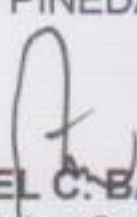




**MEMORANDUM**

TO : DR. EMILY M. CONCIO, PSDS  
MERLITA O, SAYAGO, EPS-Kindergarten/MTB-MLE  
RAQUEL F. ESGUERRA, Accountant III  
RAGAAM V. DELA CRUZ, Administrative Officer V-Budget  
MARIA FLORABEL M. TOLENTINO, ITO  
RIZALVY S. PINEDA, EPS II-Soc. Mob.

FROM :  **DR. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

SUBJECT : **2018 DEPED CALABARZON GAD CONVENTION**

DATE : August 28 2018

With reference to Regional Memorandum No. 465 s. 2018 *re: Reiteration of Details of 2018 DepEd CALABARZON GAD Convention*, the 2018 DepEd CALABARZON GAD Convention will be held on August 30-31, 2018 at Tagaytay Haven, Mendez Tagaytay City.

The theme of the year's convention is "**Sustaining Gender and Development (GAD) in Basic Education**".

Participants are expected to be at the venue on **August 30, 2018 at 8:00 AM**. First meal is breakfast of Day 1 and last meal is PM snack of Day 2.

A registration fee of **Php 3,000.00** shall be collected from each participant to cover board and lodging expenses.

Expenses relative to this activity such as registration fee and travel expenses shall be charged against local funds (GAD Fund).

Kindly refer to the attached memorandum for the Program Flow, TWG Members and Terms of Reference, and Master List of Confirmed Participants.

For the information, guidance and attendance of all concerned.



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
Gate 2 Karangalan Village  
1900 Cainta, Rizal



**TO** : ALL SCHOOLS DIVISION SUPERINTENDENTS, REGIONAL AND DIVISION  
GAD FOCAL POINT SYSTEMS

**FROM** : DIOSDADO M. SAN ANTONIO  
*Director W&G*

**SUBJECT** : REITERATION OF DETAILS OF 2018 DEPED CALABARZON GAD  
CONVENTION

**DATE** : August 17, 2018 # 5795

1. In support to achieving Sustainable Development Goals of the global community, DepED CALABARZON calls for the 2018 GAD Convention to be held on **August 30-31, 2018**, at **Tagaytay Haven, Mendez, Tagaytay City**. This annual endeavor serves as an instrument to achieve the following objectives:
  - a. strengthen GAD Focal Point System by empowering its individual members with inputs from the speakers;
  - b. build strong connection with each GFPS to unite towards achieving one goal; and
  - c. share best practices to sustain DepED's commitment to Gender and Development.
2. The theme of the year's convention is, "**Sustaining Gender and Development (GAD) in Basic Education**".
3. Participants are the members of the RO and SDO GFPS and are expected to be at the venue on **August 30, 2018 at 8:00 AM**.
4. First meal is breakfast on Day 1 and last meal is PM snack of Day 2.
5. **Php. 3,000.00** shall be collected as **registration fee** to cover the board and lodging expenses of the participants.
6. Expenses relative to this activity such as registration fee, and travel expenses shall be charged against local funds (GAD Fund) while supplies and materials and honorarium of the resource persons shall be charged against RO funds (GAD Fund) subject to the usual accounting and auditing rules and regulations.
7. Enclosures include Program Flow, TWG Members and Terms of Reference, and Master List of Confirmed Participants.
8. Immediate and wide dissemination of this Memorandum is highly expected.



Trunk Line: (02) 682-5773 / 647-4914 / 647-7487  
Fax: (02) 682-2114  
Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)  
Facebook: DepEd R-4A Calabarzon



AJA17-0078

**MASTER LIST OF CONFIRMED PARTICIPANTS FOR THE 2018 DEPED CALABARZON  
GENDER AND DEVELOPMENT (GAD) CONVENTION**

NO.	NAME	SEX	OFFICE
1	AGNES M. LUZADAS	F	SDO TAYABAS CITY
2	ALMIRA F. MOYA	F	SDO CAVITE CITY
3	ANGELINA B. CASTILLO	F	SDO QUEZON PROVINCE
4	ANGELISA A. AMOTO	F	SDO BATANGAS CITY
5	ANNESLEE A. RIÑON	F	SDO CABUYAO CITY
6	ANTONIO M. ILAGAN	M	SDO BATANGAS PROVINCE
7	ARNEL S. MACABASCO	M	SDO LAGUNA PROVINCE
8	ASUNCION J. DE LUNA	F	SDO LIPA CITY
9	BJORN JOSE III F. FRANCISCO	M	SDO RIZAL PROVINCE
10	BONIFACIO S. TOGADO	M	SDO LAGUNA PROVINCE
11	CARMELITA D. REODICA	F	SDO LAGUNA PROVINCE
12	CARMENA A. GOZO	F	SDO SAN PABLO CITY
13	CATHERINE P. TALAVERA	F	SDO TAYABAS CITY
14	CESAR M. MOJICA	M	SDO BACOR CITY
15	CHARLES M. PATIO	M	SDO BIÑAN CITY
16	CRISTINA E. TALAMBAYAN	F	SDO LAGUNA PROVINCE
17	DAHLIA S. CERTEZA	F	SDO RIZAL PROVINCE
18	DAISY Z. MIRANDA	F	SDO STA. ROSA CITY
19	DARWIN S. MALAPAYA	M	SDO BIÑAN CITY
20	DIONISIA T. SARMIENTO	F	SDO BATANGAS PROVINCE
21	EDNA B. LAUDATO	F	SDO DASMARIÑAS CITY
22	ELENAR B. OPEÑA	M	SDO QUEZON PROVINCE
23	ELVIN T. MAGAPI	M	SDO SAN PABLO CITY
24	EMILIANA M. ROXAS	F	SDO BATANGAS PROVINCE
25	EMILY M. CONCIO	F	SDO ANTIPOLO CITY
26	EMILY R. QUINTOS	F	SDO CAVITE PROVINCE
27	EMMALYN P. GUEVARRA	F	SDO RIZAL PROVINCE
28	ERWIN P. LEGASTO	M	SDO BIÑAN CITY
29	ESTER P. SALAMATIN	F	SDO CAVITE PROVINCE
30	FERNANDO T. SEÑO	M	SDO QUEZON PROVINCE
31	FLORA BHEL D. MANALO	F	SDO LAGUNA PROVINCE
32	FLORENCIA B. GLORIANI	F	SDO CAVITE PROVINCE
33	GELEEN GRACE D.G. MATEO	F	REGIONAL OFFICE (CALABARZON)
34	GERTRUDE A. ANUNCIACION	F	SDO BIÑAN CITY
35	GINALYN U. MACARAIG	F	SDO BATANGAS PROVINCE
36	GORGENIA C. JEPÁ	F	SDO RIZAL PROVINCE
37	GUILLERMA L. BILOG	F	SDO BATANGAS PROVINCE
38	HELEN A. RAMOS	F	SDO STA. ROSA CITY
39	IMELDA C. RAYMUNDO	F	SDO TAYABAS CITY
40	IRENE P. PANTONIAL	F	SDO CABUYAO CITY
41	JAYBEE P. BUENO	M	REGIONAL OFFICE (CALABARZON)

