



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



March 19, 2024

REGIONAL MEMORANDUM

No. 261 s. 2024

To: Schools Division Superintendents
 SDO and School GAD Focal Point System Secretariat
 All Others Concerned

SUBMISSION OF NATIONAL WOMEN'S MONTH CELEBRATION (NWMC) 2024 ACCOMPLISHMENT REPORT AND GAD BEST PRACTICES

1. In adherence to DepEd Memorandum No. 015, s. 2024, and as part of the monitoring of our region's National Women's Month Celebration (NWMC), Schools Division Offices are hereby requested to submit the above-captioned reports.
2. This year's month-long celebration capitalizes on the recurring theme "*WE for gender equality and inclusive society*," introduced in 2023. Furthermore, the 2024 NWMC bears the sub-theme, "*Lipunang Patas sa Bagong Pilipinas; Kakayahan ng Kababaihan, Patutunayan!*", which calls for a Bagong Pilipinas where women are given equitable opportunities and not hindered by gender biases and discriminatory stereotypes. Furthermore, NWMC is an opportunity for our region to *showcase our best practices in the implementation of gender and development*.
3. To facilitate the submission of the NWMC accomplishment report and GAD best practices, kindly refer to the enclosed documents for the AR template and GAD best practices feature guidelines.
4. The deadline for submission is April 12, 2024, 5:00 p.m. and may be emailed to rhea.eden@deped.gov.ph.
5. For queries, you may approach or reach Dr. Rhea B. Eden, at rhea.eden@deped.gov.ph or call at **09177358913**.
6. Immediate dissemination of and compliance to this Memorandum is directed.

JOCELYN DR. ANDAYA
 Director IV



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 5



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PROJECT /ACTIVITY COMPLETION REPORT	
DIVISION	
PPA Title	
Date Accomplished	
INTRODUCTION (Give a brief description of the program/project or activity (3 – 5 sentences only)	
I. OBJECTIVES	
a. What are the targeted objectives?	
b. What are the physical targets? (Outputs/non-participants)	
c. What are the physical targets' actual accomplishments?	
b. Were they met? What evidence/s account for the claim that they were met?	
c. If not, what went wrong in the conduct of the activity? What is the reason for the variance?	
d. Did you use feedback monitoring tool to get the consensus of the participants?	
e. What is the QAME Rating/Monitoring Tool Rating? (Please attach the summary/consolidated report)	
II. DATE	
a. Original Date/s	



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b. Actual Date/s	
III. TARGET CLIENT	
a. Who were the target participants/clients?	
b. What was the basis for choosing them?	
c. Were all of the proposed participants/clients able to attend?	
d. What were the probable reasons given for non-attendance?	
e. What measures were taken to ensure the participants would come?	
IV. BUDGET	
a. How much was the original budget?	
b. Was there a difference between the target and actual budget? Where lies the difference?	
c. Could the difference have been avoided? How? If not, how did you address the variance?	
V. WAYS FORWARD	
a. What are your next steps?	
b. Are there possible areas for improvement that you can consider for your next activity?	
c. Did you consider the above concerns in your	



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action plan for the next phase?	
d. How do you plan to measure the impact of this PPAs in the future? Or do you think it is not necessary? Why?	

Prepared and submitted by:

Proponent

Reviewed by:

Chief/Assistant Schools Division Superintendent/Principal

Noted by:

Regional Director/Schools Division Superintendent



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Enclosure No. 2 **GAD Implementation Best Practices Format**

1. Best practice(s) may be a process, system, infrastructure, or PPA initiated or implemented in the SDO or school(s).
2. These practices are anchored on legal mandates or DepEd issuances.
3. Infrastructures and PPAs must have a _____ score or be gender sensitive in the HGDG assessment.
4. Kindly observe the following format:
 - News Article Type
 - Font: Bookman Old Style
 - Spacing: 1.5
 - 4 clear photos
 - 1 page (A4 size) only