



Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA



Office of the Regional Director

Advisory No. 362, s. 2025

October 7, 2025

In compliance with DepEd Order No. 8, s. 2013
this Advisory is issued not for endorsement per DO 28, s. 2001
but only for the information of DepEd officials,
personnel/staff, and the concerned public.
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**SUBMISSION OF GENDER MAINSTREAMING EVALUATION FRAMEWORK
(GMEF) SELF-ASSESSMENT WITH CORRESPONDING MEANS OF
EVALUATION**

In reference to DM-OUHROD-2025-2683, re: Conduct of Inter-Region Gender Mainstreaming Evaluation Framework (GMEF) Assessment and Evaluation and Monitoring of Gender-Responsive Basic Education (GRBE) Policy, this office informs all Region IX GAD Coordinators/Focal to submit GMEF Self-Assessment result using the GMEF Tool with corresponding means of verification **on or before October 10, 2025.**

The means of verification shall be submitted to this link:
<https://tinyurl.com/R9GMEF2025Report>.

Immediate dissemination of this Advisory is desired.

HRDD/MRA/rla/RA
141/October 7, 2025

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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2025-2683

TO : **Regional Directors**
Select Regional Office GAD Focal Persons
Select Schools Division Office GAD Persons
Select School Heads
All Others Concerned

FROM :  Digitally signed
by Wilfredo Cabral
2025.09.23 9:38:47 PM
WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : **CONDUCT OF INTER-REGION GENDER MAINSTREAMING
EVALUATION FRAMEWORK (GMEF) ASSESSMENT AND
EVALUATION AND MONITORING OF GENDER-RESPONSIVE
BASIC EDUCATION (GRBE) POLICY**

DATE : 23 September 2025

I. BACKGROUND

Pursuant to Section 36 of the Republic Act 9710 also known as the *Magna Carta of Women* (MCW), gender mainstreaming is adopted as a strategy to promote women's rights and eliminate gender discrimination in the systems, structures, policies, programs, processes, and procedures of all government agencies and instrumentalities.

In line with this mandate, the Department of Education (DepEd) issued DepEd Order No. 32, s. 2017 titled *Gender-Responsive Basic Education* (GRBE), which underscores the Department's commitment to integrating the principles of gender equality, gender equity, gender sensitivity, non-discrimination, and human rights in the provision and governance of basic education vis-à-vis its mandate of providing quality basic education for all Filipino learners.

To acquire a holistic view of how gender mainstreaming is applied in the Department, especially in field offices and schools, there is a need to conduct an objective assessment that will measure the extent of the level of gender mainstreaming initiatives of the Department in the following entry points: (1) policies, (2) people, (3) enabling mechanisms, (4) programs, projects, and activities (PPAs).

This assessment shall be guided by the use of the Enhanced Gender Mainstreaming Evaluation Framework (GMEF) Tool, a self-assessment and standardized tool developed by the Philippine Commission on Women (PCW). Attached as **Enclosure A** is a copy of the GMEF tool.

It should be noted that since the issuance of the GRBE policy in 2017, there had only been two GMEF assessments conducted in the Department. The table below shows the comparative analysis of these two assessments:

Entry Point	2017	Level	2022	Level
Policy	15.02	3 <i>GAD Application</i>	15	3 <i>GAD Application</i>
People	9.90	2 <i>Installation of Strategic Mechanisms</i>	2.47	1 <i>Foundation Formation</i>
Enabling Mechanisms	9.51	2 <i>Installation of Strategic Mechanisms</i>	11.51	2 <i>Installation of Strategic Mechanisms</i>
PPAs	4.82	2 <i>Installation of Strategic Mechanisms</i>	1.55	1 <i>Foundation Formation</i>
Total	39.25	2 <i>Installation of Strategic Mechanisms</i>	30.53	1 <i>Foundation Formation</i>

As indicated above, the results of the 2022 GMEF assessment and validation show a significant **8.72 decrease** from the previous GMEF validation conducted in 2017. In addition, across the four entry points, only in the enabling mechanism area did the Department obtain an increased score, while the rest of the entry points had lower scores.

