



Republic of the Philippines
Department of Education

11 JUN 2018

DepEd MEMORANDUM
No. **104** s. 2018

**HARMONIZED GENDER AND DEVELOPMENT GUIDELINES WORKSHOP
FOR TRAINING PROGRAM DEVELOPERS/IMPLEMENTERS**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd), through the National Educators Academy of the Philippines (NEAP), will conduct a 3-day **Harmonized Gender and Development Guidelines (HGDG) Workshop for Training Program Developers/Implementers** by batch on the following dates and venues:

Batch	Date	Venue
1	August 21-23, 2018	Davao City
2	September 18-20, 2018	Legazpi City
3	September 25-27, 2018	Tacloban City
4	October 9-11, 2018	Zamboanga City
5	October 16-18, 2018	Bacolod City
6	October 23-25, 2018	Camiguin City

2. The workshop is designed to:
- develop a better understanding of the HGDG as an analysis tool in integrating gender equality and addressing gender issues in training programs; and
 - capacitate the program developers/implementers in the use of HGDG in assessing gender-responsiveness in training programs, projects, and activities (PPAs).
3. The participants are specified in Enclosure No. 1 for the regional and schools division, and in Enclosure No. 2 for the central office.
4. **Program Developers** refer to those who handle PPAs and are involved from conceptualization to the end stage of the program. **Program Implementers** refer to those who coordinate and implement/manage programs and are not necessarily involved in conceptualizing and designing PPAs.
5. All concerned are requested to send participants to the workshop. Deadline of submission of name of participant/s is at least two weeks before the scheduled date of the workshop, through the NEAP telefax number or email addresses. Offices that will not be able to send participants are requested to notify the NEAP immediately through a letter addressed to the Secretary.

6. If the schedule of the workshop falls on a legal holiday, special holiday, or declared nonworking day, participants and management staff shall be granted a compensatory time-off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 entitled Non-Monetary Remuneration for Overtime Services Rendered.

7. Participants are requested to submit their 2018 PPA document/s two weeks prior to the workshop to enable the resource person to review and assess the submitted document/s to be used in the workshop.

8. Participants are expected to be at the venue at 3:00 p.m. onwards on Day 0 (a day before the workshop proper) or early morning of Day 1. The first meal to be served will be p.m. snacks of Day 0, and the last meal will be breakfast after the activity. The activity dates are exclusive of travel time.

9. Travel expenses and per diem of management staff, secretariat, facilitators, resource persons; honoraria of resource persons; pre and post meeting; contingency; supplies and materials; incidental expenses; and board and lodging of management staff, secretariat, facilitators, resource persons, and participants shall be charged to the 2018 Human Resource Development (HRD) Funds. The travel expenses of participants shall be charged to local funds. All expenses relative to the conduct of this activity shall be subject to the usual accounting and auditing rules and regulations.

10. The provision of an accounting/budget officer from the central office shall be included in the program to ensure that purchases done in regions will be inspected immediately.

11. For more information, contact **Ms. Maria Elena B. Deacosta** or **Mr. Noel Dorado**, National Educators Academy of the Philippines (NEAP), Department of Education (DepEd) Central Office, Room 216, 2nd Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City at telefax no. (02) 633-7207 or email at maelenadeacosta@yahoo.com, or welinho06@yahoo.com.

12. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encls.:

As stated

Reference:


