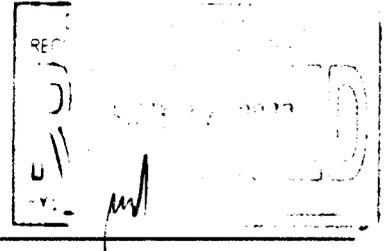




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



March 7, 2022

REGIONAL MEMORANDUM

No. 130.2022

**WORKSHOP ON THE USE OF HARMONIZED GENDER AND DEVELOPMENT
GUIDELINES**

TO: **Assistant Regional Director
All Schools Division Superintendent
Functional Division Chiefs
All Others Concerned**

1. The Department of Education-CAR through the Human Resource Development Division (HRDD) will conduct a three (3)- day Harmonized Gender and Development Guidelines (HGDG) Workshop for Regional Office Program Coordinators, Regional Office Program Owners, GAD Focal of the RO Functional Divisions and the eight (8) Schools Division Offices, select personnel of the Quality Assurance Division and Finance Divisions at the Old Rock Resort, Barangay Arnedo, Sitio Tinumrong, Bolinao, Pangasinan on March 15-17, 2022.
2. The workshop is designed to:
 - a. deepen awareness of key concepts related to gender analysis and its benefits, tools, approaches, and data for GA.
 - b. develop a better understanding of the HGDG as an analysis tool in integrating gender equality and addressing gender issues in all programs, projects, and activities.
 - c. capacitate program coordinators, SDO GAD coordinators, finance personnel in the use of HGDG in assessing gender responsiveness in all programs, projects, and activities.
 - d. Demonstrate the skills in integrating gender in a project proposal.
3. Participants from the Regional Office shall leave on March 14, 2022, 1:30 PM. First meal shall be dinner of March 14 and last meal shall be PM snacks on March 17. There will be two (2) vans (1 hired and DepED CAR RO van). Assembly area shall be at the Regional Office while the participants from the Schools Division Office shall use any public transport in going to the venue and vice-versa

HRDD/SJLD/mbg



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DepEd-CAR: Weaver of HOPE and Transformation
"Holistic Opportunities for all to be Performing and Excellent
Cordilleran Learners"

4. Please see attached enclosures for the list of participants and program of activities.
5. Departure from the Regional Office except those participants coming from the Schools Division Offices is on March 14, 2022 at 1:00 P.M. Assembly area will be in front of the main building. First meal shall be dinner of March 14 and last meal shall be PM snacks of March 17. There will be two (2) vans (1 hired and DepED CAR RO van and 1 pick -up) to ferry participants. SDO participants are advised to be in the venue on the same date on their own.
6. Strict adherence to health and safety requirements like wearing of face mask and physical distancing during the activity must be observed by all participants.
7. Board and lodging, honoraria of resource speaker, van hire and other incidental expenses incurred in the conduct of the activity shall be charged to Regional MOOE funds while travelling expenses of the SDO participants shall be charged to local funds subject to the existing budgeting, procurement, accounting and auditing rules and regulations.
8. Immediate dissemination and strict compliance to this memorandum is directed.


ESTELA P. LEON - CARIÑO EdD, CESO III
Director IV/Regional Director 

LIST OF PARTICIPANTS AND VAN ASSIGNMENT - Regional Office

No.	Name of Pax	Sex	Vehicle
1	RD Estela P. Leon-Cariño	F	Montero
2	ARD Florante E. Vergara	M	Innova
3	Florence E. Balictan	F	Hired Van
4	Jonalyn C. Ambrona	F	
5	Benjamin M. Dio-al	M	
6	Cristina L. Paquit	F	
7	Leonardo M. Aquino	M	
8	Romulo B. Basa	M	
9	Randolph Flyn B. Daculog	M	
10	Alfredo B. Lanas	M	
11	Vandolph B. Flora	M	
12	Lilia A. Banawe	F	
13	Fremalyn E. Paclos	F	
14	Erniely D. Godoy	F	
15	Marjorie T. Valdez	F	
16	Dexter B. Andres	M	
17	Laureen B. Likigan	F	
18	Cyrille Gaye B. Miranda	F	
19	Atty. Vanessa B. Flora	F	
20	Dra. Angeline F. Calatan	F	
21	Daisy P. Eswat	F	
22	Oliver C. Balageo	M	Pick-up
23	Sasha Joseph L. Daganos	M	
24	Emmanuela M. Gabol	F	
25	Ferdinand P. Gonzales	M	
26	Margie B. Gardingan	F	
27	Allexeeve T. Bugnay	M	

