



Republic of the Philippines  
**Department of Education**

Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

**16 August 2021**

Division MEMORANDUM

No. 393, s. 2021

To : Public Schools District Supervisors/District-in-charge  
 School Heads/Teachers-in-charge  
 This Division

**TRAINING-WORKSHOP ON GENDER MAINSTREAMING EVALUATION  
 FRAMEWORK (GMEF) FOR SCHOOL LEADERS (BATCH 1, 2 & 3)**

1. Department of Education aims to upskill its employees when it comes to Gender and Development by using the Enhanced GMEF in the context of Implementing the Magna Carta of Women.
2. In this light, the Schools Division of DepEd Surigao del Sur shall conduct a training-workshop on **Enhanced GMEF** for the men and women school leaders, to wit:

Batch	District	Location	Date and Time
<b>Batch 1</b>	Carrascal, Cantilan, Madrid, Carmen, Lanuza, Cortes I, Cortes 2, Tago I, Tago II, and Bayabas	The venue in Tandag City will be announced through an Addendum.	<b>25 August 2021</b> 08:00 AM – 05:00 PM
<b>Batch 2</b>	San Miguel I, San Miguel II, San Miguel III, Cagwait, Marihatag, San Agustin, Lianga I, Lianga II, Barobo I, and Barobo II		<b>26 August 2021</b> 08:00 AM – 05:00 PM
<b>Batch 3</b>	Barobo III, Tagbina I, Tagbina II, Tagbina III, Hinatuan North, Hinatuan South, Hinatuan West, Lingig I, Lingig II, and Lingig III		<b>27 August 2021</b> 08:00 AM – 05:00 PM

3. The following **participants** are requested to bring laptop, extension wire, and wifi:
  - a. Public Schools District Supervisors/District-in-charge
  - b. 2 School Heads/TIC (1 secondary, 1 elementary)
4. The **Resource Package** containing the GMEF Manual and slide deck presentations of the speakers can be downloaded through this link: <https://tinyurl.com/GMEF21resourcepack>
5. The meals and snacks of the participants will be charged to Division INSET fund under the PMIS, while the travelling expenses will be charged to school MOOE/ Local Funds subject to the usual accounting and auditing rules and regulations.



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300  
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6. The members of the **Program Management Team** (See Enclosure 02) shall convene on August 20, 2011, 3:00 PM via Google Meet to discuss all the preparations needed during the actual program delivery.
7. For further inquiries and clarification, you may contact **Mr. January P. Sablas** of the School Governance and Operations Division-Human Resource Development.
8. For your guidance and action. Immediate and widest dissemination of this Memorandum is desired.

**JOSITA B. CARMEN, CSO V**  
Schools Division Superintendent

Enclosure: (1) Program Matrix; (2) Program Management Team  
Reference/s: as stated  
To be indicated in the Perpetual Index  
under the following subjects:

GMEF          EMPLOYEE WELFARE          GENDER AND DEVELOPMENT

JPS/MAN/DM- TRAINING-WORKSHOP ON GENDER MAINSTREAMING EVALUATION FRAMEWORK FOR SCHOOL LEADERS (BATCH 1, 2 & 3)  
393 /August 16, 2021



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Enclosure 01 of Division Memorandum No. 3093, s. 2021

