



Republic of the Philippines  
**Department of Education**  
REGION X

**SCHOOLS DIVISION OF CAGAYAN DE ORO CITY**

**Office of the Schools Division Superintendent**

**23 July 2024**

**DIVISION MEMORANDUM**

No. 514 s.2024

**CAPACITY BUILDING ON GENDER AND DEVELOPMENT (GAD) PROGRAM  
IMPLEMENTATION**

**TO:** Assistant Schools Division Superintendent  
All Elementary and Secondary Public School Heads and Principal  
Concerned working Committee  
Concerned Division Personnel  
This Division

1. The Department of Education (DepEd) Division of Cagayan de Oro City through the School Governance & Operations Division (SGOD) will conduct a three (3) days capacity building on Gender and Development (GAD) program implementation for elementary and secondary school heads and principal on August 14-16, 2024 at Midway Minkay Beach Resort, Initao, Misamis Oriental.
2. This activity aims to strengthen the implementation of the program, address sexuality issues, gender fairness, sensitivity, and responsiveness.
3. There shall be only one (1) school head who will represent each school to join the activity, preferably the lead principal. School Heads are also advised to bring their laptops during the conduct of the training.
4. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.
5. Attached is the program flow and members of the Technical Working Group (TWG) committee for reference.
6. Immediate dissemination and compliance to this memorandum is required.

**ROY ANGELO E. GAZO**  
Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index  
under the following subjects:  
**TRAINING**

RHL / DM – capacity building on Gender and Development (GAD) program implementation  
June 6, 2024



**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
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**Capacity Building on Gender and Development (GAD) Program Implementation**  
**August 14-16, 2024**

| Day/Time                     | Session Objectives                                                                                                        | Outputs                                                                                                | Topic/Content Highlights                                                                     | Methodology                               | Person In-Charge                                                         | Resources Needed        |
|------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------|-------------------------|
| <b>DAY 1 August 14, 2024</b> |                                                                                                                           |                                                                                                        |                                                                                              |                                           |                                                                          |                         |
| 12:00-1:00                   | <b>Registration</b>                                                                                                       |                                                                                                        |                                                                                              |                                           |                                                                          |                         |
| 1:00-2:00                    | * Opening Ceremony<br>*Explain the Rationale of the training-workshop<br>*orientation on House Rules. Norms<br>* Pre-test | Pre-Test Training Evaluation (QATAME)                                                                  | Rationale House rules/norms Safety and Security orientation                                  | Invocation National Anthem Messages       | Roy H. Lumban Training Team TWG                                          | Projector Slides AVP    |
| 2:00-3:30                    | Safe Spaces Act                                                                                                           | Analysis on the recent data committed on gender-based sexual harassment (GBSH)                         | All forms of gender-based sexual harassment (GBSH) committed in public spaces and workplaces | Presentation Discussion                   | Jean T. Loquillano Program Head-AB in Communications City College of CDO | Slides Projector Laptop |
| 3:30-5:00                    | Gender Responsive Basic Education Policy                                                                                  | Develop a deeper understanding on the level of awareness on gender fairness/sensitivity/responsiveness | awareness of gender fairness/sensitivity/responsiveness                                      | Presentation Discussion                   | Roy H. Lumban EPS-II                                                     | Slides Projector laptop |
| <b>DAY 2 August 15, 2024</b> |                                                                                                                           |                                                                                                        |                                                                                              |                                           |                                                                          |                         |
| 8:00-8:30                    | <b>MOL Recap</b>                                                                                                          |                                                                                                        |                                                                                              |                                           |                                                                          |                         |
|                              | <b>Elementary School Heads in-charge of MOL</b>                                                                           |                                                                                                        |                                                                                              |                                           |                                                                          |                         |
| 8:30-10:00                   | Maximize the utilization of GAD Budget                                                                                    | Drafted the utilization of GAD Budget                                                                  | Utilization of GAD Budget                                                                    | Presentation/coaching Sample presentation | Arnel A. Calubag Accountant III                                          | Slides Projector Laptop |
| 10:00-12:00                  | Formulation of the GAD Plan & Accomplishment report                                                                       | Crafted GAD plan and Budget                                                                            | GAD Plan and Budget                                                                          | Presentation/coaching Sample presentation | Eleanor Comsejo H. Rollan SEPS-Monitoring & Evaluation                   | Slides Projector Laptop |
| <b>LUNCH</b>                 |                                                                                                                           |                                                                                                        |                                                                                              |                                           |                                                                          |                         |
| 1:00-3:00                    | Utilize the Gender Analysis Tools (e.g, GMEF, HGDG)                                                                       | Integration of HGDG of project proposal                                                                | Gender Analysis Tools (e.g, GMEF, HGDG)                                                      | Presentation/coaching Sample presentation | Mark John T. Gabule Regional GAD Coordinator                             | Slides Projector Laptop |
| 3:00-5:00                    | Workshop on Gender analysis using tools to identify gender issues                                                         |                                                                                                        |                                                                                              | coaching Sample presentation              | Mark John T. Gabule Regional GAD Coordinator                             | Laptop                  |

| <b>DAY 3      August 16, 2024</b> |                                             |                                                 |                                    |                        |                                                 |                                                                                    |
|-----------------------------------|---------------------------------------------|-------------------------------------------------|------------------------------------|------------------------|-------------------------------------------------|------------------------------------------------------------------------------------|
| 8:00-10:00                        | Presentation by district on Gender analysis | 1 resource presenter per district.              | Presentation of output by District | Presentation of output | Mark John T. Gabule<br>Regional GAD Coordinator | Slides<br>Projector<br>Laptop                                                      |
| 10:00-12:00                       | Conduct Post test<br>Closing program        | Post Test results<br>Training Evaluation (QAME) | Giving of Certificates             | Closing Program        | Secondary School Heads                          | Post Test<br>QAME<br>Certificates<br>Slides<br>Projector<br>Laptop<br>Sound System |

### **Working Committees:**

Over-all Chairman:

Co-chairman:

Member:

Roy Angelo E. Gazo

Audie S. Borres

Jean S. Macasero

Rosalio R. Vitorillo

Romeo B. Aclo

Physical facilities Chairman

Engr. Ely V. Mamaclay

Atty. Laurence Del Puerto

Certificates, program & Invitation:

Loredelle B. Tacandong

Leah S. Neneria

Roy H. Lumban

Projector Operator:

Jairus John M. Gochuco

QAME facilitator

Eleanor C. Rollan

Registration / Attendance sheets:  
& documentation

Amor A. Radaza

Derrold Marl S. Aves

Facilitator:

Romiel S. Vallente

Ryan Q. Blanco