



Republic of the Philippines  
**Department of Education**  
 Region I  
 SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

SDO ALAMINOS  
**RELEASED**  
 2023-10-24  
 RECORDS UNIT

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**  
**DM-2023- 529**

TO : Assistant Schools Division Superintendent  
 Chief Education Supervisor, CID  
 Chief Education Supervisor, SGOD  
 School Heads of Public Elementary and Secondary Schools  
 All Others Concerned

SUBJECT : **DIVISION SEARCH FOR OUTSTANDING SCHOOL GENDER AND DEVELOPMENT (GAD) IMPLEMENTERS**

FROM : Office of the Schools Division Superintendent

DATE : October 23, 2023

1. This Office, through the Division Gender and Development (GAD) Focal Point System (GFPS) and in coordination with the Division Program on Awards and Incentives for Service Excellence (PRAISE) Committee announces the conduct of Division Search for Outstanding School GAD Implementers for S.Y. 2023-2024.
2. The search aims to recognize the outstanding performance of elementary and secondary schools in gender mainstreaming and implementation of gender-responsive programs, projects, and activities.
3. Attached to this memorandum are the policy, guidelines, and rubrics for evaluation.
4. Details of the search are as follows:

Activities	Dates
Submission of Portfolio (Documents/MOVs) with a 3-minute video presentation of the school's best GAD practices	July 1 – July 15, 2024
Evaluation/Validation of Portfolio and Interview	July 22 – 26, 2024
Awarding of Winners	To be announced

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5. Winners of each category shall be the official contestants of the division for the Regional Search for Outstanding School GAD Implementers (Gawad Silang 2024).
6. For information, guidance and compliance.

**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
*Assistant Schools Division Superintendent*  
*Officer-In-Charge*  
*Schools Division Superintendent*

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#### Attachment of Division Memorandum No. 2013-529

### DIVISION SEARCH FOR SCHOOL OUTSTANDING GENDER AND DEVELOPMENT (GAD) IMPLEMENTERS

#### I. Objectives

The search aims to:

- identify outstanding accomplishments and good practices of the school GAD implementers in achieving gender equality and its mandate on a continuing basis;
- recognize and reward accomplishments and innovations of school GAD implementers that support and strengthen the gender-responsive policies and programs, capacity-building initiatives and mechanisms, and awareness campaigns on gender equality; and
- provide and establish a mechanism for identifying, selecting, rewarding, and providing incentives to outstanding implementers of GAD PPAs.

#### II. Scope and Policy

The search shall apply to all public schools elementary and secondary in the Schools Division Office of Alaminos City. The search shall cover all schools categorized into – small, medium, large, and mega schools based on DepEd Memorandum No. 43, s. 2017. There shall be one winner per category for both elementary and secondary schools.

#### III. Qualification Requirements

Elementary and Secondary Schools are classified as small, medium, large, and mega schools that can meet the criteria set by the SDO, which include the accomplishment reports, best practices, innovations (flagship program) on GAD PPAs, and GAD plan and budget.

#### IV. Grounds for Disqualifications

- Schools with COA findings of misallocation of GAD funds in the implementation of GAD programs, projects, and activities.
- Schools that failed to submit the needed documents in the specified deadline of submission.
- Participants whose required documents submitted are incomplete.
- Any school that failed to comply with any of the criteria of the search.
- School has been awarded recognition from the Central and Regional Office.

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**V. Criteria for Evaluation**

Criteria	Point System
Policy	15
People	25
Programs, Projects, and Activities	35
Enabling Mechanism	25
<b>TOTAL</b>	<b>100</b>

**VI. Rewards**

Winners in each category shall be awarded with Certificate of Recognition.

**VII. Procedure for Screening and Evaluation**

- An orientation on the conduct of the search shall be conducted.
- The Division GAD Focal Point System shall announce the start of the search through a Division Memorandum.
- The portfolio of the school shall be submitted to the Division GAD Focal Point System, the format and further details shall be included in an official Division Memorandum.
- The portfolios are to be subjected to Phase 1 Evaluation (Paper Evaluation) using the given rubric.
- The Phase 2 Evaluation (Validation) an interview shall be conducted as the basis for the finalization of the scores assigned in Phase 1 evaluation.
- The list of winners shall be announced through a Division Memorandum.

