



October 13, 2017

**DIVISION MEMORANDUM**

No. 183, s. 2017

**SEMINAR ON GAD PLANNING AND BUDGETING,  
ANTI-SEXUAL HARASSMENT LAW, EMPLOYEES' BENEFITS**


To: Acting Assistant Schools Division Superintendent  
CID and SGOD Chiefs

Education Program Supervisors

Public Schools District Supervisors / Officers-In-Charge of the District

Heads of Public Elementary and Secondary Schools

1. Executive Order No. 273 entitled Approving and Adopting the Philippine Plan for Gender-Responsive Development, directs all agencies to institutionalize Gender and Development (GAD) activities in government, and Republic Act No. 9710 otherwise known as the Magna Carta of Women, mandates gender mainstreaming and gender-responsiveness in all programs, activities, projects and policies of government agencies.
2. Relative to the foregoing, the Schools Division of Capiz, in its quest to institute a continuing system of improving program implementation and delivery of services to its clientele as well as enhancing employee's welfare and professional growth will conduct a Seminar on Gender and Development (GAD) Planning and Budgeting, Anti-Sexual Harassment Law, Employees Benefits and Team building on November 16-18, 2017 in a venue to be announced later.
3. The activity aims to:
  - a. improve mechanism on reporting gender issues;
  - b. promote understanding of the development and implementation of GAD plans at the school level; and
  - c. develop solidarity and camaraderie among personnel
4. Participants to this activity are the school heads and school GAD Focal Persons for secondary schools and the District GAD Focal Persons and two selected elementary school heads per district.
5. The Training Matrix and budget are found in Enclosure 1 and 2 respectively.
6. Expenses incurred relative to the conduct of the activity will be charged against the Gender and Development (GAD) fund subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN, Ed.D., CESO V**  
Schools Division Superintendent

**TRAINING MATRIX**  
November 16-18, 2017-10-14

**DAY 1**

Schedule of Activities	November 16, 2017
7:00 – 8:30	Arrival
8:30 – 9:00	Opening Program
9:00 -10:00	<b>Orientation</b> Dr. Segundina F. Dollete
10:00 -11:00	<b>Levelling of Expectation</b> Dr. Immaculada Amores
11:00 -12:00	<b>School Gender Analysis</b> Dr. Segundina F. Dollete
12:00 – 1:00	<b>Lunch Break</b>
1:00- 2:00	<b>School Gender Analysis/Presentation</b> Dr. Segundina F. Dollete
2:00 -3;00	<b>GAD Plan and Budget</b> Atty. Benjie Doce
3:00 – 4:00	<b>Workshop by School/District</b>
4:00 -5;00	<b>Presentation of Output</b>

**Day 2**

Schedule of Activities	November 17, 2017
7:00 - 8:00	<b>Arrival and Registration</b>
8:00 - 9:00	<b>Management of Learning</b>
9:00 -10;00	<b>Employees Welfare and Benefits</b> Mrs Nenita Y. Fabiana
10:00-11:00	<b>Open Forum</b>
11:00-12:00	<b>Sexual Harassment</b> Atty. Joseph Ituralde
12:00 – 1;00	<b>LUNCH BREAK</b>
1:00 – 3:00	<b>Gender Issues</b> Mr. Alan Vincent Altamia
3:00 – 5:00	<b>Gender and Development An Approach to Gender Mainstreaming</b> Dr. Margie Obligacion
5:00 – 8:00	<b>Team Building/Socials/Group Presentation</b>

**DAY 3**

Schedule of Activities	November 18, 2017
7:00 – 8:00	<b>Arrival and Registration</b>
8:00 – 9:00	<b>Management of Learning</b>
9:00 – 11:00	<b>Finalization of GAD Plan and Budget</b>
11:00 – 12:00	<b>Presentaion</b>
12:00 – 1:00	<b>Lunch Break</b>
1;00 – 3;00	<b>Wrap-up</b> Dr. Segundina F. Dollete
3:00 – 5:00	<b>Closing Program</b>