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ADMINISTRATIVE ORDER
NO. 2006 - 04

JAN 16 2006


**SUBJECT : REVISED GUIDELINES ON GENDER AND
DEVELOPMENT (GAD) SERVICE AWARDS**

Cognizant of the recent developments in the DENR where GAD mainstreaming activities have gained momentum and in order to make related activities more responsive to the changing environment, the Guidelines for the GAD Service Awards are hereby amended.

The National GAD Focal Point System is authorized to implement these guidelines for the 6th Year of the GAD Service Awards.

To afford wide selection of winners, all concerned officials and employees of the Department are enjoined to participate.

This Order takes effect immediately.


MICHAEL T. DEFENSOR
Secretary



**DENR GUIDELINES ON
GENDER AND DEVELOPMENT (GAD)
SERVICE AWARDS**

I. BACKGROUND

The Philippine Plan for Gender Responsive Development (PPGD) for 1995-2025 was approved and adopted by virtue of EO 273 signed on 8 September 1995. The PPGD, which is a 30-year perspective plan outlines the range of gender issues and their corresponding strategy and program responses which government should implement to realize the vision for a gender responsive society – a society where women and men equally contribute and benefit from development.

DENR is mandated to manage and develop natural resources of the country. As a guide, it has adopted the Philippine Agenda 21. Under this, both women and men play important roles. Therefore, gender-sensitive managers or leaders should be recognized and commended. Hence, the DENR GAD Service Awards is hereby launched.

II. GOALS AND OBJECTIVES

The awards are intended to enhance and highlight the participation of women and men in the promotion of the country's sustainable development. Specifically, the awards aim to:

1. Give due recognition to a project which have promoted the welfare of both women and men in all aspects of environment and natural resources development;
2. Acknowledge the contribution of women and men in the management of the country's environment and natural resources plan/projects for national development; and
3. Recognize the contribution of men and women in the institutionalization of gender and development in the organization.

III. AWARDS CATEGORIES

There are three (3) categories, namely:

- 1. MOST GENDER SENSITIVE PROJECT**
- 2. MOST GENDER SENSITIVE PROJECT IMPLEMENTOR**
- 3. MOST EFFECTIVE GAD FOCAL POINT**

IV. SCREENING COMMITTEES AND BOARD OF JUDGES

The pre-screening/ nomination will be done by the Regional/Bureaus/Attached Agencies GAD Focal Point System/Regional Board of Judges. The result will be endorsed for final validation and awarding by the DENR National Focal Point System. The composition is hereby as follows:

- 1. Regional/Bureau/Attached Agencies**
 - ❖ Screening Committee. Regional/Bureau/Attached Agencies GAD Focal Points and representative from the service in cooperation with the Employees Suggestion and Incentive Awards Committee (ESIAC), and/or NGO/LGU representative.
- 2. National Level**
 - ❖ Screening Committee. National GAD Focal Point System
 - ❖ National Board of Judges. Secretary, Undersecretaries, Asst. Secretaries, Bureau Directors, representative of NCRFW and NGO.

V. NOMINATION AND AWARDS

The nomination and awarding shall be done by a Search/Screening Committee in the Regional/Bureaus/Attached Agencies and the Central Office with the following functions:

I. Regional/Bureaus/Attached Agencies Screening Committees

- ❖ Conduct initial screening of all projects in item 1 of Section VI of this guidelines. Review of related documents, interviews with community beneficiaries and stakeholders, ocular

inspection/and or administration of survey questionnaires to be designed by the Committee pursuant to the Evaluation Guide herein provided as Annex 1 will be used in the said screening.

- ❖ Introduce additional criteria if necessary, to finally select the region's/bureau's/attached agency's candidates. The said criteria shall be explained in the endorsement of the Board to the national level; and
- ❖ Endorse/submit one (1) candidate for each category to the National Screening Committee. It should be supported by a comprehensive report that includes proceedings of the selection process, score sheets (summary of individual scores), endorsement sheets signed by judges), audio-visual materials such as photographs and video cassette tapes highlighting the project implementation.

II. National Screening Committee

- ❖ Accept entries endorsed by the Regional/Bureau/Attached Agencies on or before the deadline;
- ❖ Review and evaluate each entry and ensure that all requirements are complete;
- ❖ Short list nominees and conduct field validations with the assistance of the Regional Screening Committee;
- ❖ Recommend to the National Board of Judges the proposed awardees.

III. National Board of Judges

- ❖ The National Board of Judges shall approve/disapprove the recommendations of the National Screening Committee.
- ❖ Issuance of official list of GAD Service Awardees.

VI. SELECTION CRITERIA

1. For the **Most Gender Sensitive Project**, the search would include any DENR foreign –assisted, locally funded and regular program/ project, that meet the following criteria:

- ❖ has been under successful implementation in terms of schedule and meeting targets for at least three (3) years;
- ❖ community- based;
- ❖ DENR led whether in the over-all project/program or sub-component projects;
- ❖ Shows measurable equal access by both men and women to project benefits;
- ❖ Replicable;
- ❖ Has tapped external and internal resources on its own initiative e.g. physical, financial, technical assistance, etc.;
- ❖ Employs and/or generates participation of both men and women in decision-making; and
- ❖ women hold responsible positions in program/project organization.

