



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region III
SCHOOLS DIVISION OF NUEVA ECJA
Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100



October 7, 2015

DIVISION MEMORANDUM

No. 147, s. 2015

UTILIZATION OF GENDER AND DEVELOPMENT FUND

To: PUBLIC SCHOOLS DISTRICT SUPERVISORS
SECONDARY AND ELEMENTARY SCHOOL PRINCIPALS
ALL OTHERS CONCERNED

1. Please be reminded of the following guidelines in the utilization of Gender and Development (GAD) Fund:

- Upon approval of your request by the Schools Division Office, GAD fund will be downloaded per school this October together with the school fund. Accounting Office will not issue a separate check for GAD.
- Schools may join other schools in the district to form clusters in their GAD Training as long as the amount will not exceed Php50,000.00. Beyond this amount, posting on the PhilGeps website is required.
- The schedule of GAD Training should not affect the schedule of classes. GAD Training should be planned accordingly. Training matrix as well as the set of activities should be crafted ahead of time as part of the planning process.
- Liquidation should be done per school. Expense accounts exceeding five thousand (Php5,000.00) pesos will require abstract of canvass as attachment.

2. Please be guided accordingly.

3. Immediate dissemination of this memorandum is earnestly desired.


EDNA SANTOS-ZERRUDO Ed. D., CESO V
Schools Division Superintendent