



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

March 13, 2025

DIVISION MEMORANDUM

SGOD-2025-165

To: Assistant Schools Division Superintendent
 Division Chief-SGOD
 Division SBM Focal Person – **Cherrie Anne B. Bohol, EPS-SGOD**
 Division GAD Focal Person – **Janice S. Alquizar, EPS II-HRD**

Subject: **CONDUCT OF THE SCHOOL-BASED MANAGEMENT (SBM) AND GENDER AND DEVELOPMENT (GAD) FIRST QUARTER POCKET MEETING AND PROVISION OF TECHNICAL ASSISTANCE**

This is in reference to Regional Memorandum FTAD-2025-009 dated March 6, 2025, signed by Allan G. Farnazo, Director IV, re: **Conduct of School-Based Management (SBM) and Gender and Development (GAD) First Quarter Pocket Meeting and Provision of Technical Assistance** which will be held on **March 24-25, 2025** at the **Schools Division of Davao Occidental**.

Participants of the meeting are the GAD Focal Person and SBM Coordinator of the Schools Division Office and Functional Divisions of DepEd RO XI, as listed in the enclosure.

The meeting aims to discuss updates, interact with other GAD and SBM Coordinators, share and document best practices, and provide best solutions to problems, gaps and bottlenecks that have been identified by each participant.

Further, the team will visit **Tubalan Comprehensive National High School** to assess its GAD facilities, resources, programs, and SBM initiatives in support of a gender-responsive and well-managed basic education. Classes must remain undisturbed during the visit, and the provision of tokens, leis, or any lavish preparations is strictly prohibited.

Food and snacks during the meeting shall be charged to GAD fund or other available sources of the host division, while travel, accommodation, and other related expenses incurred for the activity shall be charged to local funds, subject to the usual accounting rules and regulations.

Immediate dissemination and compliance with this Memorandum is directed.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
 Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
 DATE: MAR 19 2025 TIME: 8:00am
 BY: _____

Enclosed: As stated.
 SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
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47027



Republic of the Philippines
Department of Education
DAVAO REGION

March 6, 2025

REGIONAL MEMORANDUM
FTAD-2025-009

CONDUCT OF THE SCHOOL-BASED MANAGEMENT AND GENDER AND
DEVELOPMENT FIRST QUARTER POCKET MEETING AND
PROVISION OF TECHNICAL ASSISTANCE

To: Schools Division Superintendents
Chiefs of Functional Divisions

1. Pursuant to Regional Memorandum FTAD-2025-007 on the conduct of the School-Based Management (SBM) and Gender and Development (GAD) Quarterly Pocket Meeting for CY 2025, the First Quarter Meeting will be held on March 24-25, 2025, at the Schools Division of Davao Occidental.
2. The participants of the meeting are the GAD Focal Persons and SBM Coordinators from the Schools Division Offices and Functional Divisions of DepEd RO XI, as listed in the enclosure.
3. The meeting aims to discuss updates, interact with other GAD and SBM champions, share and document best practices, and provide best solutions to problems, gaps, and bottlenecks that have been identified by each participant.
4. Further, the team will visit **Tubalan Comprehensive National High School** to assess its GAD facilities, resources, programs, and SBM initiatives in support of a gender-responsive and well-managed basic education. Classes must remain undisrupted during the visit, and the provision of tokens, leis, or any lavish preparations is strictly prohibited.
5. Food and snacks during the meeting shall be charged to the GAD fund or other available sources of the host division, while travel, accommodation, and other related expenses incurred for the activity shall be charged to local funds, subject to the usual accounting rules and regulations.
6. Immediate dissemination and compliance with this Memorandum are directed.

DEPARTMENT OF EDUCATION RO XI
RECORDS SECTION
RELEASED
3.10.2025 47027

ALLAN G. FARNAZO
Director IV

Encl.: As stated

ROF2/rsm



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Enclosure 1

LIST OF PARTICIPANTS

A. Division GAD Focal Persons

SCHOOLS DIVISION OFFICE	PARTICIPANTS
Davao del Norte	April Julie Mae Gonzaga
Davao de Oro	Grace D. Pontillas
Mati City	Ana Mae S. Padullon
Davao Occidental	Nelson G. Balagtas
Davao Oriental	Mary Grace Y. Mercado
Digos City	Janice S. Serenio-Alquizar
Panabo City	Ailene B. Añonuevo
Tagum City	Eduard Mark A. Bautista
Davao City	Jonas P. Piore
Samal City	Evangeline C. Bongcac
Davao del Sur	Jessie S. Sajol

