	3:15 p.m. - 4:30 p.m.	Lecture, Interactive Discussions, Video Presentation, Group Sharing	AVP materials, Presentation slide deck, training kit	RP and PMT	Increased understanding of the relationship between gender and power.

DAY 03
Batch 3 - September 21 - DepEd Ecotech, Cebu

Warm-up and Recap of Day 2		8:30 a.m. - 9:00 a.m.				
X. Harmonized Gender and Development Guidelines (HGDG) Tool	<ul style="list-style-type: none"> Understand the importance of HGDG tool and how it can be used to integrate gender perspectives to the PPAs of the offices of the participants 	9:00 a.m. - 10:30 a.m.	Lecture, Interactive Discussions, Video Presentation, Group Sharing	AVP materials, Presentation slide deck, training kit	RP and PMT	Increased understanding of the importance of the HGDG tool and how it can be utilized as an effective way to mainstream gender.
Session Break		10:30 a.m. - 10:45 a.m.				
X. Cont. HGDG Tool	<ul style="list-style-type: none"> Understand the importance of HGDG tool and how it can be used to integrate gender perspectives to the PPAs of the respective offices of the participants 	10:45 a.m. - 12:00 p.m.	Lecture, Interactive Discussions, Video Presentation, Group Sharing	AVP materials, Presentation slide deck, training kit	RP and PMT	Increased understanding of the importance of the HGDG tool and how it can be utilized as an effective way to mainstream gender.
Lunch Break		12:00 p.m. - 1:00 p.m.				
X. Cont. HGDG Tool	<ul style="list-style-type: none"> Utilize the HGDG tool on the current PPAs of the respective offices of the participants 	1:00 p.m. - 3:00 p.m.	Lecture Workshop	AVP materials, Presentation slide	RP and PMT	Increased understanding of the importance of the HGDG tool

				deck, training kit		and how it can be utilized as an effective way to mainstream gender.
Session Break		3:00 p.m. - 3:15 p.m.				
X. Cont. HGDG Tool	<ul style="list-style-type: none"> Utilize the HGDG tool on the current PPAs of the respective offices of the participants gender context 	3:15 p.m. - 4:30 p.m.	Lecture Workshop	AVP materials, Presentation slide deck, training kit	RP and PMT	Increased understanding of the importance of the HGDG tool and how it can be utilized as an effective way to mainstream gender.
DAY 04						
Batch 3 - September 22 - DepEd Ecotech, Cebu						
Warm-up and Recap of Day 3		8:30 a.m. - 9:00 a.m.				
XI. Commitment Setting	<ul style="list-style-type: none"> Get the buy-in of the participants to use the apply the knowledge and skills they have learned and acquired from the training sessions 	9:00 a.m. - 10:30 a.m.	Group Sharing	AVP materials, Presentation slide deck, training kit	RP and PMT	Committed participants to pursue GAD in their respective offices.
Session Break		10:30 a.m. - 10:45 a.m.				

XII. Closing	<ul style="list-style-type: none"> • Sharing of insights and learnings of select participants • Workshop Evaluation 	10:45 a.m. – 12:00 p.m.	Group Sharing	AVP materials, Presentation slide deck, training kit	RP and PMT	Committed participants to pursue GAD in their respective offices.
Lunch Break		12:00 p.m. – 1:00 p.m.				
End of the Training- Departure from the Venue		1:00 p.m. onwards				

Prepared by:

Ralph Louis D. Quejada
 Technical Assistant II
 Date:

Reviewed by:

Francis Allen B. Dela Cruz
 Chief Administrative Officer, EWD
 Date:

Approved by:

Atty. Resty C. Osias, LLM., CESO IV
 Director IV, BHRD
 Date: