REGIONAL MEMORANDUM
No. 284, s. 2021

ATTENDANCE SHEET TEMPLATE FOR THE ANALYSIS OF SEX-DISAGGREGATED DATA

To: Asst. Regional Director
   Schools Division Superintendents
   Chiefs of Functional Divisions
   All Concerned

1. Aligned with the goal to uphold policies promoting gender equality, disability and social inclusion (GEDSI) in the workplace and the Equal Opportunity Policy (EOP), every activity must be ready with an analysis of sex-disaggregated data – a minimum standard for planning, implementing, monitoring, and evaluating all types of development initiatives in the workplace.

2. The importance of sex-disaggregated data in the assessment process is to determine whether an initiative is successful at targeting equal opportunity thereby benefiting all personnel regardless of their status, sex, disability, and age.

3. In order to facilitate easier analysis of sex disaggregated data in all the programs, projects, and activities that can help in reporting sex-disaggregated data, the attendance sheet template (see enclosure) is recommended to be used in all activities to have a ready document for sex-disaggregation.

4. For questions, please call the Human Resource Development Division (HRDD) through Telephone Number 682-23-24 loc. 122 or via hrdd.region1@deped.gov.ph.

5. For wide dissemination and immediate action.

TOLENTINO G. AQUINO
Director IV

Reference: None
Encl: As stated
To be indicated in the Perpetual Index
under the following subjects:

PROFESSIONAL DEVELOPMENT    TRAINING PROGRAMS    WORKSHOPS

HRDD/RM/RM, Attendance Sheet Template for the Analysis of Sex-Disaggregated Data
April 5, 2021

DepEd Region 1: Built on character; empowered by competence.
### Attendance Sheet

**Date:**

**Venue:**

**Title of Activity:**

**Human Resource Development Division**

**Department of Education**

**Republic of the Philippines**

**Region I**