



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF CALBAYOG CITY

October 22, 2025

DIVISION MEMORANDUM

NO. 531, s. 2025

**WORKSHOP ON THE CRAFTING OF THE 2026 GENDER AND
DEVELOPMENT (GAD) PLAN AND BUDGET FOR SCHOOLS**

TO: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elem & Sec School Heads
All Others Concerned

1. This Office, through the School Governance and Operations (SGOD) – Human Resource and Development Section (HRDS), shall conduct a **2-Day Live-Out Workshop on the Crafting of 2026 Gender and Development Plan and Budget for Schools** on **November 27-28, 2025** at the Division Conference Hall.
2. The activity aims to develop a School GAD Plan and Budget for CY 2026 that are aligned with the implementing rules and guidelines of PCW and to ensure that the GAD PPAs are based on the Harmonized Gender and Development Guidelines (HGDG) tools.
3. All School Heads must attend as participants and are encouraged to bring a copy of the school's previous GAD Plan & Budget as reference.
4. See attached Program Matrix for your reference.
5. All schools are expected to submit the scanned copy of their approved 2026 School GAD Plan and Budget **not later than 5:00pm of December 10, 2025** by uploading it through this link – <https://bit.ly/GADFilesCalbayog>.
6. Further, the school shall also submit their 2025 GAD Accomplishment Report by uploading it to the same link in *item no. 5*.
7. All available templates, e.g. GAD Plan and Budget and GAD Accomplishment Report, can be downloaded also from the same link above.

8. Food, including lunch and snacks, is SELF-PROVISION. However, expenses for both food and transportation of participants can be charged against their respective school MOOE, subject to the usual accounting and auditing rules and regulations.
9. Wide dissemination and proper guidance of all concerned are desired.



MARGARITO A. CADAYONA JR. PhD, CESO VI
Schools Division Superintendent *α*

Enclosure: *Program Matrix*

To be indicated in the ***Perpetual Index Under*** the following subjects:

SGOD

GENDER AND DEVELOPMENT

**PROGRAM MATRIX FOR THE WORKSHOP ON THE CRAFTING OF THE 2026
GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET FOR SCHOOLS
November 27-28, 2025**

Time	Day 1	Day 2
7:45am	Arrival	MOL/Preliminaries
8:00am	Opening Program Preliminaries	
9:00am	Session 1: Rationale and Background and Acknowledgment of Participants (Dr. Avelina P. Tupa, OIC-Chief ES, SGOD)	Continuation of the WORKSHOP: Preparation and Drafting of the 2026 School GAD Plan and Budget (Oscar D. Billate Jr., EPS-SGOD/ GAD Division Focal)
9:30am	Session 2: General Guidelines in GAD Planning and Budgeting (Oscar D. Billate Jr., EPS-SGOD/ GAD Division Focal)	
11:00am	Session 3: Steps in Formulating the GAD Plan and Budget (Rosalia M. Rivera, EPS-HRD/ GAD Alternate Division Focal)	
12:00pm	Lunch Break	
1:00pm	Session 4: Articulation of the Items in the GAD Plan and Budget (Rosalia M. Rivera, EPS-HRD/ GAD Alternate Division Focal)	Session 6: Presentation of Outputs (1 Representative from each of the following: Calbayog Districts, Oquendo Districts, and Tinambacan Districts) (Oscar D. Billate Jr., SEPS-SMM&E/ Div. SBM Coordinator)
3:00pm	Session 5: Identification of Gender Issues (Oscar D. Billate Jr., EPS-SGOD/ GAD Division Focal) WORKSHOP: Preparation and Drafting of the 2026 School GAD Plan and Budget	Closing Program
Class Managers	Rosalia M. Rivera, EPS II-HRD and Sharon D. Balza, EPS II-SMN	