



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent
DIVISION MEMORANDUM

SGOD-2026- *400*

To : Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
School Heads and Teachers of Public
Elementary and Secondary Schools
All Non-teaching Personnel

Subject : ADOPTION OF THE INCLUSIVITY CHECKLIST AND INCLUSIVITY
DECLARATION STATEMENT

Date : August 11, 2026

In reference to the attached 1st Indorsement Letter, signed by the Regional Director Maria Ines C. Asuncion, re: "Adoption of the Inclusivity Checklist and Inclusivity Declaration Statement", this Office hereby informs all schools and offices of the attached tool and declaration statement, the contents of which are self-explanatory.

For information, guidance, and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO V
Schools Division Superintendent

Regional Schools Division Office of Digos City
RECORDS SECTION

711-07-10004
RELEASED

DATE: *12 AUG 2026* TIME: *1:40 PM*
BY: *[Signature]*

Enclosed: As stated.
SGOD/PR/mbr



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
DAVAO REGION



1st Indorsement

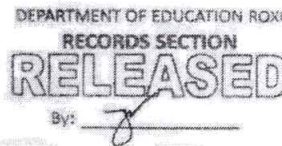
July 22, 2026

Respectfully referred to all SCHOOLS DIVISION SUPERINTENDENTS, requesting attention to the Memorandum of Regional Development Council on the Adoption of the Inclusivity Checklist and Inclusivity Declaration Statement, content is self-explanatory. Take note that the tool may still be enhanced in accordance with GEDSI laws.

MARIA INES C. ASUNCION
Director IV

cc: Priscilla R. Sonido
Regional Director, DEPDev XI

Encl: As stated
ROP2/jbac

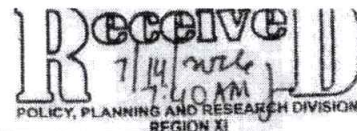


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REPUBLIC OF THE PHILIPPINES

REGIONAL DEVELOPMENT COUNCIL
DAVAO REGION



DEPARTMENT OF EDUCATION ROX
RECORDS SECTION
RECEIVED

MEMORANDUM

FOR : SOCIAL DEVELOPMENT COMMITTEE MEMBERS
FROM : THE SDC XI SECRETARIAT
SUBJECT : ADOPTION OF THE SDC XI INCLUSIVITY CHECKLIST AND INCLUSIVITY DECLARATION STATEMENT
Date : June 20, 2025

Requested Action: For adoption.

1. We are pleased to provide the Committee members with the attached SDC XI Inclusivity Checklist and Inclusivity Declaration Statement for adoption in their respective activities and events as agreed during the 2Q 2025 Meeting of the Social Development Committee XI on June 4, 2025 at the NEDA -RDC XI Conference Halls, Bangkal, Davao City.
2. Please be informed that the SDC XI members may enhance the list according to the latest updates on Gender Equality, Disability and Social Inclusion (GEDSI) laws, other related national and local issuances, and agency/LGU inclusivity practices.
3. For any clarification, kindly coordinate with Chief Economic Development Specialist Lalaine M. Sajelan of the SDC XI Secretariat at tel. nos. (082) 2960160 to 64 local 112 or email at dro11@depdev.gov.ph.

Thank you and best regards.

PRISCILLA R. SONIDO, CESO III
RDC XI Vice Chairperson, and
Regional Director, DEPDev XI

Attachments:

1. Proposed Inclusivity Checklist and Inclusivity Declaration Statement



REPUBLIC OF THE PHILIPPINES

REGIONAL DEVELOPMENT COUNCIL DAVAO REGION

SOCIAL DEVELOPMENT COMMITTEE XI INCLUSIVITY CHECKLIST

GENDER EQUALITY, DISABILITY, and SOCIAL INCLUSION (GEDSI) PRACTICES/ENGAGING THE ATTENDEES - BEFORE, DURING, AFTER THE MEETING/EVENT

This **INCLUSIVITY CHECKLIST** is a guide for the government and public sectors to ensure fairness, mitigate biases, and promote diversity by prompting consideration of potential issues and promoting inclusive practices across various areas like conduct of events, content creation, or even regular meetings. This checklist is related with specific provisions of the Magna Carta of Women (RA 9710), the Safe Spaces Act (RA 11313), 2024 Revised IRR Batas Pambansa Blg. 344 (Philippines Accessibility Law), Convention on the Rights of Persons with Disability, Rooming-In and Breastfeeding Act of 1992 (RA No. 7600), An Act Expanding the Promotion of Breastfeeding Amending for the Purpose RA No. 7600 (RA No. 10028), the use of non-sexist language in all official documents, communications and issuances (CSC MC No. 12, s. 2005), among others.

It also complements some relevant development frameworks, like the Sustainable Development Goals, the Program to Institutionalize Meritocracy and Excellence in Human Resources Management (PRIME-HRM) and our strong commitment to inclusive development in the Davao Region. This checklist may be updated by the agency, LGU, other implementing units, as necessary.

