



NO. 2018-04

TO : Heads of Executive Departments, Agencies, Bureaus, Offices, State Universities and Colleges, Government Owned and/or Controlled Corporations, Legislative and Judiciary Branches, Constitutional Bodies and Other National Government Instrumentalities

SUBJECT : Revised Guidelines for the Preparation of the Gender and Development (GAD) Agenda

DATE : September 19, 2018

1. BACKGROUND AND RATIONALE

In accordance with the Magna Carta of Women (MCW) and the Philippines' commitment to achieve gender equality and women's empowerment (GEWE), the *Guidelines for the Preparation of Annual GAD Plans and Budgets (GPBs) and GAD Accomplishment Reports (ARs)* was issued by the Philippine Commission on Women, the National Economic and Development Authority (NEDA) and the Department of Budget and Management (DBM). The guidelines provide the procedures for the formulation, implementation, monitoring and evaluation of GAD plans and budgets of agencies and identify the setting of the GAD agenda as one of the steps in formulating the GAD plan. The GAD agenda shall be the basis for the annual formulation of programs, activities and projects (PAPs) to be included in the GPBs of agencies. It will provide agencies with direction in setting and monitoring their GAD initiatives towards the achievement of their GEWE goals.

The development of the GAD Agenda shall be guided by the desired GEWE outcomes and goals embodied in the MCW and other women or gender-related laws relevant to the agency's mandates; the Philippine Plan for Gender Responsive Development (PPGD) 1995-2025 and term plans on GEWE; and various international GAD-related commitments such as the United Nations Convention on the Elimination of All Forms of Discrimination Against Women (UN CEDAW), the Beijing Platform for Action (BPfA), and the Sustainable Development Goals (SDGs). It shall also be anchored on the priorities and thrusts of the government as expressed in the Philippine Development Plan and various sectoral plans. (See Annex A)

2. PURPOSE

This Memorandum Circular provides the guidelines and procedures in the formulation, implementation, monitoring, and evaluation of the multi-year GAD Agenda as basis for the annual GAD Plans and Budgets of agencies.

3. GENERAL GUIDELINES

3.1. The GAD Agenda is the agency's strategic framework and plan on gender mainstreaming, and achieving women's empowerment and gender equality. It shall:

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- 3.1.1. serve as basis in identifying programs, activities, and projects to be undertaken to achieve the GAD goals and outcomes;
- 3.1.2. provide the monitoring and evaluation (M&E) framework for assessing GAD results and outcomes that shall be the basis for strengthening the mainstreaming of a GAD perspective in the agency's operations and programs; and
- 3.1.3. be formulated in a participatory, consultative and inclusive process. It shall consider the results from consultations with women target beneficiaries as well women's groups/organizations working on the sector and other concerned stakeholders, and the identified gaps resulting from gender analysis.

4. CONTENT AND TIMEFRAME OF THE GAD AGENDA

The GAD Agenda is a two-part document consisting of the GAD Strategic Framework (GADSF) and the GAD Strategic Plan (GADSP). The GADSF outlines the agency's GAD Vision, Mission and Goals anchored on the mandate of the agency, while GADSP defines the strategic interventions, indicators, and targets to be pursued to achieve GAD goals over a period of time.

The timeframe of the GAD Agenda is six years.

5. STEPS IN FORMULATING THE GAD AGENDA (See Annex B)

5.1. Organizing the Planning Team

- 5.1.1. The Head of Agency or GAD Focal Point System (GFPS) Chairperson shall issue, if necessary, an office memorandum for the preparation of the GAD Agenda.
- 5.1.2. For agencies with sub-units, the GFPS of the central office (CO) shall ensure the representation and participation of regional offices, staff bureaus, and other sub-units of the agency in the planning team. Attached agencies and bureaus independent from their parent agency shall also issue an office memorandum and shall prepare their respective GAD Agenda
- 5.1.3. The agency may also seek the support of external GAD practitioners or sectoral experts from women or GAD-related civil society organizations, members of the PCW Gender Resource Pool, representatives of Regional GAD Resource Centers, to serve as resource persons or consultants for the preparation of the GAD Agenda.