**MASTER LIST OF CONFIRMED PARTICIPANTS FOR THE 2018 DEPED CALABARZON  
GENDER AND DEVELOPMENT (GAD) CONVENTION**

NO.	NAME	SEX	OFFICE
42	JEANNE ELAINE T. SANGALANG	F	SDO STA. ROSA CITY
43	JEANNETTE D. DE LEON	F	SDO LAGUNA PROVINCE
44	JENNA JOY B. DELA ROSA	F	SDO RIZAL PROVINCE
45	JESHAN M. ROLLAN	F	SDO BACOR CITY
46	JESSIE JAMES E. KINGAT	M	SDO STA. ROSA CITY
47	JESTER C. NICODEMUS	M	SDO CAVITE CITY
48	JOCELYN N. CASTILLO	F	SDO STA. ROSA CITY
49	JOEL M. SOLIS	M	SDO CAVITE PROVINCE
50	JOEPI F. FALQUEZA	M	SDO LUCENA CITY
51	JONA B. RAMOS	F	SDO IMUS CITY
52	JOSEPHINE T. NATIVIDAD	F	SDO LUCENA CITY
53	KHRISTINE MAE C. VILLANUEVA	F	SDO CAVITE CITY
54	KRISTINE G. DELA ROSA	F	SDO CAVITE PROVINCE
55	LAYNE D. ORTEGA	F	SDO BATANGAS PROVINCE
56	LEAH J. GUILLANG	F	SDO IMUS CITY
57	LILIAN L. BUBELIS	F	REGIONAL OFFICE (CALABARZON)
58	MARIA DYLIN S. GARCIA	F	SDO QUEZON PROVINCE
<del>59</del>	MARIA FLORABEL M. TOLENTINO	F	SDO ANTIPOLO CITY
60	MARIA JOSEFINA M. LAGMAN	F	SDO BATANGAS CITY
61	MARIA KATHERINE A. GUILLOMAS	F	SDO LUCENA CITY
62	MARIA LUCIA AILEEN L. JUANEZA	F	SDO SAN PABLO CITY
63	MARIAN L. ARIAS	F	SDO BATANGAS PROVINCE
64	MARIELLE CRISTY B. BELOY	F	REGIONAL OFFICE (CALABARZON)
65	MARIFE R. LAGAR	F	SDO TAYABAS CITY
66	MARILOU P. BRONZI	F	SDO IMUS CITY
67	MARINA I. ROBERT	F	SDO TANAUAN CITY
68	MARITA L. GONZALES	F	SDO RIZAL PROVINCE
69	MARK ANTHONY R. MALONZO	M	REGIONAL OFFICE (CALABARZON)
70	MERLINA J. PLACINO	F	SDO TANAUAN CITY
<del>71</del>	MERLITA O. SAYAGO	F	SDO ANTIPOLO CITY
72	MICHAEL O. PANTALEON	M	SDO CABUYAO CITY
73	MIDIELEE M. DITABLAN	F	SDO RIZAL PROVINCE
74	MINERVA C. CARAOS	F	SDO LIPA CITY
75	MINERVA E. CUNTAPAY	F	SDO BACOR CITY
76	MYRNA C. REFORMADO	F	SDO DASMARIÑAS CITY
77	NADINA G. GATON	F	REGIONAL OFFICE (CALABARZON)
78	NANCY D. LA ROSA	F	SDO LUCENA CITY
79	NATHALIE JOY U. ULEP	F	SDO CABUYAO CITY
80	NIDA E. ELAGO	F	SDO CABUYAO CITY
81	NORA M. CALABIA	F	SDO SAN PABLO CITY
82	OFELIA B. ARVISU	F	SDO CAVITE PROVINCE

**MASTER LIST OF CONFIRMED PARTICIPANTS FOR THE 2018 DEPED CALABARZON  
GENDER AND DEVELOPMENT (GAD) CONVENTION**

NO.	NAME	SEX	OFFICE
83	PASCUAL JR. C. LA ROSA	M	SDO LUCENA CITY
84	PLARIDEL R. LAMPOS	F	SDO QUEZON PROVINCE
<del>85</del>	<del>RAGAAM V. DELA CRUZ</del>	<del>M</del>	<del>SDO ANTIPOLO CITY</del>
86	RAMON E. LEGASPI	M	SDO SAN PABLO CITY
87	RAQUEL F. ESGUERRA	F	SDO ANTIPOLO CITY
88	REFUGIA C. DURAN	F	SDO DASMARIÑAS CITY
89	REGINA V. MARINO	F	SDO QUEZON PROVINCE
90	REX MARVIN S. SUPERIANO	M	SDO RIZAL PROVINCE
91	REYNANTE M. SOFERA	M	SDO BIÑAN CITY
92	RICARDO B. UY	M	SDO QUEZON PROVINCE
<del>93</del>	<del>RIZALVY S. PINEDA</del>	<del>M</del>	<del>SDO ANTIPOLO CITY</del>
94	RONALDO L. SEVILLA	M	SDO BATANGAS PROVINCE
95	ROSALIA B. MANALO	F	SDO BATANGAS PROVINCE
96	ROWENA T. ASI	F	SDO BATANGAS CITY
97	RUCHELLE A. BAYSAN	F	SDO DASMARIÑAS CITY
98	RUTH L. FUENTES	F	SDO BACOR CITY
99	SACORO R. COMIA	F	SDO BATANGAS CITY
100	SANCHO C. CALATRAVA	M	SDO TAYABAS CITY
101	VANESSA R. BARCARSE	F	SDO DASMARIÑAS CITY
102	VERNEL E. DIANCO	F	SDO BACOR CITY
103	VICTORIA G. FABABIER	F	SDO BATANGAS CITY
104	VIVIAN L. PETRASANTA	F	SDO TANAUAN CITY
105	VIVIAN V. BORBON	F	SDO TANAUAN CITY
106	YOLANDA D. LUMANOG	F	SDO CAVITE CITY
107	ZENAIDA G. RIVERA	F	SDO TANAUAN CITY
108	ZOILA I. BADULIS	F	SDO LAGUNA PROVINCE

