



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

January 17, 2024

REGIONAL MEMORANDUM

No. 045 s. 2024

To: Regional GAD Focal Point System
Schools Division Superintendents
Division GAD Focal Point System
All Others Concerned

PREPARATION AND SUBMISSION OF THE 2023 GAD ACCOMPLISHMENT
REPORT (GAR)

1. In adherence to DM-OUHROD-2024-0055 and pursuant to Memorandum Circular No. 2023-05 of the Philippine Commission on Women (PCW) relative to the above-captioned report, GAD Focal Point System of the Regional Office and Schools Division Offices are hereby instructed to comply with the necessary requirements and observe the process of submission.
2. Members of the GFPS shall observe the enclosed steps and guidelines on the preparation and submission of the GAR.
3. The deadline for submission of the SDO CONSOLIDATED GAR is on January 19, 2023, at 5:00 pm. **Only those GARs submitted on time will be included in the Regional GAR.**
4. For queries, please contact Dr. Rhea B. Eden, Regional GAD Focal Person, HRDD - NEAP through rhea.eden@deped.gov.ph.
5. For information, guidance, and strict compliance.


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Enclosure 1

**GUIDELINES ON THE PREPARATION AND SUBMISSION OF THE
GAD ACCOMPLISHMENT REPORT (GAR)**

- Step 1. RO, SDO, and School Finance Officers shall provide a financial report of GAD and Attributed PPAs to the GAD Focal person indicating the following details.
- Title of the Actual Activity Conducted
 - Budget Allocation
 - Actual Cost/Expenditure
 - ORS and Disbursement Voucher Numbers
- Step 2. Prepare RO, SDO, and School proper GAR based on the approved GPB 2023.
- Step 3. Use the prescribed GAR Template which can be accessed through this link: <https://bit.ly/SDO-GAR2023>.
- Step 4. **All attributed PPAs** shall be reflected at the Attributed PPAs portion of the GAR and attached Mode of Verification (MOV) documents such as Accomplished HGDG Tool, Proposal, Memo, Attendance Sheet, Accomplishment Reports. Only the following portions shall be indicated and accomplished:
- Title of the PPA
 - Performance Indicators and Target
 - Actual Result (*Date Conducted & Actual Number of Participants*)
 - Actual Cost/Expenditure (*ORS and Disbursement Voucher Numbers*)
 - Variance/Remarks (*Unutilized Amount, HGDG Score & Interpretation, Proposed project is gender-responsive, Project Budget, and Attributed Amount*)
- Step 5. SDO GAD Focal will consolidate the GAR of the SDO and Schools.
- Step 6. Hard (signed/approved) and Softcopy (Excel Format) of the consolidated GAR shall be uploaded to this link: <https://bit.ly/SDOFolder-SignedGAR2023>.
- Step 7. The GAD Focal Person of the Functional Divisions in the Regional Office shall encode and accomplish the data needed in the attributed PPAs of their respective division.
- Step 8. RO GAD Secretariat shall prepare the Regional GAR and submit it to the GAD Secretariat of the Central Office.