



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

05 October 2021

Division MEMORANDUM

No. 493, s. 2021

To : CID and SGOD Chiefs
Education Program Supervisors / District Coordinators
Functional Division and Section Heads
Program Management Team
This Division

**CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 488,
S. 2021 RE: TRAINING-WORKSHOP ON GENDER AND DEVELOPMENT
PLANNING, BUDGETING, AND AUDITING (GAD-PBA) FOR
SCHOOL LEADERS (BATCH 01 AND 02)**

1. Due to the increasing number of COVID-19 cases and the confirmation of the Delta variant in the nearby municipalities, the Training-Workshop on the GAD-PBA for the Men and Women School Leaders will be conducted on **13-14 October 2021 (Wednesday and Thursday), 8:00 A.M. to 5:00 P.M** via **Google Meet: <https://meet.google.com/jum-mvxd-jag>**.
2. **Each participant** is requested to pre-register using the code, **GPBAdist2021**, through the Learning and Development Information System (LDIS) via this link: **ehris.depedsurigaodelsur.com/login**.
3. Each participant shall bring a copy of at least **one (1) training/activity design** conducted in their school/district with accomplished appropriate **HGDG checklist**.
4. **All Public District Supervisors/District-in-Charge** are required to submit their accomplished GMEF tool to **<https://tinyurl.com/GMEFdlist-2021>**.
5. Only the members of the Program Management Team present on-site will be provided with the meals and snacks.
6. The **Program Management Team** (See Enclosure 02) shall convene on 07 October 2021, 4:00 P.M. (Thursday) for a **Pre-work Meeting** via Google Meet.
7. All other provisions stipulated on Division Memorandum No. 488, s. 2021 shall remain the same unless revoked by this recent issuance.
8. For further inquiries and clarifications, you may contact **EPS-II Erlyn G. Mangadlao** of the School Governance and Operations Division - Human Resource Development.



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9. For your guidance and action. Immediate and widest dissemination of this Memorandum is desired.


JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Enclosure: (1) Program Matrix;
(2) Program Management Team
(3) List of Participants

Reference/s: as stated

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

GAD PLANNING AND BUDGETING
ACCOMPLISHMENT REPORT

GENDER AND DEVELOPMENT
GMEF HGDG

MAN/DM- CORRIGENDUM AND ADDENDUM TO DIVISION MEMORANDUM NO. 488, S. 2021 RE: TRAINING-WORKSHOP ON GENDER AND DEVELOPMENT PLANNING, BUDGETING, AND AUDITING (GAD-PBA) FOR SCHOOL LEADERS (BATCH 01 AND 02) 493/October 05, 2021



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Enclosure 01 of Division Memorandum No. 493, s. 2021

PROGRAM MATRIX – DAY 01
13 October 2021 (Wednesday)

Date/Time	Topic/Activity	Responsible Person/s
07:30 – 08:00 A.M. (30 mins.)	Registration	JANUARY P. SABLAS Administrative Assistant II - HRD
08:00 – 08:45 A.M. (45 mins.)	Preliminaries - Prayer - Nationalistic song - Opening Remarks - Inspirational Message - Statement of Purpose - House Rules - Acknowledgement of Participants - Pre-Test	Assigned Participant Audio-visual Presentation GILBERT L. GAYRAMA, CESE OIC-Office of the Assistant Schools Division Superintendent JOSITA V. CARMEN, CESO V Schools Division Superintendent ELVIRA S. URBIZTONDO, PhD SGOD Chief Education Supervisor ERLYN G. MANGADLAO Education Program Specialist II – HRD JANUARY P. SABLAS Administrative Assistant II - HRD
08:45 – 10:15 A.M. (1 hour 30 minutes)	GPBA Session 1: The GAD Agenda	CARLOS TIAN CHOW T. CORREOS, MAELT EPS - CID
10:15 – 10:30 A.M. (15 minutes)	SNACK AND HEALTH BREAK	
10:30 – 12:00 A.M. (1 hour 30 minutes)	GPBA Session 2: Legal Bases and Issuances for GAD Planning, Budgeting, and Auditing	ERLYN G. MANGADLAO EPS II - HRD
12:00 – 1:00 P.M. (1 hour)	LUNCH BREAK	
01:00 – 2:30 P.M.	GPBA Session 3: GMEF and HGDG in GAD	MARY LUZ B. ADVINCULA-NIERE, MBA



