



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF LANA DEL NORTE

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RECORDS SECTION 19195	
RELEASED	
23 JUN 2025	9:35
DATE	TIME
BY	

JUNE 22, 2026

DIVISION MEMORANDUM
NO. 303, s. 2026

**INTEGRATION OF HARMONIZED GENDER AND DEVELOPMENT
GUIDELINES (HGDG) IN CRAFTING GENDER SENSITIVE
COLLECTIVE ACTIVITY PROPOSAL (CAP)**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
CID Personnel
OSDS Personnel
SGOD Personnel
Public Schools District Supervisors
Coordinating Principals/District Incharge
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. In line with implementation of the Gender and Development Program (GAD) Program of the Division, this Office informs the concerned personnel especially the Program Holders and School Heads to adhere the integration of the Harmonized Gender and Development Guidelines (HGDG) in crafting gender sensitive Collective Activity Proposal (CAP) formerly Project Proposal starting CY 2026-onwards.
2. Attached are the samples of HGDG Checklist, Interpretation of GAD scores and Collective Activity Proposal (CAP) Format which can be found also in NQMS- Procedures and Work Instructions Manual (PAWIN). Soft copies of these forms can be accessed thru this link <http://bit.ly/4xMyvOI> for guidance and reference.
3. Immediate dissemination of and strict compliance with this Memorandum is desired.

EDWIN R. MARIBOJOC, CESO V
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:
GENDER & DEVELOPMENT PROGRAM DIVISION MEMO
EPS/MANGINSAY/Division Memorandum – Harmonized Gender and Development Guidelines (HGDG) Based
Collective Activity Proposal (CAP)



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Doc. Ref. Code	SDO-OSDS-F001	Rev	01
Effectivity	3.2.26	Page	1 of 2

SAMPLE ONLY

Name of Activity/Project/Program:
**Capacity Building for Division Federated
 Officers**

Name of School/Office/Division: **Lanao
 del Norte**

Box 7a. Generic Checklist

Element and item/question (col. 1)	Done			Score * for an item/ element* (col. 3)	Remarks/MOVs/Actions Taken
	No (2a)	Partly (2b)	Yes (2c)		
1.0 Involvement of women and men (max score: 2; for each item, 1)					
1.1. Participation of women and men in beneficiary groups in problem identification (possible score: 0, 0.5, 1.0) >				0	It was not stated as to the number of male and female participants in the target participants (A.4).
1.2. Participation of women and men in beneficiary groups in project design(possible scores: 0, 0.5, 1.0) >			yes	1	Very evident in the expected output (A.7) - 100% of SDO employees
2.0. Collection of sex-disaggregated data and gender- related information (possible scores: 0, 1.0, 2.0) >		partly		1	No exact number of male and female employees (A.4)
3.0. Conduct of gender analysis and identification of gender issues (max score: 2; for each item, 1)			yes	2	Evident in the activity rationale (A.5)
3.1. Analysis of gender gaps and inequalities related to gender roles, perspectives and needs, or access to and control of resources (possible scores: 0, 0.5, 1.0) >			yes	1	Evident in the activity rationale (A.5)
3.2. Analysis of constraints and opportunities related to women and men's participation in the project (possible scores: 0, 0.5, 1.0) >		partly		0.5	Based on the objectives (A.6)
TOTAL GAD SCORE – PROJECT IDENTIFICATION STAGE				5.5	
4.0 Gender equality goals, outcomes and outputs (possible scores: 0, 1.0, 2.0) Does the project have clearly stated gender equality goals, objectives, outcomes or outputs? >		partly		1	Men are not rewarded as seen in A.8-Methodology

5.0. Matching of strategies with gender issues (possible scores: 0, 1.0, 2.0) Do the strategies and activities match the gender issues and gender equality goals identified? >			yes	2	
6.0. Gender analysis of likely impact of the project (max score: 2; for each item or question, 0.67)			yes	2	
6.1. Are women and girl children among the direct or indirect beneficiaries? (possible scores: 0, 0.33, 0.67) >		partly		0.33	No girl children mentioned in any part of the proposal.
6.2. Has the project considered its long-term impact on women's socioeconomic status and empowerment? (possible scores: 0, 0.33, 0.67) >		partly		0.33	
6.3. Has the project included strategies for avoiding or minimizing negative impact on women's status and welfare? (possible scores: 0, 0.33, 0.67) >			yes	0.67	
7.0 Monitoring targets and indicators (possible scores: 0, 1.0, 2.0) Does the project include gender equality targets and indicators to measure gender equality outputs and outcomes? >		partly		1	only women are awarded
8.0. Sex-disaggregated database requirement (possible scores: 0, 1.0, 2.0) Does the project M&E system require the collection of sex-disaggregated data? >				0	not evident, the rationale must indicate the specific number
9.0. Resources (max score: 2; for each question, 1.0)					
9.1. Is the project's budget allotment sufficient for gender equality promotion or integration? OR, will the project tap counterpart funds from LGUs/partners for its GAD efforts (possible scores: 0, 0.5, 1.0) >		partly		0.5	not sufficient for all participants

