



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
SCHOOLS DIVISION OF IMUS CITY

16 Dec 2025

**DIVISION MEMORANDUM**

No. 781, s. 2025

**THREE-DAY CAPACITY BUILDING ON REPUBLIC ACT NO.  
9262 - ANTI-VIOLENCE AGAINST WOMEN AND THEIR  
CHILDREN ACT AND GENDER EQUALITY, DISABILITY, AND  
SOCIAL INCLUSION (GEDSI)**

To: OIC-Assistant Schools Division Superintendent  
OIC-CID Chief Education Supervisor  
OIC-SGOD Chief Education Supervisor  
School Heads/OICs (Public and Private Schools)  
All Others Concerned

1. Pursuant to DepEd Order No. 32, s. 2017 titled “Gender-Responsive Basic Education Policy,” Republic Act No. 9262 titled “Anti-Violence Against Women and Their Children Act of 2004,” and Republic Act No. 7277 titled “Magna Carta for Persons with Disability”, which promotes the gender-responsive basic education and upholds principles of equality, equity, sensitivity, non-discrimination, and human rights, this Office will conduct Capacity Building on Anti-Violence Against Women and Children (VAWC) and Gender Equality, Disability, and Social Inclusion (GEDSI) on December 18-20, 2025 at Casobe Calatagan Beach Resort, Brgy. Sta. Ana, Calatagan, Batangas.
2. This activity is aligned with strategic actions that safeguard the gains that have been achieved toward inclusion, gender equality, and women’s empowerment on the Updated Gender Equality and Women’s Empowerment (GEWE) Plan 2019-2025 and the Philippine Plan for Gender-Responsive Development (PPGD) 1995-2025.
3. Enclosed are the list of the participants cum travel order, training matrix and the program management team and their terms of reference.
4. Relative to the said activity, transactions in the Schools Division Office on December 19, 2025, shall be limited to the submission of documents at the SDOIC front desk. However, online portals are available through <https://www.depedimuscity.com> and thru email at [imus.city@deped.gov.ph](mailto:imus.city@deped.gov.ph) for essential services, inquiries, and other processes.
5. Travel and other related expenses of the Division Office Personnel related to the activity shall be charged against Division Gender and Development Fund subject to usual accounting and auditing rules and regulations.



**Address:** Toclong I-C, Imus City, Cavite  
**Telephone No.:** (046) 4198450 to 53  
**Email Address:** [imus.city@deped.gov.ph](mailto:imus.city@deped.gov.ph)  
**Website:** [www.depedimuscity.com](http://www.depedimuscity.com)  
**Facebook Page:** @sdoimuscity



6. Participants of this activity shall be entitled to a Compensatory Time-Off (CTO) on December 20, 2025 (Saturday) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 of Non-monetary Remuneration for Overtime Service Rendered.
7. For inquiries and clarifications, please contact Ms. Naamah C. Mambalos, Planning Officer III/Division GAD Focal Person, at (046)-419- 8450 to 53 local 227.
8. Immediate and wide dissemination of this Memorandum is earnestly desired.



Digitally signed by  
Mendoza Homer  
Napenas  
Date: 2025.12.16  
12:40:41 +08:00

**HOMER N. MENDOZA**

Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent

Encl.: As stated

Reference: None

To be indicated in the Perpetual Index  
under the following subject:

CELEBRATIONS AND FESTIVALS  
PROGRAMS

*sgod/ncm/December 12, 2025*

Enclosure No. 1 to Division Memorandum No. 781, s. 2025

**LIST OF PARTICIPANTS CUM TRAVEL ORDER IN THE  
TWO-DAY CAPACITY BUILDING ON REPUBLIC ACT NO. 9262 - ANTI-VIOLENCE  
AGAINST WOMEN AND THEIR CHILDREN ACT AND GENDER EQUALITY,  
DISABILITY, AND SOCIAL INCLUSION (GEDSI)**