- - - - - nothing follows - - - - -

2018 DEPED CALABARZON GENDER AND DEVELOPMENT CONVENTION  
August 30-31, 2018

Matrix of Activities

<b>Day 1 August 30, 2018</b>		
Time	Activity	Presenter
7:00 – 8:30	Arrival, Registration, Breakfast	
8:30 – 9:30	Opening Program	
<b>Session 1: Foundation Formation</b>		
9:30 – 10:30	Presentation 1: Gender Mainstreaming in the Workplace	Ms. Renifer Francisco PCW Certified Trainer
10:30-11:30	Presentation 2: Recognizing Women's Contributions to the Organization	Ms. Cleofe V. Ocampo NEAF, DepEd Central Office
11:30 – 12:00	Open Forum	
12:00 – 1:00	Lunch Break	
<b>Session 2: Strategic Mechanism</b>		
1:00 – 2:00	Presentation 3: Combating Gender-based Harassment in the Workplace	CSC
2:00 – 3:00	Presentation 4: Cyber Safety for Learners and Teachers	Kier Gleason Paolo Gadaya Information Center Manager P.A.Riza
3:00 – 4:00	Presentation 5: Addressing Gender – Stereotypes in Schools and Offices	ARD Carito D. Rocafort DepEd CALABARZON
4:00 – 5:00	Open Forum	

<b>Day 2 August 31, 2018</b>		
Time	Activity	Presenter
7:30 – 8:00	Management of Learning	
<b>Session 3: Gender and Development Application</b>		
8:00-9:00	Presentation 7: Addressing School Drop outs from a Gender Perspective	RD Diosdado San Antonio Director, DepED CALABARZON
9:00-10:00	Presentation 8: MOVE: Supporting Women and Children's Rights	DOWD
10:00 – 11:00	Presentation 8: Addressing Gender Issues on Teenage Pregnancy	Dir. Angelita S. Ocampo RD, Popcom Region IV
11:00-12:00	Open Forum	
12:00 – 1:00	Lunch Break	
1:00-2:00	Presentation 9: Utilizing GAD Fund in PFAs	COA
2:00 – 2:30	Open Forum	
2:30-3:00	Next Steps	
3:00-4:00	Closing Program	

## TECHNICAL WORKING GROUP FOR 2018 GAD CONVENTION

Below are the committees identified to implement the 2018 GAD Convention at Tagaytay Haven, Mendez, Tagaytay City. The following members of steering committees shall coordinate to discuss the terms of reference. **Committee chair and co-chair** are requested to participate in the meeting scheduled on **28 August 2018, 1:00 PM to 3:00 PM at the Bulwagan ng Karangalan.**

### REGISTRATION COMMITTEE

Chair:	Glenda E. Dela Torre
Co-chair:	Marielle Cristy B. Beloy
Members:	Jaybee P. Bueno
	Jeane Elaine Sangalang
	Evelyn Flores
	Lita Curacho

#### Terms of Reference

1. Ensure the complete information of participants gathered through online registration.
2. Prepare registration forms, attendance sheets and meal attendance sheets with printed information of the participants thereon.
3. Coordinate closely with other committees as apparent concerns arise. Example may be coordination between Registration Committee and Food and Accommodation Committee for the actual number of participants already registered.
4. Facilitate the registration proper by observing time and resources with utmost courteousness in dealing with the participants.
5. Validate the completion of registration forms, attendance and meal attendance sheets by affixing their signatures at the bottom of each page of the forms.

### FOOD AND ACCOMMODATION COMMITTEE

Chair:	Jisela N. Ulpina
Co-chair:	Vanessa Barcarse
Members:	Lilian L. Bubelis
	Marita N. Gonzales
	Angelina B. Castillo

#### Terms of Reference

1. Ensure that the venue is properly set up, with temperature set enough for the number of participants. Presenter and presentation are strategically placed.
2. Determine the quantity and quality of food serving and the capacity of the venue to hold the number of participants.
3. Manage the food distribution with the most effective strategy considering the time, place and waste management.
4. Closely coordinate with other committees for immediate concerns that may come over.
5. Ensure the number of participants who receive the allocated meal, e.g. 1:1 ratio (a ration for one participant).

