

**DEPARTMENT OF BUDGET AND MANAGEMENT  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY  
NATIONAL COMMISSION ON THE ROLE OF FILIPINO WOMEN**

**JOINT CIRCULAR NO. 2004-1**

**TO:** All Heads of Departments/Agencies/State Universities and Colleges and Other Offices of the National Government, Government Owned and/or Controlled Corporations, and All Others Concerned

**SUBJECT:** Guidelines for the Preparation of Annual Gender and Development (GAD) Plan and Budget and Accomplishment Report to Implement the Section on Programs/Projects Related to GAD of the General Appropriations Act

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**1.0 PURPOSE**

- 1.1 To prescribe guidelines and procedures for the formulation and submission of agency annual GAD plans and budgets, and GAD accomplishment reports; and
- 1.2 To provide the mechanics for the development of programs, activities, and projects (P/A/P) that promote gender-responsive governance, protect and fulfill women's human rights, and promote women's economic empowerment.

**2.0 POLICY GUIDELINES**

- 2.1 Pursuant to the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), the Beijing Platform for Action, the Republic Act 7192 (Women in Development and Nation-building Act), and the Millennium Development Goals, the Philippines has committed to pursue women's empowerment and gender equality in the country.
- 2.2 In accordance with Executive Order (EO) No. 273 (Approving and Adopting the Philippine Plan for Gender-Responsive Development, 1995-2025), agencies are mandated to institutionalize Gender and Development (GAD) in government by incorporating the GAD concerns spelled out in the PPGD in their planning, programming and budgeting processes. EO No. 273 also mandates agencies to incorporate and reflect GAD concerns in their agency performance commitment contracts, annual budget proposals and work and financial plans.
- 2.3 In accordance with the Framework Plan for Women, agencies are encouraged to promote gender-responsive governance, protect and fulfill women's human rights, and promote women's economic empowerment.
- 2.4 Pursuant to the annual General Appropriations Act, agencies are tasked to formulate a GAD plan and to implement the same by utilizing at least five percent (5%) of their total budget appropriations.
- 2.5 In accordance with the Medium Term Expenditure Framework, which includes the Sector Effectiveness and Efficiency Review and Organizational Performance Indicator Framework, agencies shall formulate their Major Final Outputs. The Programs/Activities/Projects including the GAD activities shall be linked to their Major Final Outputs.

### 3.0 DEFINITION OF TERMS

For purposes of this circular, the following terms shall mean:

#### 3.1 Gender and Development (GAD) Concepts and Principles

- a. Gender and Development (GAD) -- is a development perspective that recognizes the unequal status and situation of women and men in society. Women and men have different development needs and interests as a result of said inequality, which is institutionalized and perpetuated by cultural, social, economic and political norms, systems and structures.

As a development approach, GAD seeks to equalize the status and condition of and relations between women and men by influencing the processes and outputs of policy-making, planning, budgeting, implementation, and monitoring and evaluation so that they would deliberately address the gender issues and concerns affecting the full development of women.

- b. Gender Equality -- means that women and men enjoy the same status and conditions and have equal opportunity to realize their potentials and to contribute to social, political, economic and cultural development.
- c. Gender Equity -- means giving more opportunities to those who have less and those who are historically and socially disadvantaged based on their needs for them to operate on a level playing field.

Focusing on the needs of women does not mean discriminating against men or putting them at a disadvantage. The United Nations Convention on the Elimination of All Forms of Discrimination Against Women (UN-CEDAW) recognizes the need to remove the biases against and provide special attention to women through **affirmative action**. It is a temporary measure that will be discontinued when the objectives of equality of opportunity and treatment have been achieved.

- d. Gender Equality and Women's Empowerment Framework (GEWEF)-- Gender equality and women's empowerment are attained through an interconnected cycle of strategies and interventions progressing along five levels: welfare, access, conscientization (consciousness-raising), participation, and control.

Programs, projects and activities are assessed using all five levels as parameters. As well, programs, projects and activities are redesigned to address the welfare, access, conscientization, participation and control levels for them to truly advance gender equality and women's empowerment.

- e. Gender Mainstreaming -- is the Philippine government's strategy for making agencies work for women's empowerment and gender equality. It is the process of analyzing existing development paradigms, practices and goals; assessing the implications for women and men of existing and planned actions in legislation, policies, programs, projects and institutional mechanisms; and transforming existing social and gender relations by consciously integrating gender concerns in development goals, structures, systems, processes, policies, programs and projects.

At the agency level, gender mainstreaming means raising people's GAD awareness and building GAD-related capabilities; putting in place policies, structures, systems, and mechanisms that would facilitate and institutionalize the pursuit of gender equality and

women's empowerment; applying GAD-related skills and tools to develop programs, activities and projects addressing gender issues; continuously implementing, monitoring, evaluating and enhancing the agency's gender mainstreaming and women's

empowerment efforts; and incorporating GAD in all aspects of the agency's operations.

