



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

No. **597** s, 2025

09 SEP 2025

**DIVISION ORIENTATION ON EMPOWERING EDUCATION GOVERNANCE
THROUGH GENDER SENSITIVITY AND INCLUSION**

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

1. Pursuant to DepEd Order No. 32, s. 2017 titled Gender-Responsive Basic Education Policy, all DepEd offices, schools, and personnel are mandated to uphold gender sensitivity, fairness, equity, and inclusiveness in all facets of governance, planning, and service delivery.
2. In line with this, the Schools Division of the City of Batac will conduct the Division Orientation on Empowering Education Governance Through Gender Sensitivity and Inclusion on September 11-12, 2025 at the Sweet Caroline Resort, Badoc, Ilocos Norte.
3. The activity aims to demonstrate an understanding and application of gender-responsive principles in alignment with DepEd Order No. 32, s. 2017 by identifying existing gender issues in the work environment, proposing appropriate GAD-responsive solutions, and committing to implement at least one gender-fair initiative or practice within the respective functional areas.

Specifically, at the activity aims to:
 - a. identify key provisions of DepEd Order No. 32, s. 2017 and explain how these apply to the individual roles and responsibilities within the Division Office;
 - b. assess gender-related issues or practices in the workplace using gender analysis tools introduced during the activity; and
 - c. demonstrate increased awareness of gender-fair language and inclusive communication by correctly revising at least three sample office documents or scripts during workshop exercises.
4. Participants to the activity are the Schools Division Office employees. It is advised that all participants will assemble at SDO office not later than 8:00 in the morning on September 11, 2025.
5. Administrative Officers from schools shall serve as skeletal force on September 12, 2025.
6. Teaching and non-teaching personnel shall be entitled to service credit/compensatory time off on applicable days, subject to DepEd Order No. 13, s. 2024 and CSC-DBM Joint Circular No. 02, s. 2004 on Non-Monetary Renumeration for Overtime Services Rendered.
7. Expenses relative to the conduct of this activity shall be charged against the MOOE of the Schools Division Office subject to the usual accounting and auditing rules and regulations.



SDCB RECORDS UNIT

2513701



DepEd Batac City



Asuncion Street, 16-S Quiling Sur,
City of Batac, Ilocos Norte
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8. Attached are the following for reference:
Enclosure 1: List of Participants
Enclosure 2: Activity Matrix
Enclosure 3: Program Management Team
9. For immediate dissemination and guidance of all concerned.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order No. 32, s. 2017
To be included in the Perpetual Index
Under the following subject:

Inclusive Education Rules and Regulations

SGOD/jla/GAD
25024/September 8, 2025

List of Participants

No.	Name of Employee	Position
1	Aludino, Anselmo R	Schools Division Superintendent
2	Bandiola, Arnel S	Assistant Schools Division
3	Abiño, Jacqueline G	Technical Assistant III/Engineer II
4	Ancheta, Madeleine G	Administrative Aide VI
5	Aniñon, Andrew Joel C	Administrative Assistant III
6	Antiporda, Blesilda B	Librarian II
7	Aribuabo, Fernald B	Administrative Aide
8	Bagaoisan, Florante Jr. Z	Administrative Aide IV
9	Bangcud, Angelo M	Project Development Officer I
10	Bensan, Mark Anthony R	Information Technology Officer I
11	Bonifacio, Gideon B	Administrative Assistant III
12	Bungubung, Jennifer C	Accountant III
13	Cabangisan, Ma Veronica A	Administrative Officer IV
14	Calautit, Lorlyn R	Administrative Support II
15	Bautista, Mikko A	Administrative Assistant III
16	Dela Rosa, Gerwin V	Teacher III
17	Diego, Maritess D	Medical Officer III
18	Domingo, Mark Lester	Administrative Aide VI
19	Gabur, Tirzha Antoinette C	Technical Assistant I (SBFP)
20	Galasinao, Kristine Joy B	Administrative Assistant III
21	Gamet, Rhaian A	Project Development Officer II
22	Garcia, Allan B	Education Program Supervisor
23	Gonzales, Elsie A	Nurse II
24	Isla, Gilbert P	Education Program Specialist II
25	Jagto, Jedidiah B	Nurse II
26	Joaquin, Aileen V	Education Program Supervisor
27	Lao-at, Geraldine O L	Public Schools District Supervisor
28	Lanuza, Reyna Monique L	Administrative Officer IV
29	Agcaoili, Flordeliza D	Administrative Assistant III
30	Lopez, Pauline Joyce F	Administrative Assistant I
31	Maddela, Divelyn P	Education Program Specialist II
32	Malunao, Joel P	Administrative Officer V
33	Manglal-lan, Adelaida P	Guidance Counselor II
34	Mangoba, Judith Ivy R	Nurse II
35	Manuel, Alwin C	Administrative Aide III
36	Mendoza, Jaquelyn P	Administrative Officer V
37	Natividad, Eldefonso Jr. B	Education Program Supervisor
38	Oasay, Aubrhey Marie R	Education Program Supervisor
39	Obiano, Angelica D	Administrative Officer Iv
40	Omotoy, Marilou P	Education Program Supervisor
41	Opelac, DeeJay R	Planning Officer III
42	Paguyo, Zorayda S	Education Program Supervisor
43	Perdido, Joycelyn P	Education Program Supervisor
44	Penera, Jodhel L	Administrative Assistant III
45	Pijera, Kristel Faye B	Administrative Aide VI
46	Piso, Jadley Mel P	Administrative Officer IV
47	Pugat, Chrisse Julianne R	Administrative Assistant III