5.2. Conducting Gender Analysis

- 5.2.1. The agency, led by the GFPS, shall conduct gender analysis based on the following:

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- 5.2.1.1. results of the application of gender analysis tools such as the Gender Mainstreaming Evaluation Framework (GMEF), Harmonized Gender and Development Guidelines (HG DG), Participatory Gender Audit (PGA) and other gender analysis tools;
- 5.2.1.2. analysis of sex-disaggregated data and/or relevant information;
- 5.2.1.3. review of GAD-related mandates and policies (international and local);
- 5.2.1.4. review of sectoral and Gender Equality and Women's Empowerment (GEWE) plans and GAD-related indicators; and
- 5.2.1.5. issues and recommendations gathered from consultations with women's groups/organizations working on the sector and other concerned stakeholders.
- 5.2.2. After collating the results of the gender analysis, the agency should be able to come up with a summary list of gender issues.
- 5.2.3. The gender issue could be client-and/or organization-focused.
- 5.2.3.1. A client-focused gender issue refers to gap/s arising from the unequal status of women and men stakeholders (customers, clients, beneficiaries) of a particular agency including the extent of their disparity over access to benefits from and contribution to a policy, program, projects and/or services of the agency.
- 5.2.3.2. An organization-focused gender issue, on the other hand, points to the gap/s in the capacity of the organization to integrate a gender dimension in its programs, systems or structure.
- 5.3. Setting the Agency's GAD Vision and Mission (See Annex D)**
- The GAD vision shall be formulated to reflect the agency's projected direction to achieve its gender equality and women's empowerment based on its mandate, priorities and thrusts. The GAD Mission should articulate the agency's purpose based on its mandate in relation to achieving gender equality and women's empowerment.
- 5.4. Formulating the GAD Goals**
- Based on the results of gender analysis, the agency shall set 3-5 GAD goals that it can achieve during the timeframe set.
- 5.5. Prioritizing Gender Issues and/or GAD Mandates per GAD Goal**
- 5.5.1. The gender issues shall be prioritized according to what the agency can achieve within the timeframe of the GAD Agenda.



5.5.2. In prioritizing the gender issues to be addressed, the agency may consider the following criteria:

5.5.2.1. *Strategic*– aligned with the priorities of the administration and sectoral plans;

5.5.2.2. *Relevant*– aligned with the agency’s mandate under the MCW and other GAD-related policies and plans; affects a significant number of stakeholders;

5.5.2.3. *Urgent* – immediate action or attention is necessary to respond to a pressing gender issue/concern

5.5.3. Aside from priority gender issues, the agency may directly cite specific GAD mandates emanating from GAD-related laws or plans that it needs to implement.

5.6. Outlining the GAD Outcomes, Indicators, Baseline Data, and Targets per GAD Goal

5.6.1. Based on the priority gender issues/GAD mandates, formulate the GAD Outcomes/Result Statements to be achieved within the timeframe of the GAD Agenda. The statement should provide a sense of progress toward reaching the goal.

5.6.2. Identify the indicators to measure the progress towards the attainment of the GAD outcome/result. An indicator can be qualitative or quantitative, and is composed of a unit of measure, a unit of analysis and a context.

5.6.3. Provide the baseline data.

5.6.4. Set annual targets for each indicator.

5.7. Translating the GAD Outcomes into GAD Programs, Projects, and/or Activities

5.7.1. Identify/ Develop specific GAD programs, projects, and/or activities aligned with identified strategies with corresponding estimated budget, to achieve the desired GAD outcomes.

5.7.2. Fill out the GAD Strategic Plan template (Annex E).

6. OPERATIONALIZATION

6.1. The head of agency shall approve the GAD Agenda and issue a policy ensuring its implementation by the agency’s sub-units.

