



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

Office of the Schools Division
Superintendent

March 24, 2026

DIVISION MEMORANDUM

NO: 258 s. 2026

ADDENDUM TO DM 143 S. 2026 DATED FEBRUARY 16, 2026
RE: UPDATED DESIGNATION OF DIVISION GAD FOCAL POINT SYSTEM

TO: Assistant Schools Division Superintendent
Chief, CID and SGOD
All Public Elementary and Secondary Principals
All Others Concerned

1. In consonance with DepEd Order No. 32 s. 2017 entitled **Gender Responsive Basic Education Policy**, this Office, through the Schools Governance and Operations Division hereby disseminates the Updated Composition of Division GAD Focal Point System.

GFPS Head or Chairperson	Dr. Wilfreda D. Bongalos, CESO V Schools Division Superintendent
Technical Working Group (TWG) Head	Dr. John Ariel A. Lagura Asst. Schools Division Superintendent
Members	Dr. Maria Antonette P. Dugang EPSvr, GAD Coordinator Dr. Janet T. Butalid Chief, CID Ms. Maurine C. Castaño Chief, SGOD Dr. Neolita S. Sarabia EPSvr Mr. Alberto A. Lacang EPSvr Dr. Aquilino T. Milar Jr AO V Engr. Junicel T. Mancha Planning Officer Dr. Brendalou D. Arancana HRMO Marife C. Rallos Budget Officer
Secretariat Head	Dr. Filomena C. Tanggaan Dr. Rosene D. Olaivar
M and E	Dr. Esther L. Cagas



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2. All schools are required to establish a GAD Focal Point System with the prescribed composition and submit the details to Dr. Ma. Antonette P. Dugang, EPSvr, School Governance and Operations Division.

School GAD Focal Point System:

GFPS Head or Chairperson	School Head
Members:	School GAD Coordinator (To be designated by the Principal) Asst. Principal/ Department Head for SHS Grade Level Coordinator/s Elementary Guidance Teacher/Coordinator School Bookkeeper (Secondary) Administrative Assistant

3. The GFPS in the Division and School shall follow the duties and functions based on DepEd Order No. 27 s. 2013

The functions of the GAD Focal/Point Persons are as follows:

- a. lead in the gender mainstreaming in policies, plans and programs projects and activities (PAPs) 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 GAD database to serve as basis in 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 basis for determining PPAs in the GAD Plan;
- g. prepare GAD plans and budgets and accomplishment reports and **ensure their timely submission to the Central Office (CO) GAD Focal Point Person** (Attention: GAD Secretariat, Staff Development Division-Human Resource Development Service (SDD-HRDS), 2F Teodora Alonzo Bldg., DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City);
- h. ensure the effective and efficient implementation of the GAD Plan and PPAs and the judicious utilization of the GAD budget;



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- i. recommend awards, recognition and other incentives (including performance-based bonus (PBB) to outstanding institutional GAD programs, activities and projects for GAD Focal Point members and other personnel/teachers;
 - j. build and strengthen partnership 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 organization (NGOs) and other partners; and
 - k. coordinate GAD efforts of all offices/units.
4. Immediate and wide dissemination of this Memorandum is desired.

For the SDS:

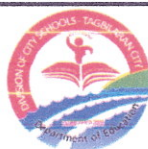
WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent


JOHN ARIEL A. LAGURA PhD.

OIC- Office of the School Division Superintendent

WDB/JAAL/SGOD/MCC/fct

Office of the Schools Division
Superintendent



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