



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

OCT 22 2025

**REGIONAL MEMORANDUM**

No. 525 s. 2025

**ESTABLISHMENT OF THE REGIONAL GENDER AND DEVELOPMENT  
FOCAL POINT SYSTEM (GFPS) AND RECONSTITUTION OF THE DIVISION  
GFPS**

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

1. Pursuant to DepEd Order 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 Level, and DepEd Order No. 32, S. 2017 titled, "Gender-Responsive Basic Education Policy", this Office through the Human Resource Development Division hereby directs the establishment of the Regional GAD Focal Point System (GFPS) to wit:

GFPS Head or Chairperson	<b>DR. RAMIR B. UYTICO CESO III</b> Regional Director
Technical Working Group, Head	<b>ANTHONY H. LIOBET JD</b> OIC – Assistant Regional Director
Members	<b>BEBCE O. GENTILEZO</b> OIC – Education Program Specialist II Regional GAD Coordinator <b>G.L. JOHN C. HARO</b> OIC – Chief Education Supervisor, CLMD <b>MA. LIRA CYNTHIA B. QUEJADA</b> OIC – Chief Education Supervisor, ESSD <b>SERAFIN III G. FARIÑAS</b> OIC – Chief Education Supervisor, PPRD <b>SOL GRACE O. TIMOLA</b> OIC – Chief Education Supervisor, FTAD <b>ROMEO S. SANCHEZ JR.</b>



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Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

	OIC – Chief Administrative Officer, ASD <b>GAUVIN T. ABSIN</b> OIC - Chief Administrative Officer, FD
Head of Secretariat	<b>NOEL E. SANTILLAN</b> OIC – Chief Education Supervisor, HRDD
Monitoring and Evaluation	<b>MELVIN M. NIÑAL</b> OIC – Chief Education Supervisor, QAD

2. Anent to this, all Schools Division Offices are requested to submit the composition of their respective Division GAD Focal Point System (GFPS) as stated in the aforementioned issuances and fill out the GFPS Datasheet using official DepEd account through this link <https://tinyurl.com/NIRGFPSdata> on or before October 27, 2025.
3. The Schools Division Offices shall also adhere to the reconstitution of their respective Divisions and Schools GFPS and submit a copy to the RO (Enclosure 1).
4. Likewise, all members of GFPS are enjoined to adhere to the functions of the GFPS prescribed in the attached DepEd Order.
5. For further queries, contact HRDD at [nir.hrdd@gmail.com](mailto:nir.hrdd@gmail.com).
6. Immediate dissemination of and compliance with this Memorandum are desired.

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

Encl: as stated

References:

DepEd Order 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 Level

DepEd Order No. 32, S. 2017 titled, "Gender-Responsive Basic Education Policy"

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

COMMITTEES      PROGRAMS      POLICY      RULES AND REGULATIONS      SCHOOLS

BBOG/HRDD-RM- ESTABLISHMENT OF THE REGIONAL GFPS  
122/October 14, 2025



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Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

Enclosure 1

**DIVISION/SCHOOL GAD FOCAL POINT SYSTEM**

GFPS Head or Chairperson	
Technical Working Group, Head	
Members	Division GAD Coordinator (To be designated by the SDS)
Head of Secretariat	
Monitoring and Evaluation	

Prepared by:

\_\_\_\_\_  
Head of Secretariat

Approved:

\_\_\_\_\_  
Schools Division Superintendent



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Republic of the Philippines  
**Department of Education**

18 JUN 2013

DepEd ORDER  
No. **27**, s. 2013

**GUIDELINES AND PROCEDURE ON THE ESTABLISHMENT OF DEPED GENDER  
AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM (GFPS)  
AT THE REGIONAL, DIVISION AND SCHOOL LEVELS**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. Pursuant to the provisions of Section 36-b of Republic Act (RA) No. 9710 also known as the *Magna Carta of Women (MCW)*, all government agencies are mandated to establish and institutionalize the Gender and Development (GAD) Focal Point Systems (GFPS). The GFPS is one of the institutional mechanisms that will ensure gender mainstreaming in government offices, its attached agencies and local government units (LGUs).

2. In view of this, the Department of Education (DepEd) issues the **Guidelines and Procedures on the Establishment of GFPS at the Regional, Division and School Levels** as follows:

- a. The regional directors (RDs) and schools division/city superintendents (SDSs) shall issue directives for the establishment of the GFPS in their respective offices. Schools will be assisted by their SDS in the establishment of the School GFPS;
- b. The composition of the GFPS shall be as follows:

• **Regional Level**

GFPS Head or Chairperson	Regional Director (RD)
Technical Working Group (TWG) Head	Assistant Regional Director (ARD)
Members	Education Program Supervisor designated as GAD Coordinator Chief, Administrative Officer (AO) Planning Officer Human Resource and Management Officer (HRMO) Accountant or Budget Officer
Secretariat and M&E Committee	To be designated by the GAD Focal Point Person