6.2. The GFPS shall ensure that the GAD Agenda is disseminated to the agency’s sub-units, such as staff bureaus, regional or field offices.

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- 6.3 In the formulation of the agency's annual GAD Plan and Budget, the entries in the GAD agenda such as the, gender issue, GAD outcome, indicator, target, activities, and budget for the specified year shall be reflected in the annual GPB.
- 6.4 To measure the progress made in achieving the GAD Goals, the agency shall identify its annual targets, and move from program, project, and/or activity completion and outputs in the first year or two, to results in terms of achieving the GAD outcomes towards the end of the GAD agenda timeframe. It shall monitor and evaluate progress made in achieving these targets in its GAD Annual Accomplishment Reports.
- 6.5 GAD programs, projects, and/or activities, may be modified, as necessary, in order to attain the GAD outcomes and goals.
- 6.6 The agency may also adjust the GAD Agenda to include emerging gender issues and corresponding outcomes and programs, projects, and/or activities that may not have been included at the onset of the planning period.

7. MONITORING & EVALUATION

- 7.1. A review after three years and an end-term evaluation of the GADSF and GADSP shall be conducted by the GFPS and reports shall be prepared and submitted to PCW.
- 7.2. The 3-year progress report shall reflect the status of accomplishments based on the analysis of the desired results and outcomes, as well as variances. (See Annexes C & F)
- 7.3. The end- term report shall reflect the overall assessment of the implementation of the GAD agenda based on the goals and desired results/outcomes. It shall also reflect the variances, including unintended results, and the reasons for such, as well as the recommendations and lessons learned. Agencies shall submit together with the end-term report, a narrative of its GAD accomplishments, which may include success stories and good practices.
- 7.4. The result of the evaluation may serve as basis in formulating its GAD Agenda for the next planning period. (See Annexes C & G)

8. SUBMISSION

The GAD Agenda, progress and end- term reports shall be submitted by agencies to PCW for the purpose of monitoring, evaluation, reporting of GEWE results and as necessary, provision of technical assistance on its implementation.

9. TRANSITORY PROVISION

Agencies are encouraged to prepare their GAD Agenda upon the effectivity of this guidelines for calendar years (CY) 2020-2025. Agencies with existing GAD Agenda shall review and recalibrate, as necessary, their GAD Agenda in line with these Guidelines.

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10. EFFECTIVITY CLAUSE

This Memorandum Circular shall take effect immediately.

