



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

MAR 18 2026

REGIONAL MEMORANDUM

No. 294, s. 2026

**ACCOMPLISHMENT AND ONLINE SUBMISSION OF FISCAL YEAR (FY)
2025 GAD FOCAL POINT SYSTEM (GFPS) PROFILE FORM OF THE
DEPARTMENT OF EDUCATION (DEPED)**

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 March 16, 2026 titled "**Accomplishment and Online Submission of Fiscal Year (FY) 2025 GAD Focal Point System (GFPS) Profile Form of the Department of Education (DepEd)**," 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-2026-0797

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

CONFERENCES

MEETINGS

54/March 18, 2026/BBOG/HRDD/ Accomplishment and Online Submission of Fiscal Year (FY) 2025 GAD Focal Point System (GFPS) Profile Form of the Department of Education



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website: depednir.net



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT, AND INFRASTRUCTURE

MEMORANDUM

DM-OUHRODI-2026-0797

TO : **Regional Directors**
Schools Division Superintendents
All Others Concerned

ATTN : **GAD Coordinators in the Regional and Schools Division Offices**

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

SUBJECT : **ACCOMPLISHMENT AND ONLINE SUBMISSION OF FISCAL YEAR (FY) 2025 GAD FOCAL POINT SYSTEM (GFPS) PROFILE FORM OF THE DEPARTMENT OF EDUCATION (DEPED)**

DATE : March 16, 2026

1. Section 36 of Republic Act No. 9710, otherwise known as the *Magna Carta of Women* (MCW), including its Implementing Rules and Regulations (IRR), mandates all government agencies and instrumentalities to adopt gender mainstreaming as a key strategy in promoting women's human rights. It likewise requires the elimination of all forms of gender discrimination in agency policies, programs, processes, procedures, systems, and organizational structures.
2. Section 36-b of MCW, further directs all government agencies and instrumentalities to establish and strengthen their Gender and Development (GAD) Focal Point System (GFPS), or any similar GAD mechanism, to effectively catalyze and accelerate gender mainstreaming within their respective offices.
3. To support the implementation of these provisions, the Philippine Commission on Women (PCW) issued Memorandum Circular (MC) No. 2011-01, titled "*Guidelines for the Creation, Establishment, and Strengthening of the GFPS.*" The issuance outlines the prescribed structure, composition, roles, and functions of the GFPS composite groups namely, the Executive Committee (ExeCom), the Technical Working Group (TWG), and the Secretariat. It also sets the rules and procedures for the establishment, strengthening, and reconstitution of the GFPS in government institutions.

4. In compliance with this memorandum and to ensure establishment of a functional GFPS within the basic education sector, the Department of Education (DepEd) issued DepEd Memorandum (DM) No. 140, s. 2012, titled "*Establishment of the DepEd Gender and Development (GAD) Focal Point System,*" and DepEd Order (DO) No. 27, s. 2013, titled "*Guidelines and Procedure on the Establishment of DepEd Gender and Development (GAD) Focal Point System (GFPS) at the Regional, Division and School Levels.*" These issuances provide the frameworks and procedures for organizing, operationalizing, and strengthening the GFPS across all governance levels of the Department.
5. The structure of the GFPS at each governance level was further reiterated in Section V-D of DO No. 32, s. 2017, or the *Gender-Responsive Basic Education Policy*.
6. To obtain an accurate assessment of the implementation of the GFPS and to facilitate the development of a directory and database of GFPS across government agencies and instrumentalities, the PCW, through MC No. 2026-01, **called on government institutions to accomplish and submit online the Fiscal Year (FY) 2025 GFPS Profile Form.**
7. To facilitate DepEd's submission, this Office issues these guidelines to provide clear instructions to the Regional Offices (ROs) and Schools Division Offices (SDOs) on the processes and requirements for accomplishing their respective portions of the GFPS Profile Form. **Public elementary and secondary schools are exempted from completing the form for FY 2025 only.**
8. This directive is anchored on the premise that the limited time allotted for submission must be maximized to gather accurate and reliable data, at least at the RO and SDO levels. This should not be construed as excluding schools from the Department's GFPS structure; rather, it recognizes that generating accurate data and developing a complete directory and database, particularly those involving public schools, requires sufficient time and multiple layers of review and validation.
9. Meanwhile, the **FY 2025 GFPS Profile Form** is primarily composed of three parts, as follows:
 - A. Agency Details
 - B. Policies on the Creation, Strengthening, and Reconstitution of the GFPS
 - C. Profile of the GFPS Executive Committee (ExeCom) Chairperson, Technical Working Group (TWG) Chairperson, TWG Members, GFPS Members, and GFPS Secretariat, including the **Capacity Development Sessions** they have attended
10. For purposes of simplifying data collection, Parts **A** and **B** of the profile form shall be accomplished by the Bureau of Human Resource and Organizational Development – Employee Welfare Division (BHROD-EWD), as the National GFPS Secretariat. This directive, particularly for Part **B**, which pertains to the enumeration of policies on the creation, strengthening, and reconstitution of the GFPS, is consistent with Section 7 of Republic Act No. 9155, otherwise known as the *Governance of Basic Education Act of 2001*,

which vests in the Central Office the authority, accountability, and responsibility in formulating national educational policies.

11. While this Office recognizes that ROs and SDOs may develop contextualized policies to address the specific needs and circumstances within their respective jurisdictions, it is necessary that the policies to be reflected under part **B** of the Agency's GFPS Profile Form pertain *only to national-level issuances*. Nonetheless, the contextualized policies issued at the regional, division, and school levels, gathered as part of the means of verification (MOVs) during the Inter-Region GMEF Assessment and the Monitoring and Evaluation (M&E) of the GRBE Policy conducted in the last quarter of the previous year, shall be reviewed and considered for inclusion, as deemed appropriate.
12. In view of the foregoing, **all GAD Coordinators at the ROs and SDOs are directed to accomplish the attached form (Annex A)**, to document the capacity development sessions attended by their respective GFPS members. In identifying the members of the GFPS to be included in this form, offices shall be guided by the structures provided in DO 032, s. 2017, as follows:

Regional Office

GFPS Head or Chairperson	Regional Director
GFPS TWG Head	Assistant Regional Director
GFPS TWG Members	Regional GAD Coordinator
	Chief, CLMD
	Chief, ESSD
	Chief, PPRD
	Chief, FTAD
	Chief, Finance
GFPS Secretariat Head	Chief, HRDD
GFPS Monitoring & Evaluation Member	QAD

Schools Division Office

GFPS Head or Chairperson	Schools Division Superintendent
GFPS TWG Head	Assistant Schools Division Superintendent
GFPS TWG Members	Division GAD Coordinator
	Chief, CID
	Chief, SGOD
	Accountant or Administrative Officer, Finance
	Administrative Officer V, Administrative Service Planning Officer
GFPS Secretariat Head	SEPS/EPS II, HRD, SGOD
GFPS Monitoring & Evaluation Member	SEPS/EPS II, School Management M&E

13. For purposes of ensuring uniform identification and proper titling of the capacity development sessions attended, please refer to the table below, in accordance with the guidelines set forth in PCW MC No. 2026-01.

Abbreviations	Full Text
GST	Gender Sensitivity Training and/or Basic GAD Orientation
SOGIESC	Sexual Orientation, Gender Identity and Expression and Sex Characteristics
GM	Gender Mainstreaming
GA	Gender Analysis
GFAST	GFPS Functionality Assessment Tool
GMEF	Gender Mainstreaming Evaluation Framework Tool
HGDG	Harmonized GAD Guidelines Tool
GPB	GAD Planning and Budgeting
GFC	Gender-Fair Communication
GFL	Gender-Fair Language
GBV	Gender-Based Violence
MCW	Magna Carta of Women
SSA	Safe Spaces Act or Republic Act No. 11313
Anti-SH	Anti-Sexual Harassment Act of 1995 or Republic Act 7877
TOT	Training of Trainers (on GAD)
VAW	Violence Against Women

14. In cases where GFPS members have participated in GAD-related capacity development sessions that are not included in the list above, offices may add additional columns to the form as necessary. Please note that only trainings conducted from **FY 2023 to 2025** shall be included in the template.
15. The RO GAD Coordinators are requested to submit their duly accomplished and consolidated Annex A (Part C. Capacity Development Sessions Attended by the GFPS Members) in **both Excel and PDF formats** for further review and consolidation by the National GFPS Secretariat. Kindly send the files to **gfps.seretariat@deped.gov.ph** using the prescribed file-naming format, as follows: **Annex A_FY 2025 GFPS Profile Form_Region**.
16. To provide the field offices sufficient time to comply with the requirements of this memorandum, the deadline for the submission of the accomplished

