




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

07 OCT 2025

DIVISION MEMORANDUM  
No. 500 s. 2025

**DESIGNATION OF DISTRICT AND SCHOOL GENDER AND DEVELOPMENT (GAD)  
COORDINATOR**

- 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. 00, S. 2024 Titled Immediate Removal of Administrative Tasks of Public School Teachers, this Office requests all Public Schools District Supervisors to **update their designated District and School Gender and Development (GAD) Coordinator** by accomplishing the enclosed template
  2. The designated district GAD Coordinators are requested to register via <https://forms.gle/9Tsk5Y3rcmTeuqP5A> on or before October 20, 2025.
  3. For inquiries, contact Immaculada J. Amores, SEPS HRD/ Division GAD Focal Person through 09171049710.
  4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**ROEL F. BERMEJO**  
Schools Division Superintendent

Enclosure: as stated  
Reference: as stated  
To be indicated in the Perpetual Index  
Under the following subjects:

GAD      POLICY      SCHOOLS



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Enclosure to Division Memorandum No. 500 s, 2025

**Designation Template**

To: Name:  
Position  
School

1. Relative to Division Memorandum No. \_\_\_\_\_ s, 2025 titled” **Designation of District/ School Gender and Development (GAD) Coordinator**”, you are hereby designated as District/ School Gender and Development (GAD) Coordinator effective \_\_\_\_\_, 2025, until rescinded by a person in authority.
2. As School/District GAD Coordinator, you are expected to perform the duties and responsibilities required by the Gender and Development program in addition to your current functions in the school as described but not limited to the following:
  - a. Coordinate with schools on the dissemination of GAD policies/ program/ projects/ activities
  - b. Facilitate the conduct of GAD programs, projects and activities in the schools/ district.
  - c. Provide relevant technical assistance to schools.
  - d. Attend division-related GAD Activities
  - e. Submit GAD reports requested and;
  - f. Perform other related task as necessary
3. This designation is made in the exigency of service and does not entitle you to any additional compensation.
4. Please be guided accordingly

**(Signature above printed name)**  
Public Schools District Supervisor

Approved:

**ROEL F. BERMEJO**  
Schools Division Superintendent

Conforme:

**(Signature above printed name)**  
(Position)  
Date: