



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
KAGAWARAN NG KAPALIGIRAN AT LIKAS NA YAMAN**



MEMORANDUM

TO : All Bureau Directors
All Heads of Attached Agencies
All Regional Executive Directors
The Director, Gender and Development (GAD) Office
The Director, Policy and Planning Service
The Head, GAD Secretariat

THRU : GAD Focal Persons

FROM : The Undersecretary, and Chairperson,
National Gender and Development Focal Point System

SUBJECT : **GUIDELINES FOR THE PREPARATION OF FY 2025 GENDER AND DEVELOPMENT PLANS AND BUDGETS (GPB)**

DATE : September 16, 2024

Pursuant to the Philippine Commission on Women's (PCW) Memorandum Circular 2024-03, the following Guidelines is issued by the National Gender and Development Focal Point System (NGFPS) for the preparation and submission process of the 2025 GAD Plan and Budget (GPB) of the Department of Environment and Natural Resources (DENR). All bureaus, attached agencies, and regional offices are expected to observe these Guidelines.

Guidelines for the Preparation of the FY 2025 GAD Plans and Budget

1. Align GPB 2025 with the DENR GAD Agenda/Strategic Plan (SP) 2022-2027

Issues and mandates to address in GPB 2023

The DENR GAD Strategic Plan 2022-2027 identifies the key issues and GAD mandates to address in annual GAD Plans and Budgets. These issues and mandates are now reflected in the GPB 2025 form (Annex A) attached to these Guidelines. It is now mandatory for all bureaus and regional offices, and attached agencies to address these issues and mandates in GPB form 2025 that are applicable to their program or scope of responsibility. Submitted 2025 GPBs that do not use this form will be returned immediately.

Other gender issues and mandates that planning offices may need to work on but are not covered by the GAD SP 2022-2027, may be included in the GPB of bureaus/attached agencies/regional offices.

MEMO NO. 2024 - 841

Visayas Avenue, Diliman, Quezon City 1100, Philippines
www.dcnr.gov.ph

Filling up GPB 2025 form

Some activities are suggested in the GPB 2025 form. If applicable, these activities must be specified under the activity column, specifically column 5. Be as specific as possible on what is the activity to implement, stating the exact nature of the activity (training, workshop, exchange visits, or meetings, or production of brochures etc.) and stating who are the target participants of any activity.

Consult the results of the Gender Mainstreaming Evaluation Framework 2023 of the bureau, attached agency or regional office, and the action plan based on it.

In the budget column, activities amounting to P500,000 or more should be accompanied by a budget breakdown in a separate Excel sheet.

Other GAD activities and indicators under additional issues or mandates not reflected in GAD SP 2022-2027 may be included if they are deemed needed in the programs and projects of the bureau, attached agency, regional office.

It is the task of bureaus, attached agencies, regional offices, central offices/units to consolidate the 2025 GPBs of their subsidiary or constituent units/offices. Their consolidated GPB 2025 is what should be submitted to NGFPS.

2. Allocate at least 5% of total budget of Bureau/Attached Agency/Regional Office for GAD matters

The first few rows of GPB 2025 form provide a space for input of 1) bureau/attached agency/regional office name, 2) Total budget of bureau, regional office or attached agency for 2025, and 3) total GAD budget of bureau/attached agency/regional office. Please fill that up with appropriate information.

All bureaus, attached agencies and regional offices should allocate 5% of their total 2025 budget to GPB 2025. This includes direct costs, and costs attributable to GAD, as drawn from results of the Harmonized GAD Guidelines (HGDG).

3. Apply HGDG Program/Project Identification and Design Checklist for Natural Resource Management Programs and Projects (Box 9) to national priority programs/projects

The direct costs for GAD may be augmented through attribution by applying the HGDG, using Program/Project Identification and Design (PID) Checklist or Box 9 to national priority programs and projects.

The bureaus, attached agencies and national offices should apply the PID HGDG to the national priority programs/projects they manage or lead in implementation. The results should be communicated as early as possible to the regional offices or other offices involved in implementation to ensure that these offices can reflect the attributable budget in their respective GPB 2025 submission.

Submit to NGFPS the following HGDG documents:

- a. Results of the HGDG Program/Project Identification Design Checklist application
- b. File/sheet showing computation of GAD budget attribution, and
- c. Documents that serve as means of verification (MOV). Ensure that the documents are indexed in the HGDG results document and labeled properly for easy identification.

4. Schedule/Deadlines

Action/Activity on GPB 2025	2024
Release PID HGDG results and MOVs of CMEMP and ENGP, LAM and other foreign-assisted projects	September 23
Deadline of regional offices, bureaus, attached agencies to submit to NGFPS	September 30
NGFPS review period	October 1-15
Return to bureaus, attached agencies, regional offices	October 15
Resubmission of GPB 2025 to NGFPS	October 23
GPB 2023 consolidation at Department level	October 23 -Nov 15
Internal approval period for GPB	November 15-18
Encoding and submission to PCW via GMMS	November 18

5. Technical training in GPB preparation and process

To assist in the preparation of GPB 2025, NGFPS is providing an online technical training for GFPS members and planning officers in-charge of drafting GPB 2025, on September 24, 2024 9 am to 4 pm.

The training will cover required inputs in GPB 2025 form and open forum on preparation issues from participants.

For further questions/concerns, please contact the GAD Secretariat through the email address denr.gad@denr.gov.ph.

For your guidance and compliance.