Annex A is on **March 27, 2026 (Friday), not later than 3:00 p.m. No extension shall be granted.**

17. To guide the Regional and SDO GAD Coordinators in the proper accomplishment of Annex A, an **online meeting** shall be conducted for this purpose, with the following details below:

Date: **March 19, 2026**
Time: **10 a.m. to 12 p.m.**
Platform: **MS Teams**
Link: **<https://tinyurl.com/DepEd-FY2025-GFSPProfileForm>**

18. All expenses incurred in the conduct of activities related to the preparation and completion of the FY 2025 GFPS Profile Form may be charged to the respective office's Gender and Development (GAD) Budget, subject to existing procurement, accounting, auditing, and financial policies and regulations. These expenses may likewise be reflected in the offices' respective GAD Accomplishment Reports.

19. For questions or clarifications, please contact **Mx. Louis Quejada** of the National GFPS Secretariat through Viber at +63 975 382 2257 or via email at gfps.secretariat@deped.gov.ph.

20. Immediate dissemination of and compliance with this memorandum is hereby directed.

Copy furnished:

OFFICE OF THE SECRETARY
osec@deped.gov.ph

2025 GAD Focal Point System Profile Form

PCW requests your agency or organization to provide us with a complete and updated profile of your GAD Focal Point System (GFPS). Please fill out this GFPS Profile Form and upload the required attachments.

louisquejada@gmail.com [Switch account](#)



The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

** Indicates required question*

Email *

Your email

A. AGENCY DETAILS

Name of the Agency *

Please spell out the full name of the agency i.e. Philippine Commission on Women.

Your answer



Abbreviation of the Name of the Agency *

Your answer

**Category. Please access the masterlist of the category of government agencies found *
in this link - <https://bit.ly/AgencyCategory> - for more information.**

Choose



Offline Landline/Trunkline Number *

Your answer

Email Address *

Your answer

Name of Agency Head *

(Do not include honorifics like Ms./Mr./Mx. / Atty.)

Your answer

Position/Designation of Agency Head *

Your answer



Sex Assigned at Birth of Agency Head *

Female

Male

**Level of Position in the Career Service of your Agency Head (based on the Civil Service *
Commission (CSC) Resolution No. 100623 (Section 8, Chapter 2, Book V of the
Administrative Code of 1987)**

1st Level

2nd Level

3rd Level

Is the Agency Head the GFPS Chairperson? *

Yes

No

B. POLICY/IES ON THE CREATION, STRENGTHENING, AND RECONSTITUTION OF THE GFPS

Instructions: Please DOWNLOAD the form and indicate the total number of GFPS-related policies issued by your agency from 2023 to 2025. The template is downloadable in this link - <https://bit.ly/2025GFPSFormB>. After accomplishing the form, upload the completed form in the designated space below, and retitle it to incorporate the acronym of your agency i.e. ***B. Summary of GFPS-Related Policies - PCW.***

Please provide the copy of the GFPS-related policies issued by your agency in the designated space below.

B. Summary of Policy Issuances Relative to the GFPS						
No.	Policy Number	Title of the Policy	Date of Issuance (MM-DD-YEAR)	Name of Signatory (First Name, Middle Initial, Last Name)	Position of the Signatory	Type of Policy
Example	PCW Circular No. 2023-147	Reconstitution of the PCW GFPS	09/25/2023	Atty. Kristine Rosary E. Yuzon - Chavez	Executive Director	GAD Agenda/Strategic ...
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Total Number of GFPS-related issuances from 2023-2025 *

Your answer

Upload the EXCEL file of the GFPS Profile Form B here. *

Upload 1 supported file: spreadsheet. Max 1 GB.

[Add file](#)

Upload the copies of the policies listed in your GFPS Profile Form B here.

Upload 1 supported file: PDF or document. Max 1 GB.

