



Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON  
SCHOOLS DIVISION OF SAN JOSE DEL MONTE CITY  
PARTIDA ELEMENTARY SCHOOL  
SITIO PARTIDA, BRGY. MUZON, CSJDM, BULACAN

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August 7, 2023

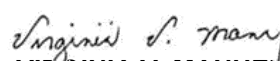
**SCHOOL MEMORANDUM**

No. 22, s. 2023

To: All Teachers  
Non-Teaching personnel

**CONDUCT OF GENDER AND DEVELOPMENT TRAINING ON GENDER AND DEVELOPMENT  
ATTRIBUTION OF PROGRAMS, ACTIVITIES AND PROJECTS**

1. This office announces the forthcoming Gender and Development Training for School GAD Focal Point System (SGFPS) and School Parents, Teachers Association (SPTA) officers with the Theme: **“Equipping SGFPS and teachers with knowledge on GAD Programs, Activities and Projects”** on August 24, 2023 at Partida Elementary School.
2. Objectives of the sessions will be:
  - a. To establish and strengthen the GAD Focal Point System of the institution;
  - b. To gain common understanding in designing Gender and Development plans;
  - c. To take appropriate steps to ensure full implementation of the programs, Activities and Projects outlined in the Plan.
3. Participants of the GAD Training will be the School Gender and Development Focal Point System and teachers.
4. See enclosure 1, 2, 3 and 4 for the Technical Working Committee, Training Matrix, Program, and the List of Participants.
5. 100% attendance is enjoined for all participants.
6. Immediate and wide dissemination of this memorandum is earnestly desired.

  
**VIRGINIA V. MANUEL**  
Principal I



Address: Sitio Partida Brgy. Muzon, City of San Jose del Monte, Bulacan  
Official Email Add: [162507.sjdmc@deped.gov.ph](mailto:162507.sjdmc@deped.gov.ph)  
Contact Number: (044) 320-7223



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### ACTIVITY DESIGN

I. **TITLE: GENDER AND DEVELOPMENT TRAINING ON GENDER AND DEVELOPMENT ATTRIBUTION OF PROGRAMS, ACTIVITIES AND PROJECTS**

II. **Theme: "Equipping SGFPS and teachers with knowledge on GAD Programs, Activities and Projects".**

III. **OBJECTIVES:**

- To establish and strengthen the GAD Focal Point System of the institution;
- To gain common understanding in designing Gender and Development plans;
- To take appropriate steps to ensure full implementation of the programs, Activities and Projects outlined in the Plan.

IV. **SETTING OF ACTIVITY:**

Date and Time: August 24, 2023  
Venue: Partida Elementary School  
Time: 8:00am- 12:00nn

V. **PARTICIPANTS:**

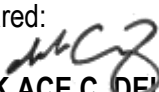
Teachers	56
School Head	1
Non-Teaching Personnel	7
<u>Resource Speakers</u>	<u>2</u>
Total	66

VI. **BUDGETARY REQUIREMENTS**


Materials	
A4 Bond Paper	₱ 300.00
Meal	
Snacks          63 x 66 =	₱ 4,158.00
<b>GRAND TOTAL</b>	<b>= ₱4,458.00</b>

VII. **SOURCE OF FUND: MOOE Fund**

Prepared:

  
**MARK ACE C. DELA CRUZ**  
Administrative Officer II

Approved:

  
**VIRGINIA V. MANUEL**  
Principal I



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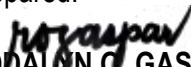
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(Enclosure 1 to School Memorandum 22, s. 2023)


**GENDER AND DEVELOPMENT TRAINING MATRIX**  
**Theme: "Equipping SGFPS and teachers with knowledge on GAD Programs, Activities and Projects"**  
**August 24, 2023 (Thursday)**

Time	Activities	Resource Person
7:00-8:00	Part I - Registration	Kinder
8:00 – 8:30	<b>Part II - Opening Program</b> National Anthem Prayer Opening Remarks	Abigael C. Torrero Juliet T. Morante Virginia V. Manuel Principal I
8:30-10:00	<b>Part III –</b> GAD Programs, Activities and Projects	Hajjah Rahmah Mesalucha Bañega & Rochelle B. Salazar
10:00-11:00	Closing Ceremony Awarding of Certificates	Virgina V. Manuel Principal Ma.Oliva DC. Gemao Master Teacher Marelene S. Quebete Master Teacher Rodalyn O. Gaspar GAD Coordinator  Virgina V. Manuel Principal

Prepared:

  
**RODALYN O. GASPAR**  
GAD COORDINATOR

Approved:

  
**VIRGINIA V. MANUEL**  
Principal I



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(Enclosure 2 to School Memorandum 22, s. 2023)

**GENDER AND DEVELOPMENT TRAINING MATRIX**  
**Theme: "Equipping SGFPS and teachers with knowledge on GAD Programs, Activities and Projects"**  
**August 24, 2023 (Thursday)**

