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Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

09 MARCH 2023

DIVISION MEMORANDUM

No. 121 s. 2023

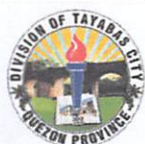
**RECONSTITUTION OF THE DIVISION GENDER AND DEVELOPMENT FOCAL  
POINT SYSTEM (GFPS)**

To: OIC-Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. With reference to DepEd No. 32, s. 2017 re: Gender-Responsive Basic Education Policy, and Regional Memorandum No. 392, s. 2021 re: Reconstitution of the Regional GFPS, this Office, announces the reconstitution of the Division Gender and Development Focal Point System.
2. This intends to inform the field on the reconstituted composition of the Division GFPS; ensure effective implementation of GAD PPAs; and strengthen GAD mainstreaming in all SDO PPAs and processes.
3. Enclosed is the reconstituted composition of the Division GFPS and their functions.
4. Immediate and wide dissemination of this memorandum is desired.

  
**NATIVIDAD P. BAYUBAY, CESO VI**  
Schools Division Superintendent 

Enc. As stated



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



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Enclosure

**DIVISION GAD FOCAL POINT SYSTEM**

<b>Position</b>	<b>Name of GFPS Member</b>
<b>Chairperson</b>	<b>Natividad P. Bayubay, CESO VI</b> Schools Division Superintendent
<b>Head, Technical Working Group (TWG)</b>	<b>Antonio P. Faustino, Jr.</b> OIC, Asst. Schools Division Superintendent
<b>Members</b>	<b>Imelda C. Raymundo</b> Chief EPS, CID <b>Edwin R. Rodriguez</b> Chief EPS, SGOD <b>Agnes M. Luzadas</b> Accountant III <b>Benjamin A. Millares</b> Budget Officer <b>Conrado C. Gabarda</b> Administrative Officer V <b>Marvin Rosales</b> OIC-Planning Officer <b>Jean Rose B. Rabano</b> EPS-II, GAD Coordinator
<b>Secretariat</b>	<b>Luzviminda E. Saldares</b> Senior Education Program Specialist, HRTD <b>Jennelyn M. Mirandilla</b> Administrative Officer II
<b>Monitoring and Evaluation</b>	<b>Montano L. Agudilla Jr.</b> Senior Education Program Specialist, M & E <b>Joan Kathleen T. Brizuela</b> Education Program Specialist II



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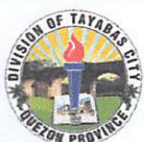


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**The GAD Focal/Point Persons are expected to:**

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;
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 Persons;
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/functional divisions.





**The GFPS Secretariat shall:**

- a. provide administrative support to the GFPS
- b. document GAD activities and minutes of meeting
- c. 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.



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