II. GAD IMPLEMENTATION REVIEW

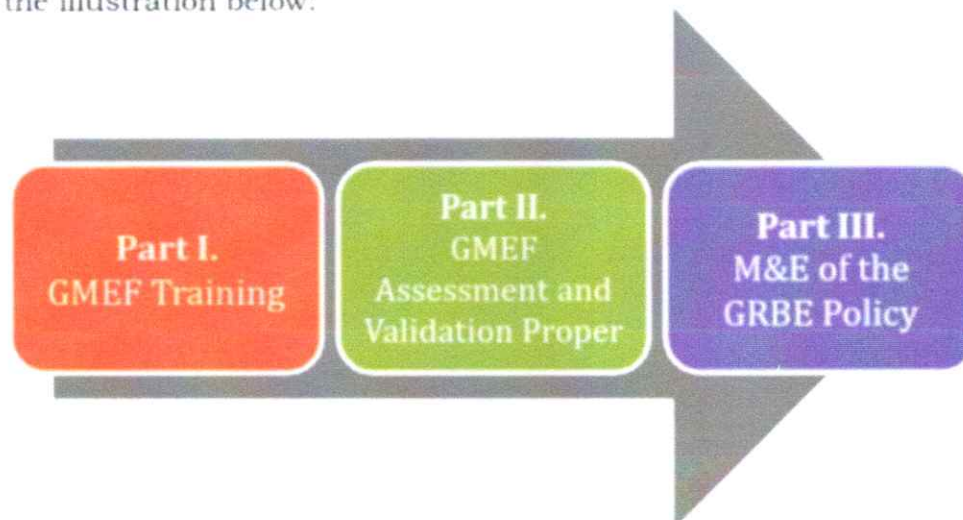
Given the noticeable decrease in GMEF scores, there is an urgent need to review the implementation of Gender and Development (GAD) in the Department, through GMEF assessment and validation and monitoring and evaluation (M&E) of the GRBE policy.

It is important to note that after the issuance of the GRBE policy in 2017, **no M&E has been made to review its implementation and assess its impact**. Hence, the pressing need to take a look at how this landmark policy is being implemented in the Department.

Toward this end, a three-part implementation review shall be conducted in October. The first part will focus on **(1) capacitating the CO GAD Secretariat and duly designated GAD Focal Persons in the Regional Offices and/or Schools Division Offices** in conducting GMEF assessment and validation.

This training shall be followed by **(2) assessment and validation proper**, along with **(3) M&E of the GRBE policy**. The proposed series of activities shall provide information on the implementation challenges and policy gaps faced by the Department insofar as the implementation of GAD is concerned, as well as determine gains, successes, and best practices that could also be adopted and scaled up.

To have a clear glance of the proposed three-part GAD implementation review, please refer to the illustration below:



III. TRAINING ON GMEF ASSESSMENT AND VALIDATION (PART I)

To have a uniform understanding and to acquire a standardize lens on the use of the GMEF tool, there is a need to conduct a refresher training on GMEF to the **CO GAD Secretariat and duly designated GAD Focal Persons in the Regional Offices and/or Schools Division Offices** before the assessment and validation proper shall commence.

The GMEF training is the first part of the review process which shall be conducted on **October 7-9, 2025**, at the **Baguio Teachers Camp** (*specific venue and further details shall be disclosed on a separate advisory*). This training shall be facilitated by resource person/s from PCW.

In this training, the target participants shall not only be oriented and/or re-oriented on GMEF, but they shall also be properly guided on the roles and responsibilities expected of them during the assessment and validation proper and M&E of the GRBE policy. Kindly refer to **Enclosure B** for the indicative program design.

IV. GMEF ASSESSMENT AND VALIDATION PROPER (PART II)

Immediately after the conduct of GMEF training, this shall be followed by **the inter-region GMEF assessment and validation proper**. The indicative schedules are as follows:

Indicative Dates <i>(Inclusive of travel time)</i>	Validators	Destination <i>(Regions subject to GMEF Assessment and Validation Proper)</i>
Batch 1 Oct 13-14, 2025	Region 1	Region 3
	Region 4B	Region 2
	NIR	Region 7
	Region 8	Region 6
	Region 9	Region 11
	Region 10	Region 12
Batch 2 Oct 16-17, 2025	Region 3	Region 4B
	Region 5	NCR

Batch 3 Oct 20-21, 2025	Region 4A	Region 9
	CAR	Region 1
	Region 7	CARAGA
	NCR	Region 5
	Region 2	Region 4A
	Region 6	CAR
	Region 11	Region 10
	Region 12	Region 8
	CARAGA	NIR

It is emphasized that while the GMEF is designed as a self-assessment tool, it is still beneficial to run the assessment and validation proper inter-regionally. This is to ensure accurate assessments shall be made and proper means of verification (MOVs) are obtained between the regions.

