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. 394, s. 2021

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

TRAINING-WORKSHOP ON GENDER MAINSTREAMING EVALUATION FRAMEWORK (GMEF) FOR MEN AND WOMEN DIVISION PROGRAM OWNERS AND SECTION HEADS

1. The 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 Division Program Owners and Section Heads on **24 August 2021 (Tuesday)**, **8:00 A.M.** to **5:00 P.M**. The venue will be announced later.

3. **Each participant** (See Enclosure 03) is requested to bring laptop and extension wire, and download the **Resource Package** containing the GMEF Manual and slide deck presentations of the speakers through this link: **https://tinyurl.com/GMEF21resourcepack**

4. The meals and snacks of the participants will be charged to Division INSET Fund.

5. The members of the **Program Management Team** (See Enclosure 02) shall convene on **August 20, 2011, 1:00 PM** via Google Meet to discuss all the preparations needed during the actual program delivery.

6. For further inquiries and clarifications, you may contact **EPS-II Erlyn G. Mangadlao** of the School Governance and Operations Division - Human Resource Development.

7. 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: GMEF Manual
To be indicated in the Perpetual Index
under the following subjects:

GMEF EMPLOYEE WELFARE GENDER AND DEVELOPMENT

MAN/DM- TRAINING-WORKSHOP ON GENDER MAINSTREAMING EVALUATION FRAMEWORK (GMEF) FOR MEN AND WOMEN DIVISION PROGRAM OWNERS AND SECTION HEADS
394 /August 16, 2021

Enclosure 01 of Division Memorandum No. 394, s. 2021

PROGRAM MATRIX

August 24, 2021 (Tuesday)

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

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

Host:
JOANNE H. BALAN
Administrative Assistant II

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PROGRAM MANGEMENT TEAM

Position	Name of In-charge	Terms of Reference
Program Manager	**JANUARY P. SABLAS**	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	**MARY LUZ B. ADVINCULA-NIERE**	The Training Manager focuses on the actual activity, particularly in the lectures and workshops, to ensure that the program is implemented as planned.
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 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	**MARY LUZ B. ADVINCULA-NIERE, MBA** **SHIRLENE E. CRABAJALES, LLB** **ERLYN G. MANGADLAO**	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.
Documenter	**JOANNE H. BALAN** **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 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

Enclosure 03 of Division Memorandum No. 394, s. 2021

LIST OF PARTICIPANTS

No.	Name of Employee			Position	Section/Group
	Last Name	First Name	MI		
SDS SECTION:					
1	CARMEN	JOSITA	B	SDS	GFPS
ASDS SECTION:					
2	GAYRAMA	GILBERT	L.	nks	GFPS
LEGAL SECTION:					
3	LUMACTOD	JOSEPH ERIC	C	ATTY-III	GFPS
ICT SECTION:					
4	MINGUILLAN	MARVIN	G	ITO-I	GFPS
CID SECTION:					
5	CASA	CELSA	A	CHIEF CID	GFPS
6	ALCANTARA	DANILO	T	P-II	CID-EPS
7	ARREO	BRYAN	L	EPS	CID-EPS
8	BARCENA	ELNIE ANTHONY	P	P-II	CID-EPS
9	CORREOS	CARLOS TIAN CHOW		EPS	GFPS
10	DAPAR, JR.	ALEXANDER	D	EPS	CID-EPS
11	DOLORICON	ANALIZA	G	EPS	CID-EPS
12	GONZAGA	CLAIRE ANN	P	LIBRARIAN-I	CID-EPS
13	GUILLEN	LIEU GEE KEESHIA	C	PDO II	GFPS
14	GUILLEN	MEGENILA	C	EPS	CID-EPS
15	LAGUNDINO	ELEAZAR		P-I	CID-EPS
16	LEPARDO	ROMEO	L	EPS-II	CID-EPS
17	LERIO	CAMELA	G	EPS	CID-EPS
18	OROZCO	JAYSON	M	EPS-II	CID-EPS
19	PADUA	ENCARNACION	M	EPS	CID-EPS
20	PUERTO	REGINA EUANN	A	EPS	CID-EPS
21	QUINTO	MARILYN	V	P-III	CID-EPS
22	REYNA	JHUN CLIFFORD	P	ADAS-II	PMT
23	SALAZAR	ANTONIO	V	EPS	CID-EPS
24	TRINIDAD	EDNA	E	EPS	CID-EPS
SGOD SECTON:					
25	URBIZTONDO	ELVIRA	S	CHIEF SGOD	GFPS
26	ADVINCULA-NIERE	MARY LUZ	B	SEPS	GFPS/PMT
27	ASILDO	VOLTAIR	C	SEPS	GFPS

28	BALAN	JOANNE	H	ADAS-III	PMT
29	CASA	VON JASON	A	PDO-I	PMT
30	GALVEZ	UCILLE	P	PO-III	SGOD
31	GUINGGUING	LIZA	M	SEPS	GFPS
32	LOZADA	MARIETO CLEBEN	V	EPS-II	SGOD
33	MAGNAYE	RICKY	E	ENGR-III	SGOD
34	MANGADLAO	ERLYN	G	EPS-II	GFPS/PMT
35	MANLUCOB, JR.	OSIAS	N	EPS-II	SGOD
36	MISTULA	ALEX	S	SEPS	GFPS
37	ORZALES	JOHNNY	B	ADA-VI	PMT
38	REYES	RUFINO	T	EPS	GFPS
39	SABLAS	JANUARY	P	ADAS-II	GFPS/PMT
ACCOUNTING SECTION:					
40	CLIMACO	BETHANY	E	ACCT-III	GFPS
41	CURADA	HEL	G	AO II	OSDS
BUDGET SECTION:					
42	CALLOTE	MYRNA	D	AO-V	OSDS
HEALTH & NUTRITION SECTION:					
43	LUMANG	ANDREW ANTHONY	A	MO-IV	GFPS
44	ANDOY	HYPZIBAH	L	NURSE-II	SGOD
45	LAURENTE	DANIEL	L	DENTIST-IV	SGOD
46	LOZADA	MADELYN	V	NURSE-II	SGOD
ADMINISTRATIVE AND GENERAL SERVICES SECTION:					
47	CRABAJALES	SHIRLENE	S	AO-V	GFPS
PERSONNEL SECTION:					
48	CABRERA	EPPIE	P	AO-IV	OSDS
49	TINONGA	MADELLE	A	ADAS-III	OSDS
PSB-HRMDS SECTION:					
50	DALURA	JOVIXSON	B	AO-II	OSDS
51	GUERRA	JUNE	C	ADAS-III	OSDS
SUPPLY SECTION:					
52	GRUMO	DANTE	A	AO-IV	OSDS
RECORDS SECTION:					
53	MANGATA	JULITA	D	AO-IV	OSDS
54	MADELO	MELISSA	E	ADAS-III	OSDS
CASHIERING SECTION:					
55	DE HONOR	EMMALYN	S	AO-IV	OSDS