- f. Women's Empowerment -- is a goal of and an essential process for women's advancement. It is the process and condition by which women mobilize to understand, identify and overcome gender discrimination and achieve equality. Women become agents of development, and not just beneficiaries. This kind of participation in development enables them to make decisions based on their own views and perspectives. To empower women, access to information, training, technology, market, and credit is necessary.

### 3.2 GAD Planning and Budgeting Concepts

- a. Agency -- refers to any of the various units of the government at the national and sub-national levels, including a department, bureau, office, state university and college, school, instrumentality, or government owned and/or controlled corporations.
- b. Agency head -- refers to the top or highest official of an agency.
- c. Annual GAD budget -- the cost of implementing the annual GAD plan, which may include agency P/A/Ps designed to address gender issues and promote women's empowerment and gender equality.
- d. Gender Analysis -- a systematic way of analyzing and comparing (a) the differential perspectives, roles, needs and interests of women and men in a project area or institution; (b) the relations between women and men pertaining to their access to, and control over resources, benefits and decision-making processes; (c) the potential differential impact of program or project interventions on women and men, girls and boys; (d) social and cultural constraints, opportunities, and entry points for reducing gender inequalities and promoting more equal relations between women and men; among others. (CIDA, 1999)
- e. GAD Focal Point -- is the group of people within the agency tasked to catalyze and facilitate the institutionalization of gender mainstreaming and women's empowerment within the agency. While it is clearly the agency who is responsible for implementing programs, activities and projects addressing gender issues, it is the GAD Focal Point who advocates for, coordinates, guides and monitors the development and implementation of the agency's GAD plan and GAD-related programs, activities and projects.

The GAD Focal Point is created through a policy directive made by the head of agency. The GAD Focal Points of agencies meet through the GAD Assemblies organized by the National Commission on the Role of Filipino Women to share their experiences and their agencies' useful practices on gender mainstreaming.

- f. Gender Issues -- are problems and concerns that arise from the unequal status of women and men including the differential characteristics, roles and expectations attributed by society to women and men. These societal expectations and perceptions, which are reflected in and perpetuated by laws, policies, procedures, systems, programs, projects and activities of government, could impede women's full development and their participation in and equal enjoyment of the fruits of development.

Common gender issues are political subordination, economic marginalization, disempowerment, discrimination, stereotyping, multiple burden, violence against women and personal dehumanization.

- g. GAD Plan and Budget -- is a systematically designed set of programs, projects and activities with corresponding budget carried out by agencies over a given period of time to address the gender issues and concerns in their respective sectors and constituents. It

systematizes an agency's approach to gender mainstreaming and women's empowerment.

- h. Identified GAD Activity -- refers to the specific activities in the agency's regular P/A/P(s) which address the gender issues of its clients and/or organization. Said activities may have any of the following approaches: women-focused (WID), gender-oriented (GAD) and mainstreaming. WID focuses on women and does not consider the status of women in relation to men. It is inadequate as an overall approach, although special projects for women addressing their basic needs in their reproductive roles are important. GAD compares women and men to identifying differentials in access, participation and benefits and focuses on the gender relations that generate such differences. Mainstreaming focuses on developing institutional mechanisms and strategies to effectively implement a gender-oriented approach in all areas of the mainstream.
- i. Program, Activity and Project (P/A/P) -- refers to the existing P/A/P(s) implemented by the agency to pursue its mandated functions.

### 3.3 GAD Policies

- a. Framework Plan for Women -- is a time slice of the PPGD and shall serve as a guide for agencies in the formulation of their respective GAD plans and budgets. Its three priority thrusts are: (1) promotion of gender-responsive governance; (2) protection and fulfillment of women's human rights; and (3) promotion of women's economic empowerment.
- b. Philippine Plan for Gender-Responsive Development (PPGD), 1995-2025 -- is the Philippine government's 30-year perspective plan to pursue full equality and development for women and men, in compliance with R.A. 7192 and the constitutional provision on gender equality (Article II, Section 14). It spells out the goals and issues of various sectors on gender and sets forth policies, strategies and programs to be addressed and implemented

### 3.4 Government Planning and Budgeting Process

- a. Agency Performance Review (APR) -- A semestral performance evaluation conducted by DBM of the agency's physical, financial and income accomplishments based on the agency's major final outputs, covering performance targets by quarter versus physical reports of operations, quarterly financial performance versus available obligational authority, and estimate of monthly income versus quarterly report of actual income, with the objective of evaluating the agency's overall resource use efficiency and effectiveness in pursuing specific development program and priorities.
- b. Medium Term Expenditure Framework (MTEF) -- a tool under the Public Expenditure Management Program for determining the available resources and allocating these resources in line with government priorities; covers a three-year forecast of agency baseline and proposed new and approved programs, which will be automatically rolled over into budgetary allocations on an annual basis toward providing agency predictability in planning and programming.
- c. Organizational Performance Indicator Framework (OPIF) -- a whole-of-government strategic policy and expenditure framework within which agency performance, focused on outputs and outcomes, is measured using performance indicators to help improve resource/budget allocation.
- d. Oversight Agency (OA) -- a department of agency at the national and sub-national levels which acts as overseer of the effective and efficient application of policies and guidelines covering the planning, programming and budgeting system or the implementation of a

sectoral program.

