



Republic of the Philippines
Department of Education
REGION III-CENTRAL LUZON
SCHOOL DIVISION OF SAN JOSE DEL MONTE CITY
KAYPIAN ELEMENTARY SCHOOL
KAYPIAN ROAD BARANGAY KAYPIAN, SAN JOSE DEL MONTE CITY

July 7, 2023

School Memorandum
No. 041 s. 2023

To: Master Teachers
Grade Leaders
Teaching and Non-Teaching Personnel

**Gender and Development (GAD) Seminar on Basic Concepts, Tools, Laws
and Mandates and Enhancing KaypES Personnel's Resilience
Amidst Post Pandemic**

1. This Office announces the conduct of Gender and Development (GAD) Seminar on Basic Concepts, Tools, Laws and Mandates and Enhancing KaypES Personnel's Resilience Amidst Post Pandemic with the theme: "Oh, My GAD! We really need GAD" on July 13-14, 2023 at Kaypian Elementary School's Conference Room.
2. This activity aims to:
 - a. raise awareness on GAD Laws and Mandates as well as to enhance knowledge and skills on GAD concepts, tools, and understand gender-based violence;
 - b. build good working relations through seminar and teambuilding; and
 - c. orient KaypES Personnel on stress management and coping mechanism amidst post pandemic.
3. Participants to this activity are the teaching and non-teaching personnel of Kaypian Elementary School.
4. Attached herewith are the activity design and the schedule of activities.
5. Immediate and wide dissemination of this school memorandum is desired.


DIANALYN A. PALAGANAS PhD
Principal III

SECUREd KaypESians
Strengthening and Ensuring
Commitment of the Unified and
Resilient Stakeholders in Achieving Quality **Ed**ucation



Kaypian Elementary School
School ID: 107157
Kaypian Road Barangay Kaypian, San Jose del Monte City 3023
Official Email: 107157.sjdmc@deped.gov.ph
Official Website: www.kaypes.weebly.com





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July 3, 2023

ACTIVITY DESIGN

- I. Activity Title:** Gender and Development (GAD) Seminar on Basic Concepts, Tools, Laws and Mandates and Enhancing KaypES Personnel's Resilience Amidst Post Pandemic
- II. Objective:** This activity aims to:
- a. raise awareness on GAD Laws and Mandates as well as to enhance knowledge and skills on GAD concepts, tools, and understand gender-based violence;
 - b. build good working relations through seminar and teambuilding; and
 - c. orient KaypES Personnel on stress management and coping mechanism amidst post pandemic.

III. Proposed Date and Venue: July 13-14, 2023-8:00am-5:00pm
KaypES' Conference Room

IV. Participants:	Teaching Personnel	71
	Non-Teaching Personnel	2
	<u>External Resource Speakers</u>	<u>2</u>
	Total:	75

V. Budgetary Requirement:

a. Food-Day 1, July 13, 2023

AM Snack - 75 pax x Php 70.00....	Php 5,250.00
Lunch - 75 pax x Php 130.00..	Php 9,750.00
<u>PM Snack - 75 pax x Php 70.00...</u>	<u>Php 5,250.00</u>
Sub Total.....	Php 20,250.00


b. Food-Day 2, July 14, 2023

AM Snack - 75 pax x Php 70.00....	Php 5,250.00
Lunch - 75 pax x Php 130.00..	Php 9,750.00
<u>PM Snack- 75 pax x Php 70.00...</u>	<u>Php 5,250.00</u>
Sub Total.....	Php 20,250.00


GRAND TOTAL..... Php 40,500.00

VI. Source of Fund: GAD Fund

Prepared:


DIANALYN A. PALAGANAS PhD
 School Principal III

Allotment Available:


BLESILDA G. BENJAMIN
 Administrative Officer II



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 Amidst Post Pandemic**

MATRIX OF ACTIVITIES

July 13-14, 2023

DAY 1-July 13, 2023			Day 2-July 14, 2023		
TIME	ACTIVITY	PERSON/S INVOLVED	TIME	ACTIVITY	PERSON/S INVOLVED
8:00-8:30	Opening Program	TECHNICAL WORKING COMMITTEE	8:00-8:30	Opening Program	TECHNICAL WORKING COMMITTEE
8:30-10:00	Objective of the seminar Basic Gender Concepts of GAD	MARIEFE I, BALTAZAR Master Teacher I	8:30-10:00	Pressure and Stress Management in the Workplace	ARLENE T. CRUZ, Master Teacher I
10:00-10:20	Snack		10:00-10:20	Snack	
10:20-12:00	Gender-Based Violence	GERLIE ROSE V. PAJULAS, Teacher III	10:20-12:00	Understanding SOGIESC	DAN MARK P. NIETO
12:00-1:00	Lunch		12:00-1:00	Lunch	
1:00-1:30	R.A. 7877 Anti-Sexual Harassment Act of 1995	PCpl JANELLA G. MANALO PNP CSJDM	1:00-3:00	Program/Activity-proposal with GAD Attribution Using HGDG Tool	MARIEFE I. BALTAZAR Master Teacher I
1:30-3:00	R.A. 9208 Anti-Trafficking in Persons Act				
3:00-3:20	Snack		3:00-3:20	Snack	
3:20-5:00	Team Building	MINETTE JOY L. ARCILLA Kinder Teacher	3:20-4:40	Team Building	MINETTE JOY L. ARCILLA Kinder Teacher
			4:40-5:00	Awarding of Certificates	TECHNICAL WORKING GROUP DIANALYN A. PALAGANAS PhD Principal II

Prepared:

MARIEFE I. BALTAZAR
 GAD Coordinator

Noted:

DIANALYN A. PALAGANAS PhD
 Principal III



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TECHNICAL WORKING GROUP
July 13-14, 2023

MARIEFE I. BALTAZAR
GAD Coordinator


Members

Erlly Joy N. Flores
Lordilyn T. Ignacio
Ruby Rosa S. Parico
Eduard Carlo D. Fernandez
Michael Y. Numpigwid
Jerry S. Junio
Alvin Tulayao
Norman Gotera
Julia A. Leano

Resource Speakers/Facilitators

Arlene T. Cruz
Gerlie Rose V. Pajulas
Mariefe I. Baltazar
Dan Mark Nieto
PCpl Janella G. Manalo

Approved:


DIANALYN A. PALAGANAS PhD
Principal III



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