ATTY. ANALIZA REBUELTA-TEH



MEMORANDUM CIRCULAR NO. 2024 - 03

TO : All Heads of Executive Departments, National Government Agencies, Bureaus, Offices, State Universities and Colleges (SUCs), Government-Owned and/or Controlled Corporations (GOCCs), Legislative and Judiciary Branches, Constitutional Bodies, Other Government Instrumentalities, and All Others Concerned

SUBJECT : Preparation and Online Submission of Fiscal Year (FY) 2025 Gender and Development (GAD) Plans and Budgets

DATE : 27 August 2024

1.0 Preparation and Submission of FY 2025 GAD Plans and Budget (GPBs)

- 1.1. In accordance with Section 36 of Republic Act (RA) 9710 or the Magna Carta of Women (MCW), the Philippine Commission on Women (PCW) calls on all national government agencies and instrumentalities¹ to prepare and submit their FY 2025 GAD Plan and Budget (GPB) to the PCW.
- 1.2. National government agencies and instrumentalities shall observe the following guidelines in the preparation and submission of the FY 2025 GPB:
 - 1.2.1. Identification of gender issues/GAD mandates and corresponding GAD Programs, Activities, and Projects (PAPs)
 - 1.2.1.1. The gender issues/GAD mandates and corresponding GAD PAPs to be included in the GPB should be in line with the agency's mandates including those provided in international treaties/commitments, national laws, and plans on women and gender equality, as well as gender issues identified in the agency's GAD Agenda (the agency's strategic framework and plan on gender mainstreaming and achieving women's empowerment and gender equality).²
 - 1.2.1.2. Agencies shall also prioritize addressing the gender issues outlined in the Gender Equality and Women's Empowerment (GEWE) Plan 2019-2025 (downloadable through <https://pcw.gov.ph/gewe-plan>)

¹ Local government units (LGUs) shall follow the GAD planning and budgeting guidelines set under PCW-DILG-DBM-NEDA Joint Memorandum Circular (JMC) 2013-01, as amended by JMC 2016-01, while local water districts (LWDs) shall be guided by PCW Memorandum Circular (MC) 2016-06.

² PCW Memorandum Circular No. 2018-04: Revised Guidelines for the Preparation of the Gender and Development (GAD) Agenda

in their GAD Agenda and annual GPB. Agencies may also refer to the GEWE Plan Results Matrices for the GAD issues and corresponding GAD results, indicators, targets, and strategies to be integrated into their annual GPB.

- 1.2.1.3. The identification of gender issues and GAD PAPs to be addressed in the plan shall also be informed by the results of gender analysis and gender audit, especially the results of the Gender Mainstreaming Evaluation Framework (GMEF)³ assessment.
- 1.2.1.4. Members of inter-agency committees or councils shall refer to their respective committee- or council-issued GAD-related guidelines as an additional guide in formulating their agency's GPB. GAD-related initiatives aligned with the implementation of the committee's or council's strategic action plans should also be incorporated into the member agencies' GPBs.
 - 1.2.1.4.1. Member agencies of the National Steering Committee on Women, Peace and Security (NSCWPS) shall formulate their GPBs according to PCW-OPAPP Joint Memorandum Circular (JMC) 2014-01 on the integration of women, peace and security PAPs in the GPB.
 - 1.2.1.4.2. Member agencies of the Inter-Agency Council Against Trafficking (IACAT) shall integrate Anti-Trafficking in Persons (ATIP) programs, activities, or projects (PAPs) in their annual GPBs as guided by PCW-IACAT JMC 2023-01.
 - 1.2.1.4.3. Member agencies of the Inter-Agency Council on Violence Against Women and their Children (IACVAWC) shall identify activities based on the recommended strategies reflected in the National Action Plan to End Violence Against Women (NAP-EVAW) 2025-2029 and reflect it in their respective GPBs.
- 1.2.1.5. To ensure the effective implementation of GAD-related national laws and policies, mandated agencies shall reflect specific PAPs in their respective GPBs which include, but are not limited to, the implementation of RA 10354 (Responsible Parenthood and Reproductive Health Act), RA 11596 (Anti-Child Marriage Law), RA 11313 (Safe Spaces Act), RA 8972 (Solo Parents Welfare Act), RA 11648 (Act Raising the Age of Sexual Consent), RA 11210 (Expanded Maternity Leave), and Executive Order No. 141 (Adopting as a National Strategy the Implementation of Measures

³ PCW Memorandum Circular No. 2016-03: Use of the Enhanced Gender Mainstreaming Evaluation Framework (GMEF)

to Address the Root Causes of the Rising Number of Teenage Pregnancies).

- 1.2.1.6. Mandated agencies may also include in their GPBs advocacy activities that support the implementation of existing laws, such as RA 11166 (Philippine HIV and AIDS Policy Act) provided that the activities address specific gender issues.

1.2.2. GAD Budget Costing and Attribution

- 1.2.2.1. As provided under Section 36(a) of the MCW, the GAD budget, which is the cost of implementing GAD PAPs, shall be **at least five percent (5%) of the agency's total budget appropriations. As such, GPBs that do not meet the minimum five percent (5%) requirement shall not be endorsed by the PCW.** Agencies are strongly advised to use the tool for budget attribution found in Section 1.2.2.2 of this Circular to ensure compliance to the MCW.

- 1.2.2.1.1. The computation of the minimum five percent (5%) GAD budget shall be based on the agency's total budget appropriations provided in FY 2025 National Expenditure Program (NEP). It may be drawn from the agency's maintenance and other operating expenses (MOOE), capital outlay (CO), and/or personnel services (PS). The agency shall update its total budget appropriations in the GPB if there is already an approved FY 2025 General Appropriations Act (GAA).