- e. Public Expenditure Management (PEM) – an outcome-oriented public sector resource allocation system that prioritizes spending and provides reasonable assurance expenditures which are financially sustainable in the medium term.
- f. Sectoral Effectiveness and Efficiency Review (SEER) -- a tool/process by which strategic priorities are determined and updated over the medium term, establishing thereby the link between planning and budgeting in the context of a Medium Term Expenditure Framework.

#### **4.0 GENERAL GUIDELINES**

- 4.1 Agencies shall formulate their annual GAD plans and budgets within the context of their mandate and overall plans and programs. The annual GAD plan and budget shall be geared towards the achievement of the desired outcomes and goals as identified in the Framework Plan for Women. The Philippine Plan for Gender-Responsive Development (PPGD), the Beijing Platform for Action (BPA) and the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) shall serve as key documents to guide the preparation of the agency annual GAD plan and budget.

Oversight agencies such as the Department of Budget and Management, National Economic and Development Authority, Department of the Interior and Local Government, Civil Service Commission, and Commission on Audit shall prepare their GAD plans and budgets in accordance with their roles in ensuring that government agencies undertake gender mainstreaming which are identified in the Framework Plan for Women, among others.

- 4.2 The development of agency GAD activities shall proceed from a review of sex-disaggregated data, the conduct of a gender analysis of major programs and the conduct of consultation/s with women's groups or groups concerning GAD.
- 4.3 The conduct of massive information, education and communication campaigns on the gender issue/s being addressed by the agency and on corresponding agency programs, activities, and projects shall be given priority in terms of budget allocation.
- 4.4 GAD planning and budgeting shall be observed annually and incorporated in all programming and budgeting exercises of agencies. The GAD activities in the GAD plan and budget must be included in the agency budget proposal in accordance with the budget call. Agencies shall ensure that the cost of implementing the GAD activities is part of their approved budget. At least five percent (5%) of the total agency budget appropriations as authorized under the annual General Appropriations Act, shall correspond to activities supporting GAD. Agency

heads shall be responsible for ensuring that GAD activities are provided with adequate resources.

- 4.5 Agencies may propose a reformulation of existing P/A/P(s) to encompass new P/A/P(s) to address the gender issues that the existing P/A/P(s) are unable to address. Agencies shall ensure that these reformulated P/A/P(s) are budgeted for and implemented.
- 4.6 Department/agency heads shall ensure the implementation of the annual GAD plan and the utilization of the GAD budget of the agency including its attached bureaus and offices both at the national and the sub-national levels.
- 4.7 The implementation of the agency GAD plan and budget and GAD activities shall be integrated into the existing monitoring and evaluation system of the agency that has been adjusted for gender-responsiveness.

Agencies must develop GAD performance indicators that are consistent with the Organization Performance Indicator Framework of the DBM and NEDA.

- 4.8 Agencies shall prepare their annual GAD accomplishment reports for the previous year that contain actual accomplishments vis-à-vis targets as well as the amounts utilized for the achievement of such.
- 4.9 The NCRFW shall (1) lead in determining the priority GAD agenda of government including the goals and performance targets for such; (2) review the GAD plans of the different agencies and endorse it to the DBM as part of the agency budget proposal through a letter of endorsement; and (3) submit to the President and Congress the progress/status report on gender and development.
- 4.10 The Department of Budget and Management (DBM) shall ensure that agencies submit their annual GAD plans and budgets as incorporated in their agency budget proposals, and GAD accomplishment reports. It shall also consider, in the conduct of Agency Performance Review, the implementation of the GAD plan and budget.

In the case of GOCCs who do not request any budgetary support from the national government, the DBM shall ensure that the budgets for GAD activities are reflected in their corporate operating budgets (COBs).

- 4.11 The National Economic and Development Authority (NEDA) shall ensure that issues and concerns on GAD and women's empowerment are mainstreamed in the Socio-Economic Reports and succeeding Medium Term Philippine Development Plans and the Medium-Term Public Investment Programs; and gender is integrated in the sectoral outcome indicators.
- 4.12 The NCRFW, DBM and NEDA shall jointly disseminate the guidelines for the preparation of annual GAD plans and budgets, and annual GAD accomplishment reports of national government agencies, GOCCs, and SUCs, among others.
- 4.13 Agencies in the early stages of gender mainstreaming shall first undertake the following: (1) create a GAD focal point; and (2) conduct trainings on gender sensitivity and gender-responsive planning for the GAD Focal Point before undertaking GAD planning and budgeting.