**VIII. Rubric for Evaluation**

The search shall use this rubric for evaluation:

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Indicator	MOVs	Criteria				
		5	4	3	2	1
<b>Presence of GAD-related policies (5 points)</b>	- Copies of approved localized Policies/School Memoranda on GAD-related policies	At least 5 approved localized school policies addressing the most pressing gender-related issues related to Gender mainstreaming (e.g., setting up School GFPS, collecting and updating the sex-disaggregated data, use of gender-fair language, conducting gender audit, and integration of GAD concepts in all learning areas and to all school programs and activities) <b>(5 points)</b>	4 approved localized policies addressing the most pressing gender-related issues related to Gender mainstreaming (e.g., setting up School GFPS, collecting and updating the sex-disaggregated data, using gender-fair language, conducting gender audit, and integrating of GAD concepts in all learning areas and to all school programs and activities) <b>(4 points)</b>	3 approved localized policies addressing the most pressing gender-related issues related to Gender mainstreaming (e.g., setting up School GFPS, collecting and updating the sex-disaggregated data, using gender-fair language, conducting gender audit, and integrating of GAD concepts in all learning areas and to all school programs and activities) <b>(3 points)</b>	2 approved localized policies addressing the most pressing gender-related issues related to Gender mainstreaming (e.g., setting up School GFPS, collecting and updating the sex-disaggregated data, using gender-fair language, conducting gender audit, and integrating of GAD concepts in all learning areas and to all school programs and activities) <b>(2 points)</b>	1 approved localized policies addressing the most pressing gender-related issues related to Gender mainstreaming (e.g., setting up School GFPS, collecting and updating the sex-disaggregated data, using gender-fair language, conducting gender audit, and integrating of GAD concepts in all learning areas and to all school programs and activities) <b>(1 points)</b>

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<p><b>PTA Support (5 points)</b></p> <p>- Copies of duly approved Resolutions, Project Proposals, and Accomplishment Reports of initiated GAD Programs in the school and the community such as but not limited to symposium, repair/improvement of genderized CR, washing area, and canteen, child-minding area, wellness area/center, breastfeeding station/facility for the last three school years</p>	<p><b>5 approved</b>          Resolutions, Project Proposals, and Accomplishment Reports of initiated GAD Projects and Programs in the school and the community such as but not limited to symposium, repair/improvement of genderized CR, washing area, and canteen, child-minding area, wellness area/center, breastfeeding station/facility for the last three school years  <b>(5 points)</b></p>	<p><b>4 approved</b>          Resolutions, Project Proposals, and Accomplishment Reports of initiated GAD Projects and Programs in the school and the community such as but not limited to symposium, repair/improvement of genderized CR, washing area, and canteen, child-minding area, wellness area/center, breastfeeding station/facility for the last three school years  <b>(4 points)</b></p>	<p><b>3 approved</b>          Resolutions, Project Proposals, and Accomplishment Reports of initiated GAD Projects and Programs in the school and the community such as but not limited to symposium, repair/improvement of genderized CR, washing area, and canteen, child-minding area, wellness area/center, breastfeeding station/facility for the last three school years  <b>(3 points)</b></p>	<p><b>2 approved</b>          Resolutions, Project Proposals, and Accomplishment Reports of initiated GAD Projects and Programs in the school and the community such as but not limited to symposium, repair/improvement of genderized CR, washing area, and canteen, child-minding area, wellness area/center, breastfeeding station/facility for the last three school years  <b>(2 points)</b></p>	<p><b>1 approved</b>          Resolutions, Project Proposals, and Accomplishment Reports of initiated GAD Projects and Programs in the school and the community such as but not limited to symposium, repair/improvement of genderized CR, washing area, and canteen, child-minding area, wellness area/center, breastfeeding station/facility for the last three school years  <b>(1 points)</b></p>
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<p><b>GAD Plan and Budget (5 points)</b></p> <p>Formulated annual GPB highlighting:</p> <p>a. Organizational -focused PPAs based on SDD/needs assessment</p> <p>b. Client-focused PPAs based on SDD/needs assessment (gender - issues)</p> <p>c. Attribution</p> <p>d. Utilization of at least 5% MOOE</p> <p>e. GPB Plans approved by Division GFPS Mandates</p>	<p>- Division-approved GAD Plan and Budget with Work and Financial Plan for the last three years</p> <p>- Certification of GAD Budget allocated for the last three years</p> <p>- Results of Needs-Assessment/ SDD</p>	<p>All six (6) indicators are met  <b>(5 points)</b></p>	<p>All five (5) indicators are met  <b>(4 points)</b></p>	<p>All four (4) indicators are met  <b>(3 points)</b></p>	<p>All three (3) indicators are met  <b>(2 points)</b></p>	<p>All two (2) indicators are met  <b>(1 points)</b></p>
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#### B. People (25 points)

