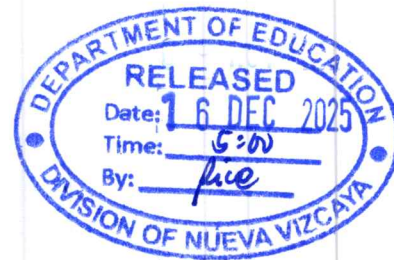




Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA



16 December 2025

DIVISION MEMORANDUM
No. 581 , s. 2025

DIVISION ONLINE ORIENTATION-WORKSHOP ON THE HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDG) SCORING AND GAD ATTRIBUTION

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Education Program Supervisors
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All others concerned

1. Relative to the conduct of RM 431, s. 2025 on the Midyear Review of the 2025 GAD Plan and Budget cum GAD Audit and GFPS Midyear Conference, this Office announces the conduct of the Division Online Orientation-Workshop on the Harmonized Gender and Development Guidelines (HGDG) Scoring and GAD Attribution on December 17, 2025 at 9:00 AM via Zoom. The link to be sent at 8:30 AM.
2. Each school must have two representatives preferably the GAD Focal Point System (GFPS) head or the GAD coordinator, and one finance staff who is member of the GFPS.
3. The following documents are needed for the workshop:
 - a. One sample of accomplished GAD training attendance / registration sheet
 - b. One sample conducted program with GAD-related topics on anti-bullying, Women's Month celebration, 18-day campaign against VAW, and the like.
 - c. Profile of school employees following the sample in Enclosure 1.
4. For information, guidance, and compliance.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
12-2025-807 

Encl.: As stated
References: RM 431, s. 2025
To be indicated in the Perpetual Index
under the following subjects:

TRAINING
GAD



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Enclosure 1 to DM 581, s. 2025 (*Division Online Orientation-Workshop On The Harmonized Gender And Development Guidelines (HGDG) Scoring And Gad Attribution*)

Sample School Profile

Position	Gender		TOTAL	Salary Grade	Monthly Salary	Hourly Rate (monthly rate/22)/8	Number of GAD Hours	Computed Attribution
	Male	Female						
Teacher I	2	4	6	11	30,024	170.59		
Teacher II	1	4	5	12	32,245	183.21		
Teacher III	4	8	12	13	34,421	195.57		
Head Teacher III	0	1	1	16	43,560	247.50		
Master Teacher I	1	0	1	18	51,304	291.50		
ADAS II	1	0	1	8	21,448	121.86		
AO II	0	1	1	11	34,421	195.57		
TOTAL	9	18	27					