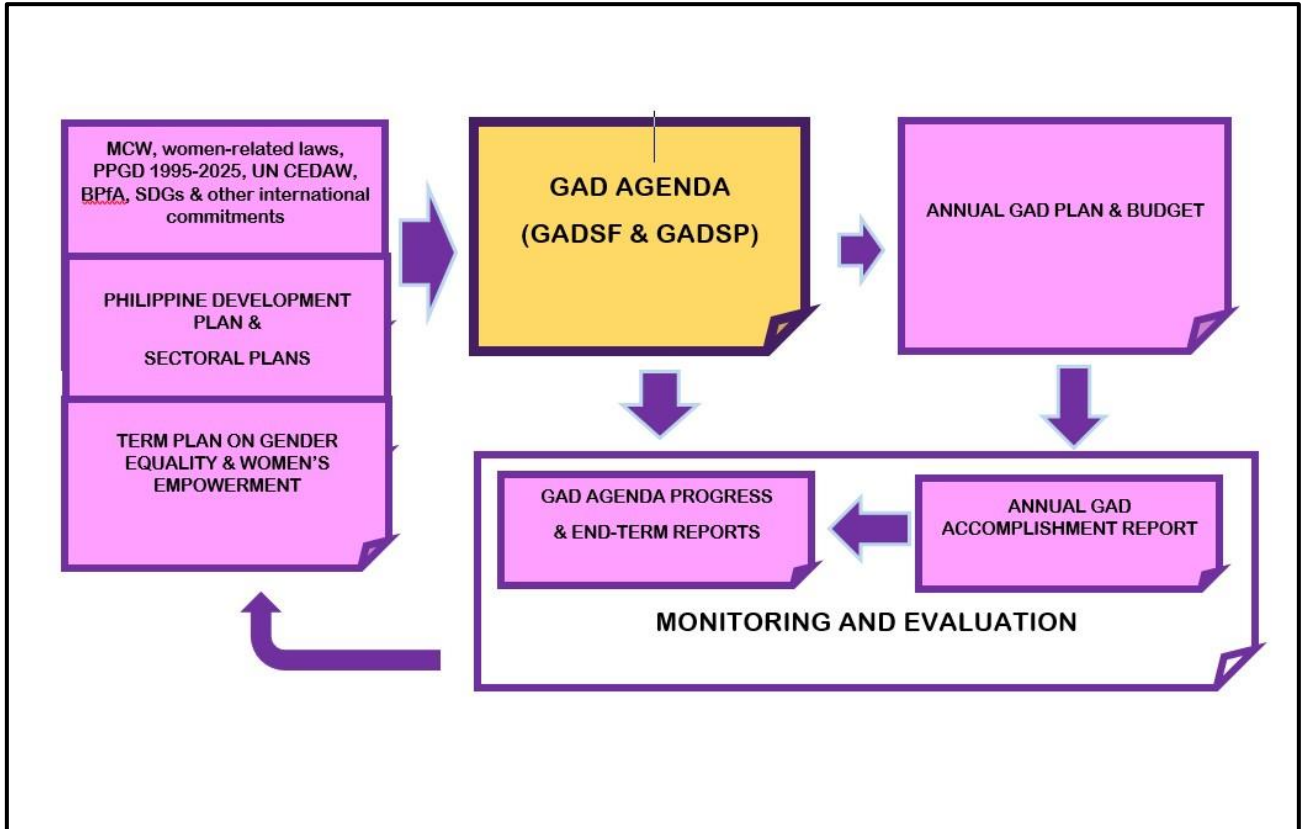
RHODORA T. MASILANG-BUCOY, Ph.D.

Chairperson

Philippine Commission on Women

ANNEX A

GAD Agenda Policy Framework



LEGEND:

MCW – Magna Carta of Women

PPGD – Philippine Plan for Gender-Responsive Development

CEDAW – Convention on the Elimination of Discrimination Against Women

BPfA – Beijing Platform for Action

SDG – Sustainable Development Goals

GADSF – GAD Strategic Framework

GADSP – GAD Strategic Plan

ANNEX B

Steps in Formulating the GAD AGENDA

PART 1: GAD STRATEGIC FRAMEWORK (GADSF)

STEP 1: ORGANIZING THE PLANNING TEAM

- a) The Head of Agency or GAD Focal Point System (GFPS) Chairperson shall issue, if necessary, an office memorandum for the preparation of the GAD Agenda.
- b) For agencies with sub-units, the GFPS of the central office (CO) shall ensure the representation and participation of regional offices, staff bureaus, and other sub-units of the agency in the planning team. Attached agencies and bureaus independent from their parent agency shall also issue an office memorandum and shall prepare their respective GAD Agenda
- c) The agency may also seek the support of external GAD practitioners or sectoral experts from women or GAD-related civil society organizations, members of the PCW Gender Resource Pool, representatives of Regional GAD Resource Centers, to serve as resource persons or consultants for the preparation of the GAD Agenda.