Criteria	MOVs	Indicators				
		5	4	3	2	1
<p><b>GAD-related capacity developments (e.g. training, seminars, orientations, workshops, etc.) conducted by the school whether for the organization or for clients; membership of men and women in the organization and the top management support for gender mainstreaming with attachments. (15 points)</b></p>	<ul style="list-style-type: none"> <li>- Approved Training Designs/ Project Proposals</li> <li>- Accomplishment Reports with M&amp;E Report</li> </ul>	<p>5 - Initiated at least 5 timely and relevant needs-based GAD trainings such as GAD Sensitivity Trainings, Gender Audit Tools, Gender Planning and Budgeting and other relevant GAD Trainings <b>(15 points)</b></p>	<p>4 - Initiated at least 4 timely and relevant needs-based GAD trainings such as GAD Sensitivity Trainings, Gender Audit Tools, Gender Planning and Budgeting and other relevant GAD Trainings <b>(12 points)</b></p>	<p>3 - Initiated at least 3 timely and relevant needs-based GAD trainings such as GAD Sensitivity Trainings, Gender Audit Tools, Gender Planning and Budgeting and other relevant GAD Trainings <b>(9 points)</b></p>	<p>2 - Initiated at least 2 timely and relevant needs-based GAD trainings such as GAD Sensitivity Trainings, Gender Audit Tools, Gender Planning and Budgeting and other relevant GAD Trainings <b>(6 points)</b></p>	<p>1 - Initiated at least 1 timely and relevant needs-based GAD trainings such as GAD Sensitivity Trainings, Gender Audit Tools, Gender Planning and Budgeting and other relevant GAD Trainings <b>(3 points)</b></p>

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<p>The school served as Learning Facilitators/ Resource Persons/ Trainers/Participants in GAD-related training, seminars, and conferences or IEC writer for the last three school years  <b>(10 points)</b></p>	<ul style="list-style-type: none"> <li>- Letter of Invitation</li> <li>- Certificate of Recognition/ Appreciation or Participation</li> <li>- Issuance authorizing participation</li> <li>- Photo Documentation</li> <li>- Certification as a Writer</li> <li>- Sample IEC output</li> </ul>	<p>5 - School GFPS member served as Learning Facilitator/ Resource Person/Trainer in GAD-related trainings, seminars, and conferences at the Regional Level or IEC head writer in the regional level in the last three school years  <b>(10 points)</b></p>	<p>4- School GFPS member served as Learning Facilitator/Resource Person/ Trainer in GAD-related training, seminars, and conferences at the Division Level or IEC head writer at division level  <b>(8 points)</b></p>	<p>3 - School GFPS member served as a participant in GAD-related training, seminars, and conferences at the Regional Level or co-writer at the regional level  <b>(6 points)</b></p>	<p>2 - School GFPS member served as a participant in GAD-related training, seminars, and conferences at the Division Level or co-writer at the regional level  <b>(4 points)</b></p>	<p>1 - School GFPS member served as a participant in GAD-related training, seminars, and conferences at the District Level; head writer at the district level  <b>(2 points)</b></p>
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**C. Programs, Projects, and Activities (35 points)**

Criteria	MOVs	Indicators				
		5	4	3	2	1
<b>Produced Information, Education, and communication (IEC) materials (10 points)</b>	<ul style="list-style-type: none"> <li>- Sample/s of Division quality-assured IEC with acceptance receipt</li> <li>- Proof of reproduction and dissemination of IEC materials</li> </ul>	Developed, reproduced, and disseminated at least 5 Division-quality assured IEC materials to address gender issues while ensuring the use of gender-fair languages and images <b>(10 points)</b>	Developed, reproduced, and disseminated at least 4 Division-quality assured IEC materials to address gender issues while ensuring the use of gender-fair languages and images <b>(8 points)</b>	Developed, reproduced, and disseminated at least 3 Division-quality assured IEC materials to address gender issues while ensuring the use of gender-fair languages and images <b>(6 points)</b>	Developed, reproduced, and disseminated at least 2 Division-quality assured IEC materials to address gender issues while ensuring the use of gender-fair languages and images <b>(4 points)</b>	Developed, reproduced, and disseminated at least 1 Division-quality assured IEC materials to address gender issues while ensuring the use of gender-fair languages and images <b>(2 points)</b>

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<p><b>Awards/citations received in connection to GAD received for the last three school years (5 points)</b></p>	<p>- GAD-related awards, issuances, and communications</p>	<p>The School was recognized with at least 1 National Level award  <b>(5 points)</b></p>	<p>The School was recognized with at least 1 Regional Level award  <b>(4 points)</b></p>	<p>The School was recognized with at least 2 Division Level award  <b>(3 points)</b></p>	<p>The School was recognized with at least 1 Division Level award  <b>(2 points)</b></p>	<p>The School was recognized with at least 1 District/Cluster Level award  <b>(1 points)</b></p>
<p><b>Maintenance of Functional GAD Corner (10 points)</b></p>	<p>- Pictures of GAD Corner          - Inventory of Materials in GAD Corner          - Logbook of GAD Corner visitors</p>	<p>Established a well-structured and functional GAD Corner with at least 5 different GAD IEC materials (e.g., videos, brochures, CDs, audio recordings, flyers, comics)  <b>(10 points)</b></p>	<p>Established a well-structured and functional GAD Corner with at least 4 different GAD IEC materials (e.g., videos, brochures, CDs, audio recordings, flyers, comics)  <b>(8 points)</b></p>	<p>Established a well-structured and functional GAD Corner with at least 3 different GAD IEC materials (e.g., videos, brochures, CDs, audio recordings, flyers, comics)  <b>(6 points)</b></p>	<p>Established a well-structured and functional GAD Corner with at least 2 different GAD IEC materials (e.g., videos, brochures, CDs, audio recordings, flyers, comics)  <b>(4 points)</b></p>	<p>Established a well-structured and functional GAD Corner with at least 1 different GAD IEC materials (e.g., videos, brochures, CDs, audio recordings, flyers, comics)  <b>(2 points)</b></p>