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(1 hour 30 minutes)	Planning, Budgeting, and Auditing	SEPS - HRD
02:30 – 02:45 P.M. (15 minutes)	SNACK AND HEALTH BREAK	
02:45 – 04:15 P.M. (1 hour 30 minutes)	GPBA Workshop 1.1: Crafting of GAD Plan and Budget for 2022-2024 (using GMEF)	MARY LUZ B. ADVINCULANIERE, MBA SEPS - HRD
04:15 – 04:45 P.M. (30 minutes)	GPBA Workshop 1.2: Presentation and Critiquing of Output of 1.1.	CARLOS TIAN CHOW T. CORREOS, MAELT EPS - CID
04:45 – 05:00 P.M. (15 minutes)	Closing Ceremonies for Day 01	JANUARY P. SABLAS Administrative Assistant II - HRD

PROGRAM MATRIX – DAY 02
14 October 2021 (Thursday)

Date/Time	Topic/Activity	Responsible Person/s
07:30 – 08:00 A.M. (30 mins.)	Registration	JANUARY P. SABLAS Administrative Assistant II - HRD
08:00 – 08:45 A.M. (45 mins.)	Preliminaries - Prayer - Nationalistic song - Management of Learning	Assigned Participant Audio-visual Presentation Assigned Unit
08:45 – 10:45 A.M. (2 hours)	GPBA Workshop 2.1: Crafting of GAD Plan and Budget for 2022-2024 (using HGDG)	MARY LUZ B. ADVINCULANIERE, MBA SEPS - HRD
10:45 – 11:00 A.M. (15 minutes)	SNACK AND HEALTH BREAK	
11:00 – 12:00 P.M. (30 minutes)	GPBA Workshop 2.2: Presentation and Critiquing of Output of 2.1.	ERLYN G. MANGADLAO EPS II - HRD
12:00 – 1:00 P.M. (1 hour)	LUNCH BREAK	
01:00 – 03:00 P.M.	GPBA Workshop 3.1: Crafting of Accomplishment	MARY LUZ B. ADVINCULANIERE, MBA



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(2 hours)	Report (using PIMME)	SEPS - HRD
03:00 – 03:15 P.M. (15 minutes)	SNACK AND HEALTH BREAK	
03:15 – 04:00 P.M. (45 minutes)	GPBA Workshop 3.2: Presentation and Critiquing of Accomplishment Report (15 mins. per Unit)	MARY LUZ B. ADVINCULA- NIERE, MBA SEPS - HRD
04:00 – 04:15 P.M. (15 minutes)	Crafting Professional Reflection Notes and Learning Action Plan	ERLYN G. MANGADLAO EPS II - HRD
04:15 – 04:30 P.M. (15 minutes)	Answering of Post Test and Online QATAME	JANUARY P. SABLAS Administrative Assistant II - HRD
04:30 – 05:00 P.M. (30 mins.)	Impression	Assigned Participant
	Challenge	Assigned Participant
	Closing Remarks	CELSA A. CASA, PhD CID Chief Education Supervisor
	Closing Prayer	Assigned Participant

Host/Facilitator:
JANUARY P. SABLAS
 Administrative Assistant II



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Enclosure 02 of Division Memorandum No. 493, s. 2021

PROGRAM MANGEMENT TEAM

Position	Name of In-charge	Terms of Reference
Program Manager	MARY LUZ B. ADVINCULA-NIERE	The Program Manager prepares the design proposal and all its attachments, serves as the overseer of the event, compiles all Curriculum Vitae and Resource Packages prepared by the Learning Facilitator, and finalizes the Completion Report.
Training Manager	JANUARY P. SABLAS	The Training Manager focuses on the actual activity, particularly in the lectures and workshops, to ensure that the program is implemented as planned; and formally informs those who have parts in the Opening and Closing Program.
Logistics Manager	JHONY B. ORZALES	The Logistic Manager shall ensure that all the materials are set in the venue and the meals and snacks are served to the participants based on the list of menu.
QATAME Associate	VOLTAIR C. ASILDO	The QATAME Associate shall prepare the M&E tool that will be used and forward the link to the HRD for dissemination, and forwards update to the Documenter about the responses during the event.
Learner Facilitators	CARLOS TIAN CHOW T. CORREOS, MAELT MARY LUZ B. ADVINCULA-NIERE, MBA ERLYN G. MANGADLAO	The Learner Facilitator shall prepare their Resource Package prior to the event and submit to the HRD for quality assurance. They must also prepare 5 questions per topic which will be consolidated to become the basis in making the Pre-Test and Post Test. They must also be the facilitators during breakaway sessions.
Documenter	MELCHOR CATCHA ERLYN G. MANGADLAO	The photographer documents all the highlights of the activity/training and arrange them with caption to form part of the Completion Report, and prepares minutes highlighting the clarifications/concerns raised and the responses thereto.
		The secretariat shall prepare the Attendance Sheet, ensure that the details on the List of Participants are correct, participants pre-registered in the LDIS, check the Pre-Test and Post Test, prepares the List of Scores, and prints updates on M&E.



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