



Republic of the Philippines
Department of Education

Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

27 July 2026

DIVISION MEMORANDUM
No. 276, s. 2026

MONITORING AND EVALUATION TOOL FOR THE IMPLEMENTATION OF SCHOOL-BASED GENDER AND DEVELOPMENT (GAD)

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Chief Education Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors/ Districts-in-Charge
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to **DepEd Order No. 32, s. 2017 (Gender-Responsive Basic Education Policy)**, the Schools Division Office (SDO) of Nueva Vizcaya reaffirms its commitment to integrating the principles of **gender equality, gender sensitivity, non-discrimination, and human rights** in all aspects of basic education. In line with this policy, the Division mandates the mainstreaming of Gender and Development (GAD) in policies, programs, projects, activities, systems, and processes to ensure safe, inclusive, gender-responsive, and learner-centered educational environments for all.

2. Accordingly, all public schools in the Schools Division of Nueva Vizcaya are directed to utilize the **Division GAD Monitoring Tool**, which shall serve as a standardized mechanism for assessing the implementation, progress, accomplishments, challenges, and emerging best practices of school-based GAD Programs, Activities, and Projects (PAPs).

3. The implementation of the GAD Monitoring Tool aims to:

a. monitor the implementation of school-based Gender and Development (GAD) Programs, Activities, and Projects (PAPs); assess schools' compliance with existing GAD policies, plans, and annual implementation targets; and determine the effectiveness and impact of GAD initiatives on learners, teaching and non-teaching personnel, parents, and other stakeholders;

b. identify strengths, gaps, challenges, and opportunities for continuous improvement in GAD implementation;

c. generate reliable and evidence-based data to support planning, budgeting, technical assistance, policy formulation, and reporting;

d. promote gender-responsive school governance and strengthen gender mainstreaming across all school programs, services, and operations; and



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e. document innovative and exemplary GAD practices that may be replicated and scaled up across schools.

4. The GAD Monitoring Tool shall be utilized by designated SDO monitoring teams during the conduct of **Monitoring and Evaluation (M&E)** activities and the provision of **Technical Assistance (TA)** to schools.

5. All School Heads and members of the School **GAD Focal Point System (GFPS)** are hereby enjoined to ensure the proper and faithful implementation of this Memorandum and to support initiatives that promote gender-responsive, inclusive, equitable, and safe learning environments.

6. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent



CID/EsP/WCC/072226



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SCHOOL GENDER AND DEVELOPMENT (GAD) IMPLEMENTATION MONITORING TOOL

Purpose

The monitoring tool aims to:

- Assess the level of GAD implementation in schools.
- Determine compliance with DepEd GAD policies.
- Identify strengths, gaps, and areas for technical assistance.
- Provide basis for planning, reporting, and continuous improvement.

General Information

School: _____

School Head: _____

District: _____

School GAD Focal Person: _____

Date of Monitoring: _____

Monitored by: _____

I- GAD Organization

Indicator	Means of Verification	Rating (0-3)	Remarks
School GAD Focal Point System Organized	Special Order/ Memo		
Functional GAD Committee	Minutes of Meeting		
Regular GAD Meetings Conducted	Minutes		
Roles and Responsibilities Defined	Special Order/ Memo		

Subtotal: _____ / 12 = _____

II. GAD PLANNING

Indicator	Means of Verification	Rating (0-3)	Remarks
Annual GAD Plan and Budget Prepared	GPB		
GPB Aligned with School Improvement Plan	SIP		
Gender Issues Identified using Sex-disaggregated data	Data		
Stakeholders involving in planning	Attendance sheet		

Subtotal: _____ / 12 = _____

III. GAD BUDGET UTILIZATION

Indicator	Means of Verification	Rating (0-3)	Remarks
At least 5% Budget Allocated	Budget		
Budget utilized appropriately	Financial Report		
Expenditure with supported documents	Liquidation		
Budget addresses gender issues	Reports		

Subtotal: _____ / 12 = _____

IV. GAD PROGRAM IMPLEMENTATION

Indicator	Means of Verification	Rating (0-3)	Remarks
Women's Month Celebration conducted	Reports		
18- Day Campaign Violence Against Women and Children	Documentations		
Gender Sensitivity Training Conducted	Certificates Approved Proposal		
Learner-Focus GAD Activities	Reports		
Parent/Community GAD Activities	Documentation		

Subtotal: _____ / 15 = _____

V. GENDER-RESPONSIVE SCHOOL MANAGEMENT

Indicator	Means of Verification	Rating (0-3)	Remarks
Gender- responsive policies implemented	Policies		
Safe spaces for learners	Observations		
Functional Child Protection Committee	Reports		
Functional GRM/Complaint Mechanism	Records		
Inclusive Facilities (Breastfeeding area, Comfort rooms, etc.)	Observations		

Subtotal: ____/15 = ____

VI. GENDER-RESPONSIVE INSTRUCTION

Indicator	Means of Verification	Rating (0-3)	Remarks
Gender-Fair instructional materials	Instructional Materials		
Teachers integrate GAD concepts	Lesson Plans		
Non-Sexist classroom practices	Classroom Observation		
Equal Participation of Learners	Observation		

Subtotal: ____/12 = ____

VII. DATA MANAGEMENT

Indicator	Means of Verification	Rating (0-3)	Remarks
Sex-disaggregated data available	School Data		
GAD database maintained	Records		
Cases monitored confidentially	Reports		
Annual GAD Accomplishment report submitted	Reports		

Subtotal: ____/12 = ____

VIII. PARTNERSHIPS

Indicator	Means of Verification	Rating (0-3)	Remarks
Partnership with LGU	MOA		
Partnership with NGOs	Documentation		
Partnership with Health Office	Reports		
Partnership in GAD community activities	Reports		

Subtotal: ____/12 = ____

IX. DOCUMENTATION

Indicator	Means of Verification	Rating (0-3)	Remarks
Activity reports complete	Records		
Attendance sheets	Records		
Photos properly documented	Documentation		
Success stories	Narrative		

Subtotal: ____/12 = ____

SCORING GUIDE

Rating	Description
3	Fully Implemented
2	Partially Implemented
1	Initiated
0	Not Evident

INTERPRETATION

Rating	Description
90 – 100%	Outstanding GAD Implementation
75 – 89%	Highly Functional
50 – 74%	Functional
Below 50%	Need Technical Assistance

SUMMARY OF RESULTS

Area	Score	Remarks
Organization		
Planning		
Budget Implementation		
School Management		
Instruction		
Data Management		
Partnerships		
Documentation		
Overall Score		
Percentage		
Level of Implementation		

STRENGTHS OBSERVED

GAPS IDENTIFIED

RECOMMENDATIONS

MONITORING TEAM

_____	_____	_____
Name	Position	Signature

School Head: _____

Date: _____



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