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BY: Kristine Keith Ambatang
SDO TABUK CITY
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Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
Office of the Schools Division Superintendent

17 NOV 2026

DIVISION MEMORANDUM
NO. 533 s., 2026

REITERATION OF THE FINALIZATION OF THE SCHOOLS INPUT FOR THE SUBMISSION OF THE FISCAL YEAR (FY) 2027 DEPARTMENT OF EDUCATION (DEPED) GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET (GPB)

TO: GFPS Members
CID Chief Education Supervisor
SGOD Chief Education Supervisor
Public Schools District Supervisors
Public Elementary and Secondary School Heads
Others Concerned

I. The Schools Division Office reiterates the finalization of school inputs for the submission of the FY 2027 DepEd Gender and Development (GAD) Plan and Budget (GPB) as agreed upon during the Virtual Meeting and TA provision held on November 4, 2026 through Division Memorandum no. 499, s. 2026. The finalization of inputs is extended until November 28, 2026

2. School Heads/ GFPS Focal Persons who have not yet finalized their inputs are advised to accomplish the SDO templates in accordance with DepEd Memorandum (DM-OUHRODI-2026-3601) and pursuant to Section 36 of Republic Act (RA) No. 9710 otherwise known as the Magna Carta of Women (MCW), PCW-DBM-NEDA Joint Memorandum Circular (JMC) No. 2022-01 and POW Memorandum Circular (MC) No. 2026-04 guidelines; specifically to access the link or QR Code; download the Annexes D and E for sample computation and execute the following steps indicated:

Link to the resources: https://bit.ly/3UB9kzV **QR Code:**

a) Replay the SDO TA Provision video if needed
b) Identify gender issues and Gender and Development (GAD) mandates through documented consultations with the necessary stakeholders. Decide on the PPAs that could be implemented to address them (refer to the GAD Templates of PPAs)
c) Determine the Programs, Projects, and Activities (PPAs) that may be implemented to address the identified gender issues and GAD mandates. Please refer to the GAD PPA Templates for guidance.

d) For each PPA selected by the school for implementation, the school is required to accomplish the following:
   i. One (1) Budget Estimate (BE) Form using the downloaded Annex D. The total amount reflected in the form shall be entered in the online Annex D for SDO Tabuk City (BE).
   ii. One (1) Personnel Services (PS) Form, with the total amount entered in the online Annex E for SDO Tabuk City (PS).

3. Schools are directed to maintain printed and duly signed copies of all GAD PPA forms for documentation and reference purposes.

4. As stipulated in PCW-DBM-NEDA JMC No. 2022-01, compliance with the minimum five percent (5%) GAD budget requirement shall be assessed at the agency level and not at the constituent-unit level (e.g., regional offices, schools division offices, and schools). Consequently, the **GAD budget of a Schools Division Office or a school may be less than five percent (5%) of its total annual budget allocation**, provided that the Central Office (CO) ensures that the Department, as a whole, meets the minimum five percent (5%) GAD budget requirement based on its total budget appropriations.

5. Item 4 of DepEd Order No. 63, s. 2012, otherwise known as the Guidelines on the Preparation of Gender and Development (GAD) Plans, Utilization of GAD Budgets, and Submission of Accomplishment Reports, emphasizes that **the GAD budget is neither an additional allocation nor a separate five percent (5%) set aside from the agency's total budget appropriations**. Rather, the annual GAD budget shall be determined based on approved gender-responsive and gender transformative programs, projects, and activities (PPAs) that address identified gender issues and are informed by relevant research and gender analysis.

6. The schools called to finalize their inputs issuance for full reference. For further clarification on this matter, you may contact the Division GFPS GAD Coordinator Doddie Marie L. Duclan through email address doddiemarie.duclan@deped.gov,ph or Mobile Number 09156185054.

7 Immediate dissemination and compliance with this Memorandum are directed.

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OIC - Schools Division Superintendent

cid/gad//dmld/2027GPB_Nov-17-26