Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

October 15, 2026

DIVISION MEMORANDUM
No. 624 s. 2026

GAD AT WORK: MAINSTREAMING GENDER RESPONSIVENESS AMONG DEPED NON-TEACHING PERSONNEL

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Principals/Head Teacher In-Charge of the District
Senior/Education Program Specialists
Heads of Public Elementary, Secondary
and Integrated Schools
All Others Concerned

1. The Schools Division Office of Aklan will conduct a capability-building program titled "GAD at Work: Mainstreaming Gender Responsiveness among DepEd Non-Teaching Personnel" on October 16–18, 2026, at Boracay Tropics Resort Hotel, Boracay, Malay, Aklan. The first meal to be served will be lunch on October 16, 2026.

2. This activity aims to enhance the administrative competencies of non-teaching personnel and strengthen their capacity to integrate Gender and Development (GAD) principles into their daily functions, workplace practices, and service delivery, thereby promoting an inclusive, gender-responsive, and efficient working environment.

3. For reference, enclosed are the following:
A. Breakdown of Participants
B. Program Schedule Matrix

4. Travel and other incidental expenses of the personnel concerned shall be charged against local funds while meals and training supplies shall be charged against GAD/ FY 2025 Organizational and Professional Development for Non-Teaching Personnel, subject to the existing accounting and auditing rules and regulations.

5. Participants are entitled to Service Credits in accordance with DepEd Order No. 53, s. 2023 titled, "Updated Guidelines on the Grant of Vacation Service Credits to Teachers". On the other hand, non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2024 on Non-Teaching Monetary Renumeration for Overtime Service rendered.

6. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, gender, civil status, disability, religion or any similar factors/personal circumstances that would run counter to the principles of equal opportunity.

7. Immediate dissemination of this Memorandum is desired.

FELICIANO C. BUENAFE, JR., CESO V
Schools Division Superintendent

Encl: As stated
To be indicated in the Perpetual Index under the subject:
EDUCATION TRAINING PROGRAM

LLP/jrgm

Poblacion, Numancia, Aklan
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GAD AT WORK: MAINSTREAMING GENDER RESPONSIVENESS AMONG DEPED NON-TEACHING PERSONNEL

TRAINING MATRIX

<table>
<tr><th>Time</th><th>Day 1</th><th>Day 2</th><th>Day 3</th></tr>
<tr><td>8:00-9:00</td><td rowspan="3">TRAVEL TIME</td><td>MOL</td><td rowspan="2">Safe and Inclusive Workplace: Respect, Equity, and Shared Responsibility</td></tr>
<tr><td>9:00-10:00</td><td rowspan="3">Mental Health and Well-Being in the Workplace</td></tr>
<tr><td>10:00-11:00</td><td rowspan="2">From Policy to Practice: GAD Action Planning for Consistent and Responsive Service Delivery</td></tr>
<tr><td>11:00-12:00</td><td>REGISTRATION</td></tr>
<tr><td>12:00-1:00</td><td colspan="3">Health Break</td></tr>
<tr><td>1:00-2:00</td><td>Opening Program</td><td>MOL</td><td rowspan="4">Closing Program</td></tr>
<tr><td>2:00-3:00</td><td>Understanding Gender and Development in the Workplace</td><td rowspan="3">Building Stronger Teams: Collaboration, Trust, and Workplace Relationships</td></tr>
<tr><td>3:00-4:00</td><td rowspan="2">Gender Relations and Power: Promoting Equity, Empowerment, and Inclusive Participation</td></tr>
<tr><td>4:00-5:00</td></tr>
</table>