**PROGRAM MATRIX**

**August 25 – 27, 2021 (Wednesday, Thursday, and Friday)**

<b>Date/Time</b>	<b>Topic/Activity</b>	<b>Responsible Person/s</b>
07:30 – 08:00 A.M. (30 mins.)	<b>Registration</b>	<b>JANUARY P. SABLAS</b> Administrative Assistant II - HRD
08:00 - 08:45 A.M. (45 mins.)	<b>Preliminaries</b>  - <b>Prayer</b>  - <b>Nationalistic song</b>  - <b>Opening Remarks</b>  - <b>Inspirational Message</b>  - <b>Statement of Purpose</b>  - <b>House Rules</b> - <b>Acknowledgement of Participants</b>  - <b>Pre-Test</b>	<b>Assigned Participant</b>  <b>Audio-visual Presentation</b>  <b>GILBERT L. GAYRAMA, CESE</b> OIC-Office of the Assistant Schools Division Superintendent  <b>JOSITA V. CARMEN, CESO V</b> Schools Division Superintendent  <b>ELVIRA S. URBIZTONDO, PhD</b> SGOD Chief Education Supervisor  <b>ERLYN G. MANGADLAO</b> Education Program Specialist II – HRD  <b>JANUARY P. SABLAS</b> Administrative Assistant II - HRD
08:45 – 10:15 A.M. (1 hour and 30 mins.)	<b>TGSL Session 1:</b> GAD Key Concepts	<b>ERLYN G. MANGADLAO</b> EPS II - HRD
10:15 – 10:30 A.M. (15 minutes)	<b>SNACK AND HEALTH BREAK</b>	
10:30 – 12:00 A.M. (1 hour and 30 mins.)	<b>TGSL Session 2:</b> Gender Mainstreaming: Implementing the Magna Carta of Women	<b>SHIRLENE E. CRABAJALES, LLB</b> Administrative Officer V - OSDS



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12:00 – 1:00 P.M. (1 hour)	<b>LUNCH BREAK</b>	
01:00 – 02:30 P.M. (1 hour and 30 mins.)	<b>TGSL Session 3:</b> Enhancing the GMEF	<b>MARK ROLYN P. PIEDAD</b> School Head
02:30 – 02:45 P.M. (15 minutes)	<b>SNACK AND HEALTH BREAK</b>	
02:45 – 04:15 P.M. (1 hour and 30 mins)	<b>TGSL Session 4:</b> Guide for Administering the GMEF	<b>MARY LUZ B. ADVINCULA-NIERE</b> SEPS - HRD
04:15 – 04:30 P.M. (15 minutes)	Crafting Professional Reflection Notes and Learning Action Plan	<b>MARY LUZ B. ADVINCULA-NIERE</b> SEPS - HRD
04:30 – 05:00 P.M. (30 mins.)	<b>Impression</b>  <b>Challenge</b>  <b>Closing Remarks</b>  <b>Closing Prayer</b>	<b>1 PSDS and 1 SCHOOL HEAD</b>  <b>Assigned PSDS</b>  <b>CELSA A. CASA, PhD</b> CID Chief Education Supervisor  <b>Assigned Participant</b>

Host:  
**JOANNE H. BALAN**  
 Administrative Assistant II

Program Owner:  
**JANUARY P. SABLAS**  
 Administrative Assistant II



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Enclosure 02 of Division Memorandum No. 397, s. 2021

**PROGRAM MANGEMENT TEAM**

Position	Name of In-charge	Terms of Reference
<b>Program Manager</b>	<b>JANUARY P. SABLAS</b>	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.
<b>Training Manager</b>	<b>MARY LUZ B. ADVINCULANIERE</b>	The Training Manager focuses on the actual activity, particularly in the lectures and workshops, to ensure that the program is implemented as planned.
<b>Logistics Manager</b>	<b>JHONY B. ORZALES</b>	The Logistic Manager shall ensure that all the materials are set in the venue and the meals and snacks are served based on the list of menu.
<b>QATAME Associate</b>	<b>VOLTAIR C. ASILDO</b>	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.
<b>Learner Facilitators</b>	<b>MARY LUZ B. ADVINCULANIERE, MBA</b> <b>SHIRLENE E. CRABAJALES, LLB</b> <b>ERLYN G. MANGADLAO</b>	The Learner Facilitator shall prepare their Resource Package 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.
<b>Documenter</b>	<b>JOANNE H. BALAN</b> <b>ERLYN G. MANGADLAO</b>	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 of the event when needed. The secretariat shall prepare the Attendance Sheet, ensure that the details on the List of Participants are correct, check the Pre-Test and Post Test and prepare the List of Scores, and print updates on M&E, when needed



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