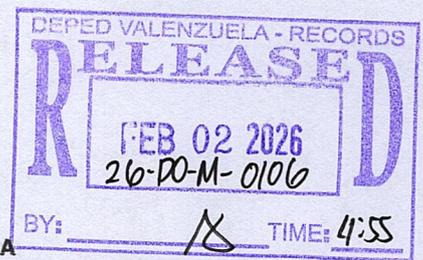




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Control no.: 26 PUP 110

Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION  
SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**

No. 0099 s. 2026

**SUBMISSION OF THE FY 2026 GAD PLAN AND BUDGET (GPB)**

To: OIC – Assistant Schools Division Superintendent  
Chief Education Supervisors - CID and SGOD  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In our continuous commitment to foster a gender-responsive educational environment, this Office issues the following guidelines for the preparation of the **Fiscal Year 2026 Gender and Development (GAD) Plan and Budget (GPB)**. This directive is issued in strict accordance with the mandates of **Section 36 of Republic Act No. 9710**, popularly known as the **Magna Carta of Women**, and the prevailing circulars from the **Philippine Commission on Women (PCW)**. These laws require all government agencies, including public schools, to ensure that gender mainstreaming is an integral part of their operations and that at least **five percent (5%)** of their total annual budget is dedicated to programs that address gender disparities.
2. The preparation of the FY 2026 GPB must be rooted in a thorough gender analysis of the school's current data, identifying specific gaps and issues affecting both learners and personnel.
3. To ensure the efficiency of our administrative processes and to prevent any delays in the final consolidation at the regional and national levels, a localized review system is hereby implemented. **All Public Schools District Supervisors (PSDS) are directed to conduct a primary technical review of the GPBs of the schools within their respective districts.** This initial check is vital to ensure that the activities proposed are relevant, the budget computations are accurate, and the documents are compliant.
4. All school-level GAD Plans and Budgets must be submitted to their respective PSDS for checking no later than **February 11, 2026**. Following this district-level verification, the endorsed plans shall be transmitted to the Division GAD Focal Point System for final approval. Strict adherence to this schedule and the narrative requirements is expected from all concerned to ensure that our division remains a leader in gender-responsive governance.
5. GPBs submitted beyond this date will no longer be processed.



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6. Immediate dissemination of this Memorandum is desired.

**NOEL D. BAGANO**  
Schools Division Superintendent

Encl.: As stated

References: NONE

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

**GAD**

**SCHOOLS**

**REPORT**

LLS/DM- SUBMISSION OF THE FY 2026 GAD PLAN AND BUDGET (GPB)/February 02, 2026



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