



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

October 28, 2024

REGIONAL MEMORANDUM

No. 1139 s. 2024

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

**Preparation and Submission of Fiscal Year (FY) 2025
 Gender and Development (GAD) Plans and Budgets**

1. With reference to **Memorandum Circular (MC) No. 2024-03** issued by the Philippine Commission on Women (PCW), this Office, through the Human Resource Development Division (HRDD), SDOs and schools are required to prepare and submit GAD Plans and Budget for Fiscal Year 2025.
2. The basis for the preparation of the FY 2025 GAD Plans and Budget are the following:
 - a. **Direct GAD Fund (Client and Organizational Focused)**
 - Gender Needs Analysis Result
 - Updated Sex Disaggregated Data
 - Result of PPAs QAME or PIMME
 - DepEd draft GAD Agenda (Year 1)
 - b. **Personnel Services (PS)**
 - List of target participants
 - A downloadable template to compute PS is available at DepEd NCR website GAD corner which may also be accessed through this link:
<https://tinyurl.com/NCR-HRDD-GAD>
 - c. **Attribution**
 - 2025 approved PPA Proposals with HGDC assessment results with at least an 8.0-14.9 score interpreted as Gender Sensitive
3. GPB template and other GAD materials may also be found in the link provided above.
4. SDO GAD focal person or designated coordinator shall encode the consolidated GPB of their respective SDOs to the link provided during the GAD pocket meeting on October 28, 2024, **on or before November 8, 2024.**



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Meanwhile, the scanned copy of the signed GPB shall be uploaded on **November 12, 2024**.

5. For queries, please contact Dr. Rhea B. Eden through 09177358913 or by email at rhea.eden@deped.gov.ph.
6. Immediate dissemination of this Memorandum is directed.

JOCELYN DR ANDAYA
Director IV