



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE – CAPIZ

07 OCT 2025

DIVISION MEMORANDUM
No. 499, s. 2025

RECONSTITUTION OF THE FISCAL YEAR (FY) 2025
SCHOOLS DIVISION GENDER AND DEVELOPMENTFOCAL POINT SYSTEM (GFPS)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors/Public Schools District Supervisors
Heads, Public, Integrated, and Secondary Schools

1. Relative to DepEd Order No. 32 s. 2017 titled Gender-Responsive Basic Education Policy, DepEd Order No. 27, s. 2013 titled Guidelines and Procedures on the Establishment of Gender and Development (GAD) Focal Point System at the Regional, Division and School Levels) and DepEd Order No. 63, s. 2012 titled Guidelines on the Preparation of Gender and Development (GAD) Plans, Utilization of GAD Budgets and Submission of Accomplishment Reports), this Office hereby reconstitutes the **Division Gender and Development Focal Point System (DGFPS)**.
2. The reconstituted DGFPS is as follows:

Designation	Position	Name
GFPS Chairperson	Schools Division Superintendent	Roel F. Bermejo, PhD, CESO V
Technical Working Group Head	Assistant Schools Division Superintendent	Luz U. Banson EdD, CESE
Members	Division GAD Focal Person	Immaculada J. Amores Dr. Lourdelyn R. Fuentes Alvin Braulio
	Chief, CID	Rolando B. Jamora PhD
	Chief, SGOD	Edna B. Azcarraga PhD
	Accountant III	Denmark L. Llanera, CPA
	Administrative Officer V for Finance	Cecil Joy D. Diocson
	Administrative Officer V for Administrative Services	Ma. Sharon S. Barrientos
	Planning Officer III	Eduardo D. Villafuerte
Secretariat Head	SEPS- M&E HRD-EPS II YFD	Ronald Dile Jerry Mosquite Jhean Lingco
Members	DRRM	Glenda Botin
	YFD	Yzarda Claudette D. Ballera

2. The task and functions of the members of the GFPS are the following:
(Based on PCW Memorandum Circular No. 2011-01 and Joint Memorandum Circular No. 2013-01)

I. Composition

The GAD Focal Point System (GFPS) shall be composed of the following:



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1. **Chairperson** – The Head of Agency/Office or his/her authorized representative.
2. **Vice-Chairperson** – The Assistant Head or any designated official.
3. **Members** – Representatives from various divisions, units, or offices including planning, budgeting, human resource management, and other key functional areas.
4. **Secretariat** – Provides technical, administrative, and logistical support to the GFPS.

II. Duties and Responsibilities

A. Chairperson

1. Provide overall direction in the formulation, implementation, monitoring, and evaluation of the agency's GAD Plans and Programs.
2. Ensure the allocation and proper utilization of the GAD Budget (at least 5% of the total agency budget).
3. Issue policies or directives supportive of gender mainstreaming and gender-responsive governance.
4. Ensure institutional support for capacity-building and capability enhancement on gender and development.
5. Represent the agency or office in inter-agency, local, and regional GAD-related activities and initiatives.

B. Vice-Chairperson

1. Assist the Chairperson in managing, supervising, and coordinating overall GAD activities.
2. Oversee the operations and performance of the GFPS Secretariat.
3. Monitor the progress and implementation of GAD Programs, Activities, and Projects (PAPs).
4. Act as Chairperson in the absence or incapacity of the designated Chair.

C. Members

1. Integrate gender perspectives and gender-responsive approaches in their respective office plans, programs, and projects.
2. Assist in identifying gender issues and recommend appropriate strategies and interventions.
3. Participate actively in gender analysis, training, and capacity-building activities.
4. Gather, maintain, and provide sex-disaggregated data and gender statistics to support GAD planning, implementation, and reporting.
5. Support the monitoring, evaluation, and documentation of GAD initiatives and accomplishments within their respective units.

D. Secretariat

1. Provide administrative, logistical, and technical support to the GFPS.
2. Prepare and document meeting agendas, minutes, and proceedings of all GFPS activities.
3. Coordinate the preparation, consolidation, and submission of the annual GAD Plan and Budget (GPB) and GAD Accomplishment Report (GAR).
4. Maintain records, databases, and documentation of GAD-related activities, issues, and interventions.



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5. Facilitate communication, coordination, and networking between the GFPS and external GAD-related bodies such as the PCW, DBM, DILG, and other partner agencies.

III. References

- **Philippine Commission on Women (PCW) Memorandum Circular No. 2011-01**
“Guidelines for the Establishment, Strengthening, and Institutionalization of the Gender and Development (GAD) Focal Point System.”
- **Joint Memorandum Circular No. 2013-01 (DBM-NEDA-PCW)**
“Guidelines on the Preparation of the Annual GAD Plans and Budgets and GAD Accomplishment Reports to Implement the Magna Carta of Women.”
- **Republic Act No. 9710 (Magna Carta of Women)**
An Act Providing for the Magna Carta of Women and its Implementing Rules and Regulations.

3. Immediate dissemination of and compliance with this Memorandum are desired.

ROEL F. BERMEJO
Schools Division Superintendent