- 1.2.2.1.2. The determination of compliance to the minimum five percent (5%) GAD budget shall be by agency and not by constituent unit (e.g., regional, district, or field offices). Thus, the GAD budget of a regional office or a constituent unit may not necessarily reach five percent (5%) of its total annual budget allocation, but the central office shall ensure that the agency as a whole will meet the minimum five percent (5%) GAD budget based on the agency's total budget appropriation.

- 1.2.2.1.3. For GOCCs, the GAD budget shall be drawn from their corporate operating budget (COB). However, budget included in the COB that does not entail actual cash disbursements, but only serve as entries in the accounting books, may be excluded in the computation of the minimum five percent (5%) GAD budget, provided that the concerned GOCC shall submit to the PCW the corresponding documents that may serve as basis for granting the budget exclusion (e.g. dividend remittance, payment for obligations, interest expenses, debt servicing, etc.), subject to the validation of other oversight agencies,

as applicable. The GOCCs shall also provide the PCW with a copy of their approved COB, once available.

- 1.2.2.1.4. As provided under Section 2.1. of R.A. 7192 or the Women in Development and Nation Building Act and Section 37.A.2 of the MCW Implementing Rules and Regulations (IRR), national government agencies and other government instrumentalities shall ensure that five to thirty percent (5-30%) of funds received from foreign governments and multilateral agencies are in support of gender-responsive programs/projects. Based on the Investment Coordination Committee (ICC) on the ICC policy on the integration of the Harmonized Gender and Development Guidelines (HGDG) in the ICC process, proponent agencies are required to accomplish and submit their accomplished HGDG Checklist for evaluation of the NEDA Secretariat to ensure gender-responsiveness of the proposed project.

1.2.2.2. Budget Attribution Using the HGDG

- 1.2.2.2.1. Aside from implementing direct GAD PAPs to address organization- or client-focused gender issues or GAD mandates, agencies may attribute a portion or the whole budget of the agency's major program/s⁴ or project/s⁵ to the GAD budget using the HGDG tool. Assessing a major program/project using the HGDG tool enables the agency to identify strengths and areas for improvement to gradually increase the gender-responsiveness of the program/project. Major programs/projects subjected to the HGDG shall be reflected under the GPB section on "Attributed Programs."
- 1.2.2.2.2. The percentage score of the program/project in the HGDG assessment shall correspond to the percentage of the budget of the agency's existing and proposed major program/project that may be attributed to the GAD budget: Provided, that programs/projects with HGDG scores below 4.0 shall not be eligible for budget attribution. The formula shall be as follows:

⁴ A program is "a homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions."

⁵ A project is a "special agency undertaking which (is) to be carried out within a definite time frame and which is intended to result in some predetermined measure of goods and services."

$$\frac{\text{HGDG Score}}{\text{Total HGDG Points}} \times 100\% = \% \text{ of annual program budget attributable to GAD}$$

$$\% \text{ of annual program budget attributable to GAD} \times \text{annual program budget} = \text{attributable amount to GAD}$$

For example, $\frac{16.5}{20} \times 100\% = 82.5\%$

$$82.5\% \times \text{Php } 50 \text{ million} = \text{Php } 41,250,000.00$$

- 1.2.2.2.3.** Agencies with attributed programs/projects shall attach copies of the results of the assessment using the appropriate HGDG (sectoral or generic) design checklist and relevant supporting documents or means of verification (e.g., project design, concept note, and highlights of the stakeholders' meeting/consultation with sex-disaggregated data of the attendees) shall be attached to the agency's GPB submission. Supporting documents or means of verification should be signed by the project/program head, the Chairperson of the GAD Focal Point System Technical Working Group or other authorized official of the agency.⁶ Agencies are also required to fill out the Remarks/Comments Column of the checklist and provide justification for each corresponding score per indicator.

1.2.3. Process of Submission

- 1.2.3.1.** Line departments, constitutional bodies, judicial and legislative bodies, attached agencies/bureaus, other executive offices (OEOs), and GOCCs with the exemption of local water districts (LWDs), shall submit their agency-consolidated GPB directly to PCW, for review and endorsement.
- 1.2.3.2.** GAD PAPs of lower constituent units (i.e., regional, district, and field offices) shall be integrated into the agency-consolidated GPB. For example, in the case of the Department of Health (DOH), the gender issues and corresponding PAPs of retained hospitals and treatment and rehabilitation centers shall be integrated into the DOH consolidated GPB. The same shall also apply to GOCCs and SUCs with branches/campuses.
- 1.2.3.3.** As provided under PCW MC No. 2016-06, LWDs shall prepare their FY 2025 GPB following the parameters set under PCW MC No. 2015-03, and the guidelines provided under this memorandum circular on the identification of gender issues, mandates and corresponding PAPs, as well as the costing and attribution of the

⁶ Please refer to the Harmonized Gender and Development Guidelines for Project Development, Implementation, Monitoring and Evaluation (3rd Edition) handbook for the guide to the administration of the checklists, its methods and sources of information, which is accessible through <https://library.pcw.gov.ph/harmonized-gender-and-development-guidelines-for-project-development-implementation-monitoring-and-evaluation-3rd-edition/>

GAD Budget. All LWD GPBs shall be submitted to the LWUA for monitoring purposes.

1.2.3.4. In the case of SUCs, their GPBs shall first be submitted to and reviewed by the concerned regional office of the Commission on Higher Education (CHED). Once the GPBs are deemed acceptable, the concerned CHED RO shall forward and submit the GPBs to the PCW, for review and endorsement. SUCs with institutional autonomy shall submit their GPBs directly to PCW.