|    |                                  |
|----|----------------------------------|
| 1  | MENDOZA, HOMER N.                |
| 2  | BAGBAGAY, SAMIE SAN D.           |
| 3  | MONTAÑO, SHAINA                  |
| 4  | SAYAMAN, MERZI S.                |
| 5  | PACALA, ANNA TRICIA L.           |
| 6  | ORDOÑEZ, JAY R S.                |
| 7  | BAARDE, ROBERTO JR. D.           |
| 8  | CATADMAN, GLENDA DS.             |
| 9  | TIMBANG, CARLA ELIZIA A.         |
| 10 | BALLENA, LEOMIL G.               |
| 11 | CASIL, GILBERT                   |
| 12 | VALLES, MARCIANO V.              |
| 13 | ADVINCULA, CRISTINA S.           |
| 14 | BALETE, ROCHELLE S.              |
| 15 | BRONZI, MARILOU P.               |
| 16 | CANDELARIA, MARIA LUISA F.       |
| 17 | CARREON, JOSEPH R.               |
| 18 | CRUZADO, REDEN M.                |
| 19 | DAVID, RICARDO III R.            |
| 20 | GARCIA, RIZA C.                  |
| 21 | GUILLANG, LEAH J.                |
| 22 | HERAMIA, RUBY B.                 |
| 23 | PINILE, JUSTINE FAITH I.         |
| 24 | SALENGUA, PATRICIA MAE C.        |
| 25 | MIJARES, IVAN HONORPETTE A.      |
| 26 | ADELAN, JUNE BENICE L.           |
| 27 | BUNGAY, ANTHONY D.               |
| 28 | CREENCIA, GIAN PAUL G.           |
| 29 | ALEGRO, MARLYN                   |
| 30 | DAYRIT, ARIEL L.                 |
| 31 | GENIDO, JOANNE P.                |
| 32 | ROSETE, ROSEMAE F.               |
| 33 | SADANG, JENIELYN A.              |
| 34 | YNIETO, CHRISTIAN GABRIEL C.     |
| 35 | ZARSUELO, MEDEL CARLOS JR. C.    |
| 36 | OBIAS, JAYNER S.                 |
| 37 | AMANDY, RIA E.                   |
| 38 | MONTEALEGRE, JAY DARIOUS         |
| 39 | GOMEZ, MICHAEL KARL RAMONCITO M. |
| 40 | JAVIER, VIRGINIE MONIQUE C.      |
| 41 | ANGLO, MARILYN O.                |
| 42 | AQUINO, MELISSA P.               |
| 43 | ARON, SHELLA M.                  |

|    |                             |
|----|-----------------------------|
| 44 | DAR, JENNIE GRACE F.        |
| 45 | ESCOBAR, SANDRA BETTINA M.  |
| 46 | ETOQUILLA, VERNA D.         |
| 47 | VILLANIA, MARIA CECILIA C.  |
| 48 | MONZON, RHODA S.            |
| 49 | FOZ, ERICSON C.             |
| 50 | DESCALLAR, FLORENCE         |
| 51 | YNIETO, JERELLE G.          |
| 52 | MONSALVE, SHIELAMY L.       |
| 53 | DE SAGON, ANABELLE M.       |
| 54 | MAGALLANO, SHERILYN S.      |
| 55 | BANAAG, JOSEPHUS PERSEUS B. |
| 56 | ADOLFO, MA. EDNA J.         |
| 57 | PESITO, FLORIDEL R.         |
| 58 | BOQUEO, MICHAEL JOEL C.     |
| 59 | MAGAYON, LOVELY S.          |
| 60 | RIBON, FEDELITO D.          |
| 61 | SAMUEL, NADINE B.           |
| 62 | YOHAN, RONNIE B.            |
| 63 | AUREO, MARICEL V.           |
| 64 | ADARAYAN, MARIA GRACE S.    |
| 65 | AGBULOS, ROMMEL J.          |
| 66 | ANDAYA, IVY T.              |
| 67 | ARCENA, ERICSON R.          |
| 68 | BALITA, ARVIC O.            |
| 69 | BUTIAL, FERDINAND C.        |
| 70 | CORPUZ, JAMES T.            |
| 71 | ESTOPACE, WILFREDO P.       |
| 72 | GENIDO, LUDINA P.           |
| 73 | MADELOZO, PAULINA B.        |
| 74 | MENDOZA, ROYCE M.           |
| 75 | MONCILLER, ABNER B.         |
| 76 | SAPORSANTOS, JAIME L.       |
| 77 | SOLIMAN, ALBERT R.          |
| 78 | VILLANUEVA, REMIGIO S.      |
| 79 | CLAVERIA, EILEEN E.         |
| 80 | MARTINEZ, REY D.            |
| 81 | OXIDA, MARISSA              |
| 82 | RAMOS, JONA B.              |
| 83 | CUSTODIO, PRECILA E.        |
| 84 | PINILE, JAMELA ROSE I.      |
| 85 | SEPE, VILMA A.              |
| 86 | VALLES, MARVIN S.           |
| 87 | SARIP, INDIRAH M.           |
| 88 | ROSAS, REANNE KAYE          |
| 89 | MAMBALOS, NAAMAH C.         |
| 90 | SALEM, MARK JOSEPH V.       |
| 91 | BATTUNG, ALFIE CARL         |
| 92 | HERNANDEZ, RAYMOND          |