STEP 2: CONDUCTING GENDER ANALYSIS

- a) The agency, led by the GFPS, shall conduct gender analysis based on the following:
 - results of the application of gender analysis tools such as the Gender Mainstreaming Evaluation Framework (GMEF), Harmonized Gender and Development Guidelines (HGDG), Participatory Gender Audit (PGA) and other gender analysis tools;
 - analysis of sex-disaggregated data and/or relevant information;
 - review of GAD-related mandates and policies (international and local);
 - review of sectoral and Gender Equality and Women's Empowerment (GEWE) plans and GAD-related indicators; and
 - issues and recommendations gathered from consultations with women's groups/organizations working on the sector and other concerned stakeholders.
- b) After collating the results of the gender analysis, the agency should be able to come up with a summary list of gender issues.
- c) The gender issue could be client-and/or organization-focused.
 - A client-focused gender issue refers to gap/s arising from the unequal status of women and men stakeholders (customers, clients, beneficiaries) of a particular agency including the extent of their disparity over access to benefits from and contribution to a policy, program, projects and/or services of the agency.
 - An organization-focused gender issue, on the other hand, points to the gap/s in the capacity of the organization to integrate a gender dimension in its programs, systems or structure.

STEP 3: SETTING THE AGENCY'S GAD VISION & MISSION

The GAD vision shall be formulated to reflect the agency's projected direction to achieve its gender equality and women's empowerment based on its mandate, priorities and thrusts. The GAD Mission should articulate the agency's purpose based on its mandate in relation to achieving gender equality and women's empowerment.

STEP 4: FORMULATING THE GAD GOALS

Based on the results of gender analysis, the agency shall set 3-5 GAD goals that it can achieve during the timeframe set.

PART 2: GAD STRATEGIC PLAN (GADSP)

STEP 5: PRIORITIZING GENDER ISSUES AND/OR GAD MANDATES PER GAD GOAL

- a) The gender issues shall be prioritized according to what the agency can achieve within the timeframe of the GAD Agenda.
- b) In prioritizing the gender issues to be addressed, the agency may consider the following criteria:
 - Strategic– aligned with the priorities of the administration and sectoral plans;
 - Relevant – aligned with the agency’s mandate under the MCW and other GAD-related policies and plans; affects a significant number of stakeholders;
 - Urgent – immediate action or attention is necessary to respond to a pressing gender issue/concern
- c) Aside from priority gender issues, the agency may directly cite specific provisions from GAD-related law or plans that it needs to implement.

STEP 6: OUTLINING THE GAD OUTCOMES, INDICATORS, BASELINE DATA, AND TARGETS PER GAD GOAL

- a) Based on the priority gender issues, formulate the GAD Outcomes/Result Statements to be achieved within the timeframe of the GAD Agenda. The statement should provide a sense of progress toward reaching the goal.
- b) Identify the indicators to measure the progress towards the attainment of the GAD outcome/result. An indicator can be qualitative or quantitative, and is composed of a unit of measure, a unit of analysis and a context.
- c) Provide the baseline data.
- d) Set annual targets for each indicator.

STEP 7: TRANSLATING THE GAD OUTCOMES INTO GAD PROGRAMS, PROJECTS, AND/OR ACTIVITIES

- a) Identify/ Develop specific GAD programs, projects, and/or activities aligned with identified strategies with corresponding estimated budget, to achieve the desired GAD outcomes.
- b) Fill out the GAD Strategic Plan template (Annex E).

ANNEX C

Steps in Accomplishing the Progress and End-of-Term Reports

PROGRESS REPORT

(Refer to Annex F for the Template and Sample Entries)

1. From the completed GAD agenda, reflect the GAD goal, outcome, indicators, and targets for the period in the appropriate columns of the mid-term report template;
2. Provide the baseline value and the year of the data;
3. In column 5, enter the actual accomplishments for the monitoring period and reflect the percentage of accomplishment;
4. Provide the actual cost and percent utilization in column 6;
5. If deviations were made, cite the reason/s for deviations and if there are unintended results in column 7;
6. Identify recommendations and adjustments that the agency intends to do to ensure that the targets set for the remaining years of the GAD agenda will be met.

