



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

**Office of the Schools Division Superintendent**

**April 6, 2026**

**DIVISION MEMORANDUM**

SGOD-2025 - 172

To : Assistant Schools Division Superintendent  
Division Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Public School Heads  
Public School Teachers  
All Others Concerned

Subject: **RECONSTITUTION OF DIVISION GENDER AND DEVELOPMENT (GAD)  
FOCAL POINT SYSTEM (GFPS)**

Pursuant to DepEd Order No. 32 s. 2017 titled Gender-Responsive Basic Education Policy, this office through the Human Resource Division unit hereby reconstitutes the Division GAD Focal Point System (GFPS) to wit:

GFPS Chairperson: **Melanie P. Estacio, PhD, CESO VI**  
Schools Division Superintendent

Technical Working Group  
Head: **Maria Genevieve T. Francisquete**  
Assistant Schools Division Superintendent

Members: **Janice S. Alquizar**  
Division GAD Focal Person  
**Sollie B. Oliver**  
Chief, SGOD  
Beverly S. Daugdaug  
Chief, CID  
**Ma. Florenil Gallardo**  
Accountant III  
**Jake Lloyd S. Vencio**  
Budget Officer  
**Francis Jude D. Alcomendras**  
Administrative Officer V  
**Airon Alejandro**  
Planning Officer III

Secretariat Head: **Ronald B. Dedace**  
SEPS-HRD

Member **April Rose A. Alcalá**  
PDO I

Monitoring & Evaluation **Reyzen O. Monserate**  
SEPS-SMME

Member **Cecile Uy**  
EPS II - SMME





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As an institutional mechanism, the GFPS shall ensure the gender mainstreaming, as well as gender-responsiveness of systems, structures, policies, procedures programs, and activities of the Division.

The GFPS shall abide by the functions and other guidelines issued by the Department and the Philippine Commission on Women.

Below are the duties and functions of the Division GAD Focal Point System (GFPS).

Head	Issues policies and directives that support GAD mainstreaming in the PPAs of SDO-Digos City
	Approves the GAD Plan and Budget and facilitates its implementation.
	Approves the GAD Accomplishments Report and ensures its submission to the Regional Office and COA.
TWG Head	Spearheads the conduct of meetings of the GFPS.
	Ensures timely submission of GAD Plan and Budget and Accomplishment Report to the Regional Office and COA.
	Ensures the implementation of the planned GAD-related activities both in the SDO and schools.
Division GAD Focal Person	Coordinates with the Agency Head, TWG Head, Members, Secretariat and M&E on all matters related to GAD.
	Coordinates with the Regional Office, Central Office or other agencies on GAD matters
	Represents the SDO in meetings outside the agency, seminars, and conferences on GAD.
	Provides technical assistance to the Division and schools on the preparation of GAD Plan and Budget and GAD accomplishment report as well as the eligible expense for such.
	Provides technical assistance to the Division and Schools in accomplishing the Harmonized Gender and Development Guidelines as basis for attribution of the Division's GAD budget.
	Provides technical assistance to the Division and Schools on DepEd GAD mandates.
	Spearheads the implementation of GAD PPAs in the Division.
	Coordinates with the agency's ICT Unit for the posting of GAD activities to the agency's website.
TWG Members	Provides direction and give policy advice to the Schools Division Superintendent on GAD mainstreaming.
	Identifies PPAs based on gender analysis and identified gender issues and mandates of the agency.
	Maintains and updates the Division sex-disaggregated data as basis for planning.
	Prepares the GAD Plan and Budget of the Division (SDO and schools) for approval of the SDS.
	Ensures the implementation of the planned activities both in the SDO and schools.



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	Prepare the GAD consolidated GAD Accomplishment Report (SDO and schools) for submission to the OSDS, Regional Office and COA.
	Builds/strengthen partnership with other agencies that advocate and offer expertise on GAD.
Secretariat	Disseminates information on GAD activities in the Division as directed by the Head or the TWG.
	Prepare minutes of meetings of the Division GFPS.
	Prepares activity request and completion reports and its attachments on GAD activities as directed by the TWG.
Monitoring and Evaluation	Monitors implementation of identified GAD activities per approved GAD Plan and Budget.
	Monitors submission of school GAD Plan and Budgets Accomplishment Report.
	Monitors the gender responsiveness of the agency's PPAs using the Project Implementation and Management, and Monitoring and Evaluation (PIMME).
	Crafts a monitoring tool for GAD activities as needed

For information, guidance and compliance with is highly directed.

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

DepEd Schools Division of Digos City  
 RECORDS SECTION  
**RELEASED**  
 DATE: 06 APR 2017 TIME: 2:17 PM  
 BY: *[Signature]*

Enclosed: As stated.  
 SGOD/jsa



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