



Republic of the Philippines

Department of Education

REGION III – CENTRAL LUZON

SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

12 October 2026

SCHOOLS DIVISION MEMORANDUM

No. 341,

s. 2026

SUBMISSION OF PROPOSALS FOR OFF-CAMPUS GENDER AND DEVELOPMENT (GAD) TRAINING ACTIVITIES

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

1. Pursuant to **DepEd Order No. 63, s. 2012**, entitled Guidelines on the Preparation of Gender and Development (GAD) Plans, Utilization of GAD Budgets and Submission of Accomplishment Reports, all Gender and Development (GAD) Programs, Projects, and Activities (PPAs) shall be responsive to identified gender issues, and consistent with the approved GAD Plan and Budget. The Order likewise provides guidelines on the appropriate utilization of GAD funds and monitoring and reporting of GAD PPAs.
2. In line with the foregoing, all schools intending to conduct off-campus GAD training activities shall submit their proposals and supporting documents to the Schools Division Office, through the Division GAD Focal Point System (GFPS), for review and evaluation prior to implementation. The GFPS serves as an institutional mechanism for gender mainstreaming and assists in the planning, implementation, monitoring, and evaluation of GAD PPAs
3. To ensure that proposed off-campus GAD training activities are responsive to identified gender issues, properly implemented, and conducted without disruption of classes, the following considerations shall be observed:
 - a. **Voluntary Participation.** Participation in an off-campus GAD training activity shall be voluntary. Only personnel who have signified their willingness to participate shall be included in the corresponding school memorandum. No personnel shall be compelled to participate in an off-campus activity.
 - b. **No Disruption of Classes.** Consistent with DepEd Order No. 09, s. 2025 on the maximization and protection of instructional time, schools shall ensure that participation in off-campus GAD training activities does not adversely affect the conduct of classes. Whenever practicable, such activities should be scheduled during the end-of-term block. For activities conducted outside the school that may require teachers' absence from classes, scheduling during weekends or other non-class days is strongly encouraged.
 - c. **Training Expenses and Use of GAD Funds.** Expenses for the conduct of the activity, including **meals, transportation, accommodation, and**