



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2024 373

To : **JANICE S. ALQUIZAR**
 Education Program Specialist II
 Human Resource Development

Subject : **DESIGNATION ORDER AS FOCAL PERSON FOR THE MANAGEMENT AND IMPLEMENTATION OF GENDER AND DEVELOPMENT (GAD) PROGRAM**

Date : June 21, 2024

In the exigency of the service, you are hereby designated as Division Focal Person for the management and implementation of Gender and Development (GAD) Program.

As such, and in addition to your inherent duties and responsibilities as Education Program Specialist II (HRD), you are to fulfill the following responsibilities:

- a. Act on all matters related to your designation as Division Focal for GAD Program implementation;
- b. Lead the formulation, implementation, monitoring and evaluation of the GAD Plan and Budget;
- c. Ensure the integration of gender perspectives in the SDO's policies, programs and activities;
- d. Prepare and submit required reports on GAD activities and progress to the appropriate authorities;
- e. Represent the Division on any GAD Program concerns at the Regional and National levels, as well as in the Local Government Unit and other partner agencies;
- f. Do other related tasks.

This designation order does not carry with it any additional remuneration nor priority for promotion.

This order takes effect immediately and shall be valid until appropriately revoked or rescinded through a subsequent memorandum.

For information and compliance.

Schools Division Office of Digos City
 RECORDS SECTION
 24-123399
 DATE: 24 JUN 2024 TIME: 12:49
 BY:

MELANIE P. ESTACIO, PhD, CESO
 OIC-Schools Division Superintendent

