



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

Department of Education
Division of Marinduque
RECORDS SECTION
RELEASED
Name: 002994
Signature: [Signature]
Date: OCT 25 2023

Office of the Schools Division Superintendent

October 24, 2023

DIVISION MEMORANDUM

No. 66, s. 2023

**GENDER SENSITIVITY TRAINING CUM LEADERSHIP TRAINING FOR
SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG) AND SUPREME
SECONDARY LEARNER GOVERNMENT (SSLG) STUDENT LEADERS AND
TEACHER-ADVISERS**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Article 3, Section 32 of the Provincial GAD Code which states that DepEd Marinduque and private schools including the higher educational institutions in coordination with provincial GAD Focal Point System (GFPS) shall conduct and incorporate gender-sensitivity orientation in teacher's orientation seminar, student-leaders training and Parents-Teachers Community Association (PTCA) meetings, and DepEd Order No. 47, s. 2014 entitled *Constitution and By-Laws of the Supreme Student Government and Supreme Pupil Government in Elementary and Secondary Schools*, this Division in collaboration with the Provincial Government of Marinduque shall conduct a **Gender Sensitivity Training cum Leadership Training for Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Student Leaders and Teacher-Advisers** on November 9-10, 2023 at Marinduque State College (MSC) Gymnasium, Tanza, Boac Marinduque.

2. The said activity aims to attain the following:
- equip the Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Presidents with the concepts on Gender and Development;
 - develop participants' leadership skills and familiarized them with proper procedures of the learner government;

SGOD-LFS/GTP

*"DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque
Email: deped_marinduque@yahoo.com
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

- c. enhance participants' skills and attitude to initiate measures to encourage equal participation of girls and boys in schools;
 - d. assist the school management in mainstreaming gender and development issues at the school level;
 - e. equip student-leaders and teacher-advisers with adolescent reproductive health and prevention of teenage pregnancy; and
 - f. prevent cases of bullying, child abuse and gender-based violence in school.
3. Participants in this training are SELG/SSLG Presidents and Teacher-Advisers. Travel Expenses of the participants shall be charged against the School GAD Fund, Canteen Fund or other local funds subject to usual accounting rules and regulation.
4. Parent's/Guardian's Consent Form shall be accomplished and submitted to the Program Management Team (PMT) upon registration.
5. Enclosed are the Training Matrix and Program Management Team, and Parent's/Guardian's Consent Form.
6. Immediate dissemination of the contents of this Memorandum is desired.


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

Encls: as stated
Reference: DepEd Order 47, s. 2014

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

LEARNERS
ORGANIZATIONS
TRAINING PROGRAMS

SGOD-LFS/GTP

*"DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque
Email: deped_marinduque@yahoo.com
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

**GENDER SENSITIVITY TRAINING CUM LEADERSHIP TRAINING FOR
SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG) AND SUPREME
SECONDARY LEARNER GOVERNMENT (SSLG) STUDENT LEADERS AND
TEACHER-ADVISERS**

November 9-10, 2023
Marinduque State College (MSC) Gymnasium
Tanza, Boac, Marinduque

TRAINING MATRIX

| Training DAY 1 (November 9, 2023)- Leadership Training | | |
|---|--|---|
| Time | Sessions | Speaker/Person Responsible |
| 8:00 – 8:30 am | Opening Program <ul style="list-style-type: none"> • Nationalistic Song • Ecumenical Prayer • SDO Marinduque Hymn • DepEd Quality Policy Statement • Acknowledgement of Participants • Welcome Remarks • Messages Statement of Purpose and Session Protocols/Rules | Program Management Team |
| 8:30 am-10:00 pm | Constitution and By-Laws of the SELG and SSLG | GLAIZA T. PALATINO Youth Formation Coordinator |
| 10:00-12:00 nn | Project Proposal Making | MARIDEL G. LINCALLO Public Schools District Supervisor |
| 12:00 nn-1:00 pm | Lunch | |
| 1:00 pm-3:00 pm | Parliamentary Procedures | JUSTIN ANGELO J. MANRIQUE Executive Assistant, Municipality of Boac |
| 3:00 pm-4:00 pm | Adolescent Reproductive Health (ARH) | SUSAN P. FATALLA/PERRY JARDINIANO Nurse II |
| | MARY JOY M. LARRACAS Master Teacher I/SELG Adviser- Sawi ES and RUSSEL M. MARTINEZ Secondary School Teacher I/SSLG Adviser- Balanacan NHS Masters of Ceremony | |