9.2. Does the project have the expertise in promoting gender equality and women's empowerment? OR, does the project commit itself to investing project staff time in building capacities within the project to integrate GAD or promote gender equality? (possible scores: 0, 0.33, 0.67) >		partly		0.33	
10.0 Relationship with the agency's GAD efforts (maximum score: 2; for each question or item, 0.67)					
10.1 Will the project build on or strengthen the Agency's commitment to the empowerment of women? (possible scores: 0, 0.33, 0.67) IF THE AGENCY HAD NO GAD PLAN: Will the project help in the formulation of the implementing agency's GAD plan?			yes	0.67	Very evident in the Rationale (A.5)
10.2. Will the project build on the initiatives of actions of other organizations in the area? (possible scores: 0, 0.33, 0.67) >		partly		0.33	
10.3. Does the project have an exit plan that will ensure the sustainability of GAD efforts and benefits? (possible scores: 0, 0.33, 0.67) >		partly		0.33	Sustainability was not clearly stated.
TOTAL GAD SCORE – PROJECT DESIGN STAGE				9.49	Proposed project is gender sensitive. (Proposal passes the GAD test.)

Annual Budget Program:

Annual Budget Program:
TOTAL GAD SCORE - PROJECT IDENTIFICATION 5.5
AL GAD SCORE - PROJECT DESIGN ST 9.49
TOTAL GAD SCORE 14.99

Annual Budget of the Program:

200,000.00 Formula

% of Annual Program Budget
Attributable to GAD

63.50%

(HGDG Score/ Total HGDG Points) x 100%

Attributable Amount to GAD

127000

% of Annual Program Budget Attributable to
GAD x Annual Program Budget

For Element 2.0, "partly yes" means some information has been classified by sex but may not be key to helping identify key gender issues that a planned project must address. In contrast, a full "yes" implies that qualitative and quantitative data are cited in the analysis of the development issue or project.

For Element 3.0, a "partly yes" to Item 3.1 means a superficial or partial analysis has been done by focusing on only one or two of the concerns (gender roles, needs, perspectives, or access to and control of resources)

a "partly yes" to Item 3.2 means an analysis of either constraints or opportunities, instead of both, or an analysis of constraints and opportunities only by women or by men, has been done.

For Element 4.0, "partly yes" means having a gender equality statement incorporated in any of the following levels: goal, purpose, or output, A full "yes" requires the integration of gender equality in at least two of the three levels.

For Element 5.0, "partly yes" means having gender equality strategies or activities but no stated gender issues that will match the activities, A full "yes" requires an identified gender issue and activities seeking to address this issue.

For Element 6.0, a "partly yes" to Item 6.1 means women or girls comprise less than a third of the project's indirect or direct beneficiaries; Item 6.2 means the project focuses on affecting socioeconomic status with no consideration of women's empowerment; Item 6.3 means mitigating strategies deal only with minimizing negative impact on welfare, with no regard for status. A full "yes" to an item under Element 6.0 means women or girls constitute at least a third of the project beneficiaries (Item 6.1), the project will impact on both material condition and status (6.2), and the project seeks to minimize negative impact on women's status as well as welfare (6.3). >

For Element 7.0, "partly yes" means the project monitoring plan includes indicators that are sex-disaggregated but no qualitative indicator of empowerment or status change.

For Element 8.0, "partly yes" means the project requires the collection of some sex-disaggregated data or information, but not all the information will track the gender-differentiated effects of the project. A full "yes" means all sex-disaggregated data and qualitative information will be collected to help monitor the GAD outcomes and outputs.

For Element 9.0, "partly yes" means there is a budget for GAD-related activities but not sufficient to ensure that the project will address relevant gender issues (9.1), or to build GAD capacities among project staff or the project agency or to tap external GAD expertise (9.2).

For Element 10.0, a "partly yes" response to Item 10.1 means there is a mention of the agency's GAD plan but no direct connection is made to incorporate the project's GAD efforts into the plan; Item 10.2 means there is a mention of other GAD initiatives in the project coverage but no indication of how the project will build on these initiatives; Item 10.3 means the project has a sustainability plan for its GAD efforts but no mention is made of how these may be institutionalized within the implementing agency or its partners.

