



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

December 09, 2025

**DIVISION MEMORANDUM**  
No. 370, s.2025

**SUBMISSION OF FY 2025 GENDER AND DEVELOPMENT (GAD)  
ACCOMPLISHMENT REPORT (GAR)**

TO: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
All Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
All Public Elementary and Secondary School GAD Coordinator  
All District GAD Coordinator  
All Others Concerned

1. Corollary to the Philippine Commission on Women (PCW), National Economic and Development Authority (NEDA), and Department of Budget and Management (DBM) Joint Circular No. 2012-01, *Guidelines for the Preparation of Annual Gender and Development (GAD) Plans and Budgets and Accomplishment Reports to Implement the Magna Carta of Women*, and DepEd Order No. 32, s. 2017 entitled *Gender-Responsive Basic Education Policy*, this Office requests all Public Elementary and Secondary Schools to submit their **FY 2025 Gender and Development (GAD) Accomplishment Report (GAR)** on or before **December 23, 2025** through the Records Section of the Schools Division Office as well as the soft copy of the said report, in **Microsoft Excel file format** shall be uploaded through <https://bit.ly/uploadGARFY2025> for consolidation purposes.
2. This aims to ensure full compliance with the requirements of the **Commission on Audit (COA)**, the **Philippine Commission on Women (PCW)**, and other oversight agencies regarding the proper documentation, utilization, and reporting of Gender and Development (GAD) funds.
3. The prescribed Gender and Development Accomplishment Report template/format may be downloaded through this link: <https://bit.ly/2025GADAR>.
4. For inquiries, please contact **Mr. Francis Roy A. Cadag**, Division GAD Focal Person, through email at [francisroy.cadag@deped.gov.ph](mailto:francisroy.cadag@deped.gov.ph).
5. For information, guidance and compliance.

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

9



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