



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

October 16, 2023

REGIONAL MEMORANDUM

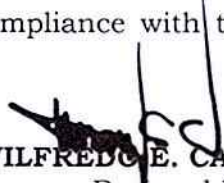
No. 1082, s. 2023

To: Functional Division Chiefs
Unit and Section Heads
Schools Division Superintendent
Public Elementary and Secondary School Heads
All other concerned

**SUBMISSION OF FY 2024 PROGRAMS, PROJECTS, AND ACTIVITIES (PPAS)
SUBJECTED TO THE HARMONIZED GENDER AND DEVELOPMENT
GUIDELINES (HGDG) TOOL**

1. This is to inform all program owners on the submission of the above-captioned document. Regional Office, School Division Offices, and Schools are hereby instructed to subject their respective PPAs especially **Big Ticket programs** that are considered **priority, high-cost, and long-term using the HGDG tool**.
2. The regional level deadline of submission is on **October 19, 2023**, through the link provided below.

<https://bit.ly/2023Proposal-Submission-GAD>
3. Kindly refer to the attached Memorandum for other details.
4. Immediate dissemination and strict compliance with this Memorandum is desired.


WILFREDO E. CABRAL, CESO III
Regional Director





Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2023-157

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

FROM : 
GLORIA JUMAMIL-MERCADO
Undersecretary for Human Resource and Organizational Development

SUBJECT : **SUBMISSION OF FY 2024 PROGRAMS, PROJECTS, AND ACTIVITIES (PPAs) SUBJECTED TO THE HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG) TOOL**

DATE : 09 October 2023

This is in reference to the Memorandum Circular (MC) No. 2023 - 02 dated 11 September 2023, issued by the Philippine Commission on Women (PCW). The MC pertains to the **Preparation and Online Submission of the Fiscal Year (FY) 2024 Gender and Development Plans and Budgets (GPB)**

The said memorandum indicated the official deadline for the encoding and submission of FY 2024 GPB to PCW. All submissions must be channeled through the Gender Mainstreaming Monitoring System (GMMS) and are due no later than **23 October 2023**.

Furthermore, during the conduct of sessions on Gender Sensitivity (GST) and Harmonized Gender and Development Guidelines (HGDG) Training of Trainers for GAD focals in the regions and Central Office (CO), a consensus was reached on the utilization of the HGDG tool to increase the GAD attributions of the Department. The said events were held on the following dates:



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|----------------|-----------|------|--------|
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| Effectivity | 03.23.23 | Page | 1 of 2 |



| Date | Venue | Participants |
|--------------------------|----------------------|--|
| September 18 to 22, 2023 | DepEd EcoTech Center | Permanent and Alternate GAD Representatives from Regional Offices |
| September 25 to 29, 2023 | Baguio Teachers Camp | Permanent and Alternate GAD Representatives from Offices, Bureaus, Services, and Units in the Central Office |
| October 09 to 13, 2023 | NEAP Malvar | Permanent and Alternate GAD Representatives from Offices, Bureaus, Services, and Units in the Central Office |

To comply with the submission of the agency FY 2024 GPB to PCW and in reference to the above agreement, **all program owners in Schools, SDOs, ROs, and CO to subject their respective PPAs especially big ticket¹ programs using the HGDG tool.**

This memorandum is issued with the goal of achieving effective gender mainstreaming in the Department as well as in compliance with Section 36 (a) of Republic Act No. 9710 or the *Magna Carta of Women*, particularly on allocating at least five percent (5%) of the agency's total budget appropriations. The same shall also help address COA findings and/or Audit Observation Memoranda (AOM) on GAD which are annually received by the CO and field offices.

Attached herewith is the Collective Activity Project Proposal Template for your reference, which you may use, or alternatively, you may utilize a different template provided that all elements of the HGDG tool are satisfied. These submissions are to be made on or before **20 October 2023**. Kindly submit them through the email address at gfps.secretariat@deped.gov.ph.

You may also view the materials used during the training by clicking this link: <https://tinyurl.com/GST-HGD-Materials>.

For questions or clarifications, please contact the Bureau of Human Resource and Organizational Development – Employee Welfare Division (BHRD-EWD) through office number (02)8633-7229 / (02)8635-3760 or the same email address above.

Enclosures

1. *Harmonized Gender and Development Guidelines Handbook*
2. *PCW MC No. 2023-02 titled Preparation and Online Submission of Fiscal Year (FY) 2024 Gender and Development (GAD) Plans and Budgets*
3. *Collective Activity Project Proposal Template*
4. *HGDG PPT*
5. *DM-OUHRD 2923-1112 titled Gender Sensitivity and Harmonized Gender and Development Guidelines (HGDG) Training of Trainers (3 Batches)*
6. *List of Participants*

[BHRD-EWD/Annex]

¹ **Big Ticket Programs** are priority and high-cost long-term programs that significantly impact the delivery of education programs