



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region III  
**DIVISION OF CITY SCHOOLS**  
City of San Jose del Monte



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July 21, 2017

Division Memorandum  
No. 118, s. 2017

To: Division GAD Focal Point System Team Members  
All Others Concerned

**CRAFTING DIVISION GAD POLICIES AND DIVISION GAD ASSESSMENT TOOLS**

1. The Division GFPS will conduct a workshop on the Crafting of Division GAD policies and GAD assessment tools to regulate GAD division and schools activities and to *measure effectiveness of their GAD Plan and Budget, on July 25 - 26, current; at San Rafael (BBH) Elementary School, CSJDM.*
2. The participants to this activity are the members of the Division GFPS Team.
3. Attached are Enclosure No. 1- Training Matrix and No. 2 – List of Participants
4. Immediate and wide dissemination of the contents of this memorandum is desired.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent

DATE/TOPIC	ACTIVITY/TOPIC	FACILITATOR
<b>Day 1 – July 25</b>		
8:00AM – 8:30AM	Opening Program	<b>Ma. Felisa Camino</b>
8:30AM – 9:30AM	Statement of Purpose and Orientation on the Crafting of Division GAD Policies and GAD Assessment Tools	<b>SDS Germelina H. Pascual, CESO V</b>
9:30AM – 9:50AM	<b>HEALTH BREAK</b>	
9:50AM – 12:00NN	Crafting of Evaluation Tool for GAD Organizational Culture	<b>PSDS Dolores M. Lavilla</b>
12:00NN – 1:00PM	<b>LUNCHBREAK</b>	
1:00PM – 5:00PM	Crafting of Division GAD Assessment Tools	<b>SEPS Robesa R. Hilario</b>
<b>Day 2 – July 26</b>		
8:00AM – 12:00NN	Workshop on Division GAD Policies	<b>ASDS Maria Carmen P. Cuenco</b>
12:00NN – 1:00PM	<b>LUNCHBREAK</b>	
1:00PM – 4:00PM	Presentation of Outputs	<b>Chief Rolando T. Sotelo</b>
4:00PM – 5:00PM	Closing Program	<b>SEPS Manuel P. Dela Cruz</b>

Prepared:

  
**DOLORES M. LAVILLA**  
 PSDS-Division GAD Focal Person

Approved:

  
**MARIA CARMEN P. CUENCO, ED.D.**  
 ASDS – GAD TWG Chair

### LIST OF PARTICIPANTS

#### Division GFPS

1. SDS Germelina H. Pascual - GFPS Head/Chairperson
2. ASDS Maria Carmen P. Cuenco – TWG Head
3. Chief Rolando T. Sotelo – CID Chief
4. PSDS Dolores M. Lavilla – Division GAD Focal/Coordinator
5. Ma. Jima T. Cadiz – Administrative V for (Admin. Services)
6. Orlando D. Gonzales – Administrative V (for Finance)
7. Manuel P. De la Cruz – SEPS for HRD
8. Robesa R. Hilario – SEPS for School M & E
9. Felisa C. Camino – Planning Officer
10. Ruby M. Cagadas – Secretariat