



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

DEPED DIVISION OFFICE
BAGUIO CITY

RELEASED
DATE: MAR 10 2023
TIME: _____
BY: _____

March 9, 2023

DIVISION MEMORANDUM

No. 100, s. 2023

**PROMOTING GENDER EQUALITY, DISABILITY AND SOCIAL INCLUSION
(GEDSI) THROUGH GAD RESPONSIVE PPAs**

1. Relative to the agency's mandate of implementing Gender and Development (GAD) across all governance levels, this Office reiterates the key points to be remembered in developing GAD responsive proposals. One of the most important aspects of successful concept notes and proposals is the effective incorporation of gender equality, disability, and social inclusion (GEDSI) considerations. This aims to guide the proponent through the process of effectively incorporating GEDSI considerations into the project.
2. Pursuant to this mandate, all offices and schools involved in the preparation of project proposals are required to comply with the following and attach the required documents:
 1. Duly accomplished HGDG Tool with the signature of the rater.
 2. Data with Gender analysis
 3. WFP indicating the budget aligned with GAD Plan and Budget
 4. Other MOVs such as minutes of meeting/FGD during the planning of the activity, attendance, memoranda, terms of reference and related documents.
4. All program owners are directed to ensure that proposals are aligned with GAD Plan and Budget and shall comply with all the attachments. Please refer to the attached HGDG format.
5. For information, guidance and compliance.

FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent

Jtb/3-8-2023



"HANDANG MAG SERBISYO"

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*To comply with the Harmonized Gender and Development Guidelines Tool for Education, each program owner is encouraged to follow the format below to come up with a Gender-Responsive Project Proposal with a score of 15-20 points.

PROJECT PROPOSAL FORMAT

Parts	Guide Questions/Content
I. PROGRAM/ PROJECT TITLE Project proponent Project duration Project Cost Target Beneficiaries	Choose a title relevant to the program or project that you want to address Short but it captures what you want to achieve or relate to your mandate that you want to address Inform the reader of the project's main focus Share with the reader what makes your project unique. Example: Promoting Gender-Responsive Curricula Among the Schools in SDO-Baguioc City Identify the beneficiaries by location and by sectoral stake in the project and break down the total number of beneficiaries. Answers Core Elements 1 and 2 of the HGDG Tool
II. RATIONALE	* Anchor your program or project to international covenants like Sustainable Development Goals, national laws like Magna Carta of women and mandate of the agency (DO 32 s 2017 or the Gender Responsive Basic Education). Giving references to other government's agencies, NGOs efforts in the area working against same problem would be helpful. * A brief analysis or summary of the problems identified to the project or issue being articulated by both men and women, male and female pupils or students * Use of quotes, live examples, references, research data, annual agency's report and press articles would be very helpful. * Has to be very specific to issues and priorities * Statistics is crucial in presenting a clear picture of the problems in terms of their magnitude and urgency. Based on the assessment of the situation, available resources that could be tapped to address the problem should be indicated. In using data, be careful that this would strengthen the project instead of weakening it. (Example: if your project is construction of facility highlight increasing number of projected users) * Gender analysis results (what gender gaps do these data show) and as a result what would you like to address as a problem, issue, concern. Refer to data sources like reports, researches, census, surveys, qualitative sources like FGD results, etc. Attendance sheet of FGD, meetings and consultations with stakeholders must be reproduced as MOV to be attached to the result of the HGDG during the Project Design stage. Answers Core Elements 2 and 3 of the HGDG Tool
III. PROJECT DESCRIPTION	* How the project was conceptualized and identified? * What is the involvement of men and women in the identification of the problem? * What is the involvement of men in women in the design of the project? * How many men, women, children will be benefitted from the project? * How does it contribute in terms of advancing women's and men's status? Answers Core Elements 5 and 9 of the HGDG Tool
IV. OBJECTIVES	A good objective usually states: (a) what does the project want to achieve; (b) how does the project want to achieve it; and (c) who are the main beneficiaries. * Very specific objectives that the project aims to achieve within the stipulated time (SMART) * Have to be addressed alone by the project * Relevant words to use in formulating objectives >Decrease



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	>Increase >Strengthen >Improve >Enhance Some inappropriate words not to be used in writing objectives: >Train >Provide >Produce >Establish >Create Answers Core Element Number 4 of the HGDG Tool																			
V. WORK PLAN	Activity	Date	Output Monitoring indicators (No. of pax, No. of CapB, No. of meetings), minutes of meeting, reports, materials	MOV (Attendance sheet, training designs, Division Memo, advisories, issuances)																
	Pre-Implementation																			
	Implementation																			
	Post-Implementation																			
	Answers Core Elements 6,7 and 8																			
VI. BUDGET	ACTIVITIES	ESTIMATED PROJECT COST	SOURCE OF FUND *MOOE *PS *Downloaded funds	PROPONENTS EQUITY PARTICIPATION *Contribution from other offices, LGU, NGA, NGO etc.																
	Answers Core Element 9 of the HGDG Tool																			
VIII. IMPLEMENTATION SCHEDULE	Prepare a chart that will show the tasks necessary to complete the project and related deadlines. Include a statement that the Project or Program is an attributed Project in the GAD Plan (GAD section, if there is one)																			
	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Activities</th> <th>June</th> <th>July</th> <th>August</th> </tr> </thead> <tbody> <tr> <td>Planning Activities</td> <td style="background-color: yellow;"></td> <td></td> <td></td> </tr> <tr> <td>Implementation Stage</td> <td></td> <td style="background-color: purple;"></td> <td></td> </tr> <tr> <td>Monitoring and Evaluation</td> <td></td> <td></td> <td style="background-color: green;"></td> </tr> </tbody> </table>				Activities	June	July	August	Planning Activities				Implementation Stage				Monitoring and Evaluation			
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X. SUSTAINABILITY AND EXIT PLAN	Will the project build on or strengthen the agency/ PCW/government's commitment to the advancement of women? Does the project have an exit plan that will ensure the sustainability of GAD efforts and benefit? Will the project build on the initiatives or actions of other organizations in the area? Answers Core Element 10																			



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XI. GAD ATTRIBUTION

(separate sheet if necessary)

GAD ATTRIBUTION

POSITION TITLE	SALARY GRADE	MONTHLY SALARY	DAILY SALARY	NUMBER OF PAX	NUMBER OF DAYS	TOTAL
T-I	SG 11	25439	1156.32	5	3	17344.5
T-II	SG 12	27608	1254.91	5	3	18823.65
T-III	SG 13	29798	1354.46	10	3	40633.8
AOV	SG 18	45203	2054.68	1	3	6164.04
SEPS	SG 19	49835	2265.23	1	3	6795.69
TOTAL GAD ATTRIBUTION						89761.68

(Note: Attach the accomplished HGDG Checklist evaluated by any GFPS member)

Prepared by:
(Proponent)

Reviewed by:
(Chief)

Allotment Available:
Budget Officer

Recommending Approval:
ASDS

Approved :
SDS



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