



COMMISSION ON HIGHER EDUCATION

REGIONAL OFFICE I



January 27, 2025

CHEDRO1 REGIONAL MEMORANDUM

NO. 04, Series of 2025

FOR : **PRESIDENTS/ HEADS**
All Higher Education Institutions
Region 1

ATTENTION : **GAD Focal Persons**

SUBJECT : **SUBMISSION OF ACCOMPLISHED SELF-ASSESSMENT TOOL
FOR GENDER AND DEVELOPMENT**

1. In line with our commitment to ensure the continuous improvement and quality assurance of our academic support programs, the institution is requested to complete the electronic copy of the Gender and Development Monitoring and Evaluation Tool, to be accomplished by the GAD Focal Person or an authorized personnel, for the institution's self-assessment on the extent of compliance with CMO No. 1, s. 2015 otherwise known as the "Establishing Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Education Institutions."
2. The information provided through the self-assessment tool will serve as basis for the upcoming monitoring and evaluation of the institution's gender and development programs.
3. The self-assessment tool (SAT) can be accessed and downloaded via <https://bit.ly/GAD-EMT>.
4. HEI GAD Focal Persons shall carefully review and complete all the sections of the tool.
5. The institution is also requested to store all copies of the supporting documents or modes of verification (MOVs) documents in the google drive and attach the specific document links to the **remarks column** of the SAT, for easy review and evaluation.
6. The duly accomplished SAT shall be submitted following this format (name of HEI, GAD) on or before **February 28, 2025** to rcera@ched.gov.ph.
7. For inquiries, you may reach **Dr. Ricky A. Cera** Education Supervisor II, this Office, through telephone number (072) 682-9623 or 242-2750.
8. For your information and compliance.


CHRISTINE NABOR - FERRER, EdD
Director IV

/6