Interpretation of GAD Scores

In HGDG Handbook		In JC No. 2012-01	
0 -3.9	GAD is invisible in the project (Proposal to be returned).	Below 4.0	GAD is invisible in the project (Proposal to be returned).
4.0 -7.9	Proposed project has promising GAD prospects (proposal earns a "conditional pass," pending identification of gender issues and strategies and activities to address these, and inclusion of the collection of sex-disaggregated data in the monitoring and evaluation plan).	4.0 - 7.9	Proposed project has promising GAD prospects ("conditional pass")
8.0 - 14.9	Proposed project is Gender-sensitive (proposal passes the GAD test).	8.0 - 14.9	
15.0 -20.0	Proposed project is Gender-responsive (proponent is commended).	15.0 - 19.9	Proposed project is Gender-responsive
		20.0	Fully gender-responsive

Formula for the budget attributable to GAD:

Score/20 x 100

*provided that the program obtained a score of 4 or higher



Republic of the Philippines
Department of Education
NAME OF STRAND/REGION/SDO/SCHOOL

Organizational and Professional Development for Non-Teaching Personnel (OPDntp)
COLLECTIVE ACTIVITY PROPOSAL FOR FY <year>

PROPOSER OFFICE: <i>(Please indicate the Complete Office Title (Division, Strand), Program Manager/Focal and contact no.)</i>
PROGRAM NAME: <i>(Program Area wherein the Activities are included)</i>
AMOUNT REQUESTED: <i>(Total Amount of the all the proposed activities of the Program charged to OPDntp fund)</i>
I. RATIONALE: <i>Briefly state your office mandate and its need to implement Organizational and Professional Development for Non-Teaching Personnel (OPDntp) programs, activities, and projects.</i>

II. PROPOSED OPDntp ACTIVITIES FOR FY 2021 <i>*Note: Arrange the order of your activities from most priority to least priority</i>	
A. (Title of Activity) <i>(The title should clearly state the type of activity. Is it a project, training, workshop, meeting, etc.?)</i> <i>E.g. Training on Technical Presentation and Activity Facilitation Skills</i>	
A.1. Date of Conduct: <i>Indicate the dates of the activity from first to last day. For one-day activity, include time duration.</i> <i>E.g. January 7-10, 2020</i>	A.2. Duration of Activity: <i>Indicate the number of full days or number of hours for less than one-day activity.</i> <i>E.g. Three full days</i>
A.3. Venue/Platform: <i>Indicate preferred city and province.</i> <i>E.g. Tagaytay City, Cavite</i> <i>Or the Platform to be used for online activity</i> <i>E.g. Zoom, MSTeams, google meet</i>	A.4. Target Participants: <i>Specify the nature and total number of participants, Facilitators, RPs.</i> <i>E.g.</i> <i>40 Administrative Technical Staff of BHRD; 2 Resource Persons</i>
A.5. Activity Rationale: <i>-Why the need to conduct the activity??</i> <i>-How does the activity advance /support the office or organization's priorities (based on Strategic Reform Agenda, Thrusts and Directions, etc.</i> <i>-What identified operational and learning needs will the activity address?</i> <i>- What are the desired results of this activity/project?</i>	
A.6. Objective: <i>- State the general goal of the activity and the specific objectives that are stated with SMART indicators (Specific, Measurable w/Measurement, Achievable, Relevant, Time-Oriented).</i> <i>E.g.</i> <i>This three-day training aims to provide appropriate knowledge, skills, and attitude for the participants to be able to:</i> <i>1. Discuss....</i>	



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2. Identify...
3. Demonstrate....

A.7. Expected Output:

- Outputs are those results which are achieved immediately after implementing an activity. This may be reflected on the activity documentation report and activity evaluation report.

E.g. Manual on...

A.8. Methodology:

- State how the activity will run with the given design. (Time, Activities, Responsible Persons, Method)

A.9. Resource Requirement

- Workforce needed (who will serve as secretariat, facilitator, program manager, documenter, Resource Persons, etc)
- Materials needed
- Logistical Requirements

A.10. Budgetary Requirement

Batch	No. of Pax	EXPENSES				TOTAL
		Supplies	Travel	Honor-arium	Contingency	

- input as indicated in your draft Expenditure Matrix
- you may delete expenses column that are not applicable or change to applicable expense (eg. expenses: Board and lodging, communication expenses, supplies, etc.)

B. (Title of Activity)

B.1. Date of Conduct:

B.2. Duration of Activity:

B.3. Venue/Platform:

B.4. Target Participants:

B.5. Activity Rationale:

B.6. Objective:

B.7. Expected Output:

B.8. Methodology:

B.9. Resource Requirement

B.10. Budgetary Requirement

Batch	No. of Pax	EXPENSES				TOTAL
		Supplies	Travel	Honor-arium	Contingency	

*Add columns for additional activities



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Prepared by: _____ Program Holder Date: _____	Recommending Approval: _____ Head of Different Section Date: _____
Availability of Funds: _____ Accountant III Date: _____	Allotment Available: _____ Budget Officer, Finance Division Date: _____
Approved by; EDWIN R. MARIBOJOC, CESO V Schools Division Superintendent	



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