Enclosure No. 2 to Division Memorandum No. 781, s. 2025

## TRAINING MATRIX

| <b>Day and Time</b>      | <b>Duration</b> | <b>Sessions</b>   | <b>Facilitator</b>                                      | <b>Output</b>                    |
|--------------------------|-----------------|---|---|----------------------------------|
| <b>DAY 1</b>             |                 |   |   |                                  |
| <b>December 18, 2025</b> |                 |   |   |                                  |
| 8:30 -9:00               | 30 minutes      | Opening Program   |   |                                  |
| 8:00 – 12:00             | 240 minutes     | Integrating VAWC and GEDSI into Functional Division/Units | Functional Division Chiefs/Unit Head                    |                                  |
| 1:00- 5:00               | 240 minutes     | Workshop on VAWC and GEDSI                                | Functional Division/Unit                                |                                  |
| <b>DAY 2</b>             |                 |   |   |                                  |
| <b>December 19, 2025</b> |                 |   |   |                                  |
| 9:00- 10:00              | 60 minutes      | Plenary Session 1: RA 9262 and GEDSI                      | Ms. Naamah C. Mambalos<br>GFPS Focal Person             |                                  |
| 10:00 – 10:15            | 15 minutes      | Health Break  |   |                                  |
| 10:15 – 12:00            | 105 minutes     | Continuation of Session 1                                 | Ms. Naamah C. Mambalos<br>GFPS Focal Person             | Action Plan on RA 9262 and GEDSI |
| 12:00 – 1:00             | 60 minutes      | Lunch Break   |   |                                  |
| 1:00- 5:00               | 240 minutes     | Continuation of Session 1                                 | Ms. Naamah C. Mambalos<br>GFPS Focal Person             |                                  |
| <b>Day 2</b>             |                 |   |   |                                  |
| <b>December 20, 2025</b> |                 |   |   |                                  |
| 8:00- 10:00              | 120 minutes     | Session 2: GAD in the Workplace                           | Mr. Homer N. Mendoza<br>Schools Division Superintendent |                                  |
| 10:00 – 10:10            | 10 minutes      | Health Break  |   |                                  |
| 10:10 – 12:00            | 110 minutes     | Continuation of Session 2                                 | Mr. Homer N. Mendoza<br>Schools Division Superintendent |                                  |
| 12:00- 1:00              | 60 minutes      | Lunch Break   |   |                                  |
| 1:00 - 3:00              | 120 minutes     | Continuation of Session 2                                 | Mr. Homer N. Mendoza<br>Schools Division Superintendent |                                  |
| 3:00 – 4:00              | 60 minutes      | Closing Program   |   |                                  |

Enclosure No. 3 to Division Memorandum No. 781, s. 2025

### **PROGRAM MANAGEMENT TEAM**

| <b>Program Management Team</b>  | <b>Members</b>  |
|---|---|
| Program Manager   | Homer N. Mendoza  |
| Assistant Program Manager   | Glenda DS. Catadman   |
| Program Owner   | Gender and Development Focal Point<br>System                  |
| Logistics Officers (including<br>program/invitation, registration,<br>attendance, and certificates) | Marilyn O. Anglo; and<br>Human Resource and Personnel Section |
| M & E Coordinator   | Medel Carlos C. Zarsuelo Jr.                                  |
| Finance Officers  | Jona B. Ramos<br>Precila E. Custodio                          |
| Medical Officer   | Gian Paul G. Creencia   |
| Documenter  | Marciano V. Valles; and<br>Curriculum Implementation Division |
| Facilitator   | Homer N. Mendoza<br>Naamah C. Mambalos                        |

