



Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM  
No. 442, s. 2025

04 JUL 2025

**REGIONAL TRAINING ON THE USE OF HARMONIZED GENDER AND  
DEVELOPMENT GUIDELINES (HGDG) TOOL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Unit and Section Heads  
Public Elementary School Heads  
All Others Concerned

1. Pursuant to Regional Memorandum No. 826 s. 2025 titled Regional Training On the Use of Harmonized Gender and Development Guidelines (HGDG) Tool, the Department of Education-Region I shall conduct Regional Training On the Use of Harmonized Gender and Development Guidelines (HGDG) Tool at National Educators Academy of the Philippines (NEAP-R1), San Vicente, City of San Fernando, La Union on July 16-18, 2025.

2. The training aims to equip coordinators for Gender and Development (GAD) with the knowledge and skills in using the HGDG tool to ensure that programs, projects, and activities (PPAs) are gender-responsive.

3. The orientation on the 2025 Regional Search for Outstanding School GAD Implementers-GAWAD SILANG, shall likewise be conducted during the said training.

4. The following shall participate in the said training:

Name	Position
Jocelyn L. Aribuabo	Education Program Supervisor
Oliveth M. Jerez	Teacher III/ Teacher-in-charge

5. NEAP-R1 shall accommodate participants who will arrive on Day 0, July 15, 2025. The first meal to be served will be breakfast on Day 1 and the last meal will be dinner on Day 3.

6. The travel expenses of identified participants shall be charged against Schools Division Office/School MOOE or other local funds subject to usual accounting and auditing rules and regulations.

7. This Memorandum shall serve as the Official Travel Authority of all participants.

8. Service Credits or Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on holiday, weekend, cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, other weather disturbances, and calamities pursuant to the guidelines specified in DepEd Order No. 53, s. 2003 on the Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2 s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is appropriate and applicable.

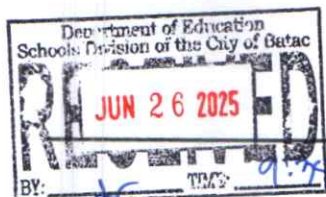
9. For immediate dissemination and guidance of all concerned.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: As stated  
Reference: Memorandum No. 684 s. 2025  
To be included in the Perpetual Index  
Under the following subject:

Training	Program
Evaluation	School

SGOD/jla/GAD  
2509342/25016/June 30, 2025



Republic of the Philippines  
**Department of Education**  
REGION I

REGIONAL MEMORANDUM

No. 886, s. 2025

**REGIONAL TRAINING ON THE USE OF HARMONIZED GENDER AND  
DEVELOPMENT GUIDELINES (HGDG) TOOL**

To: Schools Division Superintendents

1. This Office, through the Gender and Development Focal Point System (GFPS) and the Human Resource Development Division (HRDD), shall conduct the **Regional Training on the Use of Harmonized Gender and Development Guidelines (HGDG) Tool** at the National Educators Academy of the Philippines (NEAP-RI), San Vicente, City of San Fernando, La Union on **July 16-18, 2025**.
2. The training aims to equip coordinators for Gender and Development (GAD) with the knowledge and skills in using the HGDG tool to ensure that programs, projects, and activities (PPAs) are gender-responsive.
3. The orientation on the **2025 Regional Search for Outstanding School GAD Implementers - GAWAD SILANG**, shall likewise be conducted during the said training.
4. Attached is the list of participants, for reference.
5. NEAP-RI shall accommodate participants who will arrive on Day 0, July 15, 2025. The first meal to be served will be breakfast on Day 1 and the last meal will be dinner on Day 3.
6. The travel expenses of identified participants shall be charged against Schools Division Office (SDO)/School MOOE or other local funds subject to usual accounting and auditing rules and regulations.
7. Service Credits or Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on holiday, weekend, cancellation or suspension of classes and work in Government Offices due to typhoon, flooding, other weather disturbances, and calamities pursuant to the guidelines specified in DepEd Order No. 53, s. 2003 on the Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered, whichever is appropriate and applicable.



8. For queries and other concerns, please contact HRDD through (072) 682-23-24 local 122 or e-mail [hrdd.region1@deped.gov.ph](mailto:hrdd.region1@deped.gov.ph).

9. For information and compliance.



**TOLENTINO G. AQUINO**  
Director IV 

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index  
Under the following subjects:

SEMINARS

TRAININGS

HRDD/vrdg/RM\_RegionalTrainingonHGDG  
June 25, 2025



DepEd RD1

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HRDD250683

Attachment:

List of Participants in the Regional Training on the Use of Harmonized Gender and Development Guidelines (HGDG) Tool on July 16-18, 2025

No.	Division	Name	Position
1	Alaminos City	Ma. Elena R. Mendez	Assistant Principal II
2		Leomar C. Abarra	Senior Education Program Specialist
3	Batac City	Oliveth M. Jerez	Teacher-in-Charge
4		Jocelyn L. Aribuabo	Education Program Specialist II
5	Candon City	Leah P. Vilog	Head Teacher III
6		Estrella L. Aguinaldo	Teacher-in-Charge
7	Dagupan City	Maricris P. Ferrer	Principal IV
8		Chona Clores	Head Teacher
9	Iloos Norte	Vanessa B. Aguinaldo	Principal I
10		Nobleza Hidalgo	Principal I
11		Jennifer P. Alejandro	Education Program Specialist II
12	Ilocos Sur	Eliza H. Sumalbag	Principal II
13		Honeylet C. Zamora	Senior Education Program Specialist
14	Laoag City	Veronica S. Rabang	Assistant Principal II
15		Luzviminda T. Sagano	Assistant Principal
16	La Union	Debbie Y. Alay-ay	Principal I
17		Richard Noces	Head Teacher III
18	Pangasinan I	Margie H. Lopez	Principal I
19		Teresita M. Uson	Head Teacher III
20		Rio Joy C. Carpo	Principal I
21	Pangasinan II	Zarex Andree E. Cabatbat	Head Teacher III
22		Carlo Francis Palma	Head Teacher III
23		Lea C. Cacayan	Principal IV
24	San Carlos City	Maurison S. Aquino	Education Program Supervisor
25		Arlyn O. Mendoza	Principal II
26	San Fernando City	Myla M. Ducusin	Principal IV
27		Laila L. Datuin	Head Teacher III
28	Urdaneta City	Sofia S. Rimando	Education Program Supervisor
29		Romuald A. Abulencia	Head Teacher III
30	Vigan City	Dina Rivad	Principal II
31		Aurelyn Fieldad	Education Program Specialist II