



Republic of the Philippines

## Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

07 February 2025

### SCHOOLS DIVISION MEMORANDUM

No. 049,

s. 2024

#### **IT IS A GAD THING TO KNOW: TRAINING WORKSHOP ON HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG) FOR TRAINING PROGRAM IMPLEMENTERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Elementary and Secondary Schoolheads  
All Others Concerned

1. The Schools Division Office through the Gender and Development Focal Point System (GFPS) will conduct training-workshop on Harmonized Gender and Development Guidelines (HGDG) for Training Program Implementers on February 13, 2025 at the SDO Teachers' Hall, Barangay Rizal, Science City of Muñoz.
2. This training is designed to provide participants with the knowledge and skills needed in implementing gender mainstreaming strategies in various development programs and strengthen the advocacies, programs, projects, and activities of Gender and Development (GAD) in all schools and offices in the Division.
3. The training aims to:
  - a. understand the basic concepts and principles of planning and budgeting and the use of HGDG Tools;
  - b. align the developed and approved programs and projects for Fiscal Year 2025 onwards with the Harmonized Gender and Development Guidelines;
  - c. ensure that all programs, projects, and activities are gender responsive and sensitive;
  - d. attribute programs and projects to comply with the Philippine Commission on Women (PCW) and Commission on Audit (COA) requirements; and
  - e. appreciate the importance of using HGDG in the preparation of Gender Responsive Programs, Projects, and Activities.
4. The participants in this activity are the SDO Unit Heads, Chief Education Supervisors, Education Program Supervisors, Senior Education Program Specialist, Education Program Specialists II, and schoolheads in public schools. They are required to bring laptops, extension cords, and their own provision of food.



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

6. For the information and guidance of all concerned, enclosed are the following:  
Enclosed with this issuance are the following:  
Enclosure No. 1: List of Program Management Team and Technical Working Group  
Enclosure No. 2: List of Participants  
Enclosure No. 3: Training Matrix
7. This issuance serves as the Authority to Travel of the participants.
8. For queries, please communicate with Mr. James Patrick S. Barias, Education Program Specialist II/Division GAD Focal Person through his email at [jamespatrick.barias@deped.gov.ph](mailto:jamespatrick.barias@deped.gov.ph) or at his cellphone number 0917-189-3968.
9. Wide dissemination of this Memorandum is earnestly desired.

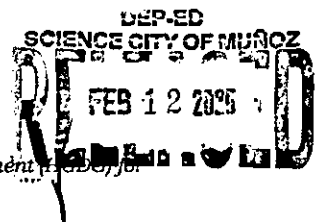
**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent

Encl. As stated  
To be indicated in the Perpetual Index  
Under the following subjects:

GAD      HGDG      PPAs

SGOD-HRD/JPSB/It is a GAD Thing to Know: Training Workshop on Harmonized Gender and Development Training Program Implementers

02/February 07, 2025



Address: Brgy. Rizal, Science City of Muñoz, 3119  
Telephone No.: (044) 806-2192; Email Address: [munozone.science.city@deped.gov.ph](mailto:munozone.science.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 of Schools Division Memorandum No. 049, s. 2025

**LIST OF PROGRAM MANAGEMENT TEAM**

Name	Position
1. Johanna N. Gervacio PhD, CESO V	Schools Division Superintendent
2. Ronilo E. Hilario, CESO VI	Assistant Schools Division Superintendent
3. Friessy Cruz S. Bermuda, II	Administrative Officer V
4. Larry B. Espiritu PhD	Chief Education Supervisor
5. Bernardo A. Gargabite EdD	Chief Education Supervisor
6. Winnie W. Poli	Education Program Supervisor
7. Cyril S. Talusan	Senior Education Program Specialist
8. Marianne C. Coronel MD	Medical Officer III
9. Charmaine Eljie R. Rayos RN	Nurse II

**LIST OF TECHNICAL WORKING GROUP**

Name	Position
1. James Patrick S. Barias	Education Program Specialist II
2. Joel G. Dizon	Education Program Specialist II
3. Ann Cathlyn T. Acosta	Administrative Officer III
4. Ross Ann V. Armadillo	Administrative Officer III
5. Angelica C. Sanchez	Administrative Officer I



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 2 of Schools Division Memorandum No. 044, s. 2025