## TERMS OF REFERENCE

The following are the terms of reference of the involved personnel:

**a. Program Manager**

- a.1. Identifies the members of the program management team who will do the assigned task.
- a.2. Orients the PMT on their roles and responsibilities before the actual delivery of the program.
- a.3. Spearheads the dissemination of memorandum to the target group.
- a.4. Manages the preparation of learning resource packages and other learning materials required for the delivery of the program.
- a.5. Taps resource speakers when needed.
- a.6. Leads in the conduct of debriefing at the end of each day to address issues and identify solutions.
- a.7. Presents the overall results of the online evaluation after the conduct.

**b. Assistant Program Manager**

- b.1. Assists the program manager in identifying the program management team who will do the assigned task.
- b.2. Helps the program manager in the orientation of the PMT on their roles and responsibilities before the actual delivery of the program.
- b.3. Monitors the dissemination of memorandum to the target group.
- b.4. Assists in the management of preparation of learning resource packages, and other learning materials required for the delivery of the program.
- b.5. Assists the program manager in the conduct of debriefing at the end of each day to address issues and to identify solutions.
- b.6. In the absence of the program manager, does all related tasks.

**c. Program Owner**

- c.1. Coordinates efforts with other members of the program management team in the planning stage.
- c.2. Conducts and presides meetings of the PMT on operational matters to give immediate interventions to issues and concerns.
- c.3. Conducts post meetings to check if all components of the program are completed.
- c.4. Leads the consolidation and analysis of the work application project and impact of learning of the participants.
- c.5. Prepares and submits the activity completion report and other necessary documents.

**d. Finance Officer**

- d.1. Assists the program owner in the preparation of budget (if any).
- d.2. Manages all payments after the delivery of the program (if any).
- d.3. Manages the reimbursement of expenses related to the conduct of webinar as approved by the top management (if any).

**e. Logistics Officer**

- e.1. Coordinates with the program owner for logistical requirements of the webinar.
- e.2. Ensures the availability of the equipment to be used (e.g. laptop, audio, etc.).
- e.3. Prepares the online registration and attendance of the learners/participants.
- e.4. Prepares the certificate of participation and recognition.

**f. Facilitator**

- f.1. Conducts webinar sessions.
- f.2. Observes the time allocation for each session.
- f.3. Observes proper decorum (e.g. speaking one at a time, dress code, no unnecessary noise).
- f.4. Prepares session guide, slide decks, videos, pre-test and post-test and other learning resource packages necessary in the delivery of the program.
- f.5. Ensures provision of electronic materials needed by the participants.
- f.6. Checks the readiness of the electronic equipment to be used in the delivery of the program.
- f.7. Attends in the debriefing session through online platform.

**g. M&E Coordinator**

- g.1. Prepares the results of online evaluation (daily and end) and the analysis of the result.
- g.2. Consolidates the QAME results.
- g.3. Submits the results to the program owner 20 days after the conduct.
- g.4. Leads the debriefing session through online platform.

**h. Documenter**

- h.1. Ensures attendance of participants.
- h.2. Keeps the master list of participants.
- h.3. Spearheads the registration and checking of attendance of participants.
- h.4. Safely keeps the training materials and supplies and monitor the usage.
- h.5. Coordinates with the Training Manager.
- h.6. Gathers and keep supporting documents for liquidation and reporting purposes.
- h.7. Prepares/Consolidates the program completion report following the prescribed format.
- h.8. Takes down minutes of all meetings/debriefing sessions.

**i. Medical Officer**

- i.1. Assists the participants in health concern, such as assessment of blood pressure and other health complaints even beyond training hours.
- i.2. Provides medicines for common ailments.
- i.3. Referrals of medical cases to proper health authorities or institution.
- i.4. Provides feedback to Training Manager regarding the health complaints of the participants.
- i.5. Attends the debriefing sessions.
- i.6. Does related tasks.