ENDTERM REPORT

(Refer to Annex G for the Template and Sample Entries)

1. From the completed GAD agenda, reflect the GAD goal, outcome, indicators, targets and baseline identified in the appropriate columns of the end-of term report template;
2. In column 5, enter the accomplishments/achievements;
3. Reflect in column 6; actual cost and percent utilization
4. If there are deviations and unintended results provide it in column 7.
5. In column 8, identify the challenges encountered during the implementation of the GAD agenda and recommendations and lessons learned in implementing the GAD agenda.
6. Include as attachments in the end-of-term report the narrative program/project reports highlighting achievements and success stories of the program/project.

ANNEX D

GAD AGENDA TEMPLATE & SAMPLE ENTRIES

PART 1 : GAD STRATEGIC FRAMEWORK

AGENCY:
MANDATE:
GAD VISION:
Men and women equally contribute to and benefit from an ideal state of greater energy access for inclusive growth.
GAD MISSION:
To effect institutional change by promoting and providing equal rights, opportunities, and shared responsibilities among men and women through mainstreaming gender and development in the energy-sector policies, plans, programs, and projects.
GAD GOALS:
<ol style="list-style-type: none">1. Enhanced gender mainstreaming at DOE and its attached agencies that will help achieve gender equality and women empowerment in the energy sector2. Increased/equal access of women and men to modern energy technology, goods, and services3. Increased participation of women in energy-sector consultation processes, community organizations, and decision-making bodies4. Gender-balanced employment in the energy sector

ANNEX E

PART 2 : GAD STRATEGIC PLAN (e.g. 2020-2025)

AGENCY:																						
GAD GOAL #:																						
GENDER ISSUE/ GAD MANDATE	GAD OUTCOME/ RESULT STATEMENT	INDICATOR	BASELINE	RESPONSIBLE UNIT/OFFICE	YEAR 1			YEAR 2			YEAR 3			YEAR 4			YEAR 5			YEAR 6		
					TARGET	PROGRAM/P ROJECT/ ACTIVITY	ESTIMATED BUDGET	TARGET	PROGRAM /PROJECT/ ACTIVITY	ESTIMATED BUDGET	TARGET	PROGRAM /PROJECT/ ACTIVITY	ESTIMATED BUDGET	TARGET	PROGRAM /PROJECT/ ACTIVITY	ESTIMATED BUDGET	TARGET	PROGRAM /PROJECT/ ACTIVITY	ESTIMATED BUDGET	TARGET	PROGRAM /PROJECT/ ACTIVITY	ESTIMATED BUDGET
Low percentage of women engineers and technical workers in DOE, bureaus, attached agencies and electric cooperatives	Higher proportion of women engineers and technical workers in DOE, bureaus, attached agencies and electric cooperatives.	Percentage of women engineers and technical workers in DOE, bureaus, attached agencies and electric cooperatives.	55 of the total engineers and technical workers in DOE, bureaus, attached agencies and electric cooperatives.	Human Resource Office	10% of the total engineers and technical workers in DOE, bureaus, attached agencies and electric cooperatives are female.	Conduct consultations on increasing percentage of women engineers and technical workers.	Php 50,000	15% of the total engineers and technical workers in DOE, bureaus, attached agencies and electric cooperatives are female.	Conduct massive hiring campaigns for female engineering graduates	Php 1M	20% of the total engineers and technical workers in DOE, bureaus, attached agencies and electric cooperatives are female.	Hire female engineers and technical workers.	Php 1.2 M	30% of the total engineers and technical workers in DOE, bureaus, attached agencies and electric cooperatives are female.	Hire additional female engineers and staff.	Php 1.3 M	40% of the total engineers and technical workers in DOE, bureaus, attached agencies and electric cooperatives are female.	Hire additional female engineers and staff.	Php 1.4 M	45% of the total engineers and technical workers in DOE, bureaus, attached agencies and electric cooperatives are female.	Hire additional female engineers and staff.	Php 1.5 M