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OCTOBER 16-18, 2026

	Name	Position	School Assignment
1	BUENAFE, FELICIANO JR. CANDOLESAS	Schools Division Superintendent	OSDS
2	FLORENCIO, WILBERT VALGUNA	Administrative Assistant III	OSDS
3	BANSON, LUZ UNILONGO	Assistant Schools Division Superintendent	OASDS
4	DANTES, LANCE JESTER REGALADO	Attorney III	OSDS
5	CAYETANO, DIANE JADE REBUTAR	Legal Assistant I	OSDS
6	PAGAYUNAN, MARY ROSE DELA CRUZ	Administrative Assistant III	OSDS
7	SIM, MARY JEAN PATENIO	Administrative Assistant III	OSDS-Admin. Section
8	MATORRES, MARIA LOURDES MELGAREJO	Administrative Aide IV	OSDS-Admin. Section
9	BESANA, RONAN MOLINO	Administrative Aide IV (Driver)	OSDS-Admin. Section
10	SONIO, NORLITO RATAY	Security Guard (CTI)	OSDS-Admin. Section
11	FRANCISCO, LEONIL ROMERO	ADA-I(CTI)	OSDS-Admin. Section
12	AMORES, JELLIAN BIATINGO	Administrative Aide I	OSDS-Admin. Section
13	MANARES, KENETTE HILARIO	Administrative Aide I	OSDS-Admin. Section
14	NAGAMOS, RAFAEL BORROMEO	Administrative Aide I	OSDS-Admin. Section
15	ALEJANDRO, SABINO PLACIDO	Administrative Aide I	OSDS-Admin. Section
16	JIZMUNDO, MARISSA ANGLO	Accountant III	OSDS-Accounting Unit
17	ARANDELA, ROCHELLE DEMERIN	Administrative Assistant III	OSDS-Accounting Unit
18	CANDELARIO, MARLYN BOLANO	Administrative Assistant III	OSDS-Accounting Unit
19	FABILLANO, HELEN GARDOSE	Administrative Assistant III	OSDS-Accounting Unit
20	PATRON, MARIA ADORA TEJADA	Administrative Assistant III	OSDS-Accounting Unit
21	GALLARDO, MARK NAVARRA	Administrative Assistant III	OSDS-Accounting Unit
22	PADRONES, GECILE DELA CRUZ	Administrative Assistant III	OSDS-Accounting Unit
23	GARCES, CAMILO JR. NACUSPAG	Administrative Assistant III	OSDS-Accounting Unit
24	NANIT, MARICEL RETAMAR	Administrative Assistant III	OSDS-Accounting Unit
25	HUNGAYO, NINA ILI	Administrative Assistant III	OSDS-Accounting Unit
26	SOLANOY, PHILROSE CABINBIN	Administrative Assistant II	OSDS-Accounting Unit
27	NADUA, ANNN RAYSHELLE LACHICA	Administrative Officer V (Budget Officer III)	OSDS-Budget Unit
28	CAWALING, RETZ DALE MALILAY	Administrative Assistant I	OSDS-Budget Unit

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	Name	Position	School Assignment
29	MOLETA, FEBY DELFIN	Administrative Officer IV (Cash Section)	OSDS-Cash Unit
30	BELTRAN, MAURICE NOREY CICHON	Administrative Assistant III	OSDS-Cash Unit
31	VALENCIA, LOREZA ICAY	ADA-II(CTI)	OSDS-Cash Unit
32	IJEDA, JOAN V.	Administrative Assistant II	OSDS-Cash Unit
33	MAKILING, SARAH RYSS J.	Administrative Aide VI (Cash)	OSDS-Cash Unit
34	BEREBER, MARLYN TACUD	Administrative Officer IV (Personnel Section)	OSDS-Personnel Unit
35	ADVINCULA, CHRISTIE DELA CRUZ	Administrative Assistant III	OSDS-Personnel Unit
36	TOLENTINO, MARY RICHELYN JOY ALBA	Administrative Assistant III	OSDS-Personnel Unit
37	DY, JOAN FLORENTINO	Administrative Assistant III	OSDS-Personnel Unit
38	CALVEZ, RINA R.	Administrative Assistant III	OSDS-Personnel Unit
39	PATNUGOT, MARY ROSE T.	Administrative Aide VI	OSDS-Personnel Unit
40	MANO, MARK STEPHEN M.	Administrative Aide VI	OSDS-Personnel Unit
41	ZANTE, ROMMEL BOLANO	Administrative Aide VI	OSDS-Supply Unit
42	UMALI, MARY LOU TAMBA	Administrative Officer II	OSDS-Payroll Unit
43	SEVILLA, LOVELYN PAMATIAN	Administrative Assistant III	OSDS-Payroll Unit
44	RECTO, PAUL BOLIVAR	Administrative Assistant III	OSDS-Payroll Unit
45	BONDAD, SHERAH ROBELO	Administrative Assistant III	OSDS-Payroll Unit
46	CARILLO, MARIA CHARO ILARINA	Administrative Officer IV (Records Section)	OSDS-Records Unit
47	MARABE, MELBA QUIRINO	Administrative Assistant III	OSDS-Records Unit
48	IGLESIAS, KENNETH GUMBAN	Administrative Officer IV (Supply Section)	OSDS-Supply Unit
49	REYNADO, JHON MELVIN ENRIQUE	Administrative Assistant III	OSDS-Supply Unit
50	MACAVINTA, FRANSELLE ANNE D.	Administrative Aide I	OSDS-Supply Unit
51	NAELGAS, DARREN NAHIL	Education Program Supervisor- Araling Panlipunan	CID
52	IBARRETA, REBECCA ROGAN	Education Program Supervisor - Music and Arts	CID
53	LIPAR, KYZIL DELA CRUZ	Education Program Supervisor - English	CID
54	BARRERA, DIVINA IBADLIT	Education Program Supervisor - TLE	CID
55	PEREZ, ANALYN CLIMACO	Education Program Supervisor - VEG	CID
56	TROPA, MARTH SILVESTRE	Education Program Supervisor - Filipino	CID

