



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

January 23, 2026

**DIVISION MEMORANDUM**

No. **008** s.2026

**ORIENTATION ON THE PREPARATION AND SUBMISSION OF THE GAD  
ACCOMPLISHMENT REPORT (GAR) FOR FISCAL YEAR 2025**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Heads of Public and Private Elementary, Integrated, and Secondary Schools  
All Others Concerned

1. Pursuant to Republic Act No. 9710, otherwise known as the Magna Carta of Women, PCW-DBM-NEDA Joint Circular No. 2012-01, and DepEd Order No. 32, s. 2017 (Gender-Responsive Basic Education Policy), and in line with the Department of Education's continuing efforts to strengthen Gender and Development (GAD) mainstreaming and ensure compliance with national and agency-specific GAD mandates, the Schools Division of Marinduque through the School Governance and Operations Division through will conduct an **Orientation on the Preparation and Submission of the GAD Accomplishment Report (GAR) for Fiscal Year 2025** on January 26-27, 2026 at the SDO Conference Hall, Malusak, Boac, Marinduque.

2. This activity aims to enhance the understanding of schools on the proper documentation, reporting, and assessment of implemented GAD Programs, Projects, and Activities (PPAs), ensure alignment of accomplishments with the approved 2025 GAD Plan and Budget (GPB), and clarify common issues and concerns encountered during the preparation of the GAR.

3. Participants to the orientation shall be the School Heads OR School GAD Coordinators. They are required to bring the following:

- a) laptop;
- b) extension wire;
- c) stable internet connection;
- d) copy of the approved **GAD Plan and Budget (GPB) for FY 2025**;
- e) **Table of PS Computation**; and
- f) copy of the **GAD Accomplishment Report (GAR) for FY 2025**.

6. Enclosed for reference are the Template for the FY 2025 GAD Accomplishment Report (GAD AR) Template for the FY 2026 Gender and Development Plan and Budget (GPB) and Schedule of Participation of all districts.
7. Actual transportation fares and meal expenses consisting of one (1) snack and lunch shall be charged against the School MOOE, subject to existing accounting and auditing rules and regulations.
8. For information and guidance.

**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

Encl: As stated  
Reference: PCW Memorandum Circular No.2025-08  
To be indicated in the Division Perpetual Index  
under the following subjects:

EMPLOYEES  
OFFICIALS  
FUNDS  
PROGRAMS  
PROJECTS  
REPORTS  
SCHOOLS  
TEACHERS

/SGOD-MML- Orientation on the Preparation and Submission of the GAD Accomplishment Report (GAR) for Fiscal Year 2025

**Orientation on the Preparation and Submission of the GAD Accomplishment Report (GAR) for Fiscal Year 2025**

SCHEDULE AND DISTRICT COVERAGE  
Venue: SDO Conference Hall

SCHEDULE	DISTRICT
January 26, 2026 <b>(AM)</b>	Torrijos and <b>42 School Heads</b> who are <b>HLI participants</b>
January 26, 2026 <b>(PM)</b>	Buenavista, Gasan, Mogpog
January 27, 2026 <b>(AM)</b>	Boac North Boac South Santa Cruz East Santa Cruz North Santa Cruz South



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Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
Schools Division of Marinduque

**GENDER AND DEVELOPMENT ACCOMPLISHMENT REPORT FY 2026**

Agency/Bureau/Office : **Department of Education - SCHOOL/DISTRICT/SDO MARINDUQUE/MIMAROPA**

Total School MOOE

Total School PS

5% of School MOOE

5% of School PS

GENDER ISSUE/ & OR GAD MANDATE	CAUSE OF THE GENDER ISSUE	GAD RESULT/ STATEMENT / GAD OBJECTIVE	RELEVANT AGENCY/ MFO/ PAP	GAD ACTIVITY	OUTPUT PERFORMANCE INDICATOR AND TARGET	Actual Result (Outputs/ Outcomes)	TOTAL AGENCY APPROVED BUDGET	Actual Cost/ Expenditure		Variance/ Remarks
1	2	3	4	5	6	7	8	9		10
CLIENT FOCUSED								MOOE	PS	
ORGANIZATION-FOCUSED										
ATTRIBUTED PAPS										
GRAND TOTAL										

Prepared and Reviewed by:

APPROVED:

School Head

Date

Schools Division Superintendent