As a pre-work, regions that are subject to assessment and validation shall ensure that they have properly accomplished their GMEF tool, along with the corresponding MOVs, prior to their scheduled visit.

The indicative assessment and validation plan is found in **Enclosure C**. It is stressed that **this activity shall not be construed as an audit but mere assessment and validation of the region's progress** insofar as gender mainstreaming in their respective region is concerned.

V. M&E OF THE GRBE POLICY (PART III)

The last part of the GAD implementation review is the **monitoring and evaluation (M&E) of the GRBE policy**, which shall also run during the second day of the visit (see **Enclosure C** for the indicative activity flow). The M&E shall be done through the conduct of focus group discussions (FGDs) on the following cohorts:



Each cohort shall be composed of **six (6) representatives** from their respective groups. The first cohort to undergo FGD are the **learners**. Their participation in this activity is of paramount importance given they are the main clientele the GRBE purports to serve. It is essential to obtain direct input from them and see how this policy protects and promotes the rights of our learners.

The second group to undertake the FGD are the **school heads (total of 6 representatives)**. As mandated by the GRBE policy, the school heads act as the GAD Focal Point System (GFPS) Chair at the school level. Hence, it is crucial to get their input as to how they implement this policy in their respective schools, including the successes and challenges they encounter in implementing it.

The last group to take the FGD are the **SDO GAD focal persons (total of 6 representatives)** who play a crucial role in ensuring that the key provisions in implementing the GRBE policy are duly relayed, complied, monitored, and evaluated in the schools under their jurisdiction.

The FGDs shall be facilitated and documented by the representatives from CO GAD Secretariat. The criteria for selection of the target participants shall be discussed in **Enclosure D**.

VI. TARGET PARTICIPANTS AND THEIR ROLES

Below is the target participants required per activity and their corresponding roles:

Activity	Inclusive Dates	Venue	Target Participants	Remarks
Part I. GMEF Training	October 07-09, 2025	BTC	1. CO GAD Secretariat 2. Duly Designated GAD Focal Persons in ROs/SDOs	The duly designated GAD Focal persons in ROs/SDOs who will attend this training are required to join the succeeding GMEF assessment and validation proper and M&E of the GRBE policy.
Part II. GMEF Assessment and Validation Proper	October 13-14, 2025 (Batch 1)	Regions 1, 4B, NIR, 8, 9, 10	1. CO GAD Secretariat 2. GFPS Chair, Members, and Regional GAD Coordinator/s of the Regions to be Visited	
	October 16-17, 2025 (Batch 2)	Regions 3, 5, 4A, CAR, 7	3. Assessors and Validators	
	October 20-21, 2025 (Batch 3)	Regions NCR, 2, 6, 11, 12, CARAGA		
Part III. M&E of the GRBE Policy	October 14, 2025 (Batch 1)	Regions 1, 4B, NIR, 8, 9, 10	1. CO GAD Secretariat 2. Select SDO GAD Focal Persons* 3. Select Schools Heads* 4. Select Learners*	*A total of Six (6) representatives per cohort from SDO GAD Focal Persons, School Heads, and Learners are required to join their respective FGDs for the M&E of the GRBE policy, which shall run during the second day of the visit to the regions.
	October 17, 2025 (Batch 2)	Regions 3, 5, 4A, CAR, 7		
	October 21, 2025 (Batch 3)	Regions NCR, 2, 6, 11, 12, CARAGA		

Terms of Reference of the Target Participants per Activity

A. GMEF Training (Part I)

The **CO GAD Secretariat** shall:

- Ensure technical, administrative, and logistical preparation for the conduct of the GMEF training;
- Facilitate the downloading of Program Support Funds (PSF) to the host Region
- Discuss the protocols and final reminders for the conduct of the GMEF Assessment Proper and M&E of the GRBE Policy;
- Collect contact details of the duly designated regional representatives and create group chat accordingly; and
- Distribute kits and checklists to be used by the target participants during the field visit.

The **Regional Office** shall:

- Provide its concurrence to the Central Office relative to the downloading of PSF for the conduct of the field visit (*please refer to **Section VII** for the utilization guidelines of the PSF*); and
- Select, approve, and endorse the participants from their region who shall attend the GMEF Training, GMEF Assessment and Validation Proper, and M&E of the GRBE Policy. The criteria for the selection of regional participants and representatives shall be further discussed in **Enclosure D**.

