

Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

October 24, 2023

**REGIONAL MEMORANDUM**

No. 1112, s. 2023

**To:** Schools Division Superintendent  
 Public Schools District Supervisors  
 School Principals  
 GAD Focal Point System  
 SDO GAD Focal Person  
 All Other Concerned

**REITERATION OF THE SUBMISSION OF GENDER AND DEVELOPMENT  
 PLANS AND BUDGET (GPB) FOR FISCAL YEAR 2024**

1. In reference to DM-OUHROD-2023-1621 dated 12 October 2023, issued by the Bureau of the Human Resource and Organizational Development-Employee Welfare Division (BHRD-EWD), all SDOs and schools who have not yet submitted the above-captioned document are hereby requested to submit within the week.
2. The GAD Secretariat composed of the GAD, Planning, and M & E focal persons may refer to the following steps in preparing the GBP.

**Step 1.** Conduct of the Gender Mainstreaming Evaluation Framework (GMEF) assessment.

**Step 2.** Update RO, SDO, and School's Sex Disaggregated Data and Gender Needs Analysis

**Step 3.** Prepare a summary report on the results and findings of GMEF, updated SDD, and Gender Needs Analysis.

-For GMEF, look into the zero (0) and party scores in the four (4) entry points.

-For SDD and Gender Needs Analysis, gather the results and recommendations of GAD-related research conducted in the SDO & Schools, RDL or FGD, survey conducted and harvested from the HRIS or personnel, LIS, EBEIS, CRLA, Phil-IRI, Amplified Numeracy Assessment, etc.

**Step 4.** Identify needs to be prioritized in the next 3 years.

**Step 5.** Refer to the priority mandates and issues identified by the region below:



Misamis St., Bago Bantay, Quezon City  
 Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: <http://www.depedncr.com.ph>

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Client-Focused	Organizational-Focused
<b>(Governance)</b> Observance of GAD Mandates -Women's Month -18-Day Violence Against Women -DM no. 469, s. 2008 -DO no. 031, s. 2022 -RA 11313	<b>(Access)</b> Absence of Comprehensive Sex Disaggregated Data
<b>(Learner's/Employee's Resilience and Well-being)</b> Need to strengthen gender-friendly facilities in the workplace and other support systems	<b>(Access/Equity)</b> Low level of engagement on various GAD Capacity Building specifically the GFPS
	<b>(Quality)</b> Low level of engagement on GAD-related policy reviews: -DO 32s. 2027 -DO no. 63, s. 2012
	<b>(Quality)</b> Lack of contextualized Product knowledge/IEC Materials
	<b>(Learner's/Employee's Resilience and Well-being)</b> Non-inclusion of PPAs addressing needs/issues relative to CSE, LRCP, SPED
	<b>(Governance)</b> No clear policy/guideline on the use of HGDG GAD elements in developing project proposals and documents.
	<b>(Governance)</b> Low prioritization of the concerned office for the creation of a GAD





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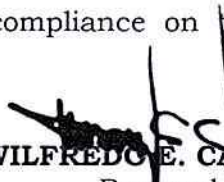
section on the agency website and GAD responsibility center.

All UNIQUE gender needs, Gaps, or issues identified in SDO/Schools under client and organization-focused may also be included.

**Step 6:** Input all BIG TICKET PPAs in the ATTRIBUTED PPAs portion of the GPB. *Remember, only those gender-sensitive and gender-responsive PPAs shall be included.* All other emerging PPAs not included in the GPB attribution will be included during the recalibration or as part of the GAR.

**Step 7:** A scanned copy of the signed GPB with attributed PPAs shall be uploaded to this link <https://bit.ly/2023Proposal-Submission-GAD>

3. Please see the attached memorandum and GPB Template for more details.
4. For queries and technical assistance, you may approach or reach Dr. Rhea B. Eden Regional GAD Focal Person, HRDD- NEAP through [rhea.eden@depEd.gov.ph](mailto:rhea.eden@depEd.gov.ph) or call at 09177358913.
5. Immediate dissemination and strict compliance on 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-2023-1621**

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

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

**SUBJECT :** **SUBMISSION OF GENDER AND DEVELOPMENT PLANS AND BUDGETS (GPB) FOR FISCAL YEAR 2024**

**DATE :** 12 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**.

In accordance with the aforementioned, we would like to ask the GAD focals in the regions and Central Office to submit their GAD Plans and Budgets (GPBs) FY 2024, with special attention to the following criteria governing the identification of gender issues, GAD mandates, and the corresponding Gender and Development Programs, Projects and Activities (PPAs):