1.2.4. Preparation and Consolidation of GAD PAPs of Agency-wide GPB

1.2.4.1. Central or head offices of agencies are encouraged to conduct meetings/consultations and use online collaboration tools such as spreadsheet applications (outside of the Gender Mainstreaming Monitoring System) to engage and work with their constituent units for the preparation and consolidation of their GPB.

1.2.4.2. Agencies must ensure that entries with similar/recurring activities are merged into one entry. For example, in the case of SUCs with different campuses/branches in the regions, GAD PAPs such as those in support of the National Women's Month Celebration or 18-Day Campaign to End Violence Against Women, must be consolidated into one entry and must not be reflected separately per campus/branch/region in the agency-wide GPB submission. Further, agencies are highly encouraged to submit their GPBs with no more than 100 rows, including the entries for attributed programs.

1.2.5. Endorsement of GPB

1.2.5.1. PCW shall endorse the FY 2025 GPB if: (1) the minimum five percent (5%) GAD Budget requirement has been met, and (2) the entries in the GPB are compliant with the comments and/or recommendations of PCW following the provisions of the MCW and relevant guidelines on GAD Planning and Budgeting.

1.2.5.2. GPBs that are partly or non-compliant with the conditions provided in Section 1.2.5.1 shall be returned to the agency and be deemed unendorsed. However, agencies may request for reconsideration to resubmit their GPB for review up to **two times**. If there are still deficiencies after the authorized rounds of review, then the GPB will finally be deemed unendorsed.

1.2.5.3. Agencies may request for reconsideration of the submission of GPBs within 10 working days upon the receipt of the notification of non-endorsement. Failure to submit a request for reconsideration within the set period shall warrant the GPB unendorsed. Once the

request for reconsideration has been granted, the agency shall be given 22 working days to revise and resubmit its GPB.

- 1.2.5.4. Comments to the GPBs may be expected by the agencies 30 days from the submission in the Gender Mainstreaming Monitoring System (GMMS). However, actual period of review of GPBs shall be dependent on the number and volume of submissions received by the PCW.
- 1.2.5.5. PCW-endorsed GPBs shall be automatically authenticated by the GMMS with a QR code. Agencies shall print the PCW-endorsed GPB for the signature of their agency head, and disseminate the signed copy to their concerned units. Agencies shall also furnish their respective Commission on Audit (COA) Audit Team with a copy of their signed GPB within 5 working days from its endorsement or the period prescribed by the COA.
- 1.2.5.6. Once the GAA is passed and where budget and program adjustments have to be made based on final agency budgets, agencies concerned shall submit an adjusted GPB to PCW. The adjusted GPB shall be the basis for implementing the GPBs as well as for monitoring and reporting. Agencies shall submit to the PCW a letter outlining the proposed changes to the endorsed GPB for an initial assessment of the revised/proposed GAD PAPs. If the proposed changes are acceptable, the agency shall be given access to encode and submit the revisions to the endorsed GPB through the GMMS, for review and re-endorsement of PCW. Requests for the submission of an adjusted GPB shall be accepted until **31 July 2025**. Other adjustments to the GPB after this date shall be reflected as variance in the Remarks column of the GAD Accomplishment Report. Agencies are allowed to submit requests for adjustment of the endorsed GPB only once.

2.0 Requirements for the Online Submission of GPBs through the GMMS

- 2.1. Except for the pilot agencies enumerated under Section 3 of this Circular, the submission, review and endorsement of GPBs shall only be coursed through the GMMS Version 2 (<https://gmms.pcw.gov.ph>), PCW's online system for managing GPBs and GAD ARs, as well as for generating GAD-related reports.
- 2.2. Prior to the submission of the GPB, agencies shall register and/or update the enrolled user account/s in the GMMS using the GMMS Registration Form and following the instructions provided in the PCW website (<https://pcw.gov.ph/gender-mainstreaming-monitoring-system/>) for the online submission of the FY 2025 GPB. Updating the enrolled user accounts in the GMMS will ensure receipt of the notification status of review as well as other GPB/GMMS-related announcements.
- 2.3. Agencies shall assign (a) member/s of their GFPS who is/are familiar with the GAD planning and budgeting process to serve as their **GMMS focal person/s**. The GMMS focal person/s will be responsible for: (1) maintaining the agency GAD profile in the GMMS and (2) encoding and submitting the GPB of the agency through the GMMS.
- 2.4. The CHED shall also assign GFPS member/s as GMMS reviewer/s and endorser/s of SUC GPBs to PCW. The CHED **GMMS reviewers** have access to review and input their comments to the GPBs of SUCs. The **GMMS endorsers**, on the other hand, are the account users who are authorized to transmit reviewed GPBs of SUCs to the PCW.
- 2.5. An agency may opt to assign a GFPS member to be the account holder of one or more functions (i.e., as both GMMS reviewer and endorser).
- 2.6. GMMS focal persons, encoders, reviewers, and endorsers of agencies must familiarize themselves with the system. GMMS instructional materials may be accessed through the PCW website <https://pcw.gov.ph/faq-gender-mainstreaming-monitoring-system/>

3.0 Piloting of the Revised GPB Form

- 3.1. In line with the goal of transitioning from an activity/output/outcome-based to an impact-based approach to GAD planning and budgeting, the following pilot agencies shall prepare their FY 2025 GPB using the revised GPB form:
 - 3.1.1. Bureau of Fisheries and Aquatic Resources
 - 3.1.2. Commission on Higher Education
 - 3.1.3. Department of Agriculture
 - 3.1.4. Department of National Defense
 - 3.1.5. Department of Social Welfare and Development
 - 3.1.6. Department of Trade and Industry
 - 3.1.7. Development Bank of the Philippines