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<p><b>Number of programs and/or projects mainstreamed with gender perspective or addressing a gender issue/GAD mandate that were formulated and implemented</b></p> <p><b>Observance of international, national, or local events (e.g., International Women's Month and Children's Month, etc.)</b> <i>(10 points)</i></p>	<p>- Approved GAD Plan and Budget</p> <p>- GAD Accomplishment Report</p>	<p>96-100% of the PPAs reflected in the GPB for the last three fiscal years were implemented <b>(10 points)</b></p>	<p>91-96% of the PPAs reflected in the GPB for the last three fiscal years were implemented <b>(8 points)</b></p>	<p>86-90% of the PPAs reflected in the GPB for the last three fiscal years were implemented <b>(6 points)</b></p>	<p>81-85% of the PPAs reflected in the GPB for the last three fiscal years were implemented <b>(4 points)</b></p>	<p>75-80% of the PPAs reflected in the GPB for the last three fiscal years were implemented <b>(2 points)</b></p>
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#### D. Enabling Mechanism (25 points)

<p><b>Structured GAD Focal Point System</b> <b>(5 points)</b></p> <p>The School GFPS: - is restructured with specified duties and responsibilities of the members</p>	<p>- Approved Terms of Reference / designation of GFPS Committee Members</p> <p>- Profile of School GFPS members</p> <p>- Certificates of GAD-related trainings</p>	<p>Presence of all structured system with complete attachments <b>(5 points)</b></p>	<p>Presence of all structured system with incomplete attachments <b>(4 points)</b></p>	<p>Presence of 2 structured system with complete attachments <b>(3 points)</b></p>	<p>Presence of 2 structured system with incomplete attachments <b>(2 points)</b></p>	<p>Presence of 1 structured system with complete attachments <b>(1 points)</b></p>
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<p>- Has undergone capability development activities for GFPS and staff members</p> <p>- Acted as members of the Committee on Decorum and Investigation (CODI)/Child Protection Committee (CPC), Violence Against Women and Children Committee (VAWC) Referral System</p> <p><b>Established and institutionalized partnerships with various stakeholders to develop and implement PPAs to address gender issues</b>  <i>(10 points)</i></p>	<p>attended by the School GFPS in the last three school years</p> <p>- Copies of MOA/MOU</p> <p>- Accomplishment Reports</p>	<p>Established and institutionalized partnerships with at least 5 agencies/ organizations/ stakeholders for the implementation of GAD PPAs  <b>(10 points)</b></p>	<p>Established and institutionalized partnerships with at least 4 agencies/ organizations /stakeholders for the implementation of GAD PPAs  <b>(8 points)</b></p>	<p>Established and institutionalized partnerships with at least 3 agencies/ organizations / stakeholders for the implementation of GAD PPAs  <b>(6 points)</b></p>	<p>Established and institutionalized partnerships with at least 2 agencies/ organizations/ stakeholders for the implementation of GAD PPAs  <b>(4 points)</b></p>	<p>Established and institutionalized partnerships with at least 1 agency/ organizations/ stakeholders for the implementation of GAD PPAs  <b>(2 points)</b></p>
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<p><b>Conducted and implemented at least 1 GAD related Action/Basic Research/Innovation (10 points)</b></p>	<p>- Certificate of Completion and Implementation of Research with Research Abstract/Certificate of Completion Innovation</p>	<p>Research/Innovation with Certificate of Completion and implemented and disseminated <b>(10 points)</b></p>	<p>Research/Innovation with Certificate of Completion but not implemented and disseminated <b>(8 points)</b></p>	<p>Research/Innovation is in the data-gathering stage/implementation of intervention, innovation, and strategies <b>(6 points)</b></p>	<p>Research/Innovation proposal is approved by the appropriate Division Committee/s <b>(4 points)</b></p>	<p>Submitted Research/Innovation Proposal to the appropriate Division Committee/s <b>(2 points)</b></p>
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