Republic of the Philippines

Department of Education

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

27 November 2026

DIVISION MEMORANDUM
No. 795 s. 2026

GENDER SENSITIVITY TRAINING: FOSTERING RESPECT, EQUALITY AND SAFE WORKPLACE ENVIRONMENT

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

1. In reference to **Memorandum Circular No.2026- 05 - Guide for the 2026 Observance of the 18-day Campaign to End Violence Against VAW** and as one of the activities of the Division on its observance, this Office announces the conduct of the 2026 Gender Sensitivity Training: Fostering Respect, Equality and Safe Workplace Environment at **M. I. Sevilla Resort, Lucena City** on **December 4, 2026.**

2. The activity aims to:

a. Promote respectful and inclusive workplace behaviors that foster dignity, diversity, and equal opportunities for all employees;
b. Increase awareness of national laws and policies related to gender equality, women's rights, anti-sexual harassment, and violence against women and children; and
c. Encourage individuals, communities and government to work together end VAW

3. The participants in the activity are the new School Counselor Associate I, Project Development Officer I and other non – teaching personnel.

4. Travel expenses shall be charged to local funds or other available funds subject to the usual accounting and auditing rules and regulations.

5. For inquiries and clarification, please contact Ms. La Trisha R. Dalit, Education Program Specialist II at latrisha.dalit@deped.gov.ph

6. Attached here are Enclosure 1: **List of Participants,** Enclosure 2: **Training Matrix** Enclosure 3: **Program Management Team**.

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7. Immediate dissemination of this Memorandum is desired.

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: Memorandum Circular No.2026- 05 - Guide for the 2026 Observance of the 18-day Campaign to End Violence Against VAW
To be indicated in the Perpetual Index
under the following subjects:

GENDER SENSITIVITY
WORKPLACE

SGOD- gender sensitivity training: fostering respect, equality and safe workplace environment
SGOHJ249-006154 /November 27, 2026

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Enclosure 1 – List of Participants

	Name	**Position/Designation**	**Office/School**
1	Romina Joy S. Cruzat	School Counselor Associate I	BANHS
2	Nicole May L. Lumanglas	School Counselor Associate I	CJQES
3	Mila Rosa B. Pabularcon	School Counselor Associate I	TECS
4	Frenalyne B. Tabernilla	School Counselor Associate I	TWCS I
5	Leslie T. Valdeavilla	School Counselor Associate I	Potol ES
6	Bea Clarence C. Alegre	School Counselor Associate I	TWCS III
7	Johnnaica C. Balasabas	School Counselor Associate I	FELES
8	Shannen Blanche A. Bebida	School Counselor Associate I	WPNHS
9	Joiamah S. Catipon	School Counselor Associate I	Calumpang IS
10	Dyna C. Dalida	School Counselor Associate I	Ipilan – Alitao ES
11	Cydrick N. Magbuhos	School Counselor Associate I	Dapdap IS
12	Maria Ana Dianne C. Tabernilla	School Counselor Associate I	Ilasan IS
13	Krizza Vedette S. Alba	Administrative Officer II	Masin ES
14	Neil Elaine P. Arriola	Administrative Officer II	Lawigue ES
15	Jerome P. Jepsani	Administrative Officer II	EFIS
16	John Kevin R. Villa	Administrative Officer II	Valencia ES
17	Gil M. Alfonso Jr.	Administrative Officer II	LPIHS
18	Edenel A. Abejar	Administrative Officer II	Malaoa – Calantas ES
19	Pietro Paolo S. Pagana	Administrative Officer II	Pandakake IS
20	Angelica A. Rada	Administrative Officer II	Mate IS
21	Joan M. Cabile	Administrative Officer II	Busal IS
22	Lloyd Dexter O. Cabalsa	Project Development Officer I	WPNHS
23	Olive G. Divinagracia	Project Development Officer I	Dapdap IS
24	Schenley Anne R. Sabacco	Project Development Officer I	LPIHS
25	Shalom Grace S.Quinsanos	Project Development Officer I	Ilasan IS
26	Alma Panganiban	Project Development Officer I	CJQES
27	Dale M. Salazar	Administrative Aide VI	OSDS
28	Erison D. Albis	Administrative Aide VI	CID
29	Lawrence Aloner	Administrative Aide VI	OSDS
30	Marvin M. Andaya	Administrative Aide IV	LPIHS
31	Shyra C. Rojas	Administrative Aide IV	LPIHS
32	Ellyn Joy A. Malinao	Administrative Assistant III	OSDS
33	Jath Levi Catipon	Administrative Support	OSDS
34	Roy Noe D. Sate	Administrative Support	OSDS
35	Jay Rioflorido	Administrative Support	OSDS
36	Mary Margarette Quesea	Administrative Support	OSDS
37	Dereck Rodillo	Administrative Support	SGOD
38	Princess A. Talavera	COS – Sports	SGOD
39	Baby Joy Albos	Administrative Aide II	SGOD
40	Genie Mae A. Muico	Administrative Aide I	CID
41	Kyla C. Rojas	Administrative Aide I	CID
42	Gerecco P. Abrigo	Administrative Aide I	CID
43	Justine Ranillo	Administrative Aide II	SGOD
44	Maureen Mallori Nuqui	Administrative Aide I	OSDS
45	Mariz F. Labrada	Administrative Aide VI	OSDS
46	Michael Angelo Gonzales	Administrative Aide I	OSDS
47	Imelda C. Raymundo	SGOD Chief	SGOD
48	John Cavin S. Rodil	SEPS	SGOD