ANNEX F

GAD AGENDA PROGRESS REPORT TEMPLATE & SAMPLE ENTRIES

AGENCY:							
GAD GOAL #:							
Gender-balanced employment in the energy sector.							
GAD OUTCOME/ RESULT STATEMENT	INDICATORS	BASELINE VALUE & YEAR	TARGET FOR THE PERIOD	ACTUAL ACCOMPLISHMENTS/ PERCENT ACCOMPLISHED	ACTUAL COST AND PERCENT UTILIZATION	VARIANCE & UNINTENDED RESULTS	RECOMMENDATIONS & ADJUSTMENTS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Higher proportion of female engineers and technical staff to total engineers and technical staff, by energy agency	* Percentage of female engineers and technical staff in the agency, its bureaus and attached agencies, and electric cooperatives (ECs)	5% female engineers & technical staff (2017)	By 2022, 40% of total number of engineers and technical staff are females	* Hired additional 100 female engineers and technical staff from 2018-2020 *20% of total number of engineers and technical staff are females, based on regularly updated sex-disaggregated data of the employees as of June 2020	Php 50,000,000 (90%)		Conduct massive hiring campaign among female graduates of engineering and other related courses.

ANNEX G

GAD AGENDA END-TERM REPORT TEMPLATE & SAMPLE ENTRIES

AGENCY:							
GAD GOAL #:							
Gender-balanced employment in the energy sector							
GAD OUTCOME/ RESULT STATEMENT	INDICATORS	BASELINE VALUE & YEAR	TARGET FOR THE PERIOD	ACTUAL ACCOMPLISHMENTS /PERCENT ACCOMPLISHED	ACTUAL COST AND PERCENT UTILIZATION	VARIANCE & UNINTENDED RESULTS	CHALLENGESRECOMMENDATIONS & LESSONS LEARNED
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Higher proportion of female engineers and technical staff to total engineers and technical staff, by energy agency	* Percentage of female engineers and technical staff in the agency, its bureaus and attached agencies, and electric cooperatives (ECs)	5% of engineers and technical staff are females (2017)	By 2022, 40% of total number of engineers and technical staff are females	35% of total number of engineers and technical staff are females (as of June 2022) *There are 212 female engineers & technical staff out of 600.	Php 1.2 M (80%)		CHALLENGES: Limited engineering courses in state universities in the Visayas and Mindanao RECOMMENDATIONS: Partner with private universities especially in the Visayas and Mindanao areas to be able to recruit/ accommodate more female students who aspire to become engineers

ANNEX H

GLOSSARY

Agency – refers to any of the various units of the Government, including a department, bureau, office, instrumentality, or government-owned or controlled corporation.¹

Baseline - baseline data provides a specific value for an indicator at the outset of a project or program. Baseline data is collected at one point in time, and is used as a point of reference against which progress on the achievement of outcomes will be measured or assessed.²

Department – refers to an executive department created by law. This shall also include any instrumentality having or assigned the rank of a department, regardless of its name or designation.³

GAD Activity - is an intervention to achieve the desired GAD outcome of the agency or sector; an action taken through which inputs are mobilized to produce specific outputs*

GAD Agenda - refers to the agency's strategic framework and plan for gender mainstreaming and achieving gender equality and women's empowerment outcomes.

GAD Goals - are broad statements of the desired gender equality results based on the clustered gender issues; are higher-order objectives to which a GAD intervention is intended to contribute.⁴

GAD Indicator – is a quantitative or qualitative factor or variable that provides means to measure achievement, to reflect the changes connected to GAD intervention.

GAD Outcome – refers to a change that is expected to be achieved by the end of a project/program. These are manifested in changes in behavior, practice or performance within the agency and/or beneficiaries; the likely or achieved short-term and medium term effects of a GAD intervention's outputs.⁵

GAD Planning and Budgeting – is a systematic approach to gender mainstreaming, carried out by all government instrumentalities, through the annual development and implementation of programs, activities and projects and addressing gender issues and concerns in their respective organizations, sectors and constituencies by utilizing at least five percent (5%) of their total budget allocation.⁶

GAD Target - refers to a specific value or range of values set for a GAD indicator that will help determine the level of achievement of the GAD outcome.