## **5.0 PROCEDURAL GUIDELINES**

**(A flowchart of the procedural guidelines is found in Annex C)**

- 5.1 The agency GAD Focal Point shall prepare the annual GAD plan and budget in coordination with the agency budget officers following the format and procedure prescribed in *Annex A* to be approved by the agency head.

Agencies shall submit their annual GAD plans and budgets to the NCRFW for review and endorsement prior to the submission of the agency budget proposal.

Agencies shall submit to the DBM their NCRFW-endorsed annual GAD plans and budgets along with the agency budget proposals in accordance with the budget call.

The DBM shall return to the agencies their annual GAD plans and budgets if they do not have the endorsement of the NCRFW.

- 5.2 The agency GAD Focal Point shall prepare the annual GAD accomplishment report in coordination with the agency budget officers following the format prescribed in *Annex B* to be approved by the agency head.

The annual GAD accomplishment report shall be accompanied by the following: (1) brief summary of the reported program or project; (2) abstract of reported studies; (3) copies of reported policy issuances; and (4) curriculum vitae of trainers or consultants of the reported training/s.

Agencies shall submit to the DBM two (2) copies of the annual GAD accomplishment report for the previous year along with the agency budget proposal in accordance with the budget call. The DBM shall furnish the NCRFW a copy of the annual GAD accomplishment report.

- 5.3 Once the General Appropriations Act has been approved, the agencies shall accordingly submit a revised annual GAD plan and budget to the NCRFW and DBM.
- 5.4 The NCRFW shall assess the actual accomplishments of agencies on GAD and prepare an annual integrated GAD accomplishment report for submission to Congress, and the Office of the President, copy furnish DBM.


## 6.0 REPEALING CLAUSE


This Circular shall supersede all guidelines on the matter previously issued particularly Joint Circular No. 2001-1 dated August 15, 2001.

## 7.0 EFFECTIVITY

This Circular shall take effect immediately.

  
**EMILIA T. BONCODIN**  
Secretary  
Department of Budget and  
Management

  
**AURORA JAVATE - DE DIOS**  
Chairperson  
National Commission on the Role  
of Filipino Women

  
**ROMULO L. NERI**  
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**ANNUAL GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET**  
FY \_\_\_\_\_

Department:						
Agency:						
Major Final Output:						
Program/Activity/ Project (1)	Gender Issue/Concern (2)	GAD Objective (3)	Identified GAD Activity (4)	Target (5)	GAD Performance Indicator (6)	GAD Budget (7)
Examples: Organization- focused						
(Needs enhancement) General Administration and Support - Human Resource Development	Poverty of women employees	To increase income of women employees	Conduct of livelihood training seminars for women employees	1 training on tocino making	Number of livelihood training seminars conducted	PXXXXXX.XX
(Acceptable) General Administration and Support - Human Resource Development	Lack of knowledge on gender mainstreaming of GAD Focal Point members	To make GAD Focal Point members knowledgeable on gender mainstreaming by June 2004	Conduct of seminar on gender mainstreaming	All members of the GAD Focal Point have undergone a seminar on gender mainstreaming by June 2004	No. of seminar on gender mainstreaming  Percentage of GAD Focal Point members who participated in the seminar on gender mainstreaming	PXXXXXX.XX  PXXXXXX.XX



**ANNUAL GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET**  
**FY \_\_\_\_\_**

Department:						
Agency:						
Major Final Output:						
Program/Activity/ Project (1)	Gender Issue/Concern (2)	GAD Objective (3)	Identified GAD Activity (4)	Target (5)	GAD Performance Indicator (6)	GAD Budget (7)
Examples: Client-focused						
(Needs enhancement) Tulong Alalay sa mga mga Taong may Kapansanan	Need to provide training and employment opportunities to persons with disabilities	To provide training and employment opportunities to persons with disabilities	Conduct of training and employment opportunities to persons with disabilities	3 trainings  Variable	No. of trainings conducted  No. of projects implemented	PXXXXXX.XX  PXXXXXX.XX
(Acceptable) Tulong Alalay sa mga mga Taong may Kapansanan	Unequal access of women with disabilities to training and employment opportunities	To provide equal access of women with disabilities to training and employment opportunities by December 2004	Issuance and operationalization of a policy providing for equal access of women and men with disabilities to training and employment opportunities	100% completion and operationalization of the policy providing for equal access of women and men with disabilities to training and employment opportunities by December 2004	Percentage completion and operationalization of the policy	PXXXXXX.XX
<b>TOTAL</b>						PXXXXXX.XX
Prepared by:			Approved by:			Date:
CHAIRPERSON OF GAD FOCAL POINT			HEAD OF AGENCY			DAY/MO/YR

**Formulation of  
Gender and Development (GAD) Plan and Budget**

**INSTRUCTIONS**

**Gender analysis of agency mandate and existing P/A/P(s) (Column 1)**

The objective for reviewing the agency mandate and existing P/A/P(s) is to surface the gender issues that the agency should address.

