



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

May 18, 2022

DIVISION MEMORANDUM

No. 98, s. 2022

**GENDER AND DEVELOPMENT TRAINING CUM CAPABILITY BUILDING
FOR PRINCIPALS, ASSISTANT PRINCIPALS, HEAD TEACHERS
AND EXECOM MEMBERS**

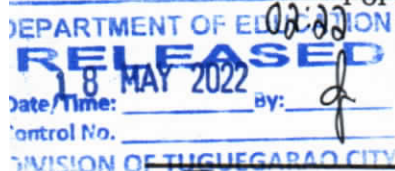
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office through the School Governance and Operations Division - Human Resource Development Unit shall be conducting *Gender and Development Training cum Capability Building for Principals, Assistant Principals, Head Teachers and Execom Members* on May 22-25, 2022 at Laguna and Quezon Province.
2. With the theme, "*Coming Together for Growth and Development*", the activity is geared to develop gender-fair core values of the organization to achieve team spirit, respect for human dignity, equality and non-discrimination. Further, to fulfill the mandates of Magna Carta for Women (R.A. 9710) and Violence Against Women (R.A. 9262), the training specifically promotes empowerment through deeper understanding of gender, sexuality, health and human right issues.
3. Enclosed are the Travel Itinerary, General Guidelines & Standards, Working Committees, and Group & Van Assignment for reference.
4. Participants shall be granted Compensatory Time Off (CTO) on May 22, 2022, *Sunday*.
5. Expenses incurred during the conduct of the activity shall be charged to MOOE subject to the usual accounting and auditing rules and regulations.
6. For information, guidance and strict compliance.

REYNANTE Z. CALIGUIRAN
Schools Division Superintendent

For and by the Authority of the Schools Division Superintendent:

GINA M. DURIAN
Chief Education Supervisor



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Encls: as stated
Reference:
To be indicated in the Perpetual Index
under the following subjects:
GAD TRAINING

SGOD/GMD/HRD

SGOD - 5-26



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Enclosure A: Travel Itinerary

DATE	TIME	VENUE	ACTIVITY
May 22, 2022	8:30 AM	Cagayan NHS	Assembly time/Departure
	9:AM-10:00PM	Tuguegarao to Calamba, Laguna	Travel time
May 23, 2022	8:00-8:30 AM	Still in Laguna	Breakfast
	9:00 - 9:30 AM		Preliminaries
	9:30 - 10:00 AM		Session1: <i>Spiritual Development</i> (Estela S. Cabaro & Cora M. Pattaguan)
	10:00 - 11:00 AM		Session 2: <i>Breast Cancer and HIV Awareness</i> (Cleofe Mary Jane D. Torres, MD)
	12:00 NN		Lunch
	1:00-5:00 PM	Laguna to Quezon Province	Educational Tour to Historical and Cultural Places -Villa Escudero Plantations and Resort -Sunshine Farm - Hand of Jesus Shrine
	5:00-6:00 PM	Quezon to Laguna	Travel time
May 24, 2022	8:00-8:30AM	Still in Laguna	Early Breakfast
	9:00 - 9:30 AM		Preliminaries
	9:30 - 10:00 AM		Session 3: <i>Violence Against Women and their Children</i> (Atty. Jeremy Maramag)
	10:00 - 11:00 AM		Session 4: <i>Tuberculosis and Hepatitis Awareness and Prevention</i> (Cleofe Mary Jane D. Torres, MD)
	12:00 NN		Lunch time
	1:00-5:00 PM		Educational Tour to Historical, Cultural Places in Laguna -Museo ng Santa Rosa - Enchanted Kingdom
	5:00-6:00 PM		Travel time
May 25, 2022	6:00 AM-7:00 PM	Laguna to Tuguegarao	Travel Time
	12:00 NN	Nueva Vizcaya	Lunchtime
	12:00 NN-7:00 PM	Nueva Vizcaya-Tuguegarao	Travel time
	7:00 PM	Home Sweet Home	Arrival



Enclosure B: General Guidelines Standards, Working Committees and Van Seating Assignment

I. General Guidelines and Standards

1. The training is a blend of indoor and outdoor activities.
2. Every participant is expected to provide his/her own personal needs.
3. The wearing of appropriate attire in the activities is encouraged.
4. Everyone is expected to be responsible enough in taking and posting photos and videos in social media sites.
5. Bring vaccination card, face masks, alcohol and maintenance medicines.
6. Strictly adhere to existing health and safety protocols in the entire conduct of the activity.
7. Always bear in mind to practice the gender-fair core messages and values of the organization throughout the training to achieve team spirit, respect for human dignity, equality and non-discrimination.

II. Working Committees

1. *Overall Program Manager* - Gina M. Durian
2. *Transportation, Itinerary, Registration and Communication* } Jane Marie D. Pagulayan
Kristine G. Lappay
3. *Accommodation and Logistics* – Jane Marie D. Pagulayan, Flor Marie Turingan & Jovy Claire V. Tungcul
4. *Documentation and Tarpaulin Layout* – Jayson Joseph T. Babaran
5. *Management of Learning* – Jay Loren P. Tabugay, Rocky Banatao
6. *Health and Safety* – Dr. Cleofe Mary Jane Torres, Dr. Jennifer Tuliao



III. Van Seating Assignment

Group & Van No.	Participants
1	Rizalina B. Tuliao (<i>Team Leader</i>) Grace S. Hermenegildo Janette M. Dulin Analiza E. Talattad Sherwin T. Simangan Myrna B. Turingan Jay Loren C. Tabugay Donald P. Gabriel Rocky T. Banatao
2	Evangeline M. Palejo (<i>Team Leader</i>) Grace M. Nacman Milagros B. Quizzagan Jannette T. Saquing Ophilia M. Pasicolan Vincent S. Sto.Thomas Carmen A. Acain Grace T. Macabbad Marilen M. Tappa Salvacion V. Ramos
3	Jonalyn D. Callueng (<i>Team Leader</i>) Angel B. Guiquing Jr. Antonina B. Soriano Marlo T. Melad Corazon B. Addatu Nonito C. Mora Susan A. Pagulayan Junar T. Datul Eduardo C. Dela Rosa Emma S. Barsabal
4	Emely P. Tango (<i>Team Leader</i>) Josephine C. Ballad Gloria C. Luz Melba M. Diego Edmund C. Caronan Victor F. Taccad Analyn A. Quilang Pilar A. Tumanguil Cleofa P. Laureta Marcelino B. Madino
5	Elpidio D. Mabasa (<i>Team Leader</i>) Rebecca P. Cumigad Marilou D. Desiderio Vilma C. Narag Grace M. Mabasa Neil R. Cumigad Joaquina L. Birung George Jr. B. Andal Sharon B. Catajay
6	Reynante Z. Caliguiran (<i>Team Leader</i>) Marites L. Llanes Ventura R. Durian Jeremy Jones B. Maramag Cleofe Mary Jane D. Torres Gina M. Durian Estela S. Cabaro Cora M. Pattaguan
7	Jane Marie Pagulayan (<i>Team Leader</i>) Kristine G. Lappay Jayson Joseph L. Babaran Jovy Claire V. Tungcul Flor Marie D. Turingan Jennifer F. Tuliao



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