



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

July 22, 2024

**REGIONAL MEMORANDUM**

No. NCR- 742, s. 2024

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

To: GAD Focal Point System  
 Schools Division Superintendents  
 Functional Division Chiefs  
 Program Owners  
 All Others Concerned

1. In adherence to DO No. 32, s. 2017, also known as the Gender-Responsive Basic Education Policy and in reference to the Memorandum Circular (MC) No. 2023, issued by the Philippine Commission on Women (PCW), which pertains to the preparation and submission of the Fiscal Year (FY) 2024 Gender and Development Plans and Budgets (GPB), this office, through the Human Resource Development Division (HRDD) shall spearhead the collection of the above-captioned documents **to ensure compliance to 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.**

2. Scanned copy of **approved project proposals** for FY 2024 **funded by MOOE** with **attached HGDG Assessment Tool Results** shall be uploaded to the link provided below not later than **July 29, 2024, 12:00 NN**. A downloadable template of the HGDG Tool may also be found in the link provided.

<https://tinyurl.com/2024ProposalHGDG>

3. Immediate dissemination and strict compliance with this Memorandum is desired.

**JOCELYN DR ANDAYA**  
 Director IV

Records



6 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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