



**REPUBLIC OF THE PHILIPPINES**  
**Philippine Commission on Women**

**MEMORANDUM CIRCULAR NO. 2018-03**

**TO:** Heads of Executive Departments, Agencies, Bureaus, Offices, Government Owned and/or Controlled Corporations, Legislative and Judiciary Branches, Constitutional Bodies, Other Government Instrumentalities and All Others Concerned

**SUBJECT:** Guidelines on the Implementation of the **GADtimpala** (or **Gender and Development Transformation & Institutionalization through Mainstreaming of Programs, Agenda, Linkages & Advocacies**) 2018

**DATE:** 14 August 2018

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**1. BACKGROUND AND RATIONALE**

As the national machinery on gender equality and women's empowerment (GEWE), the Philippine Commission on Women (PCW), formerly the National Commission on the Role of Women (NCRFW) has been recognizing notable efforts on gender and development. In 2003 and 2008, the PCW implemented the Gender Justice Awards to highlight the important role that the judiciary plays in addressing Violence against Women (VAW). Also in 2008, PCW launched the "Search of Outstanding VAW-Responsive Local Government Units" and conferred the awards in 2009.

With the enactment of the Magna Carta of Women (RA 9710) in 2009, which provides that, an incentives and awards system "shall be promulgated by the PCW to deserving entities, government agencies, and local government units for their outstanding performance in upholding the rights of women and effective implementation of gender-responsive programs"<sup>1</sup>; the PCW launched the GADtimpala in 2013. The GADtimpala is PCW's incentives and awards system, to encourage all Filipinos to do their share in implementing the MCW.

Coined to mean as Gender and Development Transformation & Institutionalization through Mainstreaming of Programs, Agenda, Linkages & Advocacies (GADtimpala), one integral component of this awards system is the recognition of deserving national government agencies for their outstanding achievement and performance in mainstreaming gender in the bureaucracy, upholding the rights of women and effective implementation of gender-responsive programs. The recognitions were conferred during the Women's Month celebration in March 2014.

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<sup>1</sup> RA 9710, Section 42.

Building on the success of the first GADtimpala, in 2015, the Media Gender Equality Committee (MGEC) led by the Presidential Communications Operations Office (PCOO) and the PCW conferred the GADtimpala Awards for Best Gender-Fair and Gender-balanced Practices in the Media Industry.

Three years after the last conferment of the GADtimpala Awards, PCW deems it timely to implement the GADtimpala for 2018, to be awarded in August 2019 during the 10<sup>th</sup> anniversary of the MCW.

The GADtimpala 2018 aims to recognize the outstanding performance of government agencies on gender mainstreaming and their invaluable contribution in achieving gender equality and women's empowerment (GEWE) within their mandate. It shall also recognize the innovativeness and gender-responsiveness of the agencies' programs or projects that contribute to gender equality and women's empowerment, especially those that have made impacts on the lives of women

## **2. SCOPE OF THE AWARD**

The GADtimpala 2018 shall cover national government agencies (NGAs), attached agencies and bureaus including government-owned and controlled corporations (GOCCs). A line agency with regional offices shall be treated as one agency. Likewise, an attached agency or bureau with regional offices shall be treated as one agency, separate from its "parent" agency.

The bases of assessment for the award shall cover the period since the enactment of the Magna Carta of Women in 2009 until December 2018. This means that gender mainstreaming efforts of participating agencies within this period shall be considered as bases for identifying the recipient agencies. Likewise, efforts until December 2018 to ensure gender responsiveness of programs and projects that are still currently being implemented shall be considered as bases for identifying the recipient programs or projects awardees.

## **3. CATEGORIES OF AWARDS**

The GADtimpala 2018 shall have two award categories as follows:

- a. **GADtimpala for Outstanding Gender-Responsive Government Agency.** This first award category shall be conferred to agencies that shall meet the criteria set by PCW. The selection of the agencies to be awarded shall be primarily based on the agencies' **validated** Gender Mainstreaming Evaluation Framework (GMEF) scores. The GMEF tool assesses the agencies' overall gender-responsiveness and commitment to promote gender equality for its personnel and external clients.
- b. **GADtimpala for Outstanding Gender Responsive Government Program.** This second award category pertains to the programs or projects of agencies that exhibit the elements of being gender-responsive and have notable impact on the lives of women and men. The award category is further sub-categorized into the following:
  - GADtimpala for Outstanding Gender-Responsive Government Flagship Program
  - GADtimpala for Outstanding Gender-Responsive Government Women-Focused Program

The GADtimpala for Outstanding Gender-Responsive Government Flagship Program shall be conferred to government flagship program/project that exhibits the elements

of being gender-responsive and has manifested positive results/impact on the socio-economic status and empowerment of women and men. A flagship program is a major program of a government agency to achieve certain goal and usually has huge fund allocation.

The GADtimpala for Outstanding Gender-Responsive Government Women-Focused Program shall be awarded to specific women-focused program that manifested positive results/impact on the socio-economic status and empowerment of women. A women-focused program /projects must have been implemented for a minimum of three (3) years.

