



6 February 2018

MEMORANDUM NO. 94

Series of 2018

**T O: College Deans, Department Heads, Center Directors, Office/Unit Heads,
Budget/Finance/Accounting Representatives (Main and External Campuses),
GFPS Technical Working Group and External Campus Deans**

R E: Re-orientation Seminar on GAD Planning and Budgeting

In order to guide the Deans/Heads and their GAD Coordinators/clerks in preparing their **GAD Plan and Budget and Accomplishment Reports**, a re-orientation seminar will be conducted on **13 February 2018 (Tuesday), 9:00-12:00NN** at the **1st Floor, Center for Continuing Education (CCE Bldg.), VSU, Visca, Baybay City, Leyte.**

The training will serve as a venue to:

1. Re-orient colleges, research centers, offices and units on the Revised Guidelines on the Preparation of the Annual Gender and Development (GAD) Plan and Budget and Accomplishment Report including the supplemental guidelines on the procedure of GPB submission through the use of Gender Mainstreaming Monitoring System (GMMS);
2. Clarify issues and concerns encountered by the agency in the preparation and implementation of the annual GAD Plan and Budget; and
3. Present the guidelines in the audit of Gender and Development (GAD) Funds and activities in government agencies.

Please confirm attendance to gad.office@vsu.edu.ph.

Your participation is required.


EDGARDO E. TULIN
President