- 3.1.8. Government Service Insurance System
 - 3.1.9. Land Bank of the Philippines
 - 3.1.10. National Economic and Development Authority
 - 3.1.11. Philippine Carabao Center
 - 3.1.12. Philippine Center for Postharvest Development and Mechanization
 - 3.1.13. Philippine Commission on Women
 - 3.1.14. Philippine Rice Research Institute
 - 3.1.15. Technical Education and Skills Development Authority
- 3.2. The submission, review, and endorsement of FY 2025 GPBs of pilot agencies shall be coursed through the GMMS Version 3 with URL: <http://115.85.25.198> following the submission schedule in Section 4.0.
- 3.3. Pilot agencies may still access their user accounts in the GMMS Version 2 to view their previous GPB and GAD AR documents.
- 3.4. Agencies shall register their GMMS Version 3 system users – GMMS Focal Person/s, Budget Officer/s, and encoder/s (optional), following Section 2.2 of this Circular.
- 3.5. The encoding of the GPB shall be initiated by the system user designated as the **Budget Officer**. S/he shall be responsible for setting and encoding the proposed budget for each of the agency's PAP following Sections 1.2.2.1.1 and 1.2.2.1.3.
- 3.6. The **GMMS Focal Person**, on the other hand, shall be responsible for maintaining the agency profile, as well as encoding and submitting the GPB. The agency has the option to register **encoder/s** who may input the entries of the GPB into the system, but only the GMMS Focal Person user/s shall have access to submit the GPB to PCW.

4.0 Deadline for GPB Submission through the GMMS Version 2 or 3

28 October 2024*	Deadline of SUCs for the encoding and submission of FY 2025 GPBs through the GMMS, for review of CHED
07 November 2024	Deadline for encoding and submission to PCW of FY 2025 GPBs of the following agencies through the GMMS: <ul style="list-style-type: none"> a. Constitutional bodies b. Legislative and judicial bodies c. Office of the President d. Office of the Vice-President e. Other Executive Offices (OEOs)
18 November 2024	Deadline of encoding and submission to PCW of FY 2025 GPBs of executive departments and their attached agencies through the GMMS
02 December 2024	Deadline of encoding and submission to PCW of FY 2025 GPBs of GOCCs through the GMMS

9 December 2024

Deadline for CHED to submit to PCW the reviewed FY 2025
GPBs of SUCs through the GMMS

Note: *Exemption for SUCs with institutional autonomy as indicated in Section 1.2.3.4. These SUCs shall submit their GPBs in the GMMS directly to PCW on or before 9 December 2024, the same deadline for CHED to submit the reviewed FY 2025 GPBs of SUCs to PCW.

5.0 Conduct of the National GAD Budget Forum

- 5.1. For further guidance on the GAD planning and budgeting process and the use of the HGDG tool, agencies are encouraged to attend the PCW GAD Webinar 6.

Session Title: GAD Planning and Budgeting for NGAs/National GAD Budget Forum

Schedule: 25 September 2024, 8:30 a.m. – 5:00 p.m.

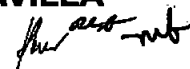
Registration: 5 September 2024

- 5.2. For the details, please visit the PCW 2024 GAD Webinar Series page (<https://pcw.gov.ph/2024-gad-webinar-series>).

- 6.0 For questions or clarifications regarding the GAD Planning and Budgeting Forum, agencies may send an email to records@pcw.gov.ph and/or call at tel. nos. (+632) 8735.1654. For specific queries on the entries in the GPBs and/or request for technical assistance, agencies are encouraged to communicate directly with their respective reviewers. For ICT technical support concerning the GMMS, agencies may contact the GMMS Helpdesk through gmmshelpdesk@pcw.gov.ph or 87354767 local 131.

- 7.0 For guidance and appropriate action.


MS. ERMELITA V. VALDEAVILLA
Chairperson



ANNUAL GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET

FY 2025

Organization/Bureau/Agency/Region:									
Total Budget/GAA of		Primary Sources (GAA):							
Total GAD Budget of Bureau/Agency/Region		Other Sources:		0					
% of GAD Allocation:	#VALUE!								
	Gender Issue	Cause of	GAD Result	Relevant Organization	GAD Activity	Performance	GAD Budget	Source	Responsible Unit
	/GAD Mandate	Gender Issue	Statement	MFO/PAP or PPA		Indicators		of Budget	/Office
			/GAD Objective			/Targets		t	
	1	2	3	4	5	6	7	8	9

CLIENT-FOCUSED ACTIVITIES

GAD Goal 1: Meaningful participation of women in consultation processes, community organizations and decision making bodies towards the sustainable management of the country's environment and natural resources

	Limited participation of women in sustainable management of the environment and natural resources	(State cause in your region/bureau/agency)	Increased participation of women in the sustainable management of the environment and natural resources (ENR)		Training or seminars (specify activity) on sustainable resource management (state the subsector/s: forest management, protected area, coastal resources, watershed management, biodiversity, wildlife enforcement, solid waste management)	(State number of training/seminars or meetings; state number of total target participants and SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
					(State other training or seminars or meetings on sustainable resource management in other sectors if any)	(State number of training/seminars or meetings; state total number of target participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Limited participation of women in sustainable management of the environment and natural resources	(State cause in your region/bureau/agency)	Increased participation of women in the sustainable management of the environment and natural resources (ENR)		Implement sustainable resource management actions (specify action) with women's participation (state specific action like coastal clean ups, forest protection, cave assessment, watershed assessment)	(State number of activities; state total number of target participants and SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
					(State if any other activities planned on sustainable resource management)	(State number of activities; state total number of target participants and SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Limited access of women to information and knowledge on sustainable management of the environment and natural resources	(State cause in your region/bureau/agency)	Increased access of women to information and knowledge on the sustainable management of the environment and natural resources (ENR)		Production and distribution of gender-sensitized IEC materials on sustainable resource management of different subsectors (State what IEC material to produce and its topic)	(State number of IEC material to produce)	(Provide budget breakdown in a separate file if budget is more than 500,000)		