Agency P/A/P(s) to be reviewed must be major, centerpiece programs. Likewise, the review must not be limited to those P/A/P(s) that have obvious connections to women such as shelter for abused women, police women's desks, women and children protection units in hospitals, micro finance credit windows for women, and policy research on emerging gender issues.

The Gender Equality and Women's Empowerment Framework shall be the guiding framework in reviewing the agency's existing P/A/P(s). Sex-disaggregated data must also be used when analyzing the agency's existing P/A/P(s). The absence of such kind of data, however, should not prevent agencies from undertaking a gender analysis of its P/A/P(s). The Framework Plan for Women, the Philippine Plan for Gender-responsive Development and the Convention on the Elimination of All Forms of Discrimination Against Women may serve as references for identifying the gender issues that the agency must address. Consultations with gender-aware women and the agencies' clientele should likewise be undertaken to validate and further define the gender issues articulated in the above-mentioned documents.

Agencies without sex-disaggregated data must identify the disaggregation of data by sex as a GAD activity to be prioritized for implementation so as to avoid reporting the same problem in the following years.

Gender analysis and planning tools facilitate surfacing of gender issues. A compilation of such tools are also available at the NCRFW office, however, use of said tools may require some guidance.

Agencies are advised to seek the assistance of the NCRFW and members of the GAD Resource Network (GRN) when undertaking a gender analysis of their mandate and existing P/A/P(s). A list of the members of the GAD Resource Network may be requested from the NCRFW or it can be accessed from NCRFW's web page at [www.ncrfw.gov.ph](http://www.ncrfw.gov.ph).

**Identification of gender issues (Column 2)**

A list of gender issues is the output of the gender analysis of the agency mandate and existing P/A/P(s). The objective of this action then is to prioritize the gender issues that the agency will commit to address within the year.

A gender issue can be classified as client-focused or organization-focused. A client-focused gender issue articulates the extent of disparity of women and men over benefits from and contribution to a program and/or project of the agency. On the other hand, an organization-focused issue points to the gap in the capacity of the organization to integrate a gender dimension in the activities of its programs and projects.

Agencies may choose to address all the gender issues that were identified or they may opt to prioritize and address certain gender issues only. The GAD Focal Point, however, must ensure that gender issues that have not been prioritized shall be addressed by the agency in the next planning year.

### **Setting of GAD objectives** (*Column 3*)

The objective at this point is to clarify and spell-out what the agency intends to accomplish vis-à-vis each gender issue that the agency commits to address.

The GAD objective must **describe the intended outcome** (e.g. to increase understanding of GAD concepts of the 20 technical staff of the planning unit by August 2003) **rather than merely state the intended activities of the agency** (e.g. to conduct a Gender Sensitivity Training). It must be specific, measurable, attainable, realistic and time-bound.

Identifying intended outcomes will help the agency identify appropriate GAD activities; keep its direction and ensure proper focus during implementation; and assess its accomplishments and gains vis-à-vis the gender issues identified.

### **Identification of GAD activities** (*Column 4*)

The objective of this action is to identify corresponding interventions for each gender issue that the agency commits to address.

Said interventions may take the form of the agencies' existing P/A/P(s) but enhanced with the GAD perspective OR it may take the form of a reformulated P/A/P.

The activities that will make the agency or the existing P/A/Ps of the agency address the gender issues of its clients or organization are called GAD activities. The GAD activities can either be client-focused or organization-focused.

**Client-focused GAD activities** are activities that seek to address the gender issues of the agency's clients. Among others, it could be the inclusion of GAD in the modules used by agencies when training their women and men clients; the revision of program policies or procedures that hinder women's full access to program resources and services; and the inclusion and implementation of components or activities that will ensure the delivery of goods and services to women.

For oversight agencies whose clients are government organizations, client-focused GAD activities may include the review and integration of GAD in policies, database systems, monitoring and evaluation, or integration of GAD in training modules of government employees.

**Organization-focused activities** are activities that seek to: a) create the organizational environment for implementing gender-responsive policies, programs and projects; and b) address the gender issues of employees particularly those that affect women's performance as government workers like sexual harassment, low participation of women in human resource development undertakings and decision-making structures and processes, and lack of support to ease women's multiple burden such as daycare in the workplace.

Agencies shall give premium to client-focused GAD activities than the organization-focused GAD activities.

### **Setting of targets** (*Column 5*)

The objective of this action is to identify the quantitative and qualitative **results** that the agency is aiming for. Results refer to the change that has occurred after implementing the activity. The two types of results are the **immediate results of the activity (output)** and the **more distant change (outcome)** that are anticipated or actually have occurred as a result of a series of related activities

and achieving a combination of outputs.

Targets must define not only the expected outputs and target groups but also the measurable desirable outcomes of gender mainstreaming within the agency and in relation to the agency's clients. These will be the bases for monitoring and evaluating the agency's accomplishments and achievements on GAD.

**Setting of performance indicators** (*Column 6*)

The objective of this action is to identify the quantitative and qualitative **measures of progress** vis-à-vis the achievement of the targets set by the agency.