SGOD-LFS/GTP

*“DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*



**GENDER SENSITIVITY TRAINING CUM LEADERSHIP TRAINING FOR
SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG) AND SUPREME
SECONDARY LEARNER GOVERNMENT (SSLG) STUDENT LEADERS AND
TEACHER-ADVISERS**

November 9-10, 2023
Marinduque State College (MSC) Gymnasium
Tanza, Boac, Marinduque

| Day 2 (November 10, 2023)- Gender Sensitivity | | |
|--|---|---|
| Time | Sessions | Speaker/Person Responsible |
| 7:00-8:00 am | Arrival and Registration | |
| 8:00 – 8:30 am | <p align="center">Management of Learning</p> <ul style="list-style-type: none"> • Nationalistic Song • Ecumenical Prayer • SDO Marinduque Hymn • DepEd Quality Policy Statement • Recapitulation • Energizer | Division Federation SSLG Officers |
| 8:30 am-10:00 am | Gender and Development (GAD) Basic Concept | MAITA M. LAZARES Education Program Supervisor, SGOD Division GAD Coordinator |
| 10:00 am-12:00 nn | Salient Provision of RA 11313- Safe Spaces Act | ATTY. AYZEL LEA R. PALMERO Attorney III |
| 12:00 nn-1:00 pm | Lunch | |
| 1:00 pm- 3:00 pm | DepEd Child Protection Policy, Anti Bullying Act and Guideline on CAR and CICL | JOSEFINA P. BRUAL Youth Formation Coordinator Child Protection Specialist Program Management Team |
| 3:00 pm onwards | <p align="center">Closing Program</p> <ul style="list-style-type: none"> • Ways Forward • Awarding of Certificates to Participants • Closing Remarks <p align="center">Announcement/Management concerns</p> | |
| | <p>MARY GRACE R. PALMERO Teacher II/SELG Adviser- Gabaldon ES and JOSEPH L. LOZANTA Teacher III /SSLG Adviser- Ipil NHS</p> <p align="center">Masters of Ceremony</p> | |

SGOD-LFS/GTP

*“DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque

Email: deped_marinduque@yahoo.com

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

**GENDER SENSITIVITY TRAINING CUM LEADERSHIP TRAINING FOR
SUPREME ELEMENTARY LEARNER GOVERNMENT (SELG) AND SUPREME
SECONDARY LEARNER GOVERNMENT (SSLG) STUDENT LEADERS AND
TEACHER-ADVISERS**

November 9-10, 2023
Marinduque State College (MSC) Gymnasium
Tanza, Boac, Marinduque

PROGRAM MANAGEMENT TEAM

| Role | Members | Terms of Reference |
|-------------------|---|--|
| Program Manager | Glaiza T. Palatino Josefina P. Brual | <ul style="list-style-type: none"> • Orients the PMT and the resource persons/ subject matter experts on their terms of reference and the details of the program design • Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards • Leads in conducting debriefing with the PMT and resource speakers/ subject matter experts • Leads in crafting the Program Completion Report |
| Learning Managers | Chairperson: Maita M. Lazares Members: Division GAD Focal Point System | <ul style="list-style-type: none"> • Leads the conduct of the program per session room • Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject - matter experts • Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm -setting activities and by |

