



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division
Superintendent

December 4, 2023

DIVISION MEMORANDUM

NO: 566 s. 2023

GENDER AND DEVELOPMENT (GAD) ACTIVITIES DIVISION NON-TEACHING PERSONNEL

To: ASDS
Division Chiefs (CID, SGOD)
Division Non Teaching Personnel
City Paid Personnel

1. Executive Order (EO) No. 273 "Approving and Adopting the Philippine Plan for Gender- Responsive Development" gives mandate to all government agencies to incorporate and reflect GAD concerns in their agency performance commitment contract.
2. In this connection, the Division of City Schools –Tagbilaran will conduct GAD Activity focusing on Spirituality for the Division Personnel on December 11-12, 2023. Venue will be announced later.
3. Participants to this activity are the Tagbilaran City Division Personnel.
4. Expenses relative to the conduct of the activity like food, accommodation and honorarium to speakers are chargeable against Division MOOE (GAD) Fund subject to the usual auditing rules and regulations.
5. Attached is the Matrix of Activities and Working Committees.
6. Immediate and wide dissemination of this memorandum is highly desired.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

WDB/EQA/SGOD/MMC/fct



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GAD- MATRIX OF ACTIVITIES

December 11-12, 2023

Date/Time	Activity	Responsible Person	Venue/ Remarks
Day 1 -December 11, 2023			
7:00-7:30	Assembly Time		Division Office
8:00AM	Jump off Time	Mr. Joseph C. Barrete Transpo Committee	The DO Personnel will depart at 8:00 going to Anda
10:30-11:30 AM	Settling down/ Check in	Engr. Junicel Mancha/ Filomena Tanggaan Venue Committee	Bugnaw Si-E
12:00-1:00PM	Lunch		Function Room
1:00-1:30	Registration (refer to Separate Sheet)	Dr. Rosene D. Olaivar Registration Committee	Function Room
1:30 onward	Team Building Activity	c/o Single ladies and gentlemen	Function room
6:00-7:00	<i>Dinner</i>		
7:00PM Onward	Year End Assessment/ Assessment	Mr. Chryst Dalumbar Mr. Aldrin Pajo	Function Room
Day 2 -December 12, 2023			
6:00-7:00	<i>Breakfast</i>		
7:00-8:30	Continuation Year-end Assessment		
8:30-10:00	Types of Catechism	Rev. Fr. Darwin A. Gitgano	
10:00-11:00	Holy Mass	Rev. Fr. Darwin A. Gitgano	
11:30- 12:30	Lunch		
12:30	Home Sweet Home		
Process Observer: Dr. Esther L. Cagas			
Officer of the Day: Mr. Chryst Dalumbar			
Documentation: Engr. Jose Marinas 111			