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49	La Trisha R. Dalit	EPS II	SGOD
50	Ma. Zarina A. Bagangan	Administrative Officer II	Katigan Alupay ES
51	TBD	Resource Person	Tayabas City Police Station

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Enclosure 2: **INDICATIVE MATRIX OF ACTIVITIES**

Time	**Activity**	**Resource Speaker/Facilitator**
8:00-8:30	Opening Program/Preliminaries	PMT
8:30-10:00	Gender Sensitivity Training	Ma. Zarina A. Bagangan Administrative Officer II Katigan – Alupay ES
10:30-10:15	HEALTH BREAK	
10:15-12:00	Continuation of Session 1	
12:00-1:00	LUNCH BREAK	
1:00-2:45	Discussion of Republic Act No. 9262	Resource Speaker
2:45-3:00	Health Break	
3:00-4:00	Discussion of Republic Act No. 11313	Resource speaker
4:00-4:30	Open Forum	
4:30 – 5:00	Closing Program	PMT

Enclosure 3 - **PROGRAM MANAGEMENT TEAM**

Overall Chairperson: Celedonio B. Balderas, Jr. – Schools Division Superintendent

Co-Chairperson: Herbert D. Perez – Assistant Schools Division Superintendent

Committee	**Person/s In-Charge**	**Terms of Reference**
Program Manager	Imelda C. Raymundo	- Oversees the implementation of the entire program. - Orients the PMT on their terms of reference and 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 crafting the Program Completion Report
Learning Manager	La Trisha R. Dalit	- Leads the conduct of the program Ensures that the program is carried out based on the detailed design in collaboration with the resource persons - Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs - Facilitates management of learning activities as scheduled and as nee
Resource Speaker / Subject Matter Expert	Ma. Zarina A. Bagangan AO II – Katigan Alupay ES CPLT Bonna Obmerga Chief of Police, Tayabas City	- Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions
M&E Officer	Montano L. Agudilla, Jr.	- Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - 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

Documenter/ Secretariat	La Trisha Dalit Dereck Rodillo	- Documents the proceedings of the learning sessions using the prescribed documentation template - Take photos of the different parts of the program delivery
		- Attends to registration needs of learners/participants - Ensures that the learners/participants fill up attendance sheets every day. - Assists in the distribution of learning materials and supplies - Assists in the collection of session outputs - Compiles session documents and learning resource materials
Logistics Officer	John Cavin S. Rodil	- Ensures the quality, adequacy, and availability of facilities and resources to support the successful implementation of the program - Leads the ocular inspection of venues to ensure adherence to standards and specifications - Checks that venue are always ready for use and conducive to learning - Ensure that training adheres to ethical considerations
Finance Officer/s	Benjamin A. Millares Agnes M. Luzadas	- 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 disbursement and prepares a financial report