- **Division Level**

GFPS Head or Chairperson	Schools Division/City Superintendent (SDS)
Technical Working Group (TWG) Head	Assistant Schools Division/City Superintendent (ASDS)
Members	Education Program Supervisor designated as GAD Coordinator Two designated Education Program Supervisors AO Planning Officer HRMO Accountant or Budget Officer
Secretariat and M&E Committee	To be designated by the GAD Focal Point Person

- **School Level**

GFPS Head	Principal
Members	Department Head/Learning Area Coordinator Two designated Master Teachers (MTs) Guidance Counselor Designated Finance Personnel (accountant, disbursing officer or equivalent)
Secretariat and M&E Committee	To be designated by the GAD Focal Point Person

- c. The tasks and functions of the members of the GFPS shall be part of their regular key result areas (KRAs), work plans and performance assessment indicators, and shall be given due consideration in the entire performance management system;
- d. Capacity development programs shall be provided to the GFPS members to enhance skills on gender sensitivity training, gender analysis, gender-responsive planning and budgeting, gender audit and other updates on GAD related laws, policies and instruments;
- e. When necessary, the GFPS head and the central office (CO) GFPS person shall conduct periodic monitoring and evaluation of the field GFPS to address possible issues hindering the performance of their functions in accordance with the MCW, this Department Order and other GAD instructions and policies;
- f. Funds shall be allocated for programs, activities and projects to address GAD issues in the workplace and the schools, and to support the organization, management and operations of the GFPS, to be charged to the five percent GAD budget of the region/division and school; and

g. All GAD plans containing projects, programs and activities shall be part of the Work and Financial Plans (WFP), Annual Procurement Plan (APP), Regional Education Development Plan (REDP) and School Improvement Plans (SIPs). Development of the GAD plans and budgets shall be within the budget cycle and the processes stipulated in DepEd Order No. 63, s. 2012 on the Guidelines for the Preparation of GAD Plans, Utilization of GAD Budget and Submission of Accomplishment Reports.

3. The functions of the GAD Focal/Point Persons are as follows:

- a. lead in the gender mainstreaming in policies, plans and programs projects and activities (PPAs) and in the assessment of gender-responsiveness of systems, structures, policies, procedures and programs based on priority thrusts, needs and concerns of DepEd for its stakeholders, particularly students, teachers and employees;
- b. analyze programs and projects using the *Harmonized GAD Guidelines for Programs and Projects* to determine their gender sensitivity;
- c. recommend formulation/revision of policies in advancing women's status and child protection;
- d. lead in the review and updating of sex-disaggregated data for GAD database to serve as basis in performance-based gender responsive planning;
- e. implement advocacy activities, including the development of information, education and communication materials to ensure consciousness-building and generating support for GAD;
- f. identify gender issues arising from gender analysis and audit to serve as basis for determining PPAs in the GAD Plan;
- g. prepare GAD plans and budgets and accomplishment reports and **ensure their timely submission to the Central Office (CO) GAD Focal Point Person** (Attention: GAD Secretariat, Staff Development Division-Human Resource Development Service (SDD-HRDS), 2F Teodora Alonzo Bldg., DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City);
- h. ensure the effective and efficient implementation of the GAD Plan and PPAs and the judicious utilization of the GAD budget;
- i. recommend awards, recognition and other incentives (including performance-based bonus (PBB) to outstanding institutional GAD programs, activities and projects for GAD Focal Point members and other personnel/teachers;
- j. build and strengthen partnership with all GAD Focal Point Persons in the Department, the Philippine Commission on Women (PCW), National Economic and Development Authority (NEDA), Department of Budget and Management (DBM), GAD-non-government organizations (NGOs) and other partners; and
- k. coordinate GAD efforts of all offices/units.

4. The GFPS chairperson or head shall approve GAD plans and budgets of the office and shall submit to the CO-GAD Focal Point Person and shall also spearhead the Implementation of the plan. He/She shall also designate a Secretariat and M&E Team for GAD. The Secretariat shall provide administrative support to the GFPS, document GAD activities and minutes of meeting, assist in the

preparation of GAD plan and accomplishment reports and in the conduct of GAD activities, programs and projects. The M&E Team shall lead the gender audit and evaluation of all GAD PPAs.

5. All RDs and SDSs shall be guided by the provisions of this DepEd Order in the establishment of GFPS in their offices. They shall submit to the CO GAD Focal Point Persons the composition and members of the local GFPS.

6. Immediate dissemination of and strict compliance with this Order is directed.

  
**BR. ARMIN A. LUISTRO FSC**  
Secretary

Reference:

DepEd Order: (No. 63, s. 2012)

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

COMMITTEES  
PROGRAMS  
PROJECTS  
POLICY  
RULES & REGULATIONS  
SCHOOLS

R-MCR/DM-GAD  
0034/ January 18, 2013/1-28-13/5-2-13/6-4-13



Republic of the Philippines  
**Department of Education**

29 JUN 2017

DepEd ORDER  
No. **32**, s. 2017

**GENDER-RESPONSIVE BASIC EDUCATION POLICY**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Regional Secretary, ARMM  
Schools Division Superintendents  
Public and Private Elementary and Secondary Schools Heads  
All Others Concerned

