



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

October 10, 2023

DIVISION MEMORANDUM

No. **62** s. 2023

**PREPARATION AND SUBMISSION OF GENDER AND DEVELOPMENT (GAD)
PLANS AND BUDGET FOR FISCAL YEAR 2024**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Unit/Section Heads
Heads of Public Elementary and Secondary Schools
All Others Concerned

1. Per Regional Memorandum-HRDD-2023-026 dated September 25, 2023 titled Preparation and Submission of Gender and Development (GAD) Plans and Budget for FY 2024, please be informed of the following activities to be undertaken:

Activity	Date/ Other	Persons/Office In-Charge
Consultation Meeting with SDO GFPS members and program owners and implementers	October 16, 2023 Participants: SDO GFPS members and program owners and implementers	Division GFPS
Submission of School GPB FY 2024	October 20-23, 2023 Link: https://bit.ly/46qBAWC	All elementary and secondary school heads
Submission of Collective Activity Project Proposal for FY 2024 by functional division, Approved Program/Project/Activity Proposals and accomplished Harmonized Gender and Development Guidelines	October 23, 2023 Link: https://bit.ly/3LV6zBA	SDO based- program owners and implementers

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Consolidation of School GPB FY 2024	October 24-25, 2023	SDO GFPS Secretariat
Presentation and approval of SDO Marinduque GPB FY 2024	October 26, 2023	SDO GFPS-TWG Chair and members, GFPS Secretariat and GFPS Monitoring and Evaluation members
Submission of Approved GPB FY 2024 to Regional Office	October 27, 2023	SDO GFPS Coordinator

- All **schools** shall submit their GPB FY 2024 in hard copy duly signed by the School GAD Coordinators and School Heads. Likewise, soft copies in PDF and Microsoft Excel file must also be submitted in the given link.
- Consultation meeting with the **Division GFPS members, SDO-based program owners and program implementers** shall include discussions of the utilization of HGDG calculator tool and use of Program/Project/Activity Proposal Template issued by the Planning and Research Section.
- Attached are GPB FY 2024 template (for schools), Collective Activity Project Proposal template and PPA Proposal template (for SDO-based program owners and implementers).
- For further inquiries and clarification, you may contact Ms. Maita M. Lazares, SDO GAD Coordinator at 09984568267.
- Wide dissemination of the contents of this Memorandum is desired.


LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encl: As stated

Reference: Regional Memorandum-HRDD-2023-026

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

BUDGET PROGRAMS PROJECTS

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PROPOSAL / PROJECT / ACTIVITY PROPOSAL

I. ACTIVITY DESCRIPTION

Activity Title :
Type of Activity :
Activity Proponent :
Number of Beneficiaries :
Location of Beneficiaries :
Date of Implementation :
Area of Activity Implementation :
Budget Requirement :
Budget Requested :

II. BACKGROUND/SITUATIONAL ANALYSIS/RATIONALE

(Include/ State here the data, research findings and recommendations)

III. DESIRED IMPACT AND OUTCOME OF THE PROJECT

IV. RISK MANAGEMENT PLAN

V. PROJECT ORGANIZATION AND STAFFING

VI. PROJECT WORK PLAN

VII. DETAILED BUDGET REQUIREMENT

VIII. QUALITY ASSURANCE TOOL

Noted:

SDO Chief (for SGOD/CID) /ASDS (for OSDS)

Approved:

Schools Division Superintendent

PPA Proposal /2023/SGOD-PRS-BRL

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Republic of the Philippines
Department of Education
 NAME OF STRAND/REGION/SDO/SCHOOL

COLLECTIVE ACTIVITY PROJECT PROPOSAL FOR FY <year>

PROPONENT OFFICE: <i>(Please indicate the Complete Office Title (Division, Strand), Program Manager, Focal, and contact no.)</i>
PROGRAM NAME: <i>(Program Area wherein the Activities are included)</i>
AMOUNT REQUESTED: <i>(Total Amount of all the proposed activities of the Program charged to _____ fund)</i>
I. RATIONALE: <i>-Mention legal bases that will serve as the anchor of the project</i> <i>-Briefly state your office mandate and its need to implement the programs, activities, and projects.</i>