#### **4. AWARDS SYSTEM FOR GADtimpala 2018**

The details of the awards systems for the GADtimpala for Outstanding Gender Responsive Agencies and the GADtimpala for Outstanding Gender Responsive Programs are as follows:

##### **4.1 GADtimpala for Outstanding Gender Responsive Government Agencies**

PCW shall confer the GADtimpala for Outstanding Gender Responsive Agencies to government agencies with outstanding performance in mainstreaming gender and development (GAD) in their policy review and formulation, program conceptualization, implementation and in development and implementation of gender responsive mechanisms.

##### **4.1.1 Basic Eligibility Requirements**

To be eligible for the GADtimpala for Outstanding Gender Responsive Government Agencies 2018, the agency should meet the following minimum requirements:

- Has submitted to PCW its GAD Plan and Budget (GPB), or consolidated GPB (as the case may be), for the Fiscal Years 2017, 2018 and 2019;
- Has submitted to PCW its corresponding GAD Accomplishment Reports (AR) for the FYs 2015, 2016 and 2017; and,
- Has a functional GFPS created through a policy issuance that is in accordance with PCW Memorandum Circular 2011-01.

GPB and GAD AR submissions must have been done through the Gender Mainstreaming Monitoring System (GMMS), PCW's official platform for the GPB and GAD AR submission, review and endorsement. Thus, submission of GPBs and GAD ARs via email, mailing of hard copies, among other ways, shall not be considered as valid submission for purposes of compliance to this award.

##### **4.1.2 Basis of the Award**

The shortlisted agencies will be assessed on their gender mainstreaming performance from 2009 to 2018 using the GMEF tool for as long as the efforts are still observable or being practiced as of December 2018. As a self-assessment tool, the GMEF assessment shall be undertaken by the agencies themselves, and shall be guided by the PCW Circular 2016-03 and the PCW issued GMEF Handbook and Toolkit. The role of PCW is to verify the provisional scores and levels reported and submitted by the agencies, through the review of their Means of Verification (MOVs), and the conduct of validation through interviews, focused group discussions and/or on-site inspections, as need be.

The type of GADtimpala award to be conferred to shortlisted agencies will depend on their PCW-validated levels and/or scores in each of the four entry points namely: Policies, People, Enabling Mechanisms and Programs, Activities and Projects (PAPS), and the overall agency GMEF scores as presented in Annex A.

#### **4.1.3 Types of Awards**

The types of awards for the GADtimpala for Outstanding Gender Responsive Government Agencies are the following:

##### **A. GADtimpala Gold**

The agency has reached an overall level of “5” in the GMEF Organizational Assessment Tool.

At this level, the agency must have fully mainstreamed GAD into the mandate of the organization and recognized by other agencies as model in gender mainstreaming. It should have enhanced its policies, people, enabling mechanisms and PAPS based on the results of GAD M&E. Its GAD programs are replicated by other organizations (agencies and LGUs) and its noteworthy achievements were cited or featured in the news or in GAD-related publications as examples of good practices in the implementation of gender mainstreaming.

##### **B. GADtimpala Silver**

The agency must have reached at least level “4” in all four entry points of the GMEF Organizational Assessment Tool namely: Policies, People, Enabling Mechanisms and Programs/Activities/Projects (PAPS).

At this level, the agency must have institutionalized gender mainstreaming and is focused on sustaining its efforts. The agency is also expected to have implemented continuous monitoring, evaluation and improvement of gender mainstreaming efforts, and has integrated GAD in all aspects of the agency’s operations, programs and projects.

##### **C. GADtimpala Bronze**

The agency has reached at least level “3” in all four entry points of the GMEF Organizational Assessment Tool, and has obtained a minimum overall GMEF score of 70 points.

At this level, the agency must have institutionalized GAD-related activities within the organization. It must have integrated GAD in its Major Final Outputs (MFOs) or Organizational Outcomes (OOs), mandates and performance indicators, and have consolidated gender efforts to produce intended or desired impact on women.

Agencies shall only receive the same type of award once, but shall be entitled to a higher type of award should their validated scores qualify. As such, those that previously received a GADtimpala shall no longer be conferred the same type of award for the GADtimpala 2018.

## **4.2 GADtimpala for Outstanding Gender Responsive Government Programs**

### **4.2.1 Basic Eligibility Requirements**

To qualify for the GADtimpala for Outstanding Gender-Responsive Government Programs, the following minimum eligibility requirements should be met:

- The implementing or lead-implementing agency must have met the basic eligibility requirements as prescribed in Section 4.1.1 of this Guidelines.
- The program or project must have been assessed by the agency as to its gender responsiveness using the Harmonized Gender and Development Guidelines (HGDG) Program Design/Identification (ID) Checklist between FY 2016 and FY 2018 with a minimum score of 15.
- The program or project must have been assessed using the HGDG Project Implementation and Management, and Monitoring and Evaluation (PIMME) Checklist by the end of FY 2018 and should have a minimum score of 15.
- An impact assessment on the program or project done by the implementing agency or by an independent third party.
- For the agency flagship program, the program must have been categorized as a flagship program per NEDA/DBM classification.
- For the women-focused program, it must be intended solely for women, and/or its beneficiaries must be at least 80 percent women.

