



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF NORTHERN SAMAR

February 11, 2025

DIVISION MEMORANDUM

No. 057, s. 2025

RECONSTITUTION AND SUBMISSION OF THE SCHOOL GENDER AND DEVELOPMENT FOCAL POINT SYSTEM (GFPS)

To: Assistant Schools Division Superintendent
 Schools Governance and Operations Division Chief
 Curriculum and Implementation Division Chief
 Education Program Supervisors
 Public Schools District Supervisors/Principals In-Charge
 Public Elementary and Secondary School Heads
 School GAD Focal Point System
 All Others Concerned

1. In compliance with DepEd Order No. 32, 2017 or the Gender-Responsive Basic Education and DepEd Order No. 27, s. 2013 or the Establishment of the Gender and Development Focal Point System (GFPS), this Office requests all public elementary and secondary schools to submit their respective reconstituted School Gender and Development Focal Point System (GFPS).

2. The composition of the School GFPS shall be as follows:

GFPS Head	Principal or School Head
Members	Department Head/Learning Area Coordinator Two designated Master Teachers (MTs) or Senior Teachers (in terms of position) Guidance Counselor/Designate Designated Finance Personnel (accountant, disbursing officer or equivalent)
Secretariat and M&E Committee	School/District/Cluster Non-teaching personnel (Project Development Officer or Administrative Officer)

a. The tasks and functions of the members of the School 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;

- b. 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;
- c. 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 GPS, to be charged to the five percent GAD budget of the region/ division and school; and
- d. All GAD plans containing projects, programs and activities shall be part of the Work and Financial Plans (WFP), Annual Implementation Plan (AIP), Annual Procurement Plan (APP), and the 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.

2. The functions of the School 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;
- d. implement advocacy activities, including the development of information, education and communication materials to ensure consciousness-building and generating support for GAD;
- e. identify gender issues arising from gender analysis and audit to serve as basis for determining PPAs in the GAD Plan;
- f. prepare GAD plans and budgets and accomplishment reports and ensure their timely submission to the District GAD Focal Person for consolidation at the Schools Division Office
- g. ensure the effective and efficient implementation of the GAD Plan and PPAs and the judicious utilization of the GAD budget;

