



Republic of the Philippines  
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES  
Visayas Avenue, Diliman, Quezon City  
Tel. No. 929-66-26

**MEMORANDUM**

FOR : **ALL DIRECTORS**  
Environmental Management Bureau (EMB)  
Mines and Geosciences Bureau (MGB)  
Forest Management Bureau (FMB)  
Land Management Bureau (LMB)  
Biodiversity Management Bureau (BMB)

**ALL HEADS OF ATTACHED AGENCIES**  
National Mapping Resource and Information Authority (NAMRIA)  
Palawan Council for Sustainable Development Staff (PCSDS)  
Laguna Lake Development Authority (LLDA)  
National Water Resources Board (NWRB)  
Philippine Mining Development Corporation (PMDC)

ATTENTION : **GAD Focal Persons**

FROM : **THE DIRECTOR**  
Climate Change Service, and  
DENR Gender and Development Office


SUBJECT : **SUBMISSION OF THE PRE-TEST RESULTS FOR THE GENDER  
AND DEVELOPMENT (GAD) BASELINE DATA GATHERING**

DATE : **OCT 18 2023**

This refers to the attached Memorandum dated May 26, 2023, regarding the instruction to conduct a pre-testing activity for the survey questionnaires to be used for the DENR Gender and Development (GAD) Baseline Data Gathering. Likewise, this is in connection with DENR Special Order No. 2020-435, dated November 10, 2020 creating the DENR National Working Group to review and assist in the Implementation of the Institutional and Sectoral Baseline Data Gathering.

Please be informed that the Ecosystems Research and Development Bureau (ERDB) will be spearheading a **Workshop on the DENR GAD Baseline Data Gathering on November 13-14, 2023 in Manila**. Thus, as a pre-worked assignment, we are requesting all concerned Bureaus and Attached Agencies to **submit the results of the above mentioned pre-testing** of the survey questionnaires for the DENR GAD Baseline Data Gathering Activity **on or before November 06, 2023** to [gadfps@erdb.denr.gov.ph](mailto:gadfps@erdb.denr.gov.ph), cc: [denr.gad@denr.gov.ph](mailto:denr.gad@denr.gov.ph). Attached are the requirements/guidelines for the pre-testing.

If you have further queries, you may contact the ERDB GAD Secretariat through email address, [gadfps@erdb.denr.gov.ph](mailto:gadfps@erdb.denr.gov.ph), or telephone number (049) 536-2269 loc. 279.

  
**ELENIDA DR. BASUG**



**GUIDANCE FOR THE PRETESTING FOR THE  
SECTORAL BASELINE DATA GATHERING ACTIVITY**

**BRIEF BACKGROUND:**

- The program titled “Mainstreaming Gender and Development Concerns in DENR Programs and Projects” is based on the Guide to Planning for Gender and Development in the ENR Sector titled “Beyond Gender Mainstreaming: Linking Environment and Natural Resources (ENR), Climate Change, Health, and Gender” drafted by the DENR National GAD Focal Point System on CY 2020, and in accordance with the Republic Act No. 9710, “Magna Carta of Women” (Section 37.D. of the IRR) stating that all government agencies must develop and maintain a Gender and Development (GAD) database. This program aims to build a Gender-Based Information System for ENR Programs and Projects.

**GUIDANCE:**

1. Each sector is responsible for conducting the pre-testing activity. The funds required for this activity will be charged to the respective office.
2. The Bureaus and Attached Agencies shall first provide a brief rationale of the activity to the respondents. Each office should carefully consider the selection process for respondents. They should prioritize individuals who possess the necessary qualifications and attributes that align with the target study population. This will help ensure that the data collected from the pre-test questionnaire is reliable and valid.
3. The Bureaus and Attached Agencies must ensure that the respondents included in the pre-test questionnaire are representatives of the target study population. It is important to select individuals who accurately reflect the characteristics and demographics of the intended group.
4. It is recommended to select at least ten (10) respondents for the pre-testing activity. Likewise, it is encouraged to administer the pre-test survey through face-to-face interactions. Conducting the survey in person allows for a more personal and interactive experience, enabling the researchers to clarify the queries of the respondents or gather more detailed responses from the participants.
5. The accomplished sectoral questionnaires and its brief analysis will be presented in the upcoming workshop on November 13-14, 2023 to be held in Manila. All offices shall compile the comments and suggestions for the improvement of their respective sectoral questionnaire.

Should there be any inquiries, you may contact the ERDB GAD Secretariat through email address, [gadfps@erdb.denr.gov.ph](mailto:gadfps@erdb.denr.gov.ph) or telephone number, (049) 536-2269/2229 loc. 279/231.