	Gender Issue	Cause of	GAD Result	Relevant Organization	GAD Activity	Performance	GAD Budget	Source	Responsible Unit
	/GAD Mandate	Gender Issue	Statement	MFO/PAP or PPA		Indicators		of Budget	/Office
	1	2	3	4		6		8	9
					(Consider reviewing existing IEC materials on SRM of any, several or all sectors, for improving gender-fair language)				
					(State other materials to produce and distribute if any)	(State number of IEC material to produce)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Limited participation of women in sustainable management of the environment and natural resources.	(State cause in your region/bureau/agency)	Increased participation of women in leadership and decision-making roles in the management of natural resources		Conduct (for clients or community) of gender or GAD orientation, and training on gender sensitivity, and on role of women in SRM programs	(State number of activities; state total number of target participants and SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Limited participation of women in sustainable management of the environment and natural resources	(State cause in your region/bureau/agency)	Increased participation of women in leadership and decision-making roles in the management of natural resources		Leadership training and seminars for women, including mentoring and participation in meetings of decision-making bodies on (state the sector/s: forest management, protected area management, coastal resources management, watershed management, biodiversity, wildlife enforcement, solid waste management)	(State number of activities; state total number of target women participants)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
					(State training or seminars for women on other sector/s forest management, protected area management, coastal resources management, watershed management, biodiversity, wildlife enforcement, solid waste management)	(State number of activities; state total number of target women participants)	(Provide budget breakdown in a separate file if budget is more than 500,000)		

	Gender Issue	Cause of	GAD Result	Relevant Organization	GAD Activity	Performance	GAD Budget	Source	Responsible Unit
	/GAD Mandate	Gender Issue	Statement	MFO/PAP or PPA		Indicators		of Budget	/Office
	1	2	3	4		/Targets		8	9
	(Input here other gender issue/s affecting clients in the region/bureau/agency under GAD Goal 1)						(Provide budget breakdown in a separate file if budget is more than 500,000)		
GAD Goal 2: Ensure equal access of women and men to environment and natural resources goods and services									
	Women have less access to natural resources and its benefits	(State cause in your region/bureau/agency)	Improved access of women to natural resources and its benefits		Orientation and information dissemination seminars, including production of information materials (State specific activity), on accessing natural resources and services (examples: land titling, various forestry and wildlife permits)	(State number of activities; state total number of target women participants)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
					(State other orientation and information dissemination seminars, including production of information materials, on accessing natural resources and services (examples: land titling, various forestry and wildlife permits))	(State number of activities; state total number of target women participants)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Women have less access to natural resources and its benefits	(State cause in your region/bureau/agency)	Improved access of women to natural resources and its benefits		Installation or maintenance of gender-sensitive information and signages (state which one is applicable), facilities and services in public parks usually in protected areas	(State number of facilities to install or maintain; state number of information materials and signages to fund; state other services to maintain)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Women have less access to natural resources and its benefits	(State cause in your region/bureau/agency)	Improved access of women to natural resources and its benefits		Issuance of patents, deeds of sale, permits or awarding of community-based management contracts	(State number of activities; state total number of target women participants)	(Provide budget breakdown in a separate file if budget is more than 500,000)		

	Gender Issue	Cause of	GAD Result	Relevant Organization	GAD Activity	Performance	GAD Budget	Source	Responsible Unit
	/GAD Mandate	Gender Issue	Statement	MFO/PAP or PPA		Indicators		of Budget	/Office
	1	2	/GAD Objective	4		/Targets		8	9
GAD Goal 3: Enhanced resiliency of women and men in natural resource-based communities									
	Limited access of women to knowledge/ information on climate change, health and disaster risks and hazards	(State cause in your region/bureau/agency)	Improved access of women in resource-based communities to information on climate change, health emergency and disaster risks and hazards		Conduct seminars, orientation on basic information (Specify your activity) on climate change, health emergency and disaster risks and hazards and on effective preparedness and counter measures	(State number of activities; state total number of target participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
					(State other activities to provide clients with basic information on climate change, health emergency and disaster risks and hazards and on effective preparedness and counter measures)	(State number of activities; state total number of target participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Limited access of women to knowledge/ information on climate change, health and disaster risks and hazards	(State cause in your region/bureau/agency)	Improved access of women in resource-based communities to information on climate change, health emergency and disaster risks and hazards		Produce and disseminate gender-sensitized (state IEC material or references to produce) on gender-responsive adaptation and mitigation activities and programs	(State IEC material to produce and state number of IEC materials produced by type; or radio program episodes to guest in or produce)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
					(State if any other IEC material or references to produce) on gender-responsive adaptation and mitigation activities and programs	(State other IEC material to produce and state number of IEC materials produced by type; or radio program episodes to guest in or produce)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Greater vulnerability of women in ENR communities to climate change-related, and natural disaster and health risks and hazards	(State cause in your region/bureau/agency)	Women and men in resource-based communities are equally informed or capacitated for adaptation and mitigation measures, health emergencies and for disaster preparedness		Conduct training or skills building activities (specify activity) on adaptation and mitigation	(State number of target activities, number of participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Limited access of women to funding and other resources for addressing climate change, health emergencies and disasters	(State cause in your region/bureau/agency)	Women in resource-based communities gain access to funding and other resources for adaptation and mitigation, and for disaster preparedness measures		Produce and disseminate document on accessing funding and other resources for adaptation and mitigation (state specific activity to do), and disaster preparedness for women in resource-based communities	(State number of target activities, number of participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		