**LIST OF PARTICIPANTS**

NO.	NAME	OFFICE/SCHOOL
1	Stella Marie C. Dumale	Personnel Unit
2	Minda V. Mangalindan	Budget Unit
3	Emalyn R. Maglanoc	Cash Unit
4	Kimberly Joy N. Tadeo	Payroll Unit
5	Johann M. Tabing	ICT Unit
6	Winnie S. Valdez	Supply Unit
7	Aaron S. Sobrevilla	Records Unit
8	Mercedita D. Saldero	Curriculum Implementation Division
9	Nelie D. Sacman PhD	Curriculum Implementation Division
10	Aileen G. Mactal PhD	Curriculum Implementation Division
11	Mary Queen P. Orpilla PhD	Curriculum Implementation Division
12	Rodolfo A. Dizon PhD	Curriculum Implementation Division
13	Zoraida F. Espino PhD	Curriculum Implementation Division
14	Augusto A. Mateo	Curriculum Implementation Division
15	Melody E. Galingan	Curriculum Implementation Division
16	Novalyn C. Rodolfo EdD	Curriculum Implementation Division
17	Leilani D. Tidalgo PhD	Curriculum Implementation Division
18	Engr. Marlon V. Siminig	School Governance and Operation Divisions
19	Engr. Alvin D. Tangonan	School Governance and Operation Divisions
20	Jayson V. Flores DMD	School Governance and Operation Divisions
21	Rosan E. Ariston	School Governance and Operation Divisions
22	May P. Padilla PhD	Bagong Sikat Elementary School
23	Emily I. Fernandez PhD	Bantug Elementary School
24	Elenita R. Romagosa PhD	Bical Elementary School
25	Rowena D. Ordoñez	Cabisuculan Elementary School
26	Ricardo C. Medrano	Calabalabaan Elementary School
27	Cecilia R. Alvarez	Calisitan Elementary School
28	Margarie DC. Lucero	Catalanacan Elementary School
29	Rod Herbert C. Castillo	Curva Elementary School
30	Jocelyn R. De Guzman	DepEd-CLSU (Lab) School
31	Marites D. Ringor PhD	Franza Elementary School
32	Emmanuel D. Alvarez PhD	Gabaldon Integrated School
33	Edgardo A. San Andres	Gov. Eduardo L. Joson Memorial School
34	Rosario M. Sapitan	Licaong Elementary School
35	Joanna Marie D. Torda	Linglingay Elementary School
36	Jhon F. Del Mundo PhD	Magtanggol Integrated School
37	Michelle T. Jayme PhD	Maligaya Elementary School



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

38	Leah C. Lazaro	Mangandingay Elementary School
39	Charles A. Dizon	Mapangpang Elementary School
40	Ann Christian A. Francisco	Maragol Integrated School
41	Pepito D. De Guzman	Muñoz Central School
42	Genalyn B. Tangonan PhD	Muñoz North Central School
43	Al John U. Febrero	Naglabrahan Primary School
44	Christian U. Dela Cruz	Palusapis Integrated School - Elementary
45	Edwin T. Manuel	Pandalla Elementary School
46	Jordan T. Nicodemus	Rang-ayan Elementary School
47	Rona May E. Cruz	Ricardo V. Adriano Elementary School
48	Marilyn D. Sicat	Rizal Elementary School
49	Divina C. Capinpin	San Andres Elementary School
50	Norma R. Framo PhD	San Antonio Integrated School
51	Elvierita O. Paclibare	San Felipe Elementary School
52	Alona A. Gascon	Sapang Cauayan Elementary School
53	Veronica M. Aquino	Tekila Grace DV Alvarez Primary School
54	Jhon D. Galera PhD	Villa Cuizon Elementary School
55	Joven P. La Rosa EdD	Villa Isla Elementary School
56	Maricel D. Gilvoligaya PhD	Villa Nati Elementary School
57	Jackielou G. Alberto	Villa Santos Elementary School
58	Melanie N. Aquino	Inday Melecion National High School
59	Pedro J. De Guzman	Muñoz National High School - Annex
60	Irenio A. Bucsit Jr.	Muñoz National High School - Annex
61	Marichele M. Mercurio PhD	Muñoz National High School - Main JHS
62	Dominador M. Orpilla PhD	Muñoz National High School - Main SHS



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 3 of Schools Division Memorandum No. 049, s. 2025

**TRAINING MATRIX**

<b>Time</b>	<b>Duration</b>	<b>Session</b>	<b>Resource Persons</b>
08:00 am - 8:30 am	30 minutes	Registration	PMT / TWG
08:30 am - 09:00 am	30 minutes	Opening Program	PMT / TWG
09:00 am - 10:30 am	1h 30 min	<b>Session 1</b> Gender and Development (GAD) Implication to Policy Imperatives and Procedures on the Preparation of GAD Plan and Budget and GAD Accomplishment Reports	Dr. Wensdy S. Casio Head Teacher III MNHS - Main (JHS)
10:30 am - 11:00 am	30 minutes	Uninterrupted Health Break	
11:00 am - 12:00 pm	1 hour	<b>Session 2</b> Important Matters to Consider in the Development of GAD Plan and Budget and GAD Accomplishment Reports	Mr. Jomel V. Mangawang Accountant III Accounting Unit
12:00 nn - 1:00 pm	1 hour	Lunch Break	
01:00 pm - 03:00 pm	3 hours	<b>Session 3</b> Use of Harmonized Gender and Development Guidelines to Mainstream Gender and Development Responsive Programs, Projects, and Activities	Dr. Shiela S. Prieto SEPS – HRD / Division GAD Focal Person SDO Cabanatuan City
03:00 pm - 03:15 pm	15 minutes	Uninterrupted Health Break	
03:15 pm - 4:00 pm		<b>Continuation of Session 3</b>	
04:00 pm - 05:00 pm	1 hour	Endo-of-Day Evaluation and Reminders Closing Program	M & E / PMT / TWG