B. GMEF Assessment and Validation Proper (Part II)

The **CO GAD Secretariat** shall:

- Discuss the purpose, objectives, and program flow of the GMEF assessment and validation proper and M&E of the GRBE policy during the opening activities;
- Facilitate the orderly conduct of the GMEF assessment and validation proper between the regions;
- Mediate between the regions in cases of disputes and/or disagreements on the GMEF scores; and
- Observe the process and document the conduct of the GMEF assessment and validation proper.

The **Regional GFPS Chair (or its Alternate)** of the region to be visited shall:

- Provide overall supervision and support during the conduct of the assessment and validation proper; and
- Deliver the welcome and closing remarks during the opening and closing activities on day 1 and day 2, respectively.

The **Regional GFPS Chair and Members** of the region to be visited *may opt to*:

- Attend the assessment and validation proper for the mere purpose of observation and documentation. In no case shall they interfere in computing the final GMEF scores.

The **Designated Regional and/or SDO GAD Focal Persons** shall:

- Ensure complete attendance and participation to the pre-requisite GMEF training;

- Review and validate the pre-accomplished GMEF scores and corresponding MOVs presented by the region they are assigned to visit;
- Ensure objective and impartial validation based on the GMEF standards;
- Present the final agreed GMEF scores per entry point and its overall scores, along with its observations, highlighting best practices and areas for improvement;
- Serve as the region's point persons for these activities, ensuring full coordination with the visitors, especially on matters pertaining to their transportation, billeting arrangements, and location for the actual conduct of the assessment and validation proper; and
- Provide technical, administrative, and logistical support to all the visitors and/or as deemed necessary.

C. M&E of the GRBE Policy through Focus Group Discussions (Part III)

The **CO GAD Secretariat** shall:

- Prepare the FGD tools to be used during the second day of the field visit;
- Prepare and distribute kits and checklists to be used by the target participants;
- Ensure full coordination with the accepting regions, especially on matters pertaining to transportation, billeting arrangements, and location for the actual conduct of FGDs;
- Facilitate the orderly conduct of FGDs to the following cohorts: (1) learners, (2) school heads, and (3) SDO GAD focal persons; and
- Document the FGDs with utmost confidentiality, ensuring strict adherence to the provisions of the Data Privacy Act (DPA).

The **Regional Office** shall:

- Select the regional representatives to the FGDs based on the set criteria found in **Enclosure D**;
- Submit the duly accomplished designated form found in **Enclosure E** to the CO GAD Secretariat via email at gfps.secretariat@deped.gov.ph on or before **30 September 2025**;
- Assign the region's point persons, preferably the duly designated GAD focal persons in ROs/SDOs, who shall ensure full coordination with the field visitors, especially on matters pertaining to their transportation, billeting arrangements, and location for the actual conduct of FGDs; and
- Provide technical, administrative, and logistical support to all the visitors and/or regional representatives as deemed necessary.

The **Select SDO GAD Focal Persons (total of 6)** shall:

- Provide consent for their voluntary participation in the actual conduct of FGD; and
- Ensure attendance and full participation to their scheduled FGD.

The **Select Schools Heads (total of 6)** shall:

- Provide consent for their voluntary participation in the actual conduct of FGD;
- Ensure attendance and full participation to their scheduled FGD;
- Ensure non-disruption of classes for the select learners who will participate in their respective FGD, subject to existing rules and regulations; and
- Serve as guardians of the learners who will be designated to participate in their respective FGD.

The **Select Leaners (total of 6)** shall:

- Provide consent for their voluntary participation in the actual conduct of FGD; and
- Ensure attendance and full participation to their scheduled FGD.

