



Republic of the Philippines  
Department of Education

REGION IV-A

BU-18039

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

June 6, 2023

**DIVISION MEMORANDUM**





NO. 226, s. 2023

**CALL FOR SUBMISSION OF SCHOOL GENDER AND DEVELOPMENT PROPOSALS**

To: Assistant Schools Division Superintendents  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
All Elementary and Secondary School Heads, TICs, OICs  
School Gender and Development Focal Point System (GPFS)  
School Gender and Development (GAD) Coordinators  
All Concerned

1. Pursuant to the **DepEd Order No. 63, s. 2012** titled Guidelines on the Preparation of Gender and Development (GAD) Plans, Utilization of GAD Budget, and Submission of Accomplishment Reports, this Office calls for the submission of Gender and Development Proposals for the conduct of **School-based Gender Sensitivity Training, Workshop, Forum, or Conference** for the SY 2023.
2. Here are the **Guidelines for the Submission of GAD Proposals**:
  - a. As stated in Regional **Order No. 1, s. 2023**, the use of NEAP-R facilities for use as venue for workshops, seminars, training, conferences, and other official education-related activities is highly encouraged.
  - b. Off campus venues for the conduct of GAD sensitivity training shall only be **within the CALABARZON region**.
  - c. Allowable expenses may include training supplies, travel, food, board and lodging, professional fees. The DepEd standard rate of stay is *Php 2000* per overnight stay and *Php 1200* per day stay, inclusive of use of amenities, food, and lodging.
  - d. **Budget Circular No. 2007-1** shall be referred to in terms of the grant of honoraria to lecturers, resource persons, coordinators, and facilitators which states that *“the minimum honoraria rates shall be two (2) times their hourly rates based on their monthly salaries at 22 workdays per month, and 8 work hours per day. Such honoraria rates may be raised but not exceeding the maximum honoraria rates of two (2) times the hourly rate for a position of Professor VI, step 1 of SG 29, depending on the difficulty and complexity of the subject matter, the professional qualifications of the lecturers, resource*



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- persons, coordinators, and facilitators, and the position levels of the participants. Furthermore, the honoraria to be paid shall correspond to the number of actual lecture/training hours plus equal number of hours for preparation. The total honoraria may be proportionately increased depending on the number of seminar/ workshop/training participants in excess of fifty (50) participants”.*
- e. In consideration to **DepEd Order No. 9, s. 2005** on instituting measures to increase engaged time-on-task and ensuring compliance therewith and policy on off-campus activities stated in **DepEd Order No. 66, s. 2017**, the days of conduct shall be **allowed only during the weekends- Saturday and Sunday within the months of July until September of 2023.**
  - f. Required attachments include the **GAD Plan for FY 2023**, duly signed by the School GAD Coordinator who prepared the document, noted by the School GFPS Representative and approved by the School Head together with the **Session Guide.**
  - g. If with **Tour Providers, these requirements MUST be complied with:**
    - BIR Permit of the Service Provider
    - Business Permit
    - DTI Permit
    - Photos of the Office of the Tour Provider
    - Certified True Copy of Certification from the Land Transportation, Franchising and Regulatory Board (LTFRB) on the validity and scope of franchise of the tour operator's vehicle/s
    - Certified True Copy of Accreditation Certificate by the Department of Tourism (DOT)
    - Copy of Registration of Vehicles
    - Copy of Professional Driver's License
    - Copy of Drivers' Updated Medical Records
    - Copy of Roadworthiness Certificate
    - Information and Cost of Travel Insurance
    - Provision of Health and Safety Measures (tour guide, nurse/ medics, first aid kits)
    - Copy of Tour Packages and other expenses that may be incurred.
    - Itinerary of Activities
  - h. **It is emphasized that the schools MUST NOT commit to any tour provider until the approval of the Schools Division Superintendent has been sought.**
  - i. The timeline for **submission of GAD proposals shall be within 20 working days prior to the date of conduct** in consideration to finance, accounting, and procurement requirements.
  - j. No alteration must be made with the official proposal template.



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k. Relevant links are as follows:

Templates	<a href="https://bit.ly/HRD-Form-Templates">https://bit.ly/HRD-Form-Templates</a>
GAD Proposal Submission	<a href="https://bit.ly/GAD-PPA-Proposal">https://bit.ly/GAD-PPA-Proposal</a>
GAD Completion Report Requirements	<a href="https://bit.ly/GAD-PPA-Completion">https://bit.ly/GAD-PPA-Completion</a>

3. Here are some of the recommended GAD concepts and topics:

- Developing GAD- themed research
- Gender mainstreaming
- Gender-Fair Language in the workplace
- Safe Spaces Act
- Gender Sensitivity
- Gender Analysis and Tools
- GAD Database Generation
- Basics of GAD
- Gender Sensitivity Training for Special Groups:
- Persons with Disability
- Solo Parents
- Senior Citizens
- Orientation on Men Opposed to Violence against Women Everywhere (MOVE) and Kalalakahang Tapat at Responsable sa Obligasyon at Pagpapamilya (KATROPA) a program of CvSU Resource Center





4. Reiteration that physical, mental and health fitness including purchase of equipment, recreation and social activities, religious and cultural projects, construction expense, supplies and materials for general use, study tour, Christmas and year-end celebrations and meetings, **cannot be charged to GAD Fund except if these can be justified as clearly addressing specific gender issues.**

5. The following issuances for reference can be accessed through this link:  
<https://bit.ly/HRD-Form-Templates>.

- a. DepEd Order No. 66, s. 2017
- b. Division Memorandum No, 007, s. 2023
- c. DepEd Order No. 63, s. 2012
- d. DBM Budget Circular No. 2007-1

6. For GAD-related concerns or queries, kindly reach the Division GAD Coordinators Ronalyn P. Salazar, HRD SEPS or Camille R. Ortilla, HRD EPS II via email at [depedcavite.hrd@deped.gov.ph](mailto:depedcavite.hrd@deped.gov.ph).



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7. Immediate dissemination and strict compliance with this Memorandum is directed.

**ROSEMARIE D. TORRES, CESO V**  
Schools Division Superintendent

Encl: None

Reference: As stated

To be included in the Perpetual Index

Under the following subjects:

TRAINING PROGRAMS

REQUIREMENTS

INCLUSIVE EDUCATION

RPS/ DM No. **226** s. 2023  
BU-18039/ 06/06/2023



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