



Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

**March 16, 2022**

**DIVISION MEMORANDUM**





NO. **135**, s. 2022

To: Assistant Schools Division Superintendents  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
All Education Program Supervisors and Public Schools District Supervisors  
All Elementary and Secondary School Heads  
All GAD Coordinators

**CALL FOR PROPOSALS FOR 2022 GENDER AND DEVELOPMENT  
TRAININGS AND ACTIVITIES**

1. Pursuant to Republic Act 9710, Section 36 of Chapter VI, anchored on the Magna Carta of Women (Republic Act No. 9710), and aligned with the Republic Act No. 10352, this Office calls for the **online submission of GAD proposals** thru this link: <https://tinyurl.com/HRDProposalSubmission>.
2. GAD focuses on Gender Mainstreaming or a strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring, and evaluation of policies, programs, and projects in all social, political, civil, and economic spheres so that women and men benefit equally and assessing the implications for women and men of any planned action, including legislation, policies, or programs in all areas and at all levels.
3. All forms and required attachments are downloadable from this Google Drive folder, <https://tinyurl.com/HRDFormTemplates>.
4. Timeline **for submission shall be 25-30 working days prior to conduct** in consideration to procurement, supply, budget, accounting, and finance requirements.
5. Completion report together with all attachments must be submitted **within 7-10 working days post implementation** thru this Google Form link: <https://tinyurl.com/HRDCompletionReportSubmission>.
6. Attached are the required forms and attachments and the RO-released GAD mandates and gender issues as reference for the choice of topics and activities to be conducted.



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**"Serbisyong Pang-Edukasyong Tapat at Sapat para sa Batang KABITENYO"**






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
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

7. The GAD fund for the schools is computed based on the personnel services fund computed based on the employees' hourly rate multiplied by the number of GAD training hours; and 5% of the annual school MOOE. Expenses shall be subject to usual accounting and auditing rules and procedures.
8. Questions and clarifications may be communicated to the HRDS thru email [depedcavite.hrd@deped.gov.ph](mailto:depedcavite.hrd@deped.gov.ph).
9. Immediate dissemination of and strict compliance to this Memorandum is directed.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

RPS/DM No. 135 s. 2022  
BU-4928/03/16/2022



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Attachment 1 to Division Memorandum No. 135, s. 2021 titled "CALL FOR PROPOSALS FOR 2022 GENDER AND DEVELOPMENT TRAININGS AND ACTIVITIES"

**Form Templates and Attachments for GAD Proposals**

<b>Proposal</b>	<b>Attachments</b>
A. GAD Proposal	<ol style="list-style-type: none"><li>1. DOC-HRD-FR-024 revision 01</li><li>2. Sample Session Guide</li><li>3. Sample audiovisual presentations</li><li>4. Sample assessments</li><li>5. NEAP Sample CV Template</li><li>6. School GAD Plan c/o HRD Section</li></ol>
B. Completion Report	<ol style="list-style-type: none"><li>1. Approved/ signed copy of the proposal</li><li>2. Three to five action photos</li><li>3. QAME results</li><li>4. DOC-HRD-FR-016 Registration Form</li><li>5. DOC-HRD-FR- 015-Meal Attendance Sheet</li><li>6. DOC-HRD-FR-014 Daily Attendance Sheet</li><li>7. Excel List for Certificates</li></ol>



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