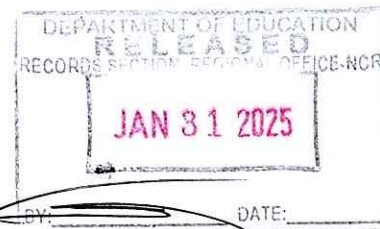




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



January 28, 2025

REGIONAL MEMORANDUM

No. 098 s. 2025

To: GAD Focal Point System
Schools Division Superintendents
Functional Division Chiefs and Unit Heads
All Others Concerned

**PREPARATION AND SUBMISSION OF FISCAL YEAR (FY) 2024
GENDER AND DEVELOPMENT (GAD) ACCOMPLISHMENT REPORT (AR)**

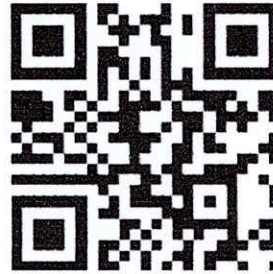
1. In compliance with the provisions of Memorandum Circular (MC) No. 2024-05 issued by the Philippine Commission on Women (PCW) and DepEd Order No. 63, s. 2012, known as the Guidelines on the Preparation of GAD Budgets and Submission of Accomplishment Reports, this office, through the Human Resource Development Division (HRDD), SDOs, and schools, is required to prepare and submit the Fiscal Year 2024 Gender and Development Accomplishment Report.
2. The following are the basis for the preparation of the FY 2024 GAD-AR:
 - a. **Submitted and Approved GAD Plans and Budget for FY 2024**
 - 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. **Attributed PPAs for FY 2024**
 - The 2024 approved PPA proposals have HGDD assessment results with at least an 8.0-14.9 score interpreted as Gender-Sensitive. Emerging PPAs not included in the submitted GPB 2024 may be included, provided they have justification and have undergone HGDD assessment.
3. Please find the attached document for specific instructions and access to the GAD-AR template (for regional office proper) and MS Form (for SDO GAD Focal).




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4. All SDO GAD Focal and their respective alternates will have a virtual GAD pocket meeting on February 4, 2025, at 2:00 PM-3:00 PM.

<https://tinyurl.com/GAD-PocketV1>



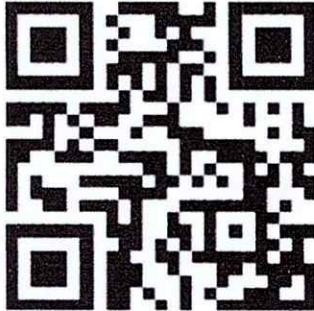
5. For queries, please contact Dr. Rhea B. Eden at 09177358913 or by email at rhea.eden@deped.gov.ph.
6. Immediate dissemination of this Memorandum is directed.


JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations




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Enclosure: **GAD-AR PREPARATION AND SUBMISSION SPECIFIC INSTRUCTIONS**

Station	Link & QR Code	In-Charge	Instructions
Regional Office	https://tinyurl.com/RO-GAR-2024 	GAD Focal	To accomplish items for direct GAD funds (Clients & Organizational-Focused)
		Program Owners per Functional Division	Accomplish columns 5-9 only. (refer to the sample provided) and provide a link where COA, CO GAD Secretariat, and PCW can check Means of Verification (MOV) and other supporting documents in the implementation of the attributed PPA. Sample MOVs: -Proposal, PPMP, WFP, Memo, Minutes, Attendance Sheet, Completion Report with QAME Result Format: PDF The deadline for encoding PPAs for attribution is



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			on or before February 7, 2025 , only.
Schools Division Offices	<p>https://forms.office.com/r/NTcaZ9qLg8</p> 	SDO GAD Focal	<p>Only the SDO GAD focal should access the link and input the consolidated GAR of their respective SDOs.</p> <p>For attributed programs, include only the BIG-TICKET programs for which MOOE is the budget source. Provide necessary MOVs or other supporting documents in the implementation of the attributed PPA in PDF format.</p> <p>The deadline for encoding PPAs for attribution is on or before February 9, 2025, only.</p>