Schools Division Office Participants

No.	Division Office	Sex
28	Abra GAD Focal Person	F
29	Apayao GAD Focal Person	F
30	Baguio City GAD Focal Person	F
31	Benguet GAD Focal Person	F
32	Ifugao GAD Focal Person	F
33	Kalinga GAD Focal Person	M
34	Mt. Province GAD Focal Person	F
35	Tabuk City GAD Focal Person	M

TOTAL = 35 Pax

130.2022

Enclosure No. 2 to RM # _____

**WORKSHOP ON THE USE OF HARMONIZED GENDER AND DEVELOPMENT
GUIDELINES**

March 15-17, 2022

M A T R I X

Day 1 – March 15	Activities/Topics	Methodology	Expected Output	Materials Needed
8:00 AM – 8:30	Preliminary Activities <ul style="list-style-type: none"> • Registration • Opening Prayer • Pambansang Awit • Introduction of Pax • Objectives and Leveling-off • Overview of the 3-days training 		<ul style="list-style-type: none"> • Created an atmosphere of creative learning • Applied adult learning methodologies • Agreed on the outputs of the training 	<ul style="list-style-type: none"> • Laptop • LCD projector • Video clip of the Pambansang Awit
8:31-10:00	Review of Basic GAD Concepts	<ul style="list-style-type: none"> • Lecture 	<ul style="list-style-type: none"> • Revisited the level of understanding about concepts on sex, gender, gender stereotyping and others 	<ul style="list-style-type: none"> • Laptop • LCD • Powerpoint presentation
10:01 - 12:00	Review the basic GA concepts, how to conduct Gender Analysis and the different Levels of Gender Analysis and Gender Mainstreaming	<ul style="list-style-type: none"> • Lecture • Brainstorming • Discussion 	<ul style="list-style-type: none"> • Discussed the different concepts related to gender analysis • Defined what is gender analysis and its importance in planning • Discussed the three levels of gender analysis • Discussed quantitative and qualitative data sources • Explained sources of data for gender analysis 	<ul style="list-style-type: none"> • Laptop • LCD • Powerpoint presentation
12:01-1:00	Lunch break			
1:01 – 3:00	Introduction of the Harmonized Gender and Development Guidelines (HGDG)	<ul style="list-style-type: none"> • Lecture • Brainstorming 	<ul style="list-style-type: none"> • Discussed the definition, importance, features and parts of the HGDG 	<ul style="list-style-type: none"> • Laptop • LCD • Powerpoint presentation
3:01-5:00	<ul style="list-style-type: none"> • Workshop 1: Application of Box 7a – Generic Checklist 	<ul style="list-style-type: none"> • Workshop • Reporting • Discussion 	<ul style="list-style-type: none"> • Applied this checklist to a sample case study • Appreciated the importance in relation to PPAs 	<ul style="list-style-type: none"> • Laptop • LCD • Powerpoint presentation