VII. PROGRAM SUPPORT FUNDS

In support to the conduct of the three-part GAD implementation review, the CO GAD Secretariat has allotted Program Support Funds (PSF) which shall be **downloaded to the regions**. The breakdown of which are as follows:

Region	Program Support Funds (PSF) to be Downloaded			
	Travel and Transportation Expenses going to the Venue for the GMEF Training	Travel and Transportation Expenses going to the Assigned Region for the GMEF Assessment and Validation Proper	Board and Lodging during the Field Visit	Total Amount
1	Php 6,000.00	Php 8,000.00	Php 16,000.00	Php 30,000.00
2	Php 8,000.00	Php 20,000.00	Php 16,000.00	Php 44,000.00
3	Php 6,000.00	Php 8,000.00	Php 16,000.00	Php 30,000.00
4A	Php 6,000.00	Php 20,000.00	Php 16,000.00	Php 42,000.00
4B	Php 6,000.00	Php 8,000.00	Php 16,000.00	Php 30,000.00
5	Php 20,000.00	Php 20,000.00	Php 16,000.00	Php 56,000.00
6	Php 20,000.00	Php 20,000.00	Php 16,000.00	Php 56,000.00
7	Php 20,000.00	Php 14,000.00	Php 16,000.00	Php 50,000.00
8	Php 20,000.00	Php 20,000.00	Php 16,000.00	Php 56,000.00
9	Php 22,000.00	Php 20,000.00	Php 16,000.00	Php 58,000.00
10	Php 22,000.00	Php 20,000.00	Php 16,000.00	Php 58,000.00
11	Php 22,000.00	Php 16,000.00	Php 16,000.00	Php 54,000.00
12	Php 22,000.00	Php 16,000.00	Php 16,000.00	Php 54,000.00
CARAGA	Php 22,000.00	Php 20,000.00	Php 16,000.00	Php 58,000.00
CAR	Php 6,000.00	Php 8,000.00	Php 16,000.00	Php 30,000.00
NCR	Php 6,000.00	Php 20,000.00	Php 16,000.00	Php 42,000.00
NIR	Php 20,000.00	Php 20,000.00	Php 16,000.00	Php 56,000.00
Overall Total:				Php 804,000.00

In cases where the downloaded funds will not be fully utilized for their intended purpose as indicated above, the same shall be utilized in support of the region's GAD-related activities, subject to the usual accounting and auditing rules and regulations.

The Regional Offices shall provide its concurrence for accepting the funds to be downloaded, through a memorandum addressed to the Central Office. The same shall be sent through email at gfps.secretariat@deped.gov.ph **on or before 30 September 2025**.

VIII. CENTRAL OFFICE CONTACT FOCALS

For further information or clarifications, the following personnel may be reached through the contact details below:

Batch No.	Regions	Personnel	Email Address	Viber Number
Batch 1 Oct 13-14, 2025	1, 4B, NIR, 8, 9, 10	Mr. Gilbert Elegado	gilbert.elegado@depd.gov.ph	+639633627963
Batch 2 Oct 16-17, 2025	3, 5, 4A, CAR, 7	Ms. Maan Botardo	ma.botardo@depd.gov.ph	+639208385793
Batch 3 Oct 20-21, 2025	NCR, 2, 6, 11, 12, CARAGA	Ms. Joice Balicog	joice.balicog@depd.gov.ph	+639212781359

Enclosure B: GMEF Training Design - October 7-9, 2025, Baguio Teachers Camp

Time	Program	Responsible
DAY 1 (OCTOBER 7, 2025)		
8:00 am – 12:00 nn	Travel to Venue	
12:00 nn – 1:00 pm	Lunch	
1:00 pm – 1:10 pm	I. Preliminaries National Anthem Opening Prayer Quality Policy Statement	CO GAD Secretariat
1:10 pm – 1:20 pm	II. Welcome Remarks	Wilfredo E. Cabral Undersecretary for Human Resource and Organizational Development
1:20 pm – 1:30 pm	III. Statement of Purpose and Objectives	Earl Ryan A. Losito Supervising Administrative Officer OIC, Employee Welfare Division
1:30 pm – 2:30 pm	IV. Policy Discussion on DepEd Order No. 32, s. 2017 and Presentation of GMEF Validation Results from 2019 and 2022	CO GAD Secretariat
2:30 pm – 2:45 pm	V. Health Break	
2:45 pm – 3:45 pm	VI. Overview and Refresher of the Enhanced GMEF Handbook	PCW Resource Person
3:45 pm – 4:45 pm	VII. Discussion on GMEF Entry Point: Policy	PCW Resource Person
4:45 pm – 5:00 pm	VIII. Question & Answer and General Reminders	CO GAD Secretariat
-End of Day 1-		
DAY 2 (OCTOBER 8, 2025)		
8:00 am – 8:15 am	I. Recap of Day 1	CO GAD Secretariat
8:15 am – 9:00 am	II. Practice Validation for Entry Point: Policy	PCW Resource Person
9:00 am – 10:00 am	III. Discussion on GMEF Entry Point: People	PCW Resource Person
10:00 am – 10:15 am	IV. Health Break	
10:15 am – 11:00 am	V. Question & Answer and Practice Validation for Entry Point: People	PCW Resource Person
11:00 am – 12:00 nn	VI. Discussion on GMEF Entry Point: Enabling Mechanisms	PCW Resource Person
12:00 nn – 1:00 pm	VII. Lunch Break	
1:00 pm – 1:45 pm	VIII. Question & Answer and Practice Validation for	PCW Resource Person