SGOD-LFS/GTP

*“DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*



| | | | |
|----------------------------|---|--|--|
| | | | <p>addressing emerging learning needs</p> <ul style="list-style-type: none"> Leads in conducting debriefing with the PMT and resource speakers/ subject matter experts in the session room Ensures submission of outputs of participants in the session room is tracked |
| Documenter/Welfare Officer | <p>Chairperson: Eva La Rosa</p> <p>Members: Krista Mae S. Almadin Rona N. Villavicencio Roa S. Mercene Donna M. Janda Dingson R. Lego Patrick M. Llamas</p> | | <ul style="list-style-type: none"> Documents the proceedings of the learning sessions using the prescribed documentation template Takes photos of the different parts of the program delivery (minimum of 5) Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.) |
| Secretariat | <p>Chairperson: Misty L. Paguio</p> <p>Members: Eleonor R. Luarca Elma D. Sales Eda Carla F. Villavicencio Ma. Luisa M. Lagran Marites R. Paz Roshelle Villanueva</p> | | <ul style="list-style-type: none"> Attends to registration needs of learners Ensures that learners fill up attendance sheets every day Prepares directory of participants based on registration forms Assists in the distribution of learning materials and supplies Assists in posting and collection of session outputs |

SGOD-LFS/GTP

*"DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*

| | | |
|----------------------------|--|---|
| | | <ul style="list-style-type: none"> • Compiles session documents and learning resource materials |
| Logistic Officer | Edgar H. Loto Arnold M. Moreno Jefrelle F. De Silva John Lester Historillo Jerahmeel M. Laderas Edgar B. Bercasio Patrick M. Llamas Mark Johnson Villaron | <ul style="list-style-type: none"> • Ensures the quality, adequacy, and availability of facilities, equipment supplies and materials, vehicles, and other resources to support the successful implementation of the program • Leads ocular inspection of venues to ensure adherence to standards and specifications • Checks that session room is always ready for use and conducive to learning |
| Finance Officer | Chairperson: Maita M. Lazares Members: Provincial GAD Focal Point System | <ul style="list-style-type: none"> • Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation • Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices. • Monitors and documents all disbursements against budget to support liquidation • Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report |
| M&E Coordinator | Chairperson: Fretzie P. Alcantara Member: Rey R. Raymundo | <ul style="list-style-type: none"> • Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT |

SGOD-LFS/GTP

*"DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*

| | | |
|--|--|--|
| | | <ul style="list-style-type: none"> • Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist before the training starts • Applies process observation and prescribed tools to monitor and evaluate program delivery • Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. • Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation • Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report |
|--|--|--|

SGOD-LFS/GTP

*“DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque
 Email: deped_marinduque@yahoo.com
 Tel. No.: (042) 754-0247 ● Fax No.: (042) 332-1611



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

PAHINTULOT

Ako si _____, _____ taong gulang ng _____, magulang/legal na tagapatnubay ni _____ na isang mag-aaral sa _____ ay malugod at kusang pinahihintulutan ang aking anak/inaalagaan upang makilahok sa **Gender Sensitivity Training cum Leadership Training for Supreme Elementary Learner Government (SELG) and Supreme Secondary Learner Government (SSLG) Student Leaders and Teacher-Advisers** na gaganapin sa Nobyembre 9-10, 2023 sa Marinduque State College (MSC) Gymnasium, Tanza, Boac, Marinduque.

Kaugnay nito, pinahihintulutan ko rin ang Kagawaran ng Edukasyon na mangolekta, magproseso at magpost ng mga larawan at personal na impormasyon ng aking anak na naaayon sa *Data Privacy Act of 2012*.

Nilagdaan ngayong ika-_____ ng buwan ng _____ taong _____.

Nagbibigay ng pahintulot,

(Pangalan at Lagda)

SGOD-LFS/GTP

*"DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque

Email: deped_marinduque@yahoo.com

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611