



Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools  
Division Superintendent

June 10, 2026

**DIVISION MEMORANDUM**

No. **365**, s. 2026

**UPDATING OF SCHOOL GENDER AND DEVELOPMENT (GAD)  
FOCAL POINT SYSTEM FOR SY 2026-2027**

To: Assistant Schools Division Superintendents  
OIC-Chief CID and Chief SGOD  
Education Program Supervisors  
**Public Schools District Supervisors (PSDS)/APSDS**  
**District GAD Coordinators**  
Public Elementary and Secondary School Heads  
All Others Concerned

1. To continuously enhance the Gender-Responsive Basic Education (GRBE) Policy implementation and sustainability of its results through periodic reviews, consultation with stakeholders, documentation, and promotion of good practices, it is imperative to strengthen the institutional mechanisms of this Division through close coordination with the School Gender and Development Focal Point System (SGFPS) pursuant to DepEd Order No. 32, s. 2017.
2. Thus, this Office requests all **Public Schools District Supervisors (PSDSs)/Acting PSDSs** to submit an updated list of SGFPS of your respective district for the current school year.
3. The SGFPS shall be composed of the following:
  - a. GFPS Head or Chairperson – School Head/Principal
  - b. Members:
    1. School GAD Coordinator (as designated by the School Head/Principal)
    2. Asst. Principal/Department Head for SHS
    3. Grade Level Coordinator/s (Elementary)
    4. Guidance Counselor/Guidance Designate
    5. School Bookkeeper (Secondary)
    6. Administrative Assistant
4. The SGFPS shall follow the duties and functions as they apply, prescribed by DepEd Order No. 27, s. 2013 entitled *Guidelines and Procedures on the Establishment of DepEd Gender and Development Focal Point System at the Regional, Division, and School Levels*, DepEd



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Memorandum No. 140, s. 2012 entitled *Establishment of Gender and Development Focal Point System*, and appropriate guidelines issued by PCW.

5. The functions of the GAD Focal/Point Persons under DepEd Order No. 27, s. 2013:
  - a. Lead in the gender mainstreaming in policies, plans, 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;
  - b. Analyze programs and projects using the Harmonized *GAD Guidelines for Programs and Projects* to determine their gender sensitivity;
  - c. Recommend formulation/revision of policies in advancing women's status and child protection;
  - d. Lead in the review and updating of sex-disaggregated data for the GAD database to serve as a basis for performance-based gender responsive planning;
  - e. Implement advocacy activities, including the development of information, education, and communication materials to ensure consciousness-building and generating support for GAD;
  - f. Identify gender issues arising from gender analysis and audit to serve as a basis for determining PPAs in the GAD Plan;
  - g. Prepare GAD plans and budgets, accomplishment reports, and **ensure their timely submission to the Central Office (CO) GAD Focal Point Person;**
  - h. Ensure the effective and efficient implementation of the GAD Plan and PPAs and the judicious utilization of the GAD budget;
  - i. Recommend awards, recognition, and other incentives (including performance-based bonus (PBB) to outstanding institutional GAD programs, activities, and projects for GAD Focal Point System members and other personnel/teachers;
  - j. Build and strengthen partnerships 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
  - k. Coordinate GAD efforts of all offices/units.
  
6. The functions of the GFPS under the DepEd Memorandum No. 140, s. 2012:
  - a. Ensure and sustain the agency's critical consciousness and support for women and gender issues;
  - b. Take a lead role in direction-setting, advocacy, planning, monitoring, and evaluation, and technical advisory on mainstreaming GAD perspectives in the agency programs, projects, activities, and processes;
  - c. Lead the assessment of the gender responsiveness of policies, strategies, programs, activities, and projects of the agency based on the priority needs and concerns of its constituency, and the formulation of recommendations and ensure their implementation;