		Entry Point: Enabling Mechanisms	
1:45 pm – 2:45 pm	IX.	Discussion on GME Entry Point: Programs, Projects and, Activities (PPAs)	PCW Resource Person
2:45 pm – 3:30 pm	X.	Question & Answer and Practice Validation for Entry Point: Programs, Projects and, Activities (PPAs)	PCW Resource Person
3:30 pm – 3:45 pm	XI.	Health Break	
3:45 pm – 4:45 pm	XII.	Pointers on the Application of GMEF Tool	PCW Resource Person
4:45 pm – 5:00 pm	XIII.	Question & Answer and General Reminders	CO GAD Secretariat
-End of Day 2-			
DAY 3 (OCTOBER 9, 2025)			
8:00 am – 8:15 am	I.	Recap of Day 2	CO GAD Secretariat
8:15 am – 10:00 am	II.	Simulation Activities: GMEF Assessment and Validation Exercises	PCW Resource Person
10:00 am – 10:15 am	III.	Health Break	
10:15 am – 10:45 am	IV.	Pointers for Conducting and Documenting Focus Group Discussions (FGDs)	CO GAD Secretariat
10:45 am – 11:45 am	V.	Simulation Activities: FGDs and Taking Down Notes	CO GAD Secretariat
11:45 am – 12:00 nn	VI.	Lunch Break	
-End of Program-			

Enclosure C: Inter-Region GMEF Assessment and Validation Plan and FGD Schedules

Time	Program	Responsible
Day 1		
Batch 1 – Oct 13 Batch 2 – Oct 16 Batch 3 – Oct 20		
AM	Travel to Venue	
12:00 nn – 1:00 pm	Lunch	
1:00 pm – 1:10 pm	I. Preliminaries National Anthem Opening Prayer Quality Policy Statement	To be assigned by the Region to be Visited
1:10 pm – 1:20 pm	II. Welcome Remarks	Regional GFPS Chair or its Alternate
1:20 pm – 1:30 pm	III. Statement of Purpose and Objectives	CO GAD Secretariat
1:30 pm – 3:00 pm	GMEF Assessment and Validation Proper Entry Point 1 – Policies Entry Point 2 – People	CO GAD Secretariat, Duly Designated GAD Focal Persons in ROs and/or SDOs, GFPS Chair and/or Members, Assessors and Validators
3:00 pm – 3:15 pm	IV. Health Break	
3:15 pm – 4:45 pm	V. Cont. GMEF Assessment and Validation Proper Entry Point 3 – Enabling Mechanisms Entry Point 4 – Programs, Projects, and Activities (PPAs)	CO GAD Secretariat, Duly Designated GAD Focal Persons in ROs and/or SDOs, GFPS Chair and/or Members, Assessors and Validators
4:45 pm – 5:00 pm	VI. Wrap Up and Reminders <i>Note: Regions may still submit additional MOVs until Day 2 prior to the closing program at 11 am.</i>	CO GAD Secretariat, Duly Designated GAD Focal Persons in ROs and/or SDOs, GFPS Chair and/or Members, Assessors and Validators
Day 2		
Batch 1 – Oct 14 Batch 2 – Oct 17 Batch 3 – Oct 21		
7:30 am – 8:30 am	I. FGD (Cohort 1: Learners)	CO GAD Secretariat and Six (6) Learners
8:30 am – 8:45 am	II. Health Break	
8:45 am – 9:45 am	III. FGD (Cohort 2: School Heads)	CO GAD Secretariat and Six (6) School Heads
9:45 am – 10:00 am	IV. Health Break	
10:00 am – 11:00 am	V. FGD (Cohort 3: SDO GAD Focals)	CO GAD Secretariat and Six (6) SDO GAD Focals
11:00 am – 11:15 am	VI. Health Break	
11:15 am – 11:45 am	VII. Presentation of Agreed Validation Results and Ways Forward	CO GAD Secretariat, Duly Designated GAD Focal Persons in ROs and/or SDOs, GFPS Chair and/or Members, Assessors and Validators
11:45 am – 12:00 nn	VIII. Closing Message	GFPS Chair or its Alternate
12:00 nn – 1:00 pm	Lunch	
1:00 pm onwards	Travel to Residence	