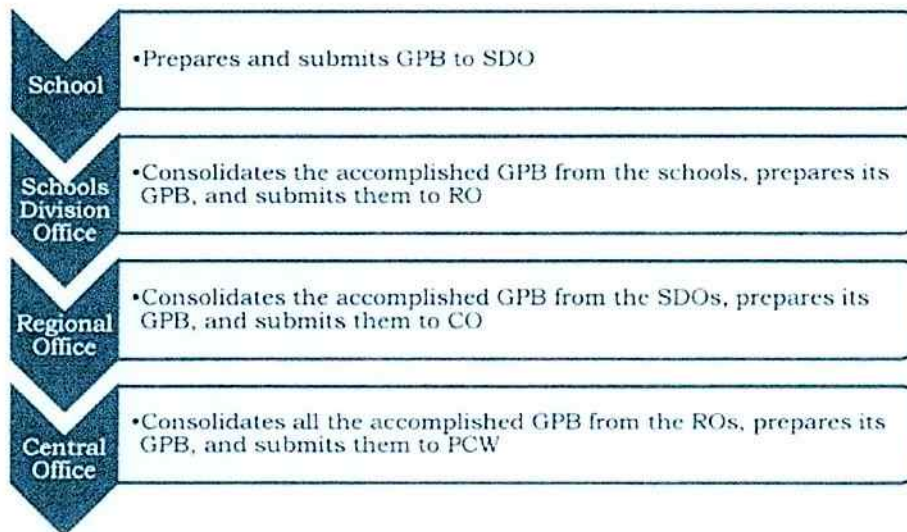
1. The gender issues/ GAD mandates and corresponding GAD programs, activities and projects (PPAs) to be included in the GPB should be within the context of the offices' mandates in conjunction with international treaties/ commitments, national laws and plans on women and gender equality; and
2. Offices shall prioritize addressing the gender issues outlined in the Gender Equality and Women Empowerment (GEWE) Plan 2019-2025, and in conjunction with the mandates of their offices. Agencies shall refer to the GEWE Plan Results Matrices (which could be downloaded from

<https://pcw.gov.ph/gewe-plan/>) for the GAD issues and corresponding GAD results, indicators, targets, and strategies to be integrated in the annual GPB;

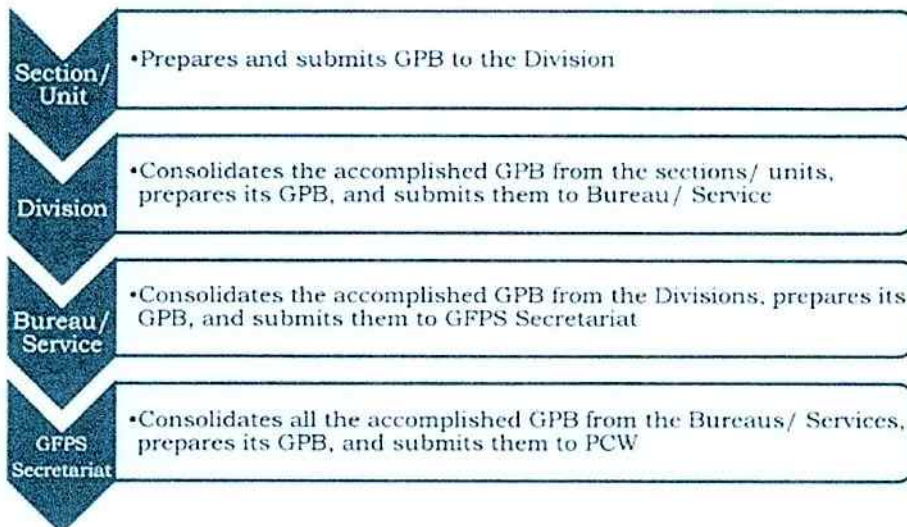
3. The identification of gender issues and GAD PPAs to be addressed in the plan shall be guided by the results of gender analysis and gender audit.

To provide clarity, below is the submission process flow:

**For Schools and Field Offices:**



**For Central Office:**



**GPB submissions from the Regional Offices to the Central Office and from the Bureaus/ Services to the GFPS Secretariat are to be made on or before 23**

**October 2023.** Kindly send them through this email [gfps.secretariat@deped.gov.ph](mailto:gfps.secretariat@deped.gov.ph). To facilitate the data consolidation process, please utilize the provided template (*See attached template*).

For questions or clarifications, please contact the Bureau of Human Resource and Organizational Development – Employee Welfare Division through office number (02)8633-7229/ (02)8635-3760 or email at [gfps.secretariat@cped.gov.ph](mailto:gfps.secretariat@cped.gov.ph)

*[BHRD-EWD/Antolin]*

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