



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Office of the Schools Division Superintendent

MEMORANDUM

TO: DIVISION GAD FOCAL POINT SYSTEM

FROM: MARIA-MAGNOLIA F. BRIOSO
OIC-Schools Division Superintendent

SUBJECT: COORDINATION MEETING OF THE DIVISION GAD FOCAL POINT SYSTEM (GFPS)

DATE: March 11, 2026

Relative to Division Memorandum No. 107, s. 2026, re: Composition of the Division Gender and Development (GAD) Focal Point System, there will be a coordination meeting of the new GFPS on March 12, 2026 at 1:00PM at the SGOD Office.

Matters pertaining to the upcoming 2026 Women's Month Celebration of SDO-Based Personnel and other important concerns will be taken up.

For information, guidance and compliance.



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CTRL No.: 2026-02-1077

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Office of the Schools Division Superintendent

February 20, 2026

DIVISION MEMORANDUM

No. 107, s. 2026

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

**TO: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
OIC-Public Schools District Supervisors
School Heads, Elementary and Secondary
Teaching and Non-Teaching Personnel
All others concerned**

1. Pursuant to the provisions of Section 36-b of Republic Act (RA) No. 9710 also known as the *Magna Carta of Women (MCW)*, all government agencies are mandated to establish and institutionalize the Gender and Development (GAD) Focal Point System (GFPS). The GFPS is one of the institutional mechanisms that will ensure gender mainstreaming in government offices, its attached agencies and local government units (LGUs).

2. In view of this and as stipulated in DepEd Order No. 27, s. 2013, Guidelines and Procedure on the Establishment of DepEd Gender and Development (GAD) Focal Point System (GFPS) at the Regional, Division and School Levels, below are the updated Composition of the Division GFPS, to wit:

GFPS Head or Chairperson	MARIA-MAGNOLIA F. BRIOSO, CESO VI OIC-Schools Division Superintendent
Technical Working Group (TWG) Head	MAYLANI L. GALICIA Assistant Schools Division Superintendent
Members	NOEL G. CABALTERA Chief ES, SGOD MA. GENOVIVA N. QUIAÑO OIC-Education Program Supervisor, SGOD ANA MELBA M. BONGON Education Program Specialist II Division GAD Coordinator DR. ENGIE LYNNE H. NAGRAMPA Dentist II Alternate GAD Coordinator ROWEL C. LUCEÑA OIC-SEPS, GAD Focal on Trainings



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	ATTY. BEA ANNE P. BAROMA Attorney III ARTHUR M. RAMBOYONG Administrative Officer V LARAINE O. FENIS Planning Officer III SALVACION E. BERMEJO Accountant III LOURDES B. AZCARRAGA AO-V, Budget Officer
Secretariat Head	MARIA LOURDES B. BAYTA AO-IV, Human Resource Management Officer
Members	SHENNA A. AMPONGAN Administrative Officer IV, Records SHARA LYN R. VARGAS Project Development Officer I
Monitoring and Evaluation	JHOMER I. ROSAL Senior Education Program Specialist

At the School Level, the following committees shall be identified and submit a copy at the SGOD Office c/o the Division GAD Coordinator on or before March 2, 2026, to wit:

GFPS Head	Principal/School Head
Members	Department Head/Learning Area Coordinator Two designated Master Teachers (MTs) Guidance Counselor Designated Finance Personnel (Accountant, Disbursing Officer or its Equivalent)
Secretariat and M&E Committee	To be designated by the GAD Focal Point Person

2. The GFPS shall be reminded of the following functions:



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A. The functions of the GAD Focal/Point Head and Technical Working Group are as follows:

- 1) The tasks and functions of the members of the GFPS shall be part of their regular Key Result Area (KRAs), work plans and performance assessment indicators, and shall be given due consideration in the entire performance management system;
- 2) Capacity development programs shall be provided to the GFPS members to enhance skills on gender sensitivity training, gender analysis, gender-responsive planning and budgeting, gender audit and other updates on GAD related laws, policies and instruments;
- 3) When necessary, conduct periodic monitoring and evaluation of the school level GFPS to address possible issues hindering the performance of their functions in accordance with the MCW, this DepEd Order and other GAD instructions and policies;
- 4) Funds shall be allocated for programs, activities and projects to address GAD issues in the workplace and the schools, and to support the organization, management and operations of the GFPS, to be charged to the five percent GAD budget of the division/school;
- 5) All GAD plans containing projects, programs and activities shall be part of the Work and Financial Plan (WFP), Annual Procurement Plan (APP), Division Education Development Plan (DEDP) and School Improvement Plans (SIPs). Development of the GAD Plans and budgets shall be within the budget cycle and the processes stipulated in DepEd Order No. 63, s. 2012 on the Guidelines for the Preparation of GAD Plans, Utilization of GAD Budget and Submission of Accomplishment Reports.

B. The functions of the GAD Focal/Point Persons are as follows:

- 1) 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;
- 2) Analyze programs and projects using the *Harmonized GAD Guidelines for Programs and Projects* to determine their gender sensitivity;
- 3) Recommend formulation/revision of policies in advancing women's status and child protection;
- 4) Lead in the review and updating of sex-disaggregated data for GAD database to serve as basis in performance-based gender responsive planning;



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- 5) Implement advocacy activities, including the development of information, education and communication materials to ensure consciousness-building and generating support for GAD;
 - 6) Identify gender issues arising from gender analysis and audit to serve as basis for determining PPAs in the GAD Plan;
 - 7) 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);
 - 8) Ensure the effective and efficient implementation of the GAD Plan and PPAs and the judicious utilization of the GAD budget;
 - 9) 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;
 - 10) 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
 - 11) Coordinate GAD efforts of all offices/units.
3. 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.
4. For information, guidance and compliance.

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC-Schools Division Superintendent

Ref: As stated

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

GENDER AND DEVELOPMENT

SGOD/SMNL/ammb



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