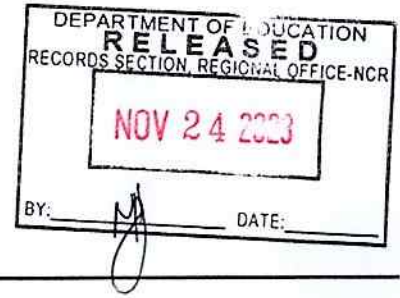




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



November 23, 2023

REGIONAL MEMORANDUM

No. 1229 s. 2023

To: Regional GAD Focal Point System
 Schools Division Superintendents
 Division HRD SEPS, GAD, SMME, Planning & Research Focal
 All Others Concerned

**ANNUAL GAD PLANNING WORKSHOP CUM INDUCTION PROGRAM FOR
 NON-TEACHING PERSONNEL LEARNING ENGAGEMENT**

1. In compliance to section 35 of the General Provision of the GAA for FY 2023 which require all government to formulate a Gender and Development (GAD) Plans and Budget addressing gender issues within the organization, the Human Resource and Development Division-National Educators Academy of the Philippines will conduct the above-captioned activity on **November 30 and December 1, 2023, 8:00 a.m. - 5:00 p.m.**
2. This activity aims to:
 - a.) engage all members of the Regional Office GFPS, program owners of the Big Ticket PPAs, COA, and SDO HRD SEPS, GAD, SMME, and Planning and Research focal in the preparation of the GPB and Induction program plan for Non-Teaching Personnel.
 - b.) capacitate participants in the process of GAD attribution. Specifically in the preparation of the project proposal and use of the HGDG tool.
3. Participants schedule are as follows:

Regional GFPS, program owners of the Big Ticket PPAs and COA	November 30, 2023	Continuous Improvement (CI) Learning Hub
SDO HRD SEPS, GAD, SMME, and Planning and Research focal	December 1, 2023	Usec. Francis M. Varela Hall



Misamis St., Bago Bantay, Quezon City
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4. For the smooth conduct of the workshops, all participants are requested to bring a laptop, pocket Wi-Fi, or extra data, a copy of the signed GPB for 2023 and 2024, the GAD Accomplishment Report or GAR 2022 and Non-teaching Personnel Induction Program Matrix.
5. Attached is the indicative program of activities.
6. The meals, materials, and other incidental expenses incurred shall be charged against the RO MOOE while the transportation expenses of SDO participants shall be charged against their MOOE or other local funds subject to usual accounting and auditing rules and regulations.
7. For queries, you may approach or reach Dr. Rhea B. Eden, Regional GAD Focal Person, HRDD - NEAP through **rhea.eden@depEd.gov.ph** or call at **09177358913**.
8. Immediate dissemination and strict compliance with this Memorandum is desired.


JOCELYN DR. ANDAYA
Director IV



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Enclosure 1

Indicative Program of Activity

Day 1 – November 29, 2023		
Time	Activities	In Charge
8:00am-8:30am	Registration	Melody N. Jolo Admin. Aide IV, FTAD
8:30am-9:00am	Preliminaries -Prayer -Statement of Purpose -Welcome Remarks -Message	HRDD-NEAP Rhea B. Eden EPS, HRDD-NEAP Regional GAD Focal Person Hajji R. Palmero CES, HRDD-NEAP Head GAD Secretariat Jocelyn DR. Andaya Director IV
9:00am-10:30am	Presentation of the BEDP- MaTaTaG Alignment Regional Office GPB 2024	Lilia A. Ricero EPS, PPRD Rhea B. Eden EPS, HRDD-NEAP Regional GAD Focal Person
10:30am-12:00nn	Process of GAD Attribution	Rhea B. Eden EPS, HRDD-NEAP Regional GAD Focal Person
12:00nn-1:00pm	LUNCH	
1:00pm-2:15pm	Harmonized Gender and Development Guidelines (HGDG) Tool	Leah Ailah C. Vicencio EPS II, HRDD-NEAP RO Alternate GAD Focal
2:15pm-3:15pm	PAWIM Project Proposal Template	Rhea B. Eden EPS, HRDD-NEAP Regional GAD Focal Person
3:15pm-5:00pm	Workshop 1: Project Proposal Writing Workshop 2: Evaluation of Project Proposal using HGDG Tool Presentation of Outputs	



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Day 2 – November 30, 2023		
8:00am-8:15am	Registration	HRDD-NEAP
8:15am-8:30am	Preliminaries	SDO Paranaque
8:30am-9:30am	Presentation of the BEDP-MaTaTaG Alignment	Lilia A. Ricero EPS, PPRD
9:30am-11:00am	Presentation of SDOs GPB 2024	SDO GAD Focal
11:00am-12:00nn	Critiquing of GPB 2024	SDO Planning and Research Focal
	Preparation of M & E Plan	SMME Focal
	Non-Teaching Personnel Induction Program Planning and Technical Assistance	HRD SEPS
12:00nn-1:00pm	LUNCH	
1:00pm-3:30pm	Process of GAD Attribution	Rhea B. Eden EPS, HRDD-NEAP Regional GAD Focal Person
	Harmonized Gender and Development Guidelines (HGDG) Tool	Leah Ailah C. Vicencio EPS II, HRDD-NEAP RO Alternate GAD Focal
	PAWIM Project Proposal Template	Rhea B. Eden EPS, HRDD-NEAP Regional GAD Focal Person
	Workshop: Project Proposal HGDG Evaluation	
3:30pm-4:00pm	Closing Program	HRDD-NEAP



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