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- d. assist in the formulation of new policies, such as advancing women’s status in the agency;
  - e. Lead in setting up appropriate systems and mechanisms to ensure the generation, processing, review, and updating of sex-disaggregated data or GAD database to serve as a basis for performance-based gender-responsive planning;
  - f. Coordinate efforts of different divisions/offices/units of the agency and advocate for the integration of GAD perspectives in all their systems and processes;
  - g. Spearhead the preparation of the agency’s annual performance-based GAD plans, programs, and budget in response to the women and gender issues of their employees/constituencies, following the format and procedure prescribed by the Philippine Commission on Women (PCW);
  - h. Lead in monitoring the effective implementation of the GAD Code and any other GAD-related policies, and the annual GAD plans, programs, and budget;
  - i. Lead the preparation of the annual agency/local government unit (LGU) GAD accomplishment report and other GAD reports which may be required under the Act;
  - j. Promote the participation of women and gender advocates, other civil society groups, and private organizations in the various stages of the development planning cycle; and
  - k. Ensure that all agency/LGU personnel, including auditors, are capacitated on GAD.
7. The functions of the GFPS under PCW Memorandum Circular No. 2011-01:
- a. Lead in the mainstreaming of a gender perspective in agency/department policies, plans, and programs. In the process, they shall ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures of the agency based on the priority needs and concerns of constituencies and employees and the formulation of recommendations, including their implementation;
  - b. Assist in the formulation of new policies, such as the GAD Code, in advancing women’s status, such as in the case of LGUs;
  - c. Lead in setting up appropriate systems and mechanisms to ensure the generation, processing, review, and updating of sex-disaggregated data or GAD database to serve as a basis for performance-based gender responsive planning;
  - d. Coordinate efforts of different divisions, offices, and units of the agency and advocate for the integration of GAD perspectives in all their systems and processes;
  - e. Spearhead the preparation of the agency's annual performance-based GAD Plans, Programs, and Budget in response to gender issues of their constituencies and clients and in the context of their agency mandate, and consolidate the same following the format and procedure prescribed by the PCW, DBM, and NEDA in the Joint Circular 2011-1. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of the department/agency, and as needed, in responding to PCW’s comments or requests for additional information;
  - f. Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs, and Budget;




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- g. Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that may be required under the MCW;
  - h. Strengthen the external link with other agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various levels of governance;
  - i. Promote and actively pursue the participation of women and gender advocates, other civil society groups, and private organizations in the various stages of the development planning cycle, giving special attention to the marginalized sectors; and
  - j. Ensure that all agency personnel, including finance officers (e.g., accountants, budget officers, auditors), are capacitated on GAD. Along this line, the GFPS will recommend and plan an appropriate capacity development program on gender and development for its employees, to be implemented as part of its regular human resource development program.
8. Download the Microsoft Word (.docx) template at <https://bit.ly/48hayoe>. Fill out the form and save it as a PDF with your district's name as the filename. Then, upload the PDF file to <https://bit.ly/2026DepEdBoholGAD>.
  9. The deadline for submission is June 30, 2026.
  10. Attached to this Memorandum is the form to be filled out for your perusal.
  11. For your information, guidance, and compliance.
  12. Wide dissemination of this Memorandum is desired.

  
**RAY C. LUAREZ EdD, PhD TM, CESO V**  
Schools Division Superintendent



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**SCHOOL GAD FOCAL POINT SYSTEM**

*(Updated as of June, 2026)*

<b>District:</b>		<b>District GAD Coordinator (if any):</b>	
<b>PSDS/APSDS:</b>		<b>Contact Number:</b>	
<b>DepEd Email:</b>		<b>DepEd Email:</b>	

**A. ELEMENTARY SCHOOLS**

No.	Name of School	Barangay	SGFPS	Contact Number	DepEd Email
1.			Chairman		
			Members (Write in <b>bold</b> the <b>GAD</b> <b>Coordinator,</b> <b>No. 1</b> )	1.	
				2.	
				3.	
				4.	
				5.	
6.					
2.			Chairman		
			Members (Write in <b>bold</b> the <b>GAD</b> <b>Coordinator,</b> <b>No. 1</b> )	1.	
				2.	
				3.	
				4.	
				5.	
6.					

*\*Add more rows to complete the list.*

**B. HIGH SCHOOLS**

No.	Name of School	Barangay	SGFPS	Contact Number	DepEd Email
1.			Chairman		
			Members (Write in <b>bold the GAD Coordinator, No. 1)</b>	1.	
				2.	
				3.	
				4.	
				5.	
2.			Chairman		
			Members (Write in <b>bold the GAD Coordinator, No. 1)</b>	1.	
				2.	
				3.	
				4.	
				5.	
	6.				

*\*Add more rows to complete the list.*

Prepared by:

\_\_\_\_\_

Position:

Date:

Submitted to:

**ATTY. JESSIE A. FUENTES**

Division GAD Coordinator