	<ul style="list-style-type: none"> Workshop 2: Application of Box 10: Infrastructure 	<ul style="list-style-type: none"> Workshop Reporting Discussion 	<ul style="list-style-type: none"> Applied the checklist by means of a sample case study Shared results to other pax 	<ul style="list-style-type: none"> Laptop LCD Powerpoint presentation
	<ul style="list-style-type: none"> Workshop 3: Sector Specific (Education) 	<ul style="list-style-type: none"> Workshop Reporting Discussion 	<ul style="list-style-type: none"> Introduced to the participants the checklist for Education Applied to sample case study 	<ul style="list-style-type: none"> Laptop LCD Powerpoint presentation of HGDG
Day 2 – March 16	Activities/Topics	Methodology	Expected Output	Materials Needed
8:00 AM – 8:30	Preliminary Activities <ul style="list-style-type: none"> Opening Prayer Re-cap Overview of the day's activities 		<ul style="list-style-type: none"> Created an atmosphere of openness and trust among participants Shared what they have learned from previous day 	<ul style="list-style-type: none"> Laptop LCD
8:31-10:00	Introduction to Basic Project Management	<ul style="list-style-type: none"> Lecture brainstorming 	<ul style="list-style-type: none"> Discussed the basic project management concepts Situated the integration of gender lens in the project cycle 	<ul style="list-style-type: none"> Powerpoint presentation LCD
10:01-11:00	Writing the Program/Project Proposal for each Functional Unit Basic Program/Project Information	<ul style="list-style-type: none"> Lecture Writeshop 	<ul style="list-style-type: none"> identified the title of the program/project identified the proponent identified the project cost identified the disaggregated beneficiaries 	<ul style="list-style-type: none"> Powerpoint presentation LCD
11:01-12:00	I. Project Rationale	<ul style="list-style-type: none"> Lecture Writeshop 	<ul style="list-style-type: none"> Formulated the write-up why this project is needed in education Inclusion of relevant mandates and laws Gender analysis to surface the gender issue Integration of SDD and GDD 	<ul style="list-style-type: none"> Powerpoint presentation LCD
12:01-1:00	Lunch break			
1:01-2:00	II. Program/Project Goal, Objectives	<ul style="list-style-type: none"> Lecture Writeshop 	<ul style="list-style-type: none"> formulated the results that the program/project that it wants to achieve 	<ul style="list-style-type: none"> Powerpoint presentation LCD
2:01-3:00	III. Project Description	<ul style="list-style-type: none"> Lecture Writeshop 	<ul style="list-style-type: none"> Described the program/project what it is all about 	<ul style="list-style-type: none"> Powerpoint presentation LCD

			<ul style="list-style-type: none"> Formulated write-up for strategies in order to address the gender issue/s 	
3:01-4:00	IV. Expected Output, Outcome and Impact of the program/Project	<ul style="list-style-type: none"> Workshop Reporting Discussion 	<ul style="list-style-type: none"> Identified the outputs of the different activities Identified the outcomes of the project 	<ul style="list-style-type: none"> Laptop LCD Powerpoint presentation of HGDG
4:01-5:00	V. Project Implementation Plan and Management	<ul style="list-style-type: none"> Lecture Discussion 	<ul style="list-style-type: none"> Described the implementation plan, formulated the GANTT chart for/timetable Described the staff involved in the program/project 	<ul style="list-style-type: none"> Powerpoint presentation LCD
Day 3 - March 17	Activities/Topics	Methodology	Expected Output	Materials Needed
8:00-8:30	Preliminary Activities <ul style="list-style-type: none"> Opening Prayer Re-cap Overview of the day's activities 			
8:31-9:30	VI. Monitoring and Evaluation	<ul style="list-style-type: none"> Lecture Discussion Writeshop 	<ul style="list-style-type: none"> discussed the monitoring and evaluation framework, including gender related indicators Identified roles and functions of ME team Identified the composition of the ME Team and brief write up if the members have undergone gender related seminars, training and workshops 	<ul style="list-style-type: none"> Powerpoint presentation LCD
9:31-10:30	VII. Budgetary requirements	<ul style="list-style-type: none"> Lecture Writeshop 	<ul style="list-style-type: none"> Identified cost of related activities to meet the desired results 	<ul style="list-style-type: none"> Powerpoint presentation LCD
10:31-12:00	VIII. Assess the gender responsiveness of draft program/project proposal to HGDG	<ul style="list-style-type: none"> Assessment 	<ul style="list-style-type: none"> determined initial score of program/project proposal assessed weakness/es of program/project proposal 	<ul style="list-style-type: none"> draft project proposal Education checklist
12:01-1:00	Lunch break			
1:01 - 3:00	Discussion on the use of the Project Implementation,	<ul style="list-style-type: none"> Lecture Discussion 	<ul style="list-style-type: none"> Differentiate the use of the sectoral checklist 	<ul style="list-style-type: none"> Powerpoint presentation LCD

	Management and Monitoring and Evaluation (PIMME) (Box 16 and Box 17)		with that of Box 16 and Box 17	
3:01-4:30	Cliniquing	<ul style="list-style-type: none"> • Discussion 	<ul style="list-style-type: none"> • clarified other concerns of the participants in the preparation of project proposal 	
4:31 - 5:00	<ul style="list-style-type: none"> • Synthesis • Training evaluation • Closing activities 		<ul style="list-style-type: none"> • Assessed the outputs of the training and the facilitator 	<ul style="list-style-type: none"> • Questionnaire