

Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

DIVISION MEMORANDUM

ADM-2025- 006

To: **KYM CLYDE H. MORO**
Education Program Specialist II

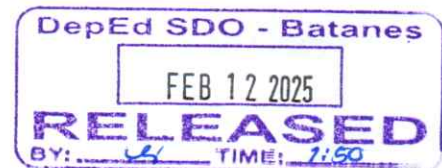
From: **ALFREDO B. GUMARU JR. EdD, CESO V**
Schools Division Superintendent

Date: February 10, 2025

Subject: **DESIGNATION AS GENDER AND DEVELOPMENT (GAD)
FOCAL PERSON**

1. In the exigency of the service and in addition to your function as Education Program Specialist II for the Human Resource Development (HRD), you are hereby designated as the **Gender and Development (GAD) Focal Person**, but without additional remuneration.
2. This designation carries with it the authority and responsibilities stated below:
 - Lead the incorporation of gender perspective into policies, plans, and programs.
 - Ensure that GAD-related policies and plans are implemented effectively.
 - Prepare and submit reports on the implementation of GAD programs and activities.
 - Offer technical assistance to other units or offices on gender mainstreaming
 - Set up system to generate, process and update sex-disaggregated data
 - Lead the preparation of GAD plan and budget
 - Establish and maintain connections with other agencies and organizations that work on gender and development
 - Promote the participation of women in development planning
 - Provide advice on gender perspectives in all aspects of work
3. This Order remains in effect until rescinded.
4. Please be guided accordingly.

OSDS/abgj/ebe



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