



Republic of the Philippines  
**Department of Education**

REGION IV- A CALABARZON  
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

02 September 2025

DIVISION MEMORANDUM  
No. **598** s. 2025

**SUBMISSION OF GENDER AND DEVELOPMENT PLAN  
AND BUDGET FOR FY 2026**

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

1. With reference to **Regional Memorandum No. 563 s. 2025–Training-Workshop on Synchronized GAD Planning and Budgeting Cum Preparation of GAD Accomplishment Report**, this Office announces to the field the preparation and submission of its School GAD Plan and Budget for FY 2026 in hard copy on **September 12, 2025**.
2. This aims to:
  - a. identify existing gender issues in their schools and align them with the department's identified GAD PPAs;
  - b. prepare a breakdown of expenses for each committed activity as well as personnel service (PS) for attribution; and
  - c. consolidate the identified gender issues and PPAs to form the school based and division GAD Plan and Budget for FY 2026 for submission to the regional office.
3. Prior to the submission, the School GAD Focal Point System (GFPS) shall identify the gender issues in the school and align them to the department's identified GAD PPAs. The budget (at least 5% of the MOOE) based on the National Expenditure Program (NEP) shall serve as the source of fund for the GAD Plan and Budget for FY 2026. The Personnel Services (PS) of each committed activity shall also be computed using a given excel file.
4. In addition, schools are required to submit the soft copy of the School GAD Plan and Budget through this link: <https://tinyurl.com/SCHOOL-GPB-FY2026>. The templates for the GAD Plan and Budget for FY 2026 and the excel File for PS computation are also attached on the said link.
5. Immediate dissemination of this Memorandum is desired.

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl.: None

Reference: RM No. 563 s. 2025

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

GENDER AND DEVELOPMENT  
PLAN  
BUDGET

SGOD- submission of gender and development plan and budget for fy 2026  
SGOIITOE-003417/September 2, 2025