



Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



July 5, 2016

REGIONAL MEMORANDUM
 No. **180-2016** s2016

JUL 07 2016

PARTICIPANTS TO THE GENDER AND DEVELOPMENT ACTIVITIES

TO: Schools Division Superintendents

1. Per Department of Education Memorandum No. 88, s. 2016 re: Conduct of Gender and Development Activities, the Department of Education, through the Central Office GAD Focal Point System (GFPS), will conduct the following activities with the respective dates, venue and participants: (specific venue shall be informed later)

1. Gender-Fair Education Policy Enhancement Workshop – July 12-14, 2016:

Venue: Subic, Olongapo City

- a. Kalinga
- b. Ifugao
- c. Apayao

2. Development of Quality Assurance and Monitoring and Evaluation (QuAME) Framework and Tool for Gender Responsiveness in Education – Aug. 9-11, 2016

Venue: Metro Manila

- a. EPS QuAD
- b. Baguio
- c. Abra

2. The participants are expected to further enhance the draft policy that was enhanced by the Batch 1 and 2 of the first activity conducted in June 14-16, 2016 & June 28-30, 2016 respectively.

3. The goal of the activities is to elicit policy recommendations in two areas:

- a. Curriculum instruction and assessment that covers the curriculum framework, learners, learning assessment, teaching and non-teaching personnel, IMs, learning environment, advocacy and program management; and
- b. Governance and operations that covers human resource development, business processes, planning and budgeting, and staff and learner support services among others.

4. Enclosed is the administrative guidelines for the participants.

5. It is requested that the names and contact numbers of the participants be emailed to car@deped.gov.ph on or before July 7, 2016.

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3011
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3011
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5011
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-42274



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6. Board and lodging shall be charged to the Human Resource Training and Development (HRTD) Funds while travel expenses of regional and schools division offices participants shall be charged to local funds, subject to the usual accounting and auditing rules and regulation.

7. Immediate dissemination of this Memorandum is desired.

SORAYA T. FACULO
Chief EPS – HRDD
OIC-Assistant Regional Director

Encls.: As stated

Reference: DepEd Memorandum No. 88, s. 2016

To be included in the Perpetual Index
Under the following subjects:

PROGRAMS
STRAND: Governance and Operations

PROJECTS
TRAINING PROGRAMS

ESSD/ABG/mba GAD Activities 2016

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Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3011
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CONDUCT OF GAD ACTIVITIES

ADMINISTRATIVE GUIDELINES FOR PARTICIPANTS

PRE-TRAINING PREPARATION

Pre-Training Requirement

To ensure your participation, please send/or fax in your list of participants (including nicknames) who will attend the workshop at telefax # (02) 635-47-96 or thru emails welinho06@yahoo.com and maelenadeacosta@yahoo.com a week before the scheduled date.

The workshop dates indicated in the memorandum are the training proper, exclusive of travel time before and after the activity.

TRAINING PROPER

Arrival of Participants/Registration

Participants are expected to be in the venue on the afternoon of Day 0 or in the morning before the start of the Day 1 (training proper). Workshop's registration will be at the designated function hall.

Billeting and Accommodation

Upon arrival, please proceed to the information/front desk of the hotel (located at the lobby of the hotel) for your billeting/rooming assignment. **Charges for the advance and extended accommodation shall be charged against personal funds.**

Attendance

All participants are expected to finish the 3-day workshop. If in case, the participant was not able to finish the workshop, only the Certificate of Appearance will be given to him/her. Please observe time management.

Meals

Meals shall start pm snack of Day 0 (before the start of the workshop) and end breakfast of Day 4 (a day after the workshop proper). Advise the management/secretariat in advance for any concern on food.

Attire

All participants are required Smart-Casual wear.

Medical Needs

It is the responsibility of every participant to be aware of their health problem. If needed, do not forget to bring with you your personal medicine, especially your maintenance medicine.

Hand-Outs/Readings

Readings will be distributed after every session, except otherwise, advised by the resource person.

POST TRAINING

Departure of Participants

No one is allowed to go home ahead of schedule. Participants are expected to depart after the last session of the workshop or after breakfast of the following day. It is the responsibility of every participant to check their personal belongings before leaving the venue.

THANK YOU VERY MUCH FOR YOUR COOPERATION!!!