Enclosure D: Selection Criteria for the Target Participants

Target Participants	Selection Criteria
Part I. GMEF Training ❖ CO GAD Secretariat ❖ Duly Designated GAD Focal Persons in ROs/SDOs	Each region shall designate two (2) representatives who shall be trained on GMEF. Subsequently, these representatives shall become the regional focal persons for the conduct of succeeding activities. These two representatives may be the incumbent regional and/or SDO permanent and/or alternate GAD focal persons. Alternatively, the Regional Office may select from the pool of their GAD focals, provided that they meet the following criteria: ✓ Have been trained on GAD topics i.e., basic GAD orientation, GST, GST++, and/or GMEF; and ✓ Have served as GAD focals of their respective offices for a minimum of three years. Kindly refer to Enclosure E for the designation form. The duly accomplished form shall be submitted to CO GAD Secretariat on or before 30 September 2025, through the email address at gfps.secretariat@deped.gov.ph.
Part II. GMEF Assessment and Validation Proper ❖ CO GAD Secretariat ❖ GFPS Chair and Members of the Regions to be Visited ❖ Duly Designated GAD Focal Persons in ROs/SDOs	The regional and/or SDO GAD focal persons to participate in the GMEF assessment and validation proper shall be the same persons who attended the pre-requisite GMEF training and have successfully met the selection criteria above.
Part III. M&E of the GRBE Policy through FGDs ❖ CO GAD Secretariat ❖ SDO GAD Focal Persons (6) ❖ Schools Heads (6) ❖ Learners (6)	The Regional Office shall designate the attendees to the FGDs using the designation form (see Enclosure E). Their selection shall be guided by the following criteria: Cohort 1 – Leaners (total of 6) ✓ Junior or Senior High School Students ✓ Male, female, learners of diverse SOGIESC Cohort 2 – School Heads (total of 6) ✓ Familiar with the GRBE policy;

	✓ Have been trained on GAD topics i.e., basic GAD orientation, GST, GST++, GMEF, GAD Planning and Budgeting (GPB), among others; ✓ Have served as the GFPS Chair of their respective schools for a minimum of three years; and ✓ Heavily involved in the preparation and submission of GPB and GAD Accomplishment Reports (GAR). Cohort 3 – SDO GAD Focal Persons (total of 6) ✓ Familiar with the GRBE policy; ✓ Have been trained on GAD topics i.e., basic GAD orientation, GST, GST++, GMEF, GAD Planning and Budgeting (GPB), among others; ✓ Have served as the GFPS Chair of their respective offices for minimum of three years; and ✓ Heavily involved in the preparation, consolidation, and submission of GPB and GAD Accomplishment Reports (GAR).
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Enclosure E: Designation Form (Deadline for Submission: **September 30, 2025**, via email to CO GAD Secretariat through gfps.secretariat@deped.gov.ph)

The Regional Office _____ hereby designates the following to participate in the conduct of the activities related to the Gender and Development (GAD) Implementation Review:

Part I. GMEF Training (total of 2)

No.	Name	Gender	Position	Office	Email
1					
2					

Part II. GMEF Assessment and Validation Proper (total of 2)

Note: It is required that the **same persons** who will attend the pre-requisite GMEF training shall be designated as the region's representatives to the GMEF Assessment and Validation Proper.

No.	Name	Gender	Position	Office	Email
1					
2					

Part III. M&E of the GRBE Policy through Focus Group Discussions (FGDs)

A. Cohort I – Leaners (total of 6)

No.	Name	Gender	Position	Schools
1				
2				
3				
4				
5				
6				

B. Cohort II – School Heads (total of 6)

No.	Name	Gender	Position	Schools	Email
1					
2					
3					
4					
5					
6					

C. Cohort III – SDO GAD Focal Persons (total of 6)

No.	Name	Gender	Position	Schools	Email
1					
2					
3					

4					
5					
6					

Prepared by:

SIGNATURE OVER PRINTED NAME

Regional GAD Coordinator

Approved by:

SIGNATURE OVER PRINTED NAME

Regional Director