Quantitative indicators are measures or evidences that can be counted while qualitative indicators are measures or evidences that provide meaning and understanding of the clients' experiences.

**Costing of the GAD activities** (*Column 7*)

The objective of this action is to determine the **amount to be allocated by the agency for the implementation of its GAD activities** contained in the fourth column.

**ANNUAL GENDER AND DEVELOPMENT (GAD) ACCOMPLISHMENT REPORT**  
 FY \_\_\_\_\_

Agency \_\_\_\_\_

Program/Activity/ Project (1)	Gender Issue (2)	GAD Activity (3)	Results (4)	Cost (5)	Remarks (6)
Prepared by:			Approved by:		Date:
CHAIRPERSON OF GAD FOCAL POINT			HEAD OF AGENCY		DAY/MO/YR

**Formulation of  
Gender and Development (GAD) Accomplishment Report**

**INSTRUCTIONS**

**Programs/Activities/Projects** (*Column 1*)

Agencies which have reviewed their programs/activities/projects for gender-responsiveness will proceed by filling up all the sections. Beginners in gender mainstreaming or those agencies which have yet to create the environment supportive of gender mainstreaming will start with the second section of the form or proceed to step 2 of this guidelines. Beginners in gender mainstreaming are those which have yet to:

- make key people in the agency appreciate and understand gender;
- formulate internal policies that will support gender mainstreaming in the agency;
- create mechanisms for GAD such as Focal Point and trainers' pool; and
- develop sex-disaggregated databases.

To assess the progress in gender mainstreaming, agencies may use the "Gender Mainstreaming and Evaluation Framework" (GMEF). It is a self-assessment tool which will help agencies determine where they are in the gender mainstreaming continuum and formulate measures towards progress. The GMEF is available for viewing and free download at [www.ncrfw.gov.ph](http://www.ncrfw.gov.ph). Hard copies may be purchased at the NCRFW library.

Entries to this section shall include the title, objectives, target clientele, and the total budget of the program, project or mainstream activities.

**Gender Issue** (*Column 2*)

An issue may be reported as a gender issue if it:

- articulates the extent of disparity of women and men over benefits from and contribution to a program and/or project of the agency (**Client-Focused Issues**), or
- points to the gap in the capacity of the organization to integrate a gender dimension in the activities of its programs and projects (**Organization-Focused Issues**).

A gender issue is best drawn from a gender analysis or diagnosis and is supported by data and statistics. The supporting data tells about the extent and magnitude of the gender issue or bias being presented. The following are illustrations on how gender issues are drawn from an analysis and may be reported:

**Example: Client-Focused Issue**

**After carrying out a review and analysis of the data collected from the field, it was found out that an overwhelming majority (92 %) of the members of farmer's cooperatives are men. However, further review of documents revealed that majority (60%) of the farmers in**

**the area are women. Because of their low participation and involvement in cooperatives, women have also lower access to extension services of the agency particularly technical training (24%) and livelihood assistance (3%).**

**Example: Organization-Focused Issue**

**Gender analysis can not be performed by the GAD FP-TWG in the distribution of farm inputs due to the lack of sex-disaggregated data.**

**GAD Activity (Column 3)**

The GAD activity is a component of the regular programs, activities and projects of the agency. An activity may be reported as a GAD activity if it seeks to:

- promote the equality between women and men in the distribution of benefits and the opportunity to contribute to an agency program or project; and/or
- address the gaps in knowledge, skills, and attitudes of key personnel on gender mainstreaming.

It is important to note that in most areas of life, there are significant disparities between women and men. In order to address the disparities, agencies have to uphold positive actions to promote the interest of women. For example, in promoting women's participation and involvement in farmer's cooperatives, it is not of value for agencies to target and report 50% men and 50% women as participants since this will not change the existing status of women as against men. In the same token, activities that target women without clear articulation as to how they will contribute to closing in gender gaps are likewise of little value. Examples of this are: procurement of violet uniforms for the agency's women choral group members, laser tooth extraction for employees, purchase of mineral water for employees, and construction of structures such as covered path walks and tennis court.

GAD activities may target women, men or both. Activities that have targeted men may be reported as GAD activity for as long as the objective is to correct gender disparities as in the case of establishing a network of men against sexual harassment in the workplace or training and encouraging men to share in parenting and child-rearing responsibilities.

