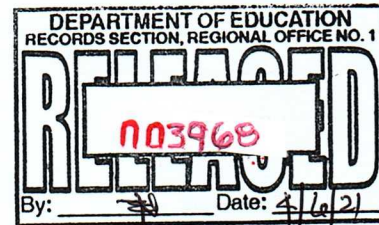




Republic of the Philippines
Department of Education
 REGION I



Office of the Regional Director

APR 06 2021

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



DepEd RO1 HRDD 210172

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Republic of the Philippines
Department of Education
 REGION I

Human Resource Development Division

ATTENDANCE SHEET

Title of Activity:

Venue:

Date:

No	NAME (Surname, Given Name, MI)	POSITION	DIVISION (e.g. OSD, CID, SGO, HRDD, FTAD, QAD)	CIVIL STATUS					SEX		AGE					SIGNATURE			
				Single	Married	Widowed	Separated	M	F	19-25	26-35	36-45	46-55	56-65	Day 1	Day 2	Day 3		
1																			
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			

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