49	Quisquis, Vanessa Rose C	Administrative Aide VI
50	Rabena, Dale Justine S	Project Development Officer II
51	Rodrigo, Renalyn A	Administrative Assistant III
52	Ruadap, Jhen Abigail O	Administrative Assistant III
53	Sonico, Maricel N	Administrative Assistant III
54	Tangonan, Edwin V	Senior Education Program Specialist
55	Tolentino, Aileen T	Administrative Assistant II
56	Tutaan, Maribel A	Administrative Assistant III
57	Yasay, Maylene D	Administrative Officer II
58	Garvida, Alfredo	TA Sports
59	Claro, Joy B	Utility
60	Torres, Luisito Maria P	Utility
61	Espiritu, Delia L	Utility (Administrative Aide I)
62	Quimoyog, Dante G	Security
63	Matutino, Elves B	Security (Administrative Aide II)
64	Fabre, Jareason	Resource Speaker
65	Agrupis, Cheska Arla	Resource Speaker

Activity Matrix

Time	Activity
September 11, 2025	
8:00-8:30	Registration
8:30-9:00	<div> <div>Opening Program</div> <div>National Anthem</div> <div>Prayer</div> <div>Welcome Remarks:</div> <div>Statement of Purpose:</div> <div>Message:</div> </div> <div> <div>AVP Presentation</div> <div>AVP Presentation</div> <div>ARNEL S. BANDIOLA</div> <div>Assistant Schools Division Superintendent</div> <div>NEMALYN M. ULEP</div> <div>Chief Education Supervisor, SGOD</div> <div>ANSELMO R. ALUDINO</div> <div>Schools Division Superintendent</div> </div>
9:00- 9:45	<div> <div>Session 1:</div> <div>Understanding Sexual</div> <div>Orientation, Gender</div> <div>Identity and Expression</div> <div>and Sex Characteristics</div> <div>(SOGIESC) Concepts,</div> <div>Issues, and Concerns</div> </div> <div>DR. JAREASON FABRE</div> <div>Professor, MMSU</div>
9:45 - 10:00	HEALTH BREAK
10:00 - 12:00	Continuation of Session 1
12:00 - 1:00	LUNCH BREAK
1:00 - 1:30	Management of Learning
1:15 - 3:00	<div> <div>Session 2:</div> <div>Gender-Fair Language</div> <div>and Workplace</div> <div>Inclusivity</div> </div> <div>DR. JAREASON FABRE</div> <div>Professor, MMSU</div>
3:00 - 3:15	HEALTH BREAK
3:15 - 6:00	Continuation of Session 2:
6:00-6:30	Open Forum and Group Reflection
September 12, 2025	
8:00- 10:00	<div> <div>Session 2:</div> <div>Understanding DepEd</div> <div>Order No. 32, s. 2017,</div> <div>Gender Responsive</div> <div>Education</div> </div> <div>ATTY. CHESKA ARLA AGRUPIS</div> <div>Professor, MMSU</div>
10:00- 10:30	HEALTH BREAK
10:30 -12:00	<div> <div>Closing Program</div> <div>Impressions:</div> <div>Awarding of Certificates</div> <div>Ways Forward:</div> <div>Closing Remarks:</div> </div> <div> <div>ARNEL S. BANDIOLA</div> <div>Assistant Schools Division Superintendent</div> <div>MARILOU B. SALES</div> <div>Chief Education Supervisor, CID</div> </div>

PROGRAM MANAGEMENT TEAM

Program Manager	Nemalyn M. Ulep
Learning Manager	Jocelyn L. Aribuabo Gilbert P. Isla
Resource Speakers	Dr. Jareason Fabre Atty. Cheska Arla Agrupis
M&E Coordinator	Dolores A. Ubiña
Documentation	Rhaian A. Gamet
Secretariat	Chrisse Julianne R. Pugat Gilbert P. Isla
Welfare Officer	Judith Ivy R. Mangoba Lorlyn R. Calautit
Logistics Officer	Mark Louie P. Duldulao
Finance Officer	Jennifer C. Bungubung Jaquelyn P. Mendoza