II. PROPOSED ACTIVITIES FOR FY _____ <i>*Note: Arrange the order of your activities from most priority to least priority</i>	
A. (Title of Activity) <i>(The title should clearly state the type of activity. Is it a project, training, workshop, meeting, etc.?)</i> <i>E.g. Training on Technical Presentation and Activity Facilitation Skills</i>	
A.1. Date of Conduct: <i>Indicate the dates of the activity from the first to the last day. For one-day activity, including the time duration.</i> <i>E.g. January 7-10, 2020</i>	A.2. Duration of Activity: <i>Indicate the number of full days or number of hours for less than one-day of activity.</i> <i>E.g. Three full days</i>
A.3. Venue/Platform: <i>Indicate the preferred city and province.</i> <i>E.g. Tagaytay City, Cavite</i> <i>Or the Platform to be used for online activity</i> <i>E.g. Zoom, MSTeams, google meet</i>	A.4. Target Participants: <i>Specify the nature and the total number of participants, Facilitators, TWG, RPs.</i> <i>E.g.</i> <i>40 Administrative Technical Staff of BHROD; 2 Resource Persons</i>
A.5. Activity Rationale: <i>-Why the need to conduct the activity?</i> <i>-How does the activity advance /support the office or organization's priorities (based on Strategic Reform Agenda, Thrusts, and Directions, etc.</i> <i>-What identified operational and learning needs will the activity address?</i> <i>-Have women's inputs been considered in the design of the project?</i> <i>-What gender issues/concerns/problems will be addressed or resolved (this should match the expected output)</i> <i>- Has the project tapped sex-disaggregated data and gender-related information from secondary and primary sources at the project identification stage? OR, does the project document include sex-disaggregated and gender information in the analysis of the development issue or problem? (This will support data that will be included in (A.4))</i>	



Address:
Telephone Nos.:
Email Address:
Website:



- Has a gender analysis been done to identify gender issues before project design? OR, does the discussion of development issues in the project document include gender gaps that the project must address?

Note: If the project is about capacity building, has an assessment been made on the education and training needs of both females and males

A.6. Objective:

- State the general goal of the activity and the specific objectives that are stated with SMART indicators (Specific, Measurable w/Measurement, Achievable, Relevant, Time-Oriented).

E.g.

This three-day training aims to provide appropriate knowledge, skills, and attitude for the participants to be able to:

1. Discuss....
2. Identify...
3. Demonstrate....

HGDG Dimension Question:

- Do project objectives explicitly refer to women and men as students, parents, teachers, administrators, and personnel?

A.7. Expected Output:

- Outputs are those results that are achieved immediately after implementing an activity. This may be reflected in the activity documentation report and activity evaluation report.

E.g. Manual on...

HGDG Dimension Question:

- Does the project have gender equality outputs or outcomes?

A.8. Methodology:

-State how the activity will run with the given design. (Time, Activities, Responsible Persons, Method) Indicative program/Matrix

-Indicate Pre-Planning, During, and Post activities

A.9. Resource Requirement

- Workforce needed (who will serve as secretariat, facilitator, program manager, documenter, Resource Persons, etc)
- Materials needed
- Logistical Requirements

Note: If training, it is important to emphasize training norms, health & safety plan, room assignment, food restrictions, training venues (structure) such as ramps for PWD and senior citizen participants, number of comfort rooms, availability of lactation, room & milk storage etc.

A.10. Budgetary Requirement

Batch	No. of Pax	EXPENSES				TOTAL
		Supplies	Travel	Honorarium	Contingency	

- input as indicated in your draft Expenditure Matrix
- you may delete the expenses column that is not applicable or change to applicable expense



Address:
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(eg. expenses: Board and lodging, communication expenses, supplies, etc.)

B. (Title of Activity)

B.1. Date of Conduct:

B.2. Duration of Activity:

B.3. Venue/Platform:

B.4. Target Participants:

B.5. Activity Rationale:

B.6. Objective:

B.7. Expected Output:

B.8. Methodology:

B.9. Resource Requirement

B.10. Budgetary Requirement

Batch	No. of Pax	EXPENSES				TOTAL
		Supplies	Travel	Honorarium	Contingency	

*Add columns for additional activities

Prepared by:

Noted by:

(Signature over Printed Name)

Position:

Date:

(Signature over Printed Name)

Chief/Head of Office

Date:

Availability of Fund:

Administrative Officer V

Date:

Recommending Approval:

Assistant Schools Division Superintendent

Date:

Approved:

Schools Division Superintendent

Date



Address:

Telephone Nos.:

Email Address:

Website:

Doc. Ref. Code	PAWIM-F-016	Rev	00
Effectivity	09.20.21	Page	4 of 4

