



Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

Office of the Schools Division  
Superintendent

June 22, 2022

**DIVISION MEMORANDUM**

No. 347 s. 2022

**SEMINAR WORKSHOP (PLANNING, PROGRAMMING AND BUDGETTING  
ACTIVITY) FOR ALL THE DIVISION GENDER AND DEVELOPMENT (GAD)  
-TWG FOR CY 2022 ( 3<sup>rd</sup> and 4<sup>th</sup> Quarter )**

To: ALL Division Gender and Development – Technical Working Group  
( GAD-TWG)  
This Division

1. Please be informed that the Seminar Workshop (Planning, Programming and Budgeting Activity) for All the Division Gender and Development (GAD)-Technical Working Group (TWG) for CY 2022 will be on July 21-22, 2022 at Dreamland Resort, Libertad, Misamis Oriental.
2. Participants shall bring their laptops, internet device and extension wires for the workshop.
3. Travelling and other incidental expenses of the participants shall be charged against Division Gender and Development Funds Local Funds subject to the usual accounting and auditing rules and procedures.
4. Wide dissemination with this Memorandum is directed.

**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent

To be indicated in the Perpetual Index  
under the following subjects:

COMMUNICATIONS      PROGRAMS  
POLICY                      PROJECTS  
SCHOOLS

SGOD, SMN- CATHY



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000  
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)  
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**DEPED MISAMIS ORIENTAL DIVISION**  
**GENDER AND DEVELOPMENT WORKING COMMITTEES**  
**CY 2022**

<b>COMMITTEES</b>	<b>PERSONNEL INVOLVED</b>	<b>TASKS</b>
Overall Head, TWG	<p><b>Chairman :</b> CATHERINE ANNE S. BALANAY</p> <p><b>Members:</b> AZUNCION RAFOLS VEVIAN T. TUASON MARY BERNADETH ROMEA</p>	<p>Prepares the following documents relative to the conduct of the activity:</p> <ul style="list-style-type: none"> <li>a. Training Design</li> <li>b. Activity Design</li> <li>c. Prepares terminal reports of the Activity</li> <li>d. Troubleshoots problem areas</li> </ul>
Program and Invitation	<p><b>Chairman :</b> EMAN A. LACHICA</p> <p><b>Members:</b> MARK LLOREN TEJANO ELMAR G. ANOC</p> <p>NIÑOJOMAR S. CABLAY</p>	<ul style="list-style-type: none"> <li>a. Prepares the Opening and Closing Program</li> <li>b. Coordinates with the Registration Committee on the number of participants</li> <li>c. Invites resource persons and delivers letters of invitation to the concerned persons</li> </ul>
Venue and Registration	<p><b>Chairman :</b> ELEONOR P. CRUZ</p> <p><b>Members:</b> EVA DELA PEÑA MARY KHONI V. LAO JULIETA BORLADO MARISAA FAYE JADAP CINDY KARL DELA PEÑA</p>	<ul style="list-style-type: none"> <li>a. Ensures that all participants are registered</li> <li>b. Prepares Registration Form</li> <li>c. Submits attendance to the overall TWG</li> <li>d. Arrangement of the Venue</li> <li>e. Ensures that the food will be served on time</li> </ul>
Transportation	<p><b>Chairman :</b> FELLY QUEZON</p> <p><b>Members:</b> JENNIFER ARIASA RALPH PAGARA MICHELLE MIGABON</p>	<ul style="list-style-type: none"> <li>a. Ensures the availability of transportation for all the participants</li> </ul>

<p>Decoration / Lay for the Speakers</p>	<p><b>Chairman :</b> CHERYL D. UBALDE</p> <p><b>Member:</b> MERCY AGUILAR</p>	<p>a. Responsible for the decoration of the venue.</p> <p>b. Ensures that the venue is conducive for the training/ seminar</p>
<p>Documentation / Sound System / Technical Support</p>	<p><b>Chairman:</b> IRISH KARYLLE D.MONTE</p> <p><b>Members:</b> FREDDIEJUN DELIG KARL NORIGA</p>	<p>a. Documents the proceedings of the Opening program, break out sessions and closing program</p> <p>b. Takes charge of the sound system, projector, laptops, and other related functions</p> <p>c. Takes charge of the sound system, projector, laptop and other related functions</p>
<p>Awards / Token / Certificates</p>	<p><b>Chairman :</b> LILIAN B. SALAN</p> <p><b>Members:</b> ARLENE C. VALMORES CARMEN LOURDES MADRID</p>	<p>a. Prepares the Certificate of Participation, Recognition and Token for the Speakers</p>
<p>Advisers</p>	<p>JONATHAN S. DELA PEÑA, PhD</p> <p>ERLINDA G. DAEL, PhD</p> <p>MARIA TERESA ABSIN, PhD</p> <p>CYDEL P. VALMORES, PhD</p> <p>RHODORA L. GALLARES, PhD</p> <p>ATTY. CHRISTOPHER PASCO</p>	<p>a. To provide guidance and advice relating to the conduct of all the Division Gender and Development (GAD) activities.</p> <p>b. To perform a range of support to assist the GAD- Technical Working Group of the Division Office</p>





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**DIVISION TWG- GENDER AND DEVELOPMENT (GAD) SEMINAR TRAINING  
WORKSHOP (PLANNING, PROGRAMMING AND BUDGETTING ACTIVITY)**

**TRAINING MATRIX**

July 21-22, 2022  
Dreamland, Libertad, Misamis Oriental

<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON IN-CHARGE</b>
Day 1 8:00am – 9:30am	Travel Time ( Van )	Ms Felly Quezon Ms Michelle Migabon
9:30am- 10:00am	Registration	Ms. Eva Dela Peña Carmen Lourdes Madrid
10:00am – 10:30am	Preliminaries: - Invocation - National Anthem - Welcome Remarks  - Statement of Purpose  - Message	Dr. Erlinda G. Dael, PhD., CESE OIC Asst. Schools Div. Superintendent  Dr. Maria Teresa M. Absin, PhD. Chief, SGOD  Jonathan S. Dela Peña, PhD.,CESO V Schools Division Superintendent
10:30am- 12:00nn	EVALUATION / GIVING OF FEEDBACK FROM THE PREVIOUS GAD-ACTIVITY  PROVISION OF TECHNICAL ASSISTANCE / FOR IMPROVEMENT  PRESENTATION OF THE ANNUAL GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET FY 2022	Catherine Anne S. Balanay OIC – SEPS / Division GAD Focal Person
12: 00 – 1:00pm	LUNCH BREAK	



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1:00-4:00pm	<p>Groupings per Committee (Planning for the Upcoming GAD-Lakbay-aral at Dapitan City )</p> <ul style="list-style-type: none"><li>a. Program and Invitation</li><li>b. Venue and Registration</li><li>c. Transportation</li><li>d. Decoration / Tarpaulin / Lays for the Speakers</li><li>e. Documentation / Sound System / Technical Support</li><li>f. Awards/ Token / Certificates</li><li>g. Overall Head -TWG</li></ul>	
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<b>TIME</b>	<b>ACTIVITY</b>	<b>PERSON IN-CHARGE</b>
Day 2		
6:00am – 8:00 am	Breakfast	
8:00 am – 12:00nn	Presentation of Output / Planned Activities per Committee	
<b>12:00nn – 1:00 pm</b>	<b>LUNCH BREAK</b>	
1:00pm- 3:00pm	Open Forum  Technical Assistance from the Advisers	
3:00 pm	Closing Remarks	Cydel P. Valmores OIC- Chief - CID

**NIÑOJOMAR S. CABLAY**  
Host



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