



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

JAN 27 2025

**DIVISION MEMORANDUM**  
No. 047, s. 2025

**SUBMISSION OF PROJECT PROPOSALS FOR THE GENDER AND DEVELOPMENT (GAD) FUND FOR FY 2025**

To: Assistant Schools Division Superintendent  
Chiefs of Division, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Division Unit Heads  
All Division Office Personnel  
All Others Concerned

1. This Memorandum serves as a reminder for the submission of the **Project Proposals for the Gender and Development (GAD) Fund for Fiscal Year 2025**. In accordance with Executive Order No. 273, which approves and adopts the Philippine Plan for Gender-Responsive Development (1995-2025), and DepEd Order No. 72, s. 2017, also known as the Gender-Responsive Basic Education Policy, this memo underscores the importance of maintaining a strong commitment to gender equality and effectively implementing GAD-related initiatives. It emphasizes the critical need for proper planning and resource allocation to ensure the successful integration of gender-responsive strategies within the educational sector.
2. Schools must ensure that project proposals submitted include clear rationale and objectives, outlining the proposal's relevance to the school's needs and mandates. Additionally, the total budgetary requirements should be listed **on the same page as the signatories**.
2. This Office reminds the field that the Gender and Development (GAD) Fund shall only be utilized for Programs, Projects and Activities that improve the mandates on Gender Mainstreaming and cater the gender needs and issues in schools.



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3. Enclosed to this Memorandum are the following:
  - 6.1 Enclosure Number 1. Sample Prescribed Programs for 2025
  - 6.2 Enclosure Number 2. Sample GAD Proposal Template
  - 6.3 Enclosure Number 3. Accomplishment Report Template
  
4. Immediate dissemination of and strict compliance to this Memorandum are enjoined.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

SO11/mbdd  
January 22, 2025





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Enclosure 1 to Division Memorandum No. \_\_\_\_\_, s. 2025

## LIST OF SAMPLE PRESCRIBED PROGRAMS FOR GAD 2024

- 1. Approved PPAs included in the PCW-endorsed and DBM approved GAD Plan**
- 2. Gender and Development Capacity Buildings (Trainings, lectures, symposium, consultation workshops, etc.)**
  - a. For Teachers
  - b. For Students
  - c. For parents, community and other stakeholders

*Note: Please ensure that the Training Design is attached to the Project Proposal being subjected for approval and ensure the most frugal and efficient utilization of the fund, while prioritizing the attainment of the objectives of the program.*

- 3. Activities related to the establishment of enabling mechanisms for GAD, e.g. GAD Focal Point System, VAW/Women's Desks**
- 4. Procurement of Materials for GAD Activities:**
  - a. GAD Advocacy and Education Campaigns
    - i. Leaflets
    - ii. Brochures
    - iii. Tarpaulins
    - iv. GAD Bulletin Boards
    - v. Manuals
    - vi. Magazines/Newsletters
  - b. GAD-related needs of teachers, students and stakeholders

*Note: It is emphasized that the identified Gender and Development needs are visible and observable in the school to ensure optimal allocation of the fund.*

- 5. Other programs that promote Gender Mainstreaming in the School and the Community.**
  - a. GAD information drive programs directed to the community
  - b. Community Gender and Development Projects
  - c. GAD competitions or contests that aim to improve the GAD culture in the school and the community
  - d. Women's Month Activities aligned with the yearly theme



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e. Establishment of GAD Inclusion Campaigns/Committees/Group among the school and the community

On the other hand, the following cannot be charged to the GAD budget:

- PPAs which are not in the DepEd GAD Plan and not endorsed by PCW
- Personal services and honoraria of GAD Focal Point System members and other GAD employees assigned to do GAD work
- Physical, mental and health fitness including purchase of equipment, recreation and social activities, religious and cultural projects, construction expense, supplies and materials for general use, study tour, Christmas and year-end celebrations and meetings, **EXCEPT IF THESE CAN BE JUSTIFIED AS CLEARLY ADDRESSING SPECIFIC GENDER ISSUES.**



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Project Title:  
Sample Activity for School Project Proposal Title  
**Budget Proposed: Php 8,000.00**

Enclosure 2 to Division Memorandum No. \_\_\_\_\_, s. 2025

### PROJECT PROPOSAL

**TITLE OF ACTIVITY:** Sample Activity for School Project Proposal Title  
**DATE:** January 21, 2025  
**PROPONENT:** Sample School Name  
**VENUE:** Sample School Covered Court  
**SOURCE OF FUND:** School MOOE

#### I. RATIONALE:

In this part, the proponent must give a brief background about the program, project or activity being proposed, its importance as well as its targets

#### II. OBJECTIVES:

1. Please provide the enumerated specific objectives of the program;
2. Project; and
3. Activity.

#### III. PARTICIPANTS

##### Sample Activity for Project Proposal Title

Sample Participant A	1
Sample Participant B	5
Sample Participant C	14
<b>Total</b>	<b>20</b>





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Project Title:  
Sample Activity for School Project Proposal Title  
  
Budget Proposed: Php 8,000.00

**IV. BUDGETARY REQUIREMENTS**

CLASSIFICATION	No. of Pax/Items	AMOUNT
<b>A. MEALS</b>		
A. Meals of Participants (P400)	20pax	8,000.00
	<b>TOTAL</b>	<b>Php 8,000.00</b>

Prepared by:

Funds Available:

**SAMPLE PRINCIPAL NAME**

Principal I

**SAMPLE NAME OF BUDGET OFFICER**

Budget Officer/Bookkeepers for IUs

Noted:

Verified:

**RAMON C. PEREZ**

Chief Education Supervisor, SGOD

**MYRA V. DILIG**

Accountant III

Recommending Approval:

**ARMANDO C. CAPILI, EdD**  
Assistant Schools Division Superintendent

Approved:

**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent



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Enclosure 3 to Division Memorandum No. \_\_\_\_\_, s. 2025

**ACCOMPLISHMENT REPORT**

**School:**

**Event/Activity:**

**Date:**

**Venue:**

**I. Key Objectives:**

**II. Activities/Achievements:**

**III. Conclusion:**

**IV. Pictures with Caption**

**Submitted by:**

**NAME**

Position