



Republic of the Philippines  
Department of Education  
NEGROS ISLAND REGION

MAR 04 2026

REGIONAL MEMORANDUM

No. 227, s. 2026

**PREPARATION AND SUBMISSION OF THE FY 2025 GAD  
ACCOMPLISHMENT REPORT**

To: OIC-Assistant Regional Director  
Schools Division Superintendents  
Regional Functional Division Chiefs  
All Others Concerned

1. This Office, through the Human Resource Development Division, disseminates the attached Memorandum from **Hon. Wilfredo E. Cabral**, Undersecretary for Human Resource and Organizational Development and Infrastructure, dated February 27, 2026 titled "**Preparation and Submission of the FY 2025 GAD Accomplishment Report**", which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Encl: As stated

Reference: DM-OUHRODI-2026-0599

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

CONFERENCES

MEETINGS

39/March 4, 2026/BBOG/IIRDD/ Preparation and Submission of the FY 2025 GAD Accomplishment Report



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website: depednir.net



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# Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT, AND INFRASTRUCTURE

**MEMORANDUM**  
**DM-OUHRODI-2026-0599**

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

ATTN : **GAD Focal Persons in the Central, Regional, Schools Division Offices, and Schools**

FROM :  **WILFREDO E. CABRAL**  
Undersecretary for Human Resource and  
Organizational Development and Infrastructure

SUBJECT : **PREPARATION AND SUBMISSION OF THE FY 2025 GAD ACCOMPLISHMENT REPORT**

DATE : 27 February 2026

1. Pursuant to Section 36 of Republic Act No. 9710 or the Magna Carta of Women, the utilization and outcome of the GAD budget shall be annually monitored and evaluated. As such, all line departments, constitutional bodies, judicial and legislative bodies, attached agencies/bureaus, other executive offices (OEOs), and government-owned and/or controlled corporations (GOCCs) shall submit their consolidated FY 2025 GAD Accomplishment Reports (ARs) to the Philippine Commission on Women (PCW).
2. In accordance with PCW Memorandum Circular No. 2025-09, titled "Submission of FY 2025 Gender and Development (GAD) Accomplishment Report (AR)," the deadline for submission of the GAD AR is 18 February 2026, through the Gender Mainstreaming Monitoring System (GMMS).
3. For the Department of Education (DepEd), the **deadline has been extended until March 10, 2026**, following the Department's appeal as reflected in its request letter (**Annex A**).
4. In this regard, all central, regional, schools division, and school GAD focal persons are directed to prepare and submit their respective offices' FY 2025



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600  
Telephone Nos.: (+632) 86337206, (+632) 86318494  
Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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GAD ARs, together with the required means of verification (MOVs). All concerned offices shall ensure that the GAD programs/projects/activities (PPAs) indicated in the AR are consistent with the contents of the FY 2025 GAD Plan and Budget (GPB).

5. As a general rule, **Regional GAD Focal Persons**, who are responsible for consolidating the submissions of SDOs and schools, shall ensure that all proofs of accomplishments/MOVs are strictly aligned with the plans identified in the submitted FY 2025 GPB. Should there be programs, projects, or activities (PPAs) implemented but not originally included in the plan or not falling under any identified entry, these may still be submitted, as it is understood that such interventions were undertaken to address emerging gender issues within their respective jurisdictions.
6. On matters related to the attribution of DepEd programs, all concerned **Program Owners in the Central Office** are advised to refer to the guidelines set by PCW, as follows:

*“1.10 To attribute the expenditure of a major agency program/project to GAD in the FY 2025 GAD AR, agencies shall accomplish the Harmonized Gender and Development Guidelines (HGDG) Project Implementation and Management, and Monitoring and Evaluation (PIMME) checklist (HGDG Boxes 16 & 17) or the Facility Implementation, Management, and Monitoring and Evaluation (FIMME) checklist (HGDG Box F2), whichever is applicable, to assess the gender-responsiveness of the program/project implementation.*

*1.10.1 In accomplishing the HGDG PIMME/FIMME checklist, agencies shall provide clear justification in the Remarks/Comments column for each indicator answered “Yes” or “Partly Yes,” and attach the corresponding means of verification (MOV) to support validation of the HGDG score.*

*1.10.4 The HGDG assessment score shall serve as the basis for determining the actual cost/expenditure that can be attributed to GAD and reflected in the GAD AR. The percentage score of the program/project in the HGDG PIMME/FIMME assessment shall correspond to the percentage of the actual expenditure (not the budget) of the agency’s major program/project that may be attributed to GAD, provided that programs/projects with HGDG PIMME/FIMME scores below 4.0 shall not be eligible for attribution.”*

xxx

7. In accomplishing the FY 2025 GAR, both the PDF and Excel versions of the 2025 GPB shall be provided by the National GAD Secretariat. **Regional GAD Focal Persons** are requested to accomplish only the portions highlighted in yellow, specifically the sections on “ACTUAL ACTIVITIES CONDUCTED,” (Column G) “ACTUAL COST/EXPENDITURE,” (Column J), and refer to “RESPONSIBLE UNIT/OFFICE” for proper reference. This is to ensure that the initial entries submitted to PCW through GMMS remain intact and unchanged.



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 Telephone Nos.: (+632) 86337206, (+632) 86318494  
 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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8. Copies of relevant documents may be accessed through this link: <https://tinyurl.com/2025DEPEDGAR>. In the same folder, corresponding MOVs shall be uploaded in their designated subfolders. Upon completion, the RO GAD Focal Persons are requested to submit their accomplished FY 2025 GAR in both Excel and PDF formats to the National GAD Secretariat for further review and consolidation. For ease of reference, kindly follow the prescribed file-naming, as shown in the examples below:

- “FY 2025 GADAR\_RegionX”
- “HGDGCheckProgram\_EWD2025”

9. The deadline for the submission of accomplished GAD ARs is on **March 09, 2026 (Monday), not later than 3:00 p.m.** This will allow the GAD Secretariat sufficient time to review and consolidate the submissions from all concerned offices prior to the deadline set by PCW.

10. To guide the **Regional and SDU GAD Focal Persons** in accomplishing the FY 2025 GAR, an online meeting shall be conducted for this purpose, with the following details below:

Date: **March 05, 2026**  
Time: **10 a.m. to 12 p.m.**  
Platform: **MS Teams**  
Link: **<https://tinyurl.com/GAR-2025-Meeting-ROs>**

11. All expenses incurred in relation to the conduct of activities necessary for the accomplishment of FY 2025 GAD AR may be charged against the respective office’s Gender and Development (GAD) Budget, following existing procurement, accounting, auditing, and financial regulations. Likewise, the same may be included in their respective GAD Accomplishment Reports.

12. For questions or clarifications, please contact the Bureau of Human Resource and Organizational Development – Employee Welfare Division (BHROD-EWD) through **Ms. Maan Botardo** via Viber at +639208385793 or email at [gfps.secretariat@deped.gov.ph](mailto:gfps.secretariat@deped.gov.ph)

13. Immediate dissemination of and compliance with this Memorandum is hereby directed.

Copy furnished:

**OFFICE OF THE SECRETARY**  
[osec@deped.gov.ph](mailto:osec@deped.gov.ph)



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