2. For the **Most Gender Sensitive Project Implementor**, the candidate should be a Project Implementor of any on-going DENR program/ project which may be foreign assisted or locally-funded, and regular program/project who meets the following criteria:

- ❖ being on-site program/project leader/ manager with permanent employment status, irrespective of age, who is directly responsible for the day-to-day operations of a DENR-led program/project;
- ❖ has rendered at least two (2) years of continuous service in the project at the time of nomination;
- ❖ the project's focus/nature should be developmental and or an action research, wherein the local or adjacent communities are involved or directly benefitted by the intervention;
- ❖ has employed gender-responsive strategies in project implementation;
- ❖ has provided clear and measurable access by both men and women to project benefits;
- ❖ has tapped and/or catalyzed external and internal resources on her own initiative;
- ❖ has initiated replicability of projects including cross-visits between and among similar projects;
- ❖ has employed innovative approaches for both men and women empowerment in project decision-making;
- ❖ has established and strengthened linkages/ alliances and networking with members of the community, at different levels including other sectors; and
- ❖ has no pending administrative or graft and corruption charges.

3. For the **Most Effective GAD Focal Point**, the candidate should be the official Regional/Bureau/Attached Agency/Central Office GAD Focal Point, who meets the following criteria:

- ❖ has rendered at least three (3) years of continuous service in the respective office at the time of nomination;
- ❖ has 100% accomplishment on GAD targets;
- ❖ has employed gender-responsive strategies in the discharge of their functions;
- ❖ resourceful in pursuing the conduct of GAD related activities;
- ❖ has introduced innovative approaches to ensure men and women empowerment;
- ❖ has introduced activities/projects/programs that encouraged gender equality;
- ❖ has established and strengthened linkages/ alliances and networking with OGAs/NGOs/LGUs, at different levels including other sectors; and
- ❖ has no pending administrative or graft and corruption charges.

VI. RANKING

Qualified candidates for the three categories should garnered a total point score of at least 80, to qualify for the final screening,

MOST GENDER SENSITIVE PROJECT AWARD will be ranked based on the following criteria and point scores.

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|----|-------------------------|---|-----------|
| a. | Planning Stage | - | 30 points |
| b. | Implementation Stage | - | 30 points |
| c. | Monitoring & Evaluation | - | 20 points |
| d. | Impacts | - | 20 points |

MOST GENDER SENSITIVE PROJECT IMPLEMENTOR will be ranked using the following criteria and point scores.

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|----|----------------------------|---|-----------|
| a. | Physical & Financial Accom | - | 25 points |
| b. | Leadership Qualities | - | 25 points |
| c. | Public Relations | - | 20 points |
| d. | Gender Sensitiveness | - | 30 points |

MOST EFFECTIVE GAD FOCAL POINT will be ranked using the following criteria and point scores.

a.	Physical Accom	-	15 points
b.	Resourcefulness	-	15 points
c.	Innovativeness	-	15 points
d.	Gender Sensitiveness	-	40 points
e.	Public Relations	-	15 points

VII. AWARDS AND PRIZES

All winners will received plaque of recognition and corresponding cash prizes. For the finalists, Certificates of Recognition from the National Gender and Development Executive Committee will be given.

MOST GENDER SENSITIVE PROJECT

There will be three winners receiving PHP 70,000.00; PHP 40,000.00 ; and PHP 30,000.00, for the first, second and third places respectively. These cash prizes must be used by the project/program on gender and development related activities such as livelihood projects etc. The winner will be asked to submit a plan of action to utilize the fund prior to release of fund subject to usual accounting and auditing procedures.

MOST GENDER SENSITIVE PROJECT IMPLEMENTOR

There will be three winners receiving PHP 40,000.00; PHP30,000.00; PHP20,000, for the first, second and third places respectively.

MOST EFFECTIVE GAD FOCAL POINT

There will be three winners receiving PHP 20,000; PHP15,000; and PHP 10,000, for the first, second and third places respectively.

VII. TIME TABLE

- ❖ The Annual DENR GAD Service Awards shall observe the following schedule:
- ❖ Announcement shall be done fourth quarter of the year;
- ❖ Pre-screening of candidates shall be done first quarter of the coming year;
- ❖ Field validation shall be done second quarter of the year;
- ❖ Submission of list of proposed winners shall be done end of second quarter;
- ❖ Announcement of winner shall be during the celebration of the Environment month

IX. BUDGET ESTIMATES

Funds shall be charged against DENR GAD Funds subject to usual accounting and auditing rules and regulations with the following item of expenditures:

- ❖ Review and evaluation of documents
- ❖ Validation of entries
- ❖ Cash prizes
- ❖ Plaques and certificates
- ❖ Supplies and materials
- ❖ Miscellaneous
- ❖ Contingency