[Add file](#)

C.I PROFILE OF THE GAD FOCAL POINT SYSTEM (GFPS) EXECOM CHAIRPERSON AND TWG CHAIRPERSON

Please tick the appropriate information needed below and attach an excel file of the list of your agency GFPS members at the end of this section.



Sex Assigned at Birth of your agency's GFPS Execom Chairperson *

- Female
- Male
- N/A

Level of Position in the Career Service of your agency's GFPS Execom Chairperson *
(based on the Civil Service Commission (CSC) Resolution No. 100623 (Section 8, Chapter 2, Book V of the Administrative Code of 1987))

- 1st Level
- 2nd Level
- 3rd Level

How many years has your agency's current GFPS Execom Chairperson been serving in this role? *

- Less than 1 year
- 1 year to 1 year and 11 months
- 2 years to 2 years and 11 months
- 3 years or more
- N/A

Sex Assigned at Birth of your agency's GFPS TWG Chairperson *

Female

Male

**Level of Position in the Career Service of your agency's GFPS TWG Chairperson (based *
on the Civil Service Commission (CSC) Resolution No. 100623 (Section 8, Chapter 2,
Book V of the Administrative Code of 1987)**

1st Level

2nd Level

3rd Level

**How many years has your agency's current GFPS TWG Chairperson been serving in this *
role?**

Less than 1 year

1 year to 1 year and 11 months

2 years to 2 years and 11 months

3 years or more

No. of GAD-related Trainings attended from 2023 to 2025 *

(Tick the appropriate box)

	None	1 Training	2 Trainings	3 Trainings	More than 3
Execom Chairperson	<input type="radio"/>				
TWG Chairperson	<input type="radio"/>				

C. 2 SUMMARY OF PROFILE OF THE GFPS MEMBERS

Total No. of **Female** GFPS Execom members *

Your answer

Total No. of **Male** GFPS Execom members *

Your answer

Total No. of **Female** GFPS TWG members *

Your answer

Upload the EXCEL file here. *

Upload 1 supported file: PDF or spreadsheet. Max 1 GB.

 [Add file](#)

D. FUNCTIONS OF THE GFPS

This part presents the list of GFPS functions and specific roles and responsibilities of the Executive Committee and Technical Working Group/Secretariat pursuant to the PCW Memorandum Circular No. 2011-01. Please check those that apply based on whether your agency GFPS is performing them or not.

D.I Functions of the GAD Focal Point System *

The GFPS shall perform the following functions:

	Yes	No
1. Lead in mainstreaming gender perspective in agency/department policies, plans and programs. In the process, they shall ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures of the agency based on the priority needs and concerns of constituencies and employees and the formulation of recommendations including their implementation.	<input type="radio"/>	<input type="radio"/>
2. Assist in the formulation of new policies in advancing women's status.	<input type="radio"/>	<input type="radio"/>
3. Lead in setting up appropriate systems and mechanisms to ensure the generation, processing, review and updating of sex-disaggregated data or GAD database to serve as basis in performance-based gender responsive planning.	<input type="radio"/>	<input type="radio"/>
4. Coordinate efforts of different divisions, offices, units of the agency and advocate for the integration of GAD perspectives in all their systems and processes.	<input type="radio"/>	<input type="radio"/>
5. Spearhead the preparation		

of the agency annual performance-based GAD Plans, Programs and Budget in response to gender issues of their constituencies and clients and in the context of their agency mandate, and consolidate the same following the format and procedure prescribed by the PCW, DBM and NEDA Joint Circular 2012-01.



6. Submit the consolidated GAD Plans and Budgets of the department/agency, and as needed, in responding to PCW's comments or requests for additional information.



7. Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs and Budget.



8. Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that maybe required under the MCW.



9. Strengthen the external link with other agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various levels of governance.



10. Promote and actively pursue the participation of women and gender advocates, other civil society groups and private



organizations in the various stages of the development planning cycle, giving special attention to the marginalized sectors.

II. Ensure that all personnel of the agency including the finance officers (e.g. accountant, budget officer, auditors) are capacitated on GAD. Along this line, the GFPS will recommend and plan an appropriate capacity development program on gender and development for its employees as part of and implemented under its regular human resource development program.

human resource development program.

