



Republic of the Philippines
Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

July 7, 2026

UNNUMBERED MEMORANDUM

CONDUCT OF SCHOOL-BASED MONITORING AND EVALUATION ON THE IMPLEMENTATION OF THE GENDER RESPONSIVE BASIC EDUCATION POLICY (DO 32, S. 2017)

To: Assistant Schools Division Superintendent
 Chief Education Program Supervisors
 Public Schools District Supervisors
 All Others Concerned

1. Relative to Regional Memorandum No. 503, s. 2026, titled "School-Based Monitoring and Evaluation (SBM&E) on the Implementation of the Gender-Responsive Basic Education Policy," all concerned schools are hereby directed to prepare for the conduct of the monitoring and evaluation activity scheduled on **July 27-31, 2026**.

2. The following schools are designated to participate in the said activity:

Schools	School Size	Category
For Del Pilar Elementary School	Large	With IP Learners
Baguio Central School	Very Large	With IP Learners
Baguio SPED Center	Medium	With PWD Learners
Quezon Hill Elementary School	Large	With PWD Learners

3. The Division Gender and Development Focal Point System (GFPS), in coordination with the Public Schools District Supervisors (PSDSs), is directed to assist in the conduct of the monitoring activity, using the attached Program of Activities as a guide. To ensure the smooth implementation of the monitoring and evaluation, a Technical Assistance (TA) session shall be conducted on **July 8-9, 2026**, to orient and prepare the participating schools.

4. Expenses for meals, snacks, and other necessary costs shall be charged against the available Program Support Funds (PSF). If the downloaded funds are insufficient, available local funds may be utilized, subject to existing budgeting, procurement, accounting, and auditing rules and regulations.

5. Immediate dissemination and compliance with this Memorandum are enjoined.

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 Schools Division Superintendent



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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

ANNEX L: PROGRAM OF ACTIVITIES

School Based Monitoring and Evaluation (SBM&E) on the Implementation of Gender Responsive Basic Education Policy (DO 32 s. 2017) Program of Activities

Time	Activity <i>Maximum of 3 hours</i>	Person/s Responsible
<p><i>Note: The duration and sequence of activities may vary depending on the size of the school, number of classrooms, availability of stakeholders, and other operational considerations.</i></p> <p><i>The Monitoring Team shall ensure that all prescribed monitoring activities are completed and properly documented within the designated monitoring period.</i></p>	1. Arrival of the Monitoring Team	School GAD Focal Person/ Monitoring Team
	2. Opening Program, Courtesy Call and Presentation of Objectives <i>(max of 10 Minutes)</i>	National GFPS Secretariat/RO GAD Focal
	3. School Profile Presentation and Overview of Gender-Responsive Initiatives <i>(max of 5 minutes)</i>	School Head/School GFPS
	4. Key Performance Indicator (KPI) Data Collection and Validation (Enrollment, Completion Rates, Functional GFPS) <i>(max of 15 minutes)</i>	Monitoring Team
	5. Classroom Observation Using Gender-Responsive Indicators <i>(maximum of 20 minutes)</i>	Monitoring Team
	6. Review of Learning Resources, Learning Plans, Instructional Materials, and Assessment Tools <i>(max of 20 minutes)</i>	Monitoring Team
	7. Facility Inspection (Breastfeeding Station, VAW Desk, Child-Minding Center, Toilets, Clinic, Guidance Office, Signages, and Learning Spaces) <i>(max of 15 minutes)</i>	Monitoring Team
	8. Review of CPC and Anti-Bullying Records and Protection Protocols <i>(max of 15 minutes)</i>	Monitoring Team
	9. Organizational Analysis (SIP, AIP, WFP, OPCR/PCR, GAD Plan and Budget, and Accomplishment Reports) <i>(max of 15 minutes)</i>	Monitoring Team
	10. Focus Group Discussion (FGD) with Learners, Parents, and Community Stakeholders (if necessary) <i>(max of 30 minutes)</i>	Monitoring Team
	11. Assessment of LAC Sessions, INSET, and Other GAD-Related PPAs <i>(max of 20 minutes)</i>	Monitoring Team



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	12. Exit Conference, Presentation of Initial Findings, and Clarification of Observations <i>(max of 10 minutes)</i>	Monitoring Team Leader and School Head
	13. Closing Program and Photo Documentation <i>(max of 5 minutes)</i>	All Participants