### CERTIFICATES AND TOKENS COMMITTEE

Chair:	Mark Anthony R. Malonzo
Co-chair:	Arlene L. Tayona
Members:	Gertrude A. Anunciacion
	Marian L. Arias
	Emmalyn P. Guevarra
	Maria Josefina M. Lagman

#### Terms of Reference

1. Identify special individuals to be given certificates and tokens and have them coordinated with the program committee.
2. Prepare all the certificates following the standards of HRDD.
3. Facilitate provision of tokens for the invited resource persons and special guests. Have the tokens received in an Acknowledgement of Receipt (AR) form.
4. Manage the food distribution with the most effective strategy considering the time, place and waste management.
5. Closely coordinate with other committees for immediate concerns that may come over.

### PHYSICAL AND AUDIO-VISUAL SYSTEM ARRANGEMENT COMMITTEE

Chair:	Rey M. Valenzuela
Co-chair:	Pascual La Rosa, Jr.
Members:	Jonard S. Mangalindan
	Ronald Manaig
	Ofelia B. Arvisu

#### Terms of Reference

1. Come in the venue a day before or at least three hours before the registration starts to ensure all the structural arrangements with the assistance of the service provider's staff and members of this committee.
2. Check for the proper arrangement of tables and chairs and the serviceability of audio-visual equipment.
3. Observe all the time to address immediate concerns of the participants and the speakers.
4. Label the seats and tables accordingly. Mark the hall with directions to facilitate the coming in and going out of participants to and fro the venue or the comfort room.
5. Closely coordinate with other committees for immediate concerns that may come over.



### PROGRAM COMMITTEE

Chair:	Luz E. Osmeña
Co-chair:	Nadina G. Gatón
Members:	Jisela N. Ulpina
	Viemalyn M. Nama
	Leonardo Cargullo
	Emily Quintos

#### Terms of Reference

1. Set the overall flow of convention by directing the presenters and the participants to pay attention.
2. Coordinate with emcee/s the program flow and other immediate concerns that need to be programmed.
3. Manage rehearsals with the emcees if possible to familiarize with the slides sequence.
4. Closely coordinate with other committees for immediate concerns that may come over.
5. Communicate promptly with the concerned persons any adjustment in the program.

### COMMITTEE ON RESOURCE PERSONS AND SPECIAL GUESTS

Chair:	Nadina G. Gatón
Co-chair:	Michael O. Pantaleon
Members:	Angela Llama
	Cherryl Marie Malayang
	Elizabeth Ruiz
	Geleen O. Mateo

#### Terms of Reference

1. Maintain a checklist of confirmed special guests and resource persons with contact numbers if possible.
2. Coordinate with emcee/s the names of resource persons and special guests that need to be recognized.
3. Designate seats with labels for the resource persons and special guests.
4. Arrange with Food and Accommodation Committee the provision of refreshments for the guests and resource persons. Ensure correctness of details in the certificates and sufficiency of tokens for provision.
5. Closely coordinate with other committees for immediate concerns that may come over.

#### COMMITTEE ON PARTICIPANTS' CARE

Chair:	Neil Evangelista
Co-chair:	Regina V. Marino
Members:	Sancho Calatrava
	Leah Guillang
	Yolanda Lumanog
	Viemalyn M. Nama

#### Terms of Reference

1. Prepare consumable medicines frequently used by the participants.
2. Establish a place in the venue where nurses are readily available to render basic medical assistance like blood pressure measurement, and initial health assessment.
3. Maintain records of participants or patients attended.
4. Observe the general condition of the participants and immediately address emergency situations.
5. Closely coordinate with other committees for immediate concerns that may come over.

#### COMMITTEE ON DOCUMENTATION AND FEEDBACK GATHERING

Chair:	Ariel M. Azuelo
Co-chair:	Jeanne Elaine T. Sangalang
Members:	Rey M. Valenzuela
	Mark Anthony R. Malanzo
	Bjorn Jose F. Francisco III

#### Terms of Reference

1. Provide a link where the participants can send photos and videos taken during the implementation of the GAD Convention.
2. Prepare all the equipment like camera, laptops and other relevant devices, and make them available during the implementation.
3. Prepare an Activity Completion Report with the results of Quality Assurance, Technical Assistance, Monitoring and Evaluation (QATAME) Report.
4. Prepare a feature article and include in the next issue of TEAnig.
5. Closely coordinate with other committees for immediate concerns that may come over.