



051921-060

Republic of the Philippines  
**Department of Education**  
REGION IV-A

**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**

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May 19, 2021

**DIVISION MEMORANDUM**





NO. 148, s. 2021

To: OIC, 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 2021 GENDER AND DEVELOPMENT  
TRAININGS AND ACTIVITIES**

1. The Magna Carta of Women (Republic Act No. 9710) defines Gender and Development Program (GAD) as the development perspective and process that is participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices and contends that women are active agents of development, not just passive recipients of development.
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. Anent to this, this Office, thru the Human Resource Development Section (HRDS) calls for the **online submission of GAD training and GAD activity proposals** thru this link: <https://tinyurl.com/HRDProposalSubmission> **starting May 24, 2021.**
4. Attached is the list of the required forms to be used and attachments. All forms are downloadable from <https://tinyurl.com/HRDFormTemplates>.
5. Training Proposals are subject for NEAP recognition, hence, **the timeline for submission shall be 45- 50 days prior to conduct** to meet the NEAP-R timeline, and in consideration to procurement, supply, budget, accounting, and finance.
6. After undergoing quality assurance, feedback shall be sent by the HRDS thru the registered email of the proponent. The proponent shall be responsible for the printing of proposal and submitting a copy to the Records Section for the



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**"Serbisyon Pang-Edukasyon Tapat at Sapat para sa Batang KABITENYO"**



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issuance of tracking/transaction number. Once fully signed by all signatories, the proponent shall scan the approved proposal and upload the same to this link: <https://tinyurl.com/ApprovedProposalSubmission>.

7. Completion report together with all required attachments must be submitted **within 7- 10 working days post implementation** thru this link: <https://tinyurl.com/HRDCompletionReportSubmission> as these shall be forwarded to NEAP-R and PRC as basis for evaluation of proposed training program.

8. In consideration to health and safety of DepEd Cavite personnel, and in compliance to DOH and IATF Protocols, **it is highly encouraged to conduct trainings and activities virtually.**

9. **GAD proposals must strictly be aligned with the approved GAD Plan.** The 2021 GAD Plans for elementary and secondary schools are downloadable thru <https://tinyurl.com/2021GADplans>, for reference.

10. Questions and clarifications may be communicated to the HRDS thru email [depedcavite.hrd@deped.gov.ph](mailto:depedcavite.hrd@deped.gov.ph).

10. Immediate dissemination of and strict compliance to this Memorandum is directed.

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

RPS/ DM 148 s. 2021  
051921-060/ 05/18/2021



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*Attachment 1 to Division Memorandum No. 148, s. 2021 titled "CALL FOR PROPOSALS FOR 2021 GENDER AND DEVELOPMENT TRAININGS AND ACTIVITIES"*

**Form Templates and Attachments for GAD Proposals**

<b>Proposal</b>	<b>Attachments</b>
A. GAD Training Proposal	<ol style="list-style-type: none"><li>1. NEAP FORM 2020R.1 Professional Development Program Course Recognition Application Form</li><li>2. Sample Session Guide</li><li>3. Sample audiovisual presentations</li><li>4. Sample assessments</li><li>5. NEAP Budget Matrix Template (if with funding)</li><li>6. NEAP Sample CV Template</li><li>7. School GAD Plan</li></ol>
B. GAD Activity Proposal	<ol style="list-style-type: none"><li>1. DOC-HRD-FR-024 Activity Proposal Template</li><li>2. School GAD Plan</li></ol>
C. 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 (for NEAP and PRC purposes)</li><li>5. DOC-HRD-FR- 015-Meal Attendance Sheet (for face-to-face or with meals)</li><li>6. DOC-HRD-FR-014 Daily Attendance Sheet</li><li>7. Excel List for Certificates (no need for HRD certificate codes)</li></ol>



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