Schedule	Activity	Responsible Person/Unit
Before the meeting/ event	Consider that the meeting/event schedule does not conflict with cultural/religious events or national holidays.	Presiding Officer/SDC XI Members/Comm. Secretariat
	Include questions in the registration form that would gather information about the support needs of the attendees. Use gender-neutral language.	Comm. Secretariat
	Email to committee members the Notice of Meeting with the indicative agenda at least one week before the meeting/event. Add option for meeting attendees to send their questions in advance re indicative agenda.	Comm. Secretariat
	Consider/prefer a meeting room which is located at the ground floor if the venue is not a one-storey building.	Meeting Host/Comm. Secretariat
	Provide the hotel/meeting venue staff the accessibility checklist of facilities (ramps, PWD toilet, braille, elevator, breastfeeding and child-minding room, others) at least a day before the meeting/event.	Meeting Host/Comm. Secretariat
	Check the venue in advance in terms of: Visibility for those with impaired sight, Mobility for those who have mobility impairments, Technology for those who may need to use adaptive device.	Meeting Host/Comm. Secretariat

	Provide accessibility options when using Zoom (<i>visit Zoom website for assistance in making this option</i>).	Comm. Secretariat
	Coordinate with the presenters on the availability of the presentation in pdf file to be included in the e-agenda folder.	Comm. Secretariat
	Speakers are also informed in advance if there are attendees with support needs.	Comm. Secretariat
	Request speakers if they can forward their presentations before the meeting so these materials can be shared with the visually impaired attendees.	Presenters/Comm. Secretariat
	In planning for the event, allot time for break time/bio break.	Meeting Host/Comm. Secretariat
	If the needs of attendees cannot be accommodated because of some limitations, discuss alternative options with them.	Meeting Host/Comm. Secretariat
	Prepare certificate of participation/appearance for meeting attendees.	Comm. Secretariat
During the meeting/ event	Check the attendance of committee members, guests.	Comm. Secretariat
	Warm up activity is prepared, as necessary, while waiting for everyone to settle at the venue.	Meeting Host/Comm. Secretariat
	Designate someone from the Secretariat to help with the seating, maintaining clear pathways, or other needs of meeting attendees.	Comm. Secretariat, with the assistance of hotel/meeting venue staff
	Welcome the participants warmly at the start of the activity. Read the Inclusivity statement.	Presiding Officer/Host
	Help foster an atmosphere where everyone feels respected and included in the conversation – regardless of gender, ability or background.	Presiding Officer /SDC XI Members/ Presenters/Comm. Secretariat
	Use gender-neutral language. Avoid the use of jargons.	SDC XI Members/Presenters/ Comm. Secretariat
	Consider the meeting attendees' special food requirements as indicated in the registration form, ex. indicate allergens and gluten-free, vegan, vegetarian or other options.	Meeting Host/Comm. Secretariat
	Provide guidelines for inclusive presentations.	Presenters/Comm. Secretariat
	Inform the audience if there is a discussion on a sensitive topic. This will give the attendees enough time to decide if they want to stay in the session.	Presenters
	Use of Sans Serif font at a minimum of 24 point for visually impaired attendees; use of sign language for the hearing-impaired participants.	Presenters/Comm. Secretariat

	Inform the speakers in case participants have support needs in processing the information in the slide deck.	Comm. Secretariat
	Inform the attendees that they can stand or step away from the screen.	Presiding Officer /Presenters
	Inform the attendees that the meeting will be recorded using an audio/video recording device for documentation purposes (if applicable).	Comm. Secretariat
	Provide sufficient time to attendees to read and process the content in each slide before going to the next slide.	Presenters
	Encourage the attendees to ask questions.	Presiding Officer /Presenters
	Read the comments and read out the polls especially for virtual meetings.	Presiding Officer /Comm. Secretariat/Moderators
	Respect the participants' choice of interaction with other attendees, resource persons, and hosts.	SDC XI Members/Presenters/ Guests/ Comm. Secretariat
	A 10-minute break is included in the program at least every 2 hours.	Presiding Officer /Comm. Secretariat
	Serve meals on time even on working lunch/dinner in consideration of those who are taking medications after meals.	Meeting Host/Comm. Secretariat
After the meeting/ event	Distribute the certificate of participation/appearance for meeting attendees.	Comm. Secretariat
	Aside from the thank you email, inform the attendees of the forthcoming committee activities and ask them to participate.	Comm. Secretariat
	In the post survey, ask the participants about the inclusion and accessibility experience during, before, and after the event.	Comm. Secretariat
	Process the Committee's customer feedback survey and submit a report.	Comm. Secretariat

PROPOSED INCLUSIVITY DECLARATION STATEMENT

(shared by PSR Naphrey Almario, SDC XI Member and RDC XI Private Sector Representative for PWD/Senior Citizens)

At _____ *(name of agency/LGU/organization)*, we promote and celebrate diversity, equity, inclusion, and accessibility. We believe that everyone, regardless of gender identity, race, age, religion, physical or mental ability, ethnicity, sexual orientation, health status, or academic background, deserves to be treated with RESPECT, DIGNITY, and INCLUSION.

Embracing diversity enhances our ability to serve the public, enabling us to cultivate unique perspectives and innovative ideas that strengthen our connection with the communities we support. Our commitment to these values is deeply rooted in our nationalistic spirit, where we work tirelessly not just for individual progress but for the collective advancement of our nation.

We are dedicated to fostering a safe space for all our members and continuing to learn and nurture an impactful platform for Davao Region's socio-economic development. We work with and for the community, ensuring that our initiatives reflect the true essence of unity and progress for all Filipinos. Together, we strive to build a future that honors our rich heritage while embracing the diversity that strengthens our nation.