Gender Analysis – is a critical examination of how differences in gender roles, activities, needs, opportunities and rights/entitlements affect men, women, girls and boys in certain

¹ Executive Order No. 292 or Administrative Code of 1987

² Results-Based Management for International Assistance Programming at Global Affairs Canada: A How-to Guide (Second Edition, 2016)

³ Ibid

⁴ Based on the Results-based Monitoring and Evaluation Guidebook, Philippine Australia Human Resource and Organizational Development Facility and Department of Interior and Local Government

⁵ Ibid.

⁶ Section 3.7, PCW Memorandum Circular No. 2011-01

situation or contexts. Gender analysis examines the relationships between females and males and their access to and control of resources and the constraints they face relative to each other. A gender analysis should be integrated into all sector assessments or situational analyses to ensure that gender-based injustices and inequalities are not exacerbated by interventions and that where possible, greater equality and justice in gender relations are promoted.⁷

Gender Audit –is essentially a “social audit”, and belongs to the category of “quality audits”, which distinguishes it from traditional “financial audits”. It considers whether internal practices and related support systems for gender mainstreaming are effective and reinforce each other and whether they are being followed. It establishes a baseline; identifies critical gaps and challenges; and recommends ways of addressing them, suggesting possible improvements and innovations. It enhances the collective capacity of the organization to examine its activities from a gender perspective and identify strengths and weaknesses in promoting gender equality issues. It monitors and assesses the relative progress made in gender mainstreaming and helps to build organizational ownership for gender equality initiatives and sharpens organizational learning on gender.⁸

Gender and Development (GAD) – refers to the development perspective and process that is participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices and contends that women are active agents of development, not just passive recipients of development.⁹

Gender Equality– refers to the principles asserting the equality of women and men and their right to enjoy equal conditions realizing their full human potentials to contribute to and benefit from the results of development, and with the State recognizing that all human beings are free and equal in dignity and rights.¹⁰

Gender Gap - refers to any disparity between women and men’s condition or position in society. It is often used to refer to a difference in average earnings between women and men.¹¹

Gender Issue - refers to any issue or concern determined by gender-based and/or sex-based differences between women and men. Gender issues include all aspects and concerns related to women’s and men’s lives and situation in society, to the way they interrelate, their differences in access to and use of resources, their activities, and how they react to changes, interventions and policies.¹²

Gender Mainstreaming – refers to the strategy for making women’s as well as men’s concerns and experiences an integral dimension of the design, implementation, monitoring, and evaluation of policies, programs and projects in all economic, political, social and civil spheres so that women and men benefit equally. It is the process of assessing the implications for women and men of any planned action, including legislation, policies or programs in all areas and at all levels.¹³

⁷ Gender Equality, UN Coherence and You

⁸ Section 7, G. Rule II, Implementing Rules and Regulations, Magna Carta of Women

⁹ Section 4 (h), Chapter II, Magna Carta of Women

¹⁰ Section 4 (f), Chapter II, Magna Carta of Women

¹¹ The Global Gender Gap Report 2012

¹² European Institute for Gender Equality, 2014

¹³ Section 4 (i), Chapter II, Magna Carta of Women

Office – refers (within the framework of governmental organization) to any major functional unit of a department or bureau including regional offices.¹⁴

Staff Bureau – refers to any principal subdivision or unit of any department.¹⁵

Variance - any deviation from the identified results, activities and targets.

Women's Empowerment – refers to the provision, availability, and accessibility of opportunities, services and observance of human rights which enable women to actively participate and contribute to the political, economic, social, and cultural development of the nation as well as those which shall provide them equal access to ownership, management, and control of production, and of material and informational resources and benefits in the family, community, and society

¹⁴ Executive Order No. 292 or Administrative Code of 1987

¹⁵ Executive Order No. 292 or Administrative Code of 1987