DepEd Memorandum No. 134, s. 2017

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
EMPLOYEES
OFFICIALS

TRAINING PROGRAMS
WORKSHOPS

**HGDG Workshop for Training Program Developers/Implementers
(Regional/Division Participants)**

REGIONS	NO. and LEVEL OF PARTICIPANTS
<p><u>Batch 1 – Davao City</u> (August 21-23, 2018)</p> <p>III, IV-A, IV-B, XI</p>	<p align="center">16 pax/region</p> <p>one (1) GAD Coordinator/reg. one (1) GAD Coordinator/div. one (1) GFPS member (Regional Level) one (1) Planning Officer/reg. one (1) Accounting Officers/reg. one (1) Budget Officer/reg. ten (10) Program Developers/Implementers, Program Managers and/or Program Coordinators on the Region and SDO level. <u>Priority is given to those who have not undergone the same training.</u></p>
<p><u>Batch 2 – Legaspi City</u> (September 18-20, 2018)</p> <p>I, II, V, CAR</p>	
<p><u>Batch 3 – Tacloban City</u> (September 25-27, 2018)</p> <p>VI, VII, VIII</p>	
<p><u>Batch 4 – Zamboanga City</u> (October 9-11, 2018)</p> <p>IX, XII, ARMM</p>	
<p><u>Batch 5 – Bacolod City</u> (October 16-18, 2018)</p> <p>Regional HRDD and QAD Chiefs NEAP CO (PDD, QAD, OD)</p>	<ul style="list-style-type: none"> - Regional HRDD Chief/reg. - Regional QAD Chief/reg. - QAD-NEAP (5 pax) - PDD-NEAP (10 pax) - OD-NEAP (5 pax) - NEAP-Baguio-Based (1 pax)
<p><u>BATCH 6 – Camiguin</u> (October 23-25, 2018)</p> <p>X, NCR, CARAGA</p>	<p align="center">Same as above uppermost participant complements</p>

HGDG Workshop for Training Program Developers/Implementers
(Central Office Participants)

BATCH 3 – Tacloban City (September 25-27, 2018)

CENTRAL OFFICE PARTICIPANTS	TOTAL PAX
Representative from the Office of the Curriculum and Instruction	1
Representative from the Office of the Undersecretary for Finance	1
Project Management Service ➤ Project Development Division	1
Planning Service ➤ Planning and Programming Division	1
Procurement Service ➤ Procurement Planning and Management Div.	1
Legal Service ➤ Legal Division ➤ Investigation Division	1 1
Internal Audit Service ➤ Operations Audit Division	1
Bureau of Learning Resources (BLR) ➤ Learning Resources Quality Assurance Div.	1
BHROD ➤ Organization Effectiveness Division	1
Administrative Service ➤ General Services Division ➤ Records Division	1 1
BLSS ➤ Schools Sports Division	1
ICTS ➤ Solutions Development Division	1
Teacher Education Council Secretariat	1
External Partnerships Service (EPS)	1
National Children's Council for Television (attached Agency)	1
Sites Titling Office	1
PMS ➤ Project Management Division	1
Procurement Service ➤ Contract Management Division	1
TOTAL	20

BATCH 4 – Zamboanga City (October 9-11, 2018)

CENTRAL OFFICE PARTICIPANTS	TOTAL PAX
Representative from the Office of the Undersecretary for Governance and Operations	1
Representative from the Office of the Undersecretary for Legal and Legislative Affairs	1
Bureau of Curriculum Development (BCD) ➤ Special Curricular Programs Division	1
Bureau of Learning Delivery (BLD) ➤ Student Inclusion Program	1
Bureau of Learning Resources (BLR) ➤ Learning Resources Production Division	1
Bureau of Education Assessment (BEA) ➤ Education Research Division	1
BHROD ➤ Employee Welfare Division	1
➤ Personnel Division	1
Public Affairs Service ➤ Publications Division	1
Legislative Liaison Office	1
Disaster Risk Education and Management Service	1
Planning Service ➤ EMISD	1
➤ Policy Research and Development Division	1
Procurement Service ➤ BAC Secretariat Division	1
Finance Division ➤ Budget Division	1
➤ Employee Account Management Division	1
Administrative Service ➤ Education Facilities Division	1
Bureau of Learner Support Services (BLSS) ➤ Youth Formation Division	1
ICTS ➤ Technology Infrastructure Division	1
Internal Audit Service ➤ <i>Management Audit System</i>	1
TOTAL	20

BATCH 6 – Camiguin (October 23-25, 2018)

CO PARTICIPANTS	TOTAL PAX
Representative from the Office of the Secretary	1
Representative from the Office of the Undersecretary for Administration	1
Bureau of Curriculum Development (BCD) ➤ Curriculum Standards Development Division	1
Bureau of Education Assessment (BEA) ➤ Education Assessment Division	1
Bureau of Learning Delivery (BLD) ➤ Teaching and Learning Division	1
BHROD ➤ Human Resource Development Division	1
➤ School Effectiveness Division	1
Finance and Administration ➤ Cash Division	1
➤ Accounting Division	1
Public Affairs Service ➤ Communication Division	1
Bureau of Learner Support Services (BLSS) ➤ School Health Division	1
Administrative Service ➤ Asset Management Division	1
ICTS ➤ User Support Division	1
TOTAL	13