



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

---

March 30, 2021

Division Memorandum  
No. 65 s, 2020

**DIVISION TRAINING-WORKSHOP FOR SECONDARY SCHOOLS AND DISTRICT  
GAD COORDINATORS ON THE UTILIZATION OF DIFFERENT  
COMMUNICATION PLATFORMS FOR GAD EICs**

**To:** Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Secondary School Heads  
District and Secondary Schools GAD Coordinators  
All Other Concerned

1. One of the gender issues that surfaced during the planning stage of the GADPB 2021 was the limited capabilities of GAD Focal Persons and Coordinators to disseminate EIC materials using technology-aided communication platforms.
2. To close this gap and in response to the challenges of the new normal, the Schools Division Office through the Gender and Development shall conduct a 2-day training-workshop to the 81 secondary school GAD Coordinators and 35 District GAD Coordinators in developing technology-aided education and information campaign materials on April 14-15, 2021 at the SDO, Bulwagan ng Karunungan.
3. This innovation under the Gender and Development shall be dubbed **Project REACH GAD** which stands for **Retooling Education and Advocacy Campaigns Hosts in Gender and Development**.
4. Participants are advised to bring their own laptop, extension cords, portable wi-fi modem and the flash drive containing the GAD EIC materials distributed to the schools.

5. Participants are likewise reminded to strictly observe the required health protocols such as wearing of masks and face shields, social distancing, hand sanitation and other precautionary measures.
6. Training materials and meals of participants shall be charged to the Division GAD Fund. Travel and other incidental expenses of participants shall be charged to their respective school MOOE subject to the usual accounting and auditing rules and regulations.
7. For information, guidance, and compliance.

  
**JOSE L. DONCILLO, CESO V**  
Schools Division Superintendent



Balogo Sports Complex, Brgy Balogo, Sorsogon City,  
Sorsogon  
(056) 421-5421  
[sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
[depedsorsogon.com.ph](http://depedsorsogon.com.ph)

Enclosure No. 1

### Training Matrix

Day	Time	Topics	Target Outputs
1	8:00 - 9:00	Registration and Opening Program	Action plans and EICs using the different communication platforms.
	9:00 - 9:15	Health Break	
	9:15 - 10:30	Revisiting DepEd E-mail Service	
	10:30 - 12:00	DepEd E-mail Usage Policy	
	12:00 - 1:00	Lunch Break	
	1:00 - 4:00	Different Platforms for Video Conferencing	
2	8:00 - 12:00	Streamyard	
	9:00 - 9:15	Working Health Break	
	12:00 - 1:00	Lunch Break	
	1:00 - 3:00	Securing Your Online Identity and Accounts	
	3:00 - 4:00	Closing Program	