### **4.2.2 Basis of the Award**

The award under the second category of the GADtimpala 2018 shall be based on the following criteria:

- **The score of the particular program in the HGDG.** Under this criterion, the program's gender-responsiveness shall be measured in its design stage and implementation stage. As such, the program shall be subjected to the appropriate Program Design/ID checklist and the PIMME checklist of the HGDG.
- **The impact of the particular program in addressing and responding to gender issues, needs and concerns of its clients/beneficiaries.** For this criterion, it is necessary that the particular program should have been subjected to an impact assessment. The result of the impact assessment shall be reviewed and verified by the PCW Validation Committee.

The criteria for Outstanding Gender Responsive Government Programs shall be based on the following:

Rated as Gender Responsive in the Harmonized GAD Guidelines (Score of 15-20) using the appropriate Program Design/ID checklist	30%
Rated as Gender Responsive in the Harmonized GAD Guidelines (Score of 15-20) using the appropriate PIMME checklist	30%
Achieved concrete and significant gender equality results/impact in addressing gender issues, needs and concerns of clients.	40%

See Annex B for the details of the scoring.

### 4.2.3 Types of Awards

- A. **GADtimpala Gold for Outstanding Gender-Responsive Government Programs.** The program has a total percentage score of 96% - 100%
- B. **GADtimpala Silver for Outstanding Gender-Responsive Government Programs.** The program has a total weighted score of 90% - 95.99%.
- C. **GADtimpala Bronze for Outstanding Gender-Responsive Government Programs.** The program has a total weighted score of 85% - 89.99%.

A program or project shall be conferred the same type of award once, but shall be entitled for a higher type of award in future *GADtimpala* should its validated scores qualify.

## 5. SUBMISSION, SHORTLISTING AND SELECTION PROCESS

Interested concerned national government agencies and GOCCS are enjoined to assess their gender mainstreaming initiatives until December 31, 2018 using the GMEF. Likewise, these agencies are also enjoined to assess their flagship and women-focused programs using the HGDG Design/ID checklist as well as the PIMME checklist.

- a. All submissions with the appropriate means of verifications or MOVs (e.g., memos, PAPs documents and photos in original or certified true copy) should be submitted to:

**The GADtimpala 2018 Secretariat**  
c/o Policy Development, Planning, Monitoring and Evaluation Division (PDPMED),  
Philippine Commission on Women  
1145 J. P. Laurel St., Malacañang Complex  
San Miguel, 1005 Manila

PCW shall accept submissions of complete documents from February 1, 2018 to February 28, 2019 only. Incomplete submissions and those received by PCW beyond February 28, 2019 shall not be considered for screening.

For the Outstanding Gender Responsive Government Agency, Annex C presents the Agency Profile on Gender Mainstreaming, which should be filled out by the agency along with their GMEF scoresheet, and MOVs. Annex D is the list of MOVs based on the HGDG for the Outstanding Gender Responsive Program.

- b. A **cover letter signed by the head of the agency** attesting the accuracy of the results and authenticity of the submitted documents should be submitted together with the MOVs (*See Annex E1 for the Cover Letter Template for the Outstanding Gender Responsive Government Agency*). For the Outstanding Gender Responsive Government Programs, the cover letter for submissions shall indicate if the said program is a **flagship program or a women-focused program** (*See Annex E2.*) In the case of the programs/projects that are implemented in convergence or in partnership with other agencies, the concurrence or endorsement of the partner agencies shall be required. Submitted documents shall be used for the screening, validation and selection of awardees.
- c. Agencies that have already submitted to PCW their 2017 GMEF results with complete and validated MOVs, may update their status by submitting additional supporting documents. The documents will be integrated in the originally submitted set

of MOVs assessed and validated by PCW, to become the final basis of the validation for the said agency. Similarly, the submission shall include a **cover letter signed by the head of the agency** attesting the accuracy of the results and authenticity of the documents.

- d. The **Screening Committee** shall ensure that the agencies meet the minimum eligibility requirements as prescribed in Section 4.1.1 or 4.2.1 of these guidelines. It shall also review results of the GMEF Organizational Assessment Tool and/or the results of the HGDC and e the MOVs submitted by the agencies. After the review, the Screening Committee shall recommend a shortlist of gender responsive agencies to the Validation Committee.
- e. The **Validation Committee** shall validate the result of the screening process by conducting actual field visits, focus group discussions (FGDs) and/or key informant interviews (KIIs) with the agency's GFPS, program/project officers, key officials, and beneficiaries, whenever necessary. It will then evaluate and finalize the scores based on the results of their validation