B. Division SBM Coordinators

SCHOOLS DIVISION OFFICE	PARTICIPANTS
Davao del Norte	Cristopher B. Gonzales
Davao de Oro	Marnelyjane A. Bernal
Mati City	Leorisyl D. Siarot
Davao Occidental	Elenita L. Bernales
Davao Oriental	Alan D. Limbadan
Digos City	Cherrie Ann B. Bohol
Panabo City	Ronmar V. Jayoma
Tagum City	Francisca R. Padlan
Davao City	Flora C. Arcenal
Samal City	Graciela A. Robles
Davao del Sur	Jessie S. Sajol

C. Regional Office

FTAD GAD TWG	Aris B. Juanillo Aida P. Placencia Ronnie S. Mercado Julieta S. Nicolas	Chief, GAD Regional Focal Person EPS, GAD Alternate Focal Person EPS, GAD Secretariat ADAS 1, GAD Secretariat
Finance Division (FD)	Katherine C. Datoy SAO	



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Administrative Division (AD)	Joy L. Sibonga AO IV	Functional Divisions GAD Focal Persons
Policy Planning and Research Division (PPRD)	Esther Khrysmaye A. Roble AO II	
Human Resource Development Division (HRDD)	Mariane B. Tubo EPS II	
Quality Assurance Division (QAD)	Ma. Cristina B. Dionisio EPS	
Education Support Services Division (ESSD)	Marra Medrano Dentist	
Curriculum and Learning and Management Division (CLMD)	Joiesa M. Presbitero EPS	



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Enclosure 2

Matrix of Activities
SBM and GAD First Quarter Pocket Meeting and
Provision of Technical Assistance
March 24-25, 2025
Venue: Schools Division of Davao Occidental

DAY/TIME Day 1-March 24, 2025	Activity	Persons Involved
8:00-9:00 a.m.	<ul style="list-style-type: none"> Arrival Time/Registration 	GAD Secretariat
9:00 am – 12:00pm	<ul style="list-style-type: none"> School Visit at Tubalan Comprehensive National High School 	Elenita L. Bernales SBM Coordinator – Davao Occidental Nelson G. Balagtas GAD Focal Person- Davao Occidental Division
12:00 nn-1:00 pm	Lunch Break	
1:00 pm- 3:00pm	Meeting Proper/ Provision of Technical Assistance	
	<ul style="list-style-type: none"> Checking of Attendance Preliminaries 	GAD Secretariat/Host Division
	<ul style="list-style-type: none"> Acknowledgement of Participants 	Host Division
	<ul style="list-style-type: none"> Welcome Message 	Ramel M. Pilo Asst. Schools Division Superintendent Davao Occidental
	<ul style="list-style-type: none"> Presentation of SBM and GAD Accomplishments and Best Practices 	Elenita L. Bernales SBM Coordinator – Davao Occidental Nelson G. Balagtas GAD Focal Person- Davao Occidental Division
	<ul style="list-style-type: none"> Message 	Rommel R. Jandayan, CESO V Schools Division Superintendent Davao Occidental
3:00-5:00	Workshop/ Sharing GAD <ul style="list-style-type: none"> Gender Fair Society and Gender Fair Language 	Aris B. Juanillo – Chief ES Aida P. Placencia – EPS
Day 2-March 25, 2025 (Breakaway) 8:00 am -12:00 am	<ul style="list-style-type: none"> Meeting Proper: Agenda: A. SBM <ul style="list-style-type: none"> Presentation and Critiquing: 2025 Implementation and M&E Plan on SBM (DO 7, s.2024) and SGC (DO 26, s. 2022) 	Ronnie S. Mercado Regional SBM Coordinator



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	<ul style="list-style-type: none">- Dagmay 2025- SBM Summit- Monitoring Activities to Last Mile/GIDA Schools- Other Matters <p>B. GAD</p> <ul style="list-style-type: none">- GAD TNA- Presentation of the Accomplishment Report on the 2025 NWM Celebration per SDO <ul style="list-style-type: none">• Other Matters	<p>Aida P. Placencia Regional GAD Alternate Focal</p>
1:00 pm – 3:00 pm Plenary	<ul style="list-style-type: none">• Discussion on Other Issues and Concerns• Closing Program	<p>Aris B. Juanillo, PhD Chief Education Supervisor, FTAD</p> <p>Aida P. Placencia Regional GAD Alternate Focal</p> <p>Ronnie S. Mercado Regional SBM Coordinator</p>
3:00 p.m.	<ul style="list-style-type: none">• Homeward Bound	