D.2 Roles and Responsibilities of the GFPS Chairperson or Head of Agency*

	Yes	No
1. Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems and procedures of the agency including the creation, strengthening, modification or reconstitution of the GFPS.	<input type="radio"/>	<input type="radio"/>
2. Approve the GAD Plan, Program and Budget of the agency as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation.	<input type="radio"/>	<input type="radio"/>

D.3 Roles and Responsibilities of the Executive Committee *

	Yes	No
1. Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and agency's GAD mainstreaming activities.	<input type="radio"/>	<input type="radio"/>
2. Direct the identification of GAD strategies, programs, activities and projects based on the results of the gender audit, gender analysis and according to the identified priorities of the agency in response to the gender issues faced by its clients and employees;	<input type="radio"/>	<input type="radio"/>
3. Ensure the timely submission of the agency GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to DBM.	<input type="radio"/>	<input type="radio"/>
4. Ensure the effective and efficient implementation of the agency GAD programs, activities and projects and the judicious utilization of the GAD Budget.	<input type="radio"/>	<input type="radio"/>
5. Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming.		

6. Recommend approval of agency GAD Plans and Budgets and GAD ARs.



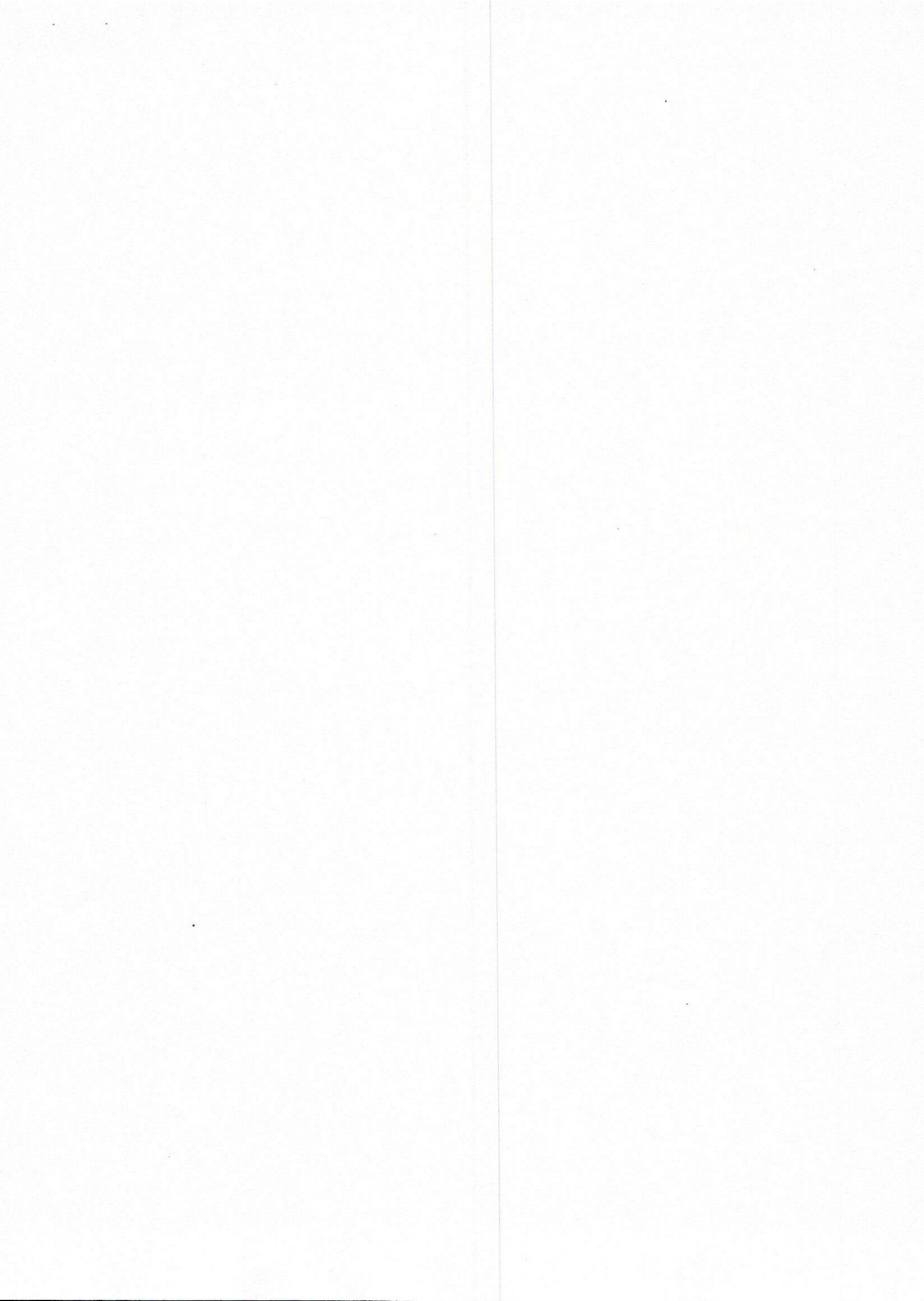
7. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members.