1. The Department of Education (DepEd) issues the enclosed **Gender-Responsive Basic Education Policy** in line with its Gender and Development (GAD) mandate as stipulated in the 1987 Philippine Constitution, Republic Act (RA) No. 9710 or the *Magna Carta of Women* (MCW), RA 10533 or the *Enhanced Basic Education Act of 2013*, and the Philippines' International Human Rights Commitments to the Universal Declaration of Human Rights (UDHR), Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), and the Convention on the Rights of the Child (CRC) among others.
2. Through this policy, the DepEd commits to integrate the principles of gender equality, gender equity, gender sensitivity, non-discrimination and human rights, in the provision and governance of basic education. This is in line with the DepEd's mandate to ensure access to quality basic education for all.
3. This policy is consistent with the DepEd's vision, mission, values, and mandate.
4. This policy will remain in force and in effect unless repealed, amended, or rescinded. All issuances inconsistent with this Order are hereby rescinded.
5. Immediate dissemination of and strict compliance with this Order is directed.

  
**ATTY. ALBERTO T. MUYOT**  
Undersecretary  
Officer-in-Charge

Encl.: As stated  
Reference: None  
To be indicated in the Perpetual Index  
under the following subjects:

BASIC EDUCATION	POLICY	PROJECTS
HUMAN RIGHTS	PROGRAMS	RULES AND REGULATIONS
LEGISLATION		

MCDJ/ R DO Gender-Responsive Basic Education Policy  
0518/June 12/29, 2017

**C. Ensure gender parity in staffing and create an enabling work environment**

The DepEd, through the appropriate and relevant units, shall:

Human Resource Development

1. Formulate, recommend, and implement policies and frameworks consistent with the principles of gender-responsive recruitment, selection, and placement, learning and development, performance management, and rewards and recognition.
2. Conduct capacity building for all employees on GRBE and in handling gender issues and concerns.
3. Create a pool of GRBE experts.
4. Ensure that the implementation of the Results-based Performance Management System (RPMS) is gender-responsive.

Learning and Development

1. Integrate gender in all learning and development programs and interventions.
2. Ensure that training methodologies and standards are gender-sensitive.
3. Ensure equal opportunities in scholarships and trainings. Conditions including but not limited to age, pregnancy, motherhood, disabilities, ethnicity, or lack of consent of spouse shall not be grounds for disqualification.

Employee Welfare

1. Ensure that programs that inculcate and sustain the department core values, respond to employees' varied needs, and promote employees' physical, mental, psychological, social and spiritual well-being are gender-responsive.

2. Ensure that institutional rewards and recognition systems are gender-responsive.

3. Ensure implementation of the grant of special leaves as provided by law, which include but are not limited to maternity, paternity, solo parent, gynecological, and VAWC.

4. Ensure enforcement of public and private schools' implementation of and compliance to RA No. 9710, Sec. 13. C on the non-firing of employees on account of pregnancies outside of marriage.

**D. Strengthen gender and development institutional mechanisms**

**The GAD Focal Point System (GFPS)**

DepEd shall ensure that the GFPS is institutionalized in all levels of governance. Its composition shall be as follows:

**CENTRAL OFFICE**

GFPS Head or Chairperson:	Secretary (or an EXECOM member designated by the Secretary)
Members:	EXECOM members designated by Department Secretary
Technical Working Group	Representatives of Bureaus, Units, and Services
Secretariat:	Bureau of Human Resource and Organizational Development (BHROD)

**REGIONAL OFFICE**

GFPS Head or Chairperson:	Regional Director
Technical Working Group	
Head:	Asst. Regional Director
Members:	Regional GAD Coordinator (To be designated by the Regional Director) Chief, CLMD Chief, ESSD Chief, PPRD

	Chief, FTAD
	Chief Administrative Officer
	Chief Administrative Officer for
	Finance
Head of Secretariat:	Chief, HRDD
Monitoring & Evaluation:	QAD

**SCHOOLS DIVISION OFFICE**

GFPS Head or Chairperson:	Schools Division Superintendent
Technical Working Group	
Head:	Asst. Schools Division Superintendent
Members:	Division GAD Coordinator (To be designated by the SDS) Chief, Curriculum Implementation Division Chief, School Governance and Operation Division Accountant or Administrative Officer V for Finance Administrative Officer V (Admin. Services) Planning Officer
Secretariat Head:	SGOD, SEPS/ EPS II for HRD
Monitoring & Evaluation:	SGOD, SEPS/ EPS II for School Management M & E

**SCHOOL**

GFPS Head or Chairperson	School Head
Members	School GAD Coordinator (To be designated by the Principal) Asst. Principal/Department Head for SHS Grade Level Coordinator/s (Elementary) Guidance Teacher/Coordinator School Bookkeeper (Secondary) Administrative Assistant

The GFPS at all levels of governance shall follow the duties and functions as they apply prescribed by DepEd Order No. 27, s. 2013 entitled *Guidelines and Procedures on the Establishment of DepEd Gender and Development Focal Point System at the Regional, Division, and School Levels*, DepEd Memorandum (DM) No. 140, s. 2012 entitled *Establishment of Gender and Development Focal Point System*, and appropriate guidelines issued by the PCW.