



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

June 18, 2024

DIVISION MEMORANDUM

No. 318, s. 2024

**2024 Division GAD Coordinators Interface (Live-Out)
(SDO-Dapitan City GAD Year-End Assessment and GAD Plan and Budget)**

TO: District Supervisors and Principals In-charge of the Districts
Elementary and Secondary Schools Principals/School Heads
Elementary and Secondary GAD Coordinators
All others concerned.
This Division

1. Pursuant to Magna Carta of Women (MWC) and pertinent to the provisions of the PCW-NEDA-DBM joint Circular No. 2012-01 this division shall conduct the 2024 Division GAD Coordinators Interface (Live-Out) (SDO-Dapitan City GAD Year-End Assessment and GAD Plan and Budget) on July 11 and 12, 2024, venue shall be announced in a later advisory.
2. This activity aims to help the participants acquire the knowledge and understanding required for the formulation of gender-responsive plans, budgets, and accomplishment reports; and engage in practical exercises, applying the learned skills to draft gender-responsive plans, budgets, and accomplishment reports, thereby building professional competencies in gender-inclusive strategic planning. Attached is the matrix of the activity.
3. Participants in this activity are the School Head or GAD coordinator in every elementary and secondary school of this division.
4. Expenses during the conduct of the activity such as meals, snacks, and venue shall be charged to Division GAD Funds. In contrast, transportation and incidental expenses shall be charged to school MOOE/GAD funds/local funds, and other school local funds subject to its availability and usual accounting and auditing rules and regulations.
5. Teaching and non-teaching participants will earn service credit/s and compensatory time-off (CTO) respectively in case the event falls on a special/local holiday/weekend.
6. For inquiries, please contact EPS Florence S. Gallemit, thru her mobile no. at 0907-215-7451 or email at florence.gallemit01@deped.gov.ph.
7. For immediate dissemination and compliance.

DANNY B. CORDOVA, EdD, CESO VI
Schools Division Superintendent

Department of Education
Division of Dapitan City

RELEASED

NO 318 JUN 18 2024
TIME 2:27



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2024 Division GAD Coordinators Interface (Live-Out)
(SDO-Dapitan City GAD Year-End Assessment and GAD Plan and Budget)

TRAINING MATRIX

Day 1		
Time	Activity	Person's Responsible
7:30 am	8:00 am	Registration
8:00 am	8:30 am	Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • Regional Hymn • Presentation of Participants, Resource Speakers, and PMT • House Rules • Opening Remarks • Statement of Purpose • Message • QAME
		Multimedia
		Multimedia
		Multimedia

8:30 am	8:45 am	Pre-Test (Online)
		DTWG
8:45 am	9:45 am	Session 1 <ul style="list-style-type: none"> • Applying Gender Guidelines: A Practical Workshop for Effective Integration
9:45 am	10:00 am	Health Break
10:00 am	11:30 am	<ul style="list-style-type: none"> • Continuation of Session 1
11:30 am	1:00 pm	Lunch
1:00 pm	2:30 pm	Session 2 <ul style="list-style-type: none"> • Introduction to Gender Responsive Development Plans and Budgets
2:30 pm	2:45 pm	Health Break
2:45 pm	5:00 pm	Session 3 <ul style="list-style-type: none"> • Developing a Gender-Responsive Budgeting for GPB 2024
5:00 pm	5:30 pm	Completion of Day 1 Online QAME
		DTWG
5:30 pm	6:00 pm	Dinner
Day 2		
Time	Activity	Person's Responsible
7:30 am	8:00 am	MOL
8:00 am	10:00 am	Presentation of GPB 2024
10:00 am	10:15 am	Health Break



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10:15 am	12:00 nn	Session 4 <ul style="list-style-type: none">GAD 2024 Strategic Planning	
12:00 nn	1:00 pm	Lunch	
1:00 pm	3:45 pm	Continuation of <ul style="list-style-type: none">GAD 2024 Strategic Planning	
3:45 pm	4:00 pm	Post-Test (Online)	
4:00 pm	4:15 pm	Completion of Day 2 Online Evaluation	
4:15 pm	5:00 pm	Closing Program	

