



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

April 7, 2025

DIVISION MEMORANDUM
No. 261, s. 2025

**SUBMISSION OF SCHOOL ANNUAL GENDER AND DEVELOPMENT (GAD)
PROGRAM AND GAD PLAN & BUDGET (GPB) FOR FY 2025**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division of Pampanga recognizes that both men and women are vital key persons in the development of the society. To ensure the proper addressing of its Gender and Development (GAD) issues and mandates, a thorough understanding and wide range of knowledge of gender mainstreaming, gender equality, factors affecting men and women especially with that of women, factors contributing to the safety and wellness of women and their children, the mental, physical, psychosocial health, and well-being are given premium.

2. Pursuant to Republic Act (RA) 9710 otherwise known as Magna Carta of Women which strengthened the Gender and Development (GAD) budget policy through the General Appropriations Act (GAA) in 1995 of the "The Women's Budget" which directs all government departments and agencies to allocate a minimum of five percent (5%) of their total annual budgets for gender programs, projects and activities, this Office announces the submission of the **School Annual Gender and Development (GAD) Program and GAD Plan and Budget (GPB) for FY 2025** using *BP Form 400* on or before **April 25, 2025**.

3. Annually, GAD planning and budgeting is conducted as part of all programming and budgeting exercises at the school level. Programs/Projects/Activities (PPAs) in the GPB shall be included in the school GAD Program Proposal (with budget) and they shall be reflected in the Annual Work and Financial Plan (WFP).

4. School Heads together with the designated GAD Focal Persons are advised to revisit and refer to following GAD related issuances and legal mandates:

- 4.1 Joint Circular 2012-01: Guidelines for the Preparation of Annual GAD Plans and Budgets and Accomplishment Reports to Implement the Magna Carta of Women
- 4.2 Joint Memorandum Circular 2013-01: Guidelines on the Localization of the Magna Carta of Women
- 4.3 Joint Memorandum Circular No. 2016-01: Amendments to PCW-DILG-DBM-NEDA JMC No. 2013-01: Guidelines on the Localization of the Magna Carta of Women



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
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- 4.4 Republic Act (RA): Magna Carta of Women
- 4.5 Philippine Development Plan 2017-2022
- 4.6 DepEd Order No. 32, s. 2017: Gender-Responsive Basic Education Policy;
- 4.7 Memorandum Circular 2020-03: Adjustment and/or Implementation of the FY 2020 GAD Plan and Budget in view of the Corona Virus Disease 2019 Situation; and;
- 4.8 Provincial Government Ordinance No. 548: Gender and Development Ordinance of the Province of Pampanga.

5. The School Gender and Development Focal Point System (GFPS) and other concerned key persons in the implementation of GAD Program shall ensure that all GAD PPAs were based on GAD analysis, thereby addressing the identified GAD issues and mandates. Thus, GAD PPAs shall be based on needs. Hence, the desired outcomes and goals are embodied in the above-cited relevant laws.

6. For proper guidance in the implementation of GAD Activities, strict compliance to the following is enjoined:

- 6.1 All activities under GAD shall be coordinated to this Office through the School Governance and Operations Division-Human Resource Development Section (SGOD-HRDS) through the approval of the School Annual GPB and GAD Program Proposal.
- 6.2 Activities under GAD health program shall likewise be communicated to both HRDS and Division School Health Section (SHS).
- 6.3 GAD Activities such as forums, conferences, trainings, seminar-workshops and the like which venues are outside the school premises can only be done within Region III subject to adherence to existing issuances relative to off-campus activities.
- 6.4 Schools are advised to utilize funds of GAD activities only within the allowable GAD budget, thus, collection of additional fees/shares, among others, from its personnel is **HIGHLY** discouraged.
- 6.5 GAD activities are **school-based**. Convening and/or clustering of schools for any GAD related activity/ies is/are subject for approval, provided that the GAD issue/s to be addressed is/are based and common among participating schools, thus, fully supported by data/assessment result and articulated in the background/rationale part of the GAD Program.
- 6.6 Schools are highly encouraged to explore other GAD PPAs such as but not limited to: provision of breastfeeding station, wash area, comfort room, GAD help desk, advocacy materials, GAD corner, etc., However, PPAs not directly attributed to GAD should accomplish the Harmonized Gender and Development Guidelines (HGDG) tool.



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6.7 Submitted required documents beyond the set deadline will no longer be accepted and facilitated for approval. Strictly “No approved GPB and GAD Program Proposal, no implementation.”