The following are illustrations on how GAD activities are drawn from the above examples of a program and gender issue and how these may be reported:

**Examples of GAD Activities (Client-Focused)**

- 1. Conducted community consultations in the municipalities of San Jacinto, Ezperanza and Mobo to identify specific barriers to women's full participation and involvement in farmer's cooperatives.**
- 2. Reviewed and revised procedures contained in the manual for cooperative organizing to facilitate women's participation in cooperatives.**
- 3. Conducted 2 Focus Group Discussions to identify and design other strategies to help overcome the barriers to women's participation in cooperatives. The FGDs were participated in by the academe, women's groups, key government organizations and farmer's cooperatives.**

Agencies, especially those which are new in gender mainstreaming may report activities that are intended to develop or strengthen their institutional capacity for gender mainstreaming. Examples of these are:

**Examples of GAD Activities (Organization-Focused)**

- 1. Revised reporting forms to disaggregate recipients of agricultural extension services and farm inputs as to male or female.**
- 2. Conducted gender sensitivity training and orientation on the use of revised forms for 35 agricultural technicians.**

**Results (Column 4)**

This section shall reflect the consequences of the activity that has been conducted. It shall provide a description of the change that has occurred after implementing the activity. There are two types of results that have to be reported. The immediate results of the activity (output) and the more distant change (outcome) that are anticipated or actually have occurred as a result of a series of related activities and achieving a combination of outputs. In cases where many activities are required to come up with an output, it is recommended that the agency reflects all these activities in the report. The following are illustrations on how results may be reported:

**Example of Output Result (Client-Focused)**

**Chapters 3 and 4 of the Manual of Operations for Cooperative Organizing have been revised, a copy of which is attached. The revised procedures will hopefully allow extension officers to be aware of women's domestic responsibilities and household activities which are major deterrents to their participation in cooperatives. Procedures on when to schedule cooperative meetings and training and the need to provide support services like child minding activities for children while women attend meetings and training were incorporated in the revised manual. An office memorandum was issued requiring all agricultural technicians and municipal extension officers to undergo a gender sensitivity training and orientation on the Revised Manual.**

**Example of Intended Outcome (Client-Focused)**

- 1. Municipal extension workers and agriculture technicians become more effective in involving women in farmer's cooperatives.**
- 2. Increase in women's participation in farmer's cooperatives.**

**Example of Output Result (Organization-Focused)**

**Sex-disaggregated forms and guidelines and gender sensitivity training**



**modules and orientation program for extension officers and agricultural technicians**

**Example of Intended Outcome (Organization-Focused)**

**GAD Focal Point, Technical Working group and planners are able to analyze data on the distribution of farm inputs as to its gender-responsiveness and provide better recommendations to improve the program.**

**Cost (Column 5)**

To avoid double counting and attributing the entire program or project cost as GAD Budget, **agencies will only report the actual cost for the conduct of the GAD activities.** The agency shall specify whether the funding was sourced from overseas donors or from the GAA or from both.

**Example on how to report cost (amount obligated) of the GAD activity:**

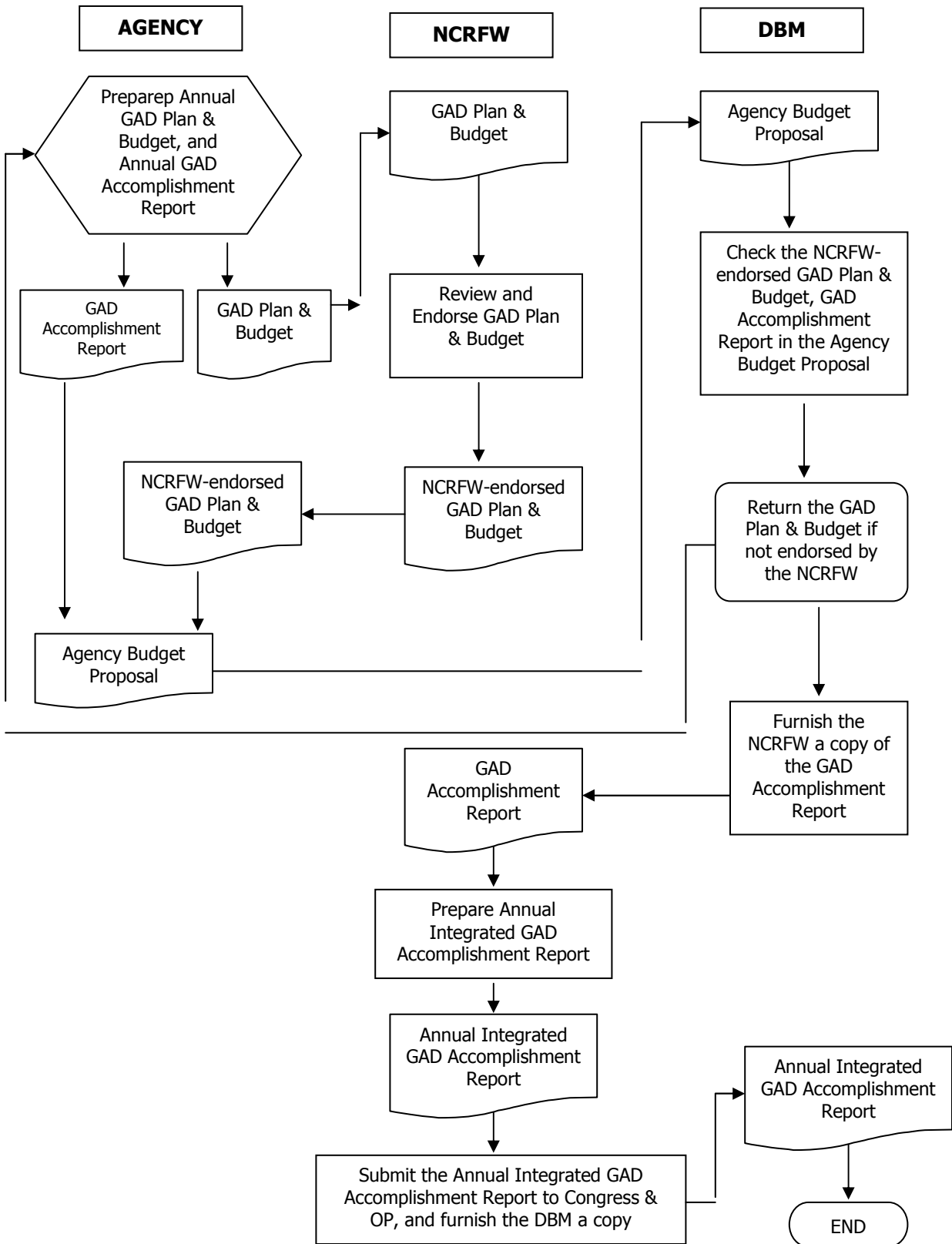
**Conducted community consultations in the municipalities of San Jacinto, Ezperanza and Mobo to identify specific barriers to women's full participation and involvement in farmer's cooperatives.**

