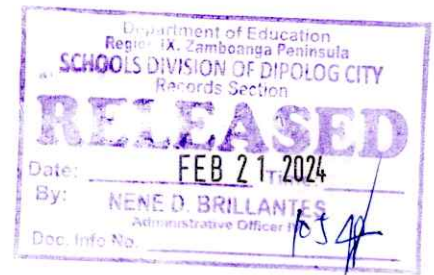




Republic of the Philippines
Department of Education
 REGION IX – ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DIPOLOG CITY



February 21, 2024

Division Memorandum
 No. 105 s.2024

COMPOSITION OF THE DIVISION GENDER AND DEVELOPMENT FOCAL POINT SYSTEM (GFPS)

TO: ROSALIO B. CONTURNO **ASDS**
AMELINDA D. MONTERO **CID - Chief**
NUR I. HUSSIEN **SGOD - Chief**
ALL OTHERS CONCERNED
This Division

1. In accordance with the provisions of DepEd Order No. 27, s. 2013 entitled "Guidelines and Procedure on the Establishment of DepEd Gender and Development (GAD) Focal Point System (GFPS) at the Regional, Division, and School Levels," and DM-OUHROD-2024-0174 dated January 31, 2024 entitled "Accomplishment and Online Submission of Fiscal Year 2023 GAD Focal Point System and Regional Advisory 039 s. 2024 dated February 13, 2024, this Division GAD Focal Point System (GFPS) shall be re-established to ensure gender mainstreaming.
2. The purpose of this Memorandum is to: institutionalize the gender and development focal point system and its functions.
3. Below is the composition of the 2024 Division GAD Focal Point System.

Per DepEd Order No. 27, s. 2013, this comprises the Division Gender and Development Focal Point Systems (GFPS).

GFPS Chairperson	Schools Division Superintendent	MA. LIZA R. TABILON
Technical Working Group	Asst. Schools Division Superintendent	ROSALIO B. CONTURNO
	Chief-CID	AMELINDA D. MONTERO
	Chief-SGOD	NUR I. HUSSIEN
GAD Division Coordinator	Education Program Supervisor	MONINA R. ANTIQUINA
Members	AO-V Budget Officer	RANDYL A. GERAGA
	AO-V HRMO	LOVE L. RICAFORT
	Planning Officer III	MARIE ANTOINETTE F. NAZARETH
	Supply Officer	DEBORAH MAE L. ALEJO
	HRTD	RAMBELLE C. FLORES
	PSDS	VILMA C. VELASCO
	PSDS	MELANIE B. BANTILAN
Secretariat and M & E Committee	HRD	MARIE C. REFUGIO
	Admin Aide VI	CARRAH A. ULLA



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	Health & Nutrition- Acting Head	DR. CLEES PAUL Z. TABILIRAN
	Special Investigator	Atty. MA. CECILLE B. TANAGA

4. The tasks and functions of the members of the GFPS shall be part of their regular key result areas (KRAs), work plans and performance assessment indicators, and shall be given due consideration in the entire performance management system.
5. The functions of the GAD Focal/Point Persons are as follows:
 - a. lead in the gender mainstreaming in policies, plans and programs projects and activities (PPAs) and in the assessment of gender- responsiveness of systems, structures, policies, procedures, and programs based on priority thrusts, needs and concerns of DepEd for its stakeholders, particularly students, teachers, and employees;
 - b. analyze programs and projects using the Harmonized GAD Guidelines (HGDG) for Programs and Projects to determine their gender sensitivity;
 - c. recommend formulation/revision of policies in advancing women's status and child protection;
 - d. lead in the review and updating of sex-disaggregated data for GAD database to serve as basis in performance-based gender responsive planning;
 - e. implement advocacy activities, including the development of information, education, and communication materials to ensure consciousness-building and generating support for GAD;
 - f. identify gender issues arising from gender analysis and audit to serve as basis for determining PPAs in the GAD Plan;
 - g. prepare GAD plans and budgets and accomplishment reports and **ensure their timely submission to the Central Office (CO) GAD Focal Point Person** (Attention: GAD Secretariat, Staff Development Division-Human Resource Development Service (SDD-HRDS), 2F Teodora Alonzo Bldg., DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City);
 - h. ensure the effective and efficient implementation of the GAD Plan and PPAs and the judicious utilization of the GAD budget;
 - i. recommend awards, recognition and other incentives (including performance-based bonus (PBB) to outstanding institutional GAD programs, activities and projects for GAD Focal Point members and other personnel/teachers;
 - j. build and strengthen partnership with all GAD Focal Point Persons in the Department, the Philippine Commission on Women (PCW), National Economic and Development Authority (NEDA), Department of Budget and Management (DBM), GAD-non- government organizations (NGOs) and other partners; and
 - k. coordinate GAD efforts of all offices/units.



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6. The GFPS chairperson or head shall approve GAD plans and budgets of the office and shall submit to the CO/RO-GAD Focal Point Person and shall also spearhead the Implementation of the plan. He/She shall also designate a Secretariat and M&E Team for GAD. The Secretariat shall provide administrative support to the GFPS, document GAD activities and minutes of meeting, assist in the preparation of GAD plan and accomplishment reports and in the conduct of GAD activities, programs, and projects. The M&E Team shall lead the gender audit and evaluation of all GAD PPAS.
7. For guidance, information, dissemination, and strict compliance.


MA. LIZA R. TABILON, EdD CESO V
Schools Division Superintendent



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