




Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
 Wangal, La Trinidad, Benguet
 Telefax: (074) 422-6570; (074)422-7501



DIVISION MEMORANDUM NO. 081 s. 2020

Date: April 14, 2020

To: PSDSs
 Public Elementary and Secondary School Heads
 SDO Division/Unit Heads
 SDO GAD Focal Point System Members
 All Others Concerned

From:  **BENILDA M. DAYTACA, EdD, CESO VI**
 Asst. Schools Division Superintendent
 OIC – OSDS



Subject: Orientation on PPA Gender-Mainstreaming for School-Based GAD Focal Persons and SDO Personnel

- In relation to Gender and Development program, the Schools Division of Benguet, through its Gender and Development Focal Point System, will be conducting a 3-day webinar on Gender -mainstreaming of PPAs from April 22 to 24, 2020, at 8:00 in the morning.
- The following SDO Personnel and School GAD Focal Persons are expected to join the webinar:

District	Elementary	Secondary
Mankayan	Noreen Espenocilla	Myrick Ao-asen
Bakun	Gloria Cadap	Emily Bagayao
Kapangan	Lilian T. Ulep	Donaville E. Bistid
Tuba	Henry Tinaza	Flora Tubal
Itogon 2	Marjorie Visaya	Isabel Aquino
Atok	Julie A. Kiso	Simon B. Bangsi-il
Tublay	Remus Beray	Joan Palpeg
Sablan	Adoracion Simon	Bryan Olod
Kabayan	Pacito Cosente	Lily Aroco
Buguias	Marjorie Bacdangan	Divina Calubandi
La Trinidad	Grace Calatan	Mana Estakio
Itogon 1	Conrado Cañero Jr	Winnie Freda Domerez
Bokod	1 (awaiting confirmation)	1 (awaiting confirmation)
Kibungan	Margarita Baldo	Ruben Claudio
Others	Nicolette Bon T. Palacsa	
	(12) SDO GFPS	
	(1) Facilities	
	(1) CID	
	(1) DRRM	
	(1) Health Section	
	(1) Youth Formation	
(1) Personnel		

3. All participants are advised to have their GAD Plan and Budget ready, including their Office's 2020 Action Plan/Annual Implementation Plan/List of PPAs for 2020 for a smooth flow of the program.
4. The webinar will be conducted through Google Hangouts Meet; hence, all participants must have an active DepEd email account. Furthermore, please observe the following teleconference protocols before and during the activity:

Prior to the webinar:

Participants must prepare the following 15 minutes before the call time:

- a. Laptop with browser/ Mobile Phone installed with Hangouts Meet application.
- b. Stable internet.
- c. Headset/Headphones with microphone (optional).
- d. Quiet room/ area for video conferencing.
- e. DepEd Email logged in.
- f. Make sure the camera is framed correctly. Sit at eye level to the lens.

During the meeting

- g. Participants must mute their microphone when not speaking/reporting.
- h. Observe professionalism and consider the telecommuting as a formal meeting.

***Note: Wear work-appropriate clothing**

5. The link for the webinar will be uploaded at the Group Chat of GAD Focal Persons or will be sent to your individual messenger accounts, 30 minutes before the start of the activity.
6. In view of the above, the office will be issuing a load card, worth 500 pesos, to each participant, subject to the usual auditing and accounting rules and procedures.
7. Widest dissemination of and strict compliance to this memo is desired.



GAD WEBINAR PROGRAM MATRIX

DAY 1		
8:00 – 8:30	Registration/ setting -up	HRD
8:30 -9:00	Preliminaries and orientation on Teleconference Protocols	HRD
9:00 – 12:00	Lecture 1 (Synchronous)	Speaker
12:00 - 1:00	Break	Break
1:00 – 3:00	Continuation of Lecture 1 (Synchronous)	
3:00 – 5:00	Workshop (Asynchronous)	
Day 2		
8:00 – 5:00	Continuation of Workshop (Asynchronous) *Individual Consultation with speaker through messenger or email	Participants and Speaker
Day 3		
8:00 – 5:00	Presentation of outputs and critiquing (Synchronous online meeting)	To be facilitated by the speaker; assisted by HRDS



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