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	Name	Position	School Assignment
57	PAYBA, APOLONIO C.	Public Schools District Supervisor - ALTAVAS	CID
58	RECIDORO, LUCITA P.	Public Schools District Supervisor - BANGA	CID
59	REVESTIR, KENNETH B.	Public Schools District Supervisor - LEZO	CID
60	FLORES, JESSIE S.	Public Schools District Supervisor - NABAS	CID
61	RUIZ, JUDE ULYSSES V.	Public Schools District Supervisor - LIBACAO	CID
62	TORIAGA, JOYCE M.	Public Schools District Supervisor - NUMANCIA	CID
63	ZOROLLA, LOUIE B.	Public Schools District Supervisor - BATAN	CID
64	BIROL, MA ROWENA L.	Head Teacher-in-Charge of the District-District of Balete	CID
65	DAROY, MARK T.	Principal-in-Charge of the District-District of Tangalan	CID
66	RELLOTO, ALLAN T.	Principal-in-Charge of the District-District of Kalibo I and II	CID
67	CASTILLO, ANTHONY AARON	Principal-in-Charge of the District-District of Makato	CID
68	TROPA, HAJJI SILVESTRE	Education Program Specialist II - ALS	CID-ALS
69	MARCELINO, ANN MARIE BERLANDINO	Librarian II	CID-LRMDS
70	URETA, CHARLIE ILETO	Education Program Supervisor - SGOD	SGOD
71	MARZOÑA, JESELEE MILITAR	Nurse II (Senior High School)	SGOD
72	SEVILLA, JOSE MATT ANTHONY ANGELES	Nurse II (Senior High School)	SGOD
73	PATRICIO, JUNE RELADO	Senior Education Program Specialist (Monitoring and Evaluation)	SGOD
74	PAMATI-AN, LEILA LEONIDA	Senior Education Program Specialist (Human Resource Development)	SGOD
75	PAREL, MAR BIEN GREGORY GADACHO	Senior Education Program Specialist (Soc. Mob. & Networking)	SGOD
76	MARCIALES, JOHN CAMPOY	Education Program Specialist II (School Monitoring and Evaluation)	SGOD
77	MAAGMA, JOHN REY GASPAR	Education Program Specialist II (Human Resource Development)	SGOD
78	VILLARUEL, MARICRIS I.	OIC-Education Program Specialist II (Soc. Mob. & Networking)	SGOD
79	VILLAREAL, MILGIE CALSADO	Planning Officer III	SGOD
80	MORALES, NIÑO SEAN AXL TALIGATOS	Project Development Officer II	SGOD
81	SORIANO, ALLAN CARLO CONTRERAS	Project Development Officer I	SGOD
82	REYES, RICHELLE ANNE GUANGCO	Administrative Aide VI	SGOD
83	DELA CRUZ, NELIETA IRADIEL	Administrative Aide I	SGOD
84	RELATIVO, RICHARD DECINAN	Administrative Officer IV	BAC

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	Name	Position	School Assignment
85	GALLARDO, MA. TERESA IBIT	Administrative Assistant III	BAC
86	FULGENCIO, LEO JAN M.	Administrative Officer II	Anselmo B. Legaspi NHS
87	OQUENDO, VENA ANGELENE J.	Administrative Officer II	Castillo ES
88	PANGANIBAN, CINDY B.	Administrative Officer II	Libang ES
89	RODILLAS, JINKY	Administrative Officer II	Aliputos ES
90	SUMAJIT, RONELYN	Administrative Officer II	Linabuan Norte ES
91	DE GUZMAN, RHODORA	Administrative Officer II	Bulwang ES
92	PADAYOGDOG, ALMA	Administrative Officer II	Bubog ES
93	ICABANDI, ELVIE	Administrative Officer II	Albasan ES
94	TACUD, SHENA	Administrative Officer II	Numancia IS
95	DELA CRUZ, JERALD	Administrative Officer II	Tayhawan ES
96	TORRES, DENOR	Administrative Officer II	Dr. Ramon B. Legaspi NHS
97	PEREZ, ELAINE MONIC	Administrative Officer II	Guinbaliwan ES
98	ISEDENIA, GEOVELYN	Administrative Officer II	Dongon ES
99	DAILISAN, BERNADETTE I.	Administrative Officer II	Bacan ES
100	RAMBONGA, JOVELYN	Administrative Officer II	Tinigaw ES
101	VEGA, NICOLE PEARL A.	Administrative Officer II	Nagustan ES
102	OQUENDO, CHARISSA	Administrative Officer II	ATRSIS
103	CARAGA, NELMAR	Administrative Officer II	Jalas ES
104	OQUENDO, HERLY MAE	Administrative Officer II	Don Basillo Refundo MS
105	RAMOS. JAMES B.	Administrative Assistant III	
106	CINDY ANN T. NGIRNGIR	Administrative Assistant II	ANHSAT
107	MAGDALUYO, NINALYN		
108	ALONSAGAY, JOSE LUIS		
109	MOSQUERRA, ANNA RIA		
110	PRADO, RONALD S.		
111	MASANGCAY, ALVIN A.		
112	PATENIO, ANA MAE S.		
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