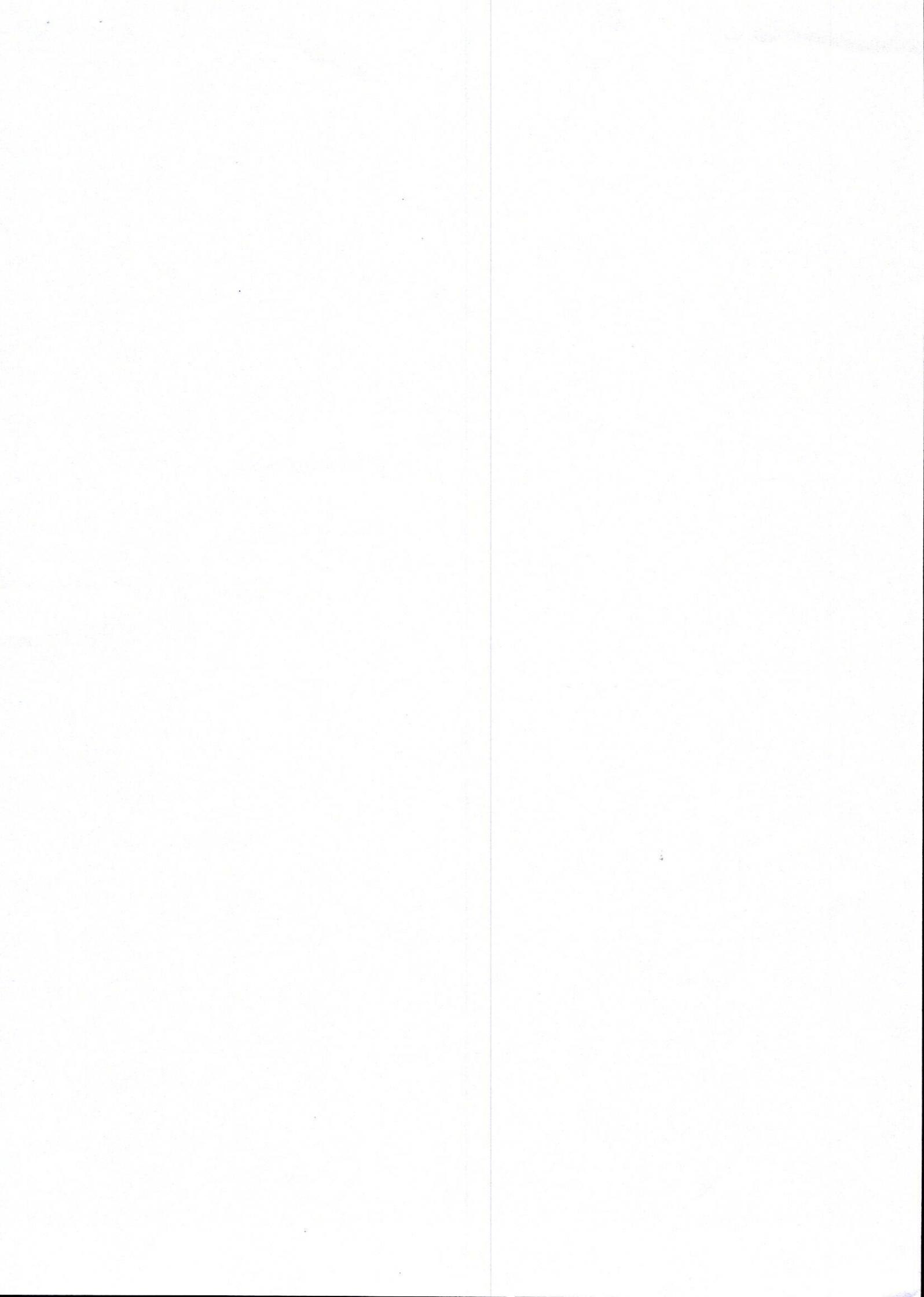


and GAD ARs.

7. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members.







D.4 The Technical Working Group (TWG) or Secretariat: *

	Yes	No
1. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process.	<input type="radio"/>	<input type="radio"/>
2. Formulate agency GAD Plans, Programs and Budget in response to the gender gaps and issues faced by their clients and constituencies, women and men employees, following the conduct of a gender audit, gender analysis, and/or review of sex disaggregated data.	<input type="radio"/>	<input type="radio"/>
3. Assist in the capacity development of and provide technical assistance to the agency, and as needed, to officers in the other offices or units.	<input type="radio"/>	<input type="radio"/>
4. Work with the human resource development office on the development/SUC in the implementation of an appropriate capacity development program on gender equality and women's empowerment for its employees, and as requested or deemed necessary, for other offices under the Department or Agency, as the case may be.	<input type="radio"/>	<input type="radio"/>

5. Coordinate with the various units of the agency including its regional and attached agencies and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS of the central agency shall coordinate with the GFPS of its attached agencies, bureaus and regional offices especially on the preparation, consolidation and submission of GAD Plans and Budgets.



6. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of agency officials, staff and relevant stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities.



7. Monitor the implementation of GAD-related programs, activities and projects in their respective offices and suggest corrective measures to improve implementation of GAD PAPs and GFPS activities.



8. Prepare and consolidate agency GAD accomplishment reports.



9. Provide regular updates and recommendations to the head of agency or ExeCom on the activities of the GFPS and the progress of agency GAD mainstreaming activities based on the feedback and



reports of the various units of
the agency.
the agency.

**E. GAD Focal Point System Functionality Assessment Tool (GFPS-FAT) RELATED
INFORMATION**

Please check the appropriate box that best describes your agency GFPS.

**1. Is your agency aware of the GAD Focal Point System Functionality Assessment Tool
for NGAs? ***

Yes

No

**2. Has your agency administered the GAD Focal Point System Functionality
Assessment Tool for NGAs? ***

Yes

No

3. If yes, what is your total score and level of functionality? Please choose "N/A" if your agency is yet to administer the tool. *

- Less than 50 (Not Functional)
- 51-65 (Established)
- 66-85 (Functional)
- 86-100 (Fully Functional)
- N/A

4. What has your agency done with the results of GFAsT and how was it helpful in improving the status of your GFPS (e.g. the results of the GFAsT helped in identifying the gaps in the capacity-building of the GFPS, it helped in identifying policies that articulate support in gender mainstreaming)? Please write "N/A" if your agency is yet to administer the tool. *

Your answer

5. If your agency is yet to administer the GAD Focal Point System Functionality Assessment Tool for NGAs, does your agency plan to administer it? *

- Yes
- No

6. If yes, when does your agency intends to administer the GAD Focal Point System Functionality Assessment Tool? Please provide specific date. If already administered, please write "N/A". *

(Use the format: MM-DD-YEAR. Example: 01/25/2025)

Your answer

7. If not, please specify your reasons why your agency GAD Focal Point System is constrained to administer the GAD Focal Point System Functionality Assessment Tool. *

Your answer

F. Details of Contact Person to be contacted for GAD-related inquiries

Name of the Contact Person *

Your answer

Designation in the GFPS of the Contact Person *

- Execom Chairperson
- Execom Member
- TWG Chairperson
- TWG Member
- Member of the Secretariat

Position in the Agency of the Contact Person *

Your answer

Email address of the Contact Person *

Your answer

Official Mobile/ Telephone No. of the Contact Person *

Your answer

- End of Form -

By submitting this profile form, it is understood that the individuals mentioned in this form have already provided their consent to share their information with the Philippine Commission on Women (PCW) and are aware of their rights as data subjects in accordance with Republic Act No. 10173 or the Data Privacy Act of 2012.

A copy of your responses will be emailed to the address you provided.

Submit

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