Time	Activities	Resource Person
7:00-8:00	Part I - Registration	Laila A. Afloro
8:00 – 8:30	<b>Part II - Opening Program</b> National Anthem Prayer Opening Remarks	Abigael C. Torrero Juliet T. Morante Virginia V. Manuel Principal I
8:30-10:00	<b>Part III –</b> Knowledge on GAD Programs, Activities and Projects	Hajjah Rahmah Mesalucha Bañega Rochelle B. Salazar
10:00-11:00	Closing Ceremony Awarding of Certificates	Virgina V. Manuel Principal Ma.Oliva DC. Gemao Master Teacher Marelene S. Quebete Master Teacher Rodalyn O. Gaspar GAD Coordinator
	Closing Remarks	Virgina V. Manuel Principal I



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*(Enclosure 3 to School Memorandum 22, s. 2023)*

**TECHNICAL WORKING COMMITTEE  
GENDER AND DEVELOPMENT TRAINING  
August 24, 2023**

Chairperson: Rodalyn O. Gaspar  
Vice Chairperson: Mayett GC. Delfino  
Members:  
Agnes E. Labindao  
Laila A. Afloro  
Mark Angelo I. Gojo Cruz  
Mary Rose D. Macale  
Abigael C. Torrero  
Juliet T. Morante

**Management of Learning (MOL)**

**GAD – August 24, 2023**

Registration	Laila A. Afloro
National Anthem	}
CSJDM Hymn	
PES Hymn	
Prayer	
Checking of Attendance	Abigael C. Torrero
Certificates	Juliet T. Morante
Master of Ceremony	Mayett G. Delfino
	Mary Rose D. Macale
	Agnes E. Labindao

**Documentation/Narrative Report/ACR**

Mark Angelo I. Gojo Cruz/ Rodalyn O. Gaspar



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(Enclosure 4 of School Memorandum 22, s. 2023)

**LIST OF PARTICIPANTS PER GRADE LEVEL**

<b>KINDERGARTEN</b>	<b>GRADE FOUR</b>
1. GOJO CRUZ, MARK ANGELO I.	33. RODRIGUEZ, MARLYN M.
2. MACALE, MARY ROSE D.	34. DIAMANTE, LUZ M.
3. LABINDAO. AGNES E.	35. GABONADA, JR. ENRIQUE B.
4. GASPAR, RODALYN O.	36. LACSARUM, PACITA L.
5. DELFINO, MAYETT G.	37. ROYO, JENNY LYN G.
6. DOMINGO, KRISTINE BONIFACE G.	38. SANTAMENA, JOANNE S.
<b>GRADE ONE</b>	39. QUIBETE, MARELENE S.
7. DUPAGAN, LORILIE D.	40. DE JESUS, MARIEL GC.
8. AFLORO, LAILA A.	<b>GRADE FIVE</b>
9. CORONA, ELMA	41. GOJO CRUZ, ADRIAN I.
10. SICAT, ELIZABETH DC	42. CANO, LENIE U.
11. SORIANO, CYNTHIA P.	43. CELSO, MARIBEL G.
12. ZUNIEGA, WINELYN T.	44. GOJO CRUZ, ISABELO JR.
13. AVENDAÑO, CHRISTIAN B.	45. MAMARIL, MARICEL P.
14. SUPETLAN, MICHELLEINE D.	46. MORANTE, JULIET T.
15. CORDERO, AMEE MARIE F.	47. YACO, KEITH EDISON P.
16. EVANGELISTA, HANNA DANICKA S	48. ADRIANO, MARIAN SB.
17. ESPENEDO, SHERYL A.	<b>GRADE SIX</b>
<b>GRADE TWO</b>	49. SILVESTRE, ELA Q.
18. CORDERO, EMILY F.	50. ABELILLA, ZORAIDA N.
19. MACALINO, MA. TERESA M.	51. VIESCA, DORINESS M.
20. TAYABAN, VIOLETA F.	52. LOMA, MARY JANE G.
21. CANOZA, JACKIELYN D.	53. LADOT, MIRASOL D.




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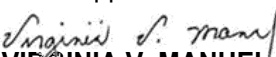
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22. ABELILLA, LIZA M.	54.MENDOZA, ESPHER M.
23. IPIO, MARIAH KRISTELLE D.	55. MENDOZA, EPIFANIA B.
24. BARTOLOME, JOSEPH D.	56.MON, MARIA KRISTINA F.
<b>GRADE THREE</b>	57.EVANGELISTA, MARK ANGELO B.
25. TAMONDONG, MARICEL S.	<b>NON-TEACHING PERSONNEL</b>
26. GEMAO, MA. OLIVA DC.	58. DELA CRUZ, MARK ACE C.
27. PRESTOSA, MARIA SANDRA I.	59. MANGALIMAN, MICHELLE T.
28. GOJO CRUZ, JENILYN T.	60. MACAPIA, SOLOMON R.
29. TORRERO, ABIGAEL C.	61. SUELA, JONATHAN G.
30. MABAZZA, ROAN C.	62. ESPAÑOLA, IMELDA P.
31. PORTENTO, VERHMA I.	63. SARITO, MELODY C.
<b>SCHOOL HEAD</b>	64. PALACIO, VICENTE L.
32. VIRGINIA V. MANUEL	

Prepared:

  
**RODALYN O. GASPAR**  
GAD COORDINATOR

Approved:

  
**VIRGINIA V. MANUEL**  
Principal I



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