	Gender Issue	Cause of	GAD Result	Relevant Organization	GAD Activity	Performance	GAD Budget	Source	Responsible Unit
	/GAD Mandate	Gender Issue	Statement	MFO/PAP or PPA		Indicators		of Budget	/Office
	1	2	/GAD Objective	4		/Targets		8	9
ORGANIZATION-FOCUSED ACTIVITIES									
GAD Goal 4: Enhanced gender mainstreaming in policies, plans, and programs in DENR including key education and training programs									
	Presidential proclamation No. 224 declaring the 1st week of March of every year as Women's Week, March 8 of every year as Women's Day; and Presidential Proclamation No. 227 providing for the observance of the month of March as Women's Month	To continuously raise awareness of women's rights and capabilities in nation-building and development	Raised awareness of women's rights and capabilities in nation building and development		Conduct of various awareness raising (celebration of GAD champions and GAD progress), and education-oriented (seminars & lectures) activities on gender and women's issues and concerns (specify your activities)	(State number of activities, target number of participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Proclamation 1172 s. 2006 declaring November 25 to December 12 as 18-day campaign to end violence against women (VAW)	To advocate against VAW and promote observance of women's rights and welfare	Raised awareness of VAWC and observance of women's rights and welfare		State specific activities to raise awareness of violence against women (celebration of advances against VAW, and of anti-VAW champions), educational activities (lectures, seminars, discussion forum) for deepening understanding of VAW and to support actions to end VAW	(State number of activities, target number of participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Section 4.3 of the NEDA-DBM-PCW Joint memorandum circular 2012-01 calls for regular gender audits of programs/projects	To ensure major programs and projects are gender-responsive and their budget properly attributed to GAD	Improved attribution and utilization of GAD budget		Conduct of meetings to learn and/or apply HGDC for national priority programs	(State number of meetings to conduct, state number of expected participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Section 4.3 of the NEDA-DBM-PCW Joint memorandum circular 2012-01 calls for regular gender audits of programs/projects	To ensure progress of gender-mainstreaming is monitored in DENR and constituent offices and regions	Progress of gender-mainstreaming is monitored and improved		Conduct of meetings to learn and/or apply GMEF to regions, bureaus, agencies and to DENR as a whole	(State number of meetings to conduct, state number of expected participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Section 4.3 of the NEDA-DBM-PCW Joint memorandum circular 2012-01 calls for regular gender audits of programs/projects	Baseline data gathering is newly started in 2022	Progress of GAD program is properly monitored and facilitated		Regular monitoring and evaluation of GAD activities	(State number of monitoring visits or meetings, number of participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		

	Gender Issue	Cause of	GAD Result	Relevant Organization	GAD Activity	Performance	GAD Budget	Source	Responsible Unit
	/GAD Mandate	Gender Issue	Statement	MFO/PAP or PPA		Indicators		of Budget	/Office
			/GAD Objective			/Targets			
	1	2	3	4	5	6	7	8	9
	Section 4.3 of the NEDA-DBM-PCW Joint memorandum circular 2012-01 calls for regular gender audits of programs/projects	Baseline data gathering is newly started in 2022	Progress of GAD program is properly monitored and facilitated		Regular monitoring and evaluation of GAD activities	(State number of monitoring visits or meetings, number of participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Section 4.3 of the NEDA-DBM-PCW Joint memorandum circular 2012-01 calls for regular gender audits of programs/projects	Baseline data gathering is newly started in 2022	Progress of GAD program is properly monitored and facilitated		NGFPS: Mid-program review of implementation of Strategic Plan 2022-2027. Possible to assess the state of gender mainstreaming in DENR and components offices	(State number of meetings, number of participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Section 3.2 of PCW-NEDA-DBM-PCW Joint Circular 2012-01 mandates annual GAD planning and budgeting while Section 3.5 tasks GFPS to prepare annual accomplishment reports	To ensure timely GAD planning and budgeting, and reporting	The region/bureau/agency/DENR is consistently compliant with preparation and timely submission of GPBs and ARs		Conduct training on GPB and AR preparation as needed, including on use of Strategic Plan; prepare GPB 2025 and AR 2024	(State number of meetings to conduct, state number of expected participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Limited awareness of internal and external clients of current gender issues, GAD activities and events	(State causes in your region/bureau/agency)	Raised awareness of internal and external clients on gender issues and GAD activities and events		Production and distribution of GAD IECs; and regular update and maintenance of GAD Corners, and GAD FB and webpages (State IECs to produce or IEC activity)	(State number of IEC produced by type, number of GAD corners or bulletin boards installed or maintained, and/or GAD webpages maintained)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Limited awareness of internal clients of current gender issues, GAD activities and events	(State causes in your region/bureau/agency)	Raised awareness of internal clients on gender issues and GAD activities and events		Conduct of GSTs, GAD orientation for staff or employees	(State number of activities, number of target participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Low appreciation, awareness, knowledge and understanding of GAD-relevant laws and policies	(State causes in your region/bureau/agency)	Increased awareness of employees on gender issues, and on gender-related laws and policies		Conduct information and familiarization seminars for employees on gender-related laws and policies	(State number of activities, number of target participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Gender concerns are not adequately expressed in DENR VMG	Mechanism for GAD policy reviews are not yet routinely operational	Strengthened gender equality and women's empowerment elements in DENR's VMG		NGFPS: Information dissemination or follow up: review and drafting committee meetings to propose adjustments in DENR's VMG in 2023	(State number of meetings, number of participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		

	Gender Issue	Cause of	GAD Result	Relevant Organization		Performance		Source	Responsible Unit
	/GAD Mandate	Gender Issue	Statement	MFO/PAP or PPA	GAD Activity	Indicators	GAD Budget	of Budget	/Office
			/GAD Objective			/Targets			
	1	2	3	4	5	6	7	8	9
	Selected GAD policies of DENR needs review, validation and updating	Mechanism for GAD policy reviews are not yet routinely operational	GAD policies are periodically reviewed and updated		NGFPS: Conduct meetings to update GAD policies of DENR; e.g. NGFPS reconstruction	(State number of meetings, number of participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Addressing disaster, health and climate change risks and hazards, and gender concerns in them are not explicitly integrated in ENR sectoral policies and programs	Disaster, health and climate change, and gender-issues in them, are newly emergent concerns	Strengthened gender-responsive measures to address climate change, health emergencies and disasters in sectoral programs and program policies		For bureaus: Conduct review of sectoral programs and program policies on biodiversity, forest management, and land management, and disseminate information on changes needed (Should have been started in 2023); or follow up on this	(State number of meetings, number of participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	[Input here other gender issue/s affecting clients in the region/bureau/agency under GAD Goal 4]						(Provide budget breakdown in a separate file if budget is more than 500,000)		
	GAD Goal 5: Institutionalized GAD mechanisms in DENR including GAD knowledge management systems that can serve as model to other organizations								
	Section 4.4 of Joint NEDA-DBM-PCW MC 2012-01 calls for institutionalizing collection of sex-disaggregated data and gender information to inform policies, program/project planning and budgeting	To ensure scientific approach to GAD planning and assessments	Gender information is systematically collected and used to improve GAD planning		Develop gender databases and provide training on use including use for program/project planning	(State number of databases installed or maintained; state number of trainings held and number of participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Important elements of GAD knowledge management are undeveloped	Experiences in GAD mainstreaming in the sectors are not always collected and systematized	Systematized knowledge and experience on GAD mainstreaming to provide ENR sectoral guidance		For relevant bureaus only: Conduct of research and/or related meetings to develop a Gender Mainstreaming toolkit in forestry, biodiversity, coastal and marine resources, protected area management and land management (Should have been started at least in 2023)	(State number of meetings, target participants and their SDD; state number of toolkit/s produced)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Important elements of GAD knowledge management are undeveloped		Develop system of producing, dissemination, sharing and inventory of GAD IEC		Review and develop systems for GAD IEC production, distribution, sharing, inventory	(State number of meetings, target participants and their SDD; state number of toolkit/s produced)	(Provide budget breakdown in a separate file if budget is more than 500,000)		

	Gender Issue	Cause of	GAD Result	Relevant Organization	GAD Activity	Performance	GAD Budget	Source	Responsible Unit
	/GAD Mandate	Gender Issue	Statement	MFO/PAP or PPA		Indicators		of Budget	/Office
	1	2	3	4		/Targets		6	7
					Consider reviewing existing GAD IECs for gender-fair language				
	PCW MC 2011-01 on Guidelines for Creation, Strengthening and Institutionalization of GAD Focal Point System	To maintain and develop GFPS capacity for gender mainstreaming	Strengthen the functionality of GFPS teams and system		Conduct regular and special meetings of GFPS	(State number of meetings, target participants and their SDD; state number of toolkit/s produced)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	PCW MC 2011-01 on Guidelines for Creation, Strengthening and Institutionalization of GAD Focal Point System	To maintain and develop GFPS capacity for gender mainstreaming	Strengthen the functionality of GFPS teams and system		Conduct capacity building (specify activity/activities) for GFPS including participation of GFPS members in relevant training programs of PCW, and other service providers including internal capacity building events, and participation in inter-agency GAD-related meetings	(State number of meetings, target participants and their SDD; state number of toolkit/s produced)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	PCW MC 2011-01 on Guidelines for Creation, Strengthening and Institutionalization of GAD Focal Point System	To maintain and develop GFPS capacity for gender mainstreaming	Strengthen the functionality of GFPS teams and system		Work/coordinate with others (other government units or INGOs or local NGOs) for strengthening GAD work (examples: RGADC meetings, work with LGU on GAD, work with NGO on GAD)	(State number of activity/meetings, target participants and their SDD)	(Provide budget breakdown in a separate file if budget is more than 500,000)		
	Inadequate staffing support for GAD work	GAD staff positions are not plantilla items	Ensured implementation of GAD activities and tasks		Hiring of administrative support staff and consultants for GAD report preparations, planning and learning events	(State number and positions of GAD staff and consultants to hire, and number of months to hire)	(Provide position and monthly remuneration of staff and consultants to hire in a separate budget		
	Inadequate staffing support for GAD work	GAD staff positions are not plantilla items	Provide more stable workforce for GAD program		NGFPS: Results/Follow up/Implementation on study and meetings to probe possibility of full-time regular GAD staff positions	(State number of meetings, target participants and their SDD; state number of toolkit/s produced)	(Provide budget breakdown in a separate file if budget is more than 500,000)		