<b>General Appropriations</b>	<b>P40,000.00</b>
<b>Overseas Development Assistance</b>	<b>0.00</b>
<b>Total</b>	<b>P40,000.00</b>

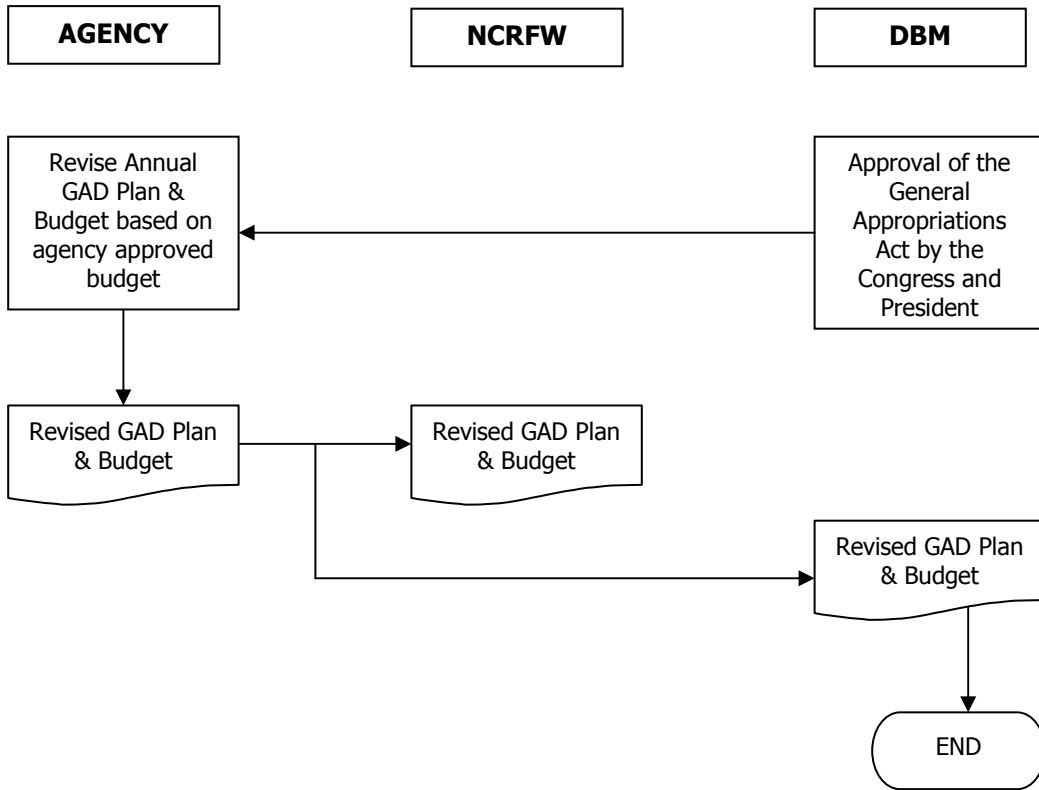
**Remarks (Column 6)**

Agencies are encouraged to report any deviation from their proposed plan and budget and provide the reasons for the deviation as well as the factors that have facilitated or hindered the implementation of gender mainstreaming in the agency.

**BUDGET PREPARATION  
(Procedural Guidelines)**



**BUDGET EXECUTION  
(Procedural Guidelines)**



**BUDGET ACCOUNTABILITY  
(General Guidelines)**