7. The Division GFPS and SGOD-HRDS shall be in-charge of the monitoring of all approved GAD activities.

8. For a uniform and systematic way of submission of the GPB, the following shall be observed:

	Activity	Format/Material	Person/s Involved/In-Charge
a.	1. Accomplishment of the School GPB BP Form 400 2. Preparation of School GAD Program Proposal and Letter of Request to conduct School GAD Activities/ District GAD Program Proposal and Letter of Request to conduct District GAD Activities <i>if clustered</i>	BP Form 400 Bond Paper: A4 size Font Style: Arial Font Size: 10 Template for GAD Program Proposal, BP Form 400, HGDG tool can be downloaded via link: https://tinyurl.com/2025GADTemplates 	School Head School GFPS Public Schools District Supervisor District/Cluster GAD Focal Person
b.	Collation of the following: 1. Accomplished School GPBs (BP Form 400) 2. School GAD Program Proposals	Single folder (color green & properly labeled) containing all required documents	District/Cluster GAD Focal Person



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	3. Letter of Request to conduct School GAD Activities		
c.	Submission of the following: 1. Accomplished School GPBs (BP Form 400) 2. School GAD Program Proposals 3. Letter of Request to conduct School GAD Activities	Hard copies of all required documents <i>Attention to: JAYSON M. SANTOS, SEPS-HRD/ Division GAD Focal Person</i>	
d.	Approval of the School Annual GPB and GAD Program Proposal	BP Form 400 GAD Program Proposal	Division GAD Focal Person Approving Authority
e.	Uploading of Approved School Annual GPB and GAD Program Proposal	Soft Copies of: Approved School Annual GPB GAD Program Proposal Link: https://tinyurl.com/2025AccomplishReports 	District/Cluster GAD Focal Person

Note: SGOD-HRDS will not accept individual school submission of required documents. In place of School GAD Program, GPB, and Request Letter, a District GAD Program Proposal and Letter of Request to conduct District GAD Activities (if clustered) shall be likewise be submitted and attached to collated documents of schools.

9. The official signatories for the GAD Program Proposal and Annual GPB are the following:



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- 9.1 Prepared by : School Head
- 9.2 Noted : Public Schools District Supervisor
- 9.3 Certified Funds Available: ADAS In-Charge of School MOOE
- 9.4 Recommending Approval : SGOD Chief
- 9.5 Approved by : Schools Division Superintendent

Note: GAD Program Proposal and School GPB (BP Form 400) shall be initialed by the Division Accountant.

10. For the safety of all concerned during the conduct of Off Campus GAD Activities, this Office, requests the schools to attach the additional requirements in the GAD Program Proposal together with the approved request letter, GAD Program Proposal, and GPB and shall be submitted at least a month prior to implementation:

- 10.1 Other attachments in the activity proposal:
 - 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 vehicles
 - Copy of Registration of Vehicles
 - Copy of Professional Driver's License and Updated Medical Record
 - Copy of Roadworthiness Certificate
 - Information and Cost of Travel Insurance
 - Indicative Program (Including Itinerary Activities)
 - Information on the place/venue
- 10.2 Safety and security measures:
 - People in charge and accountable for the full security and safety of the participants
 - Consolidated medical needs (List of the participants for the first aid)
 - List of the safety and security measures
 - Vehicle seat plan
 - List of participants
- 10.3 Clearance/s:
 - Participant's consent
 - Medical Clearance of the participants who are in need of special medical attention.
 - Agreement with contracted transportation service provider that the driver shall not bring alcoholic beverages and cigarettes during the duration of the fieldtrip.

Adapted from: DepEd Order 66, 2017: Check List for Off Campus Activities

11. For more information, all concerned may contact the SGOD-HRDS or Mr. Jayson M. Santos, SEPS-HRD/Division GAD Focal Person, at email address:



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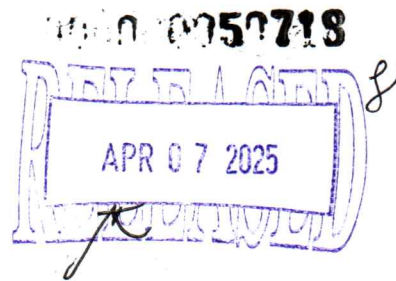
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jayson.santos001@deped.gov.ph, DepEd Schools Division of Pampanga, High School Boulevard, Barangay Lourdes, City of San Fernando, Pampanga.

12. Immediate dissemination of this Memorandum is earnestly desired.


ROMEO M. ALIP PhD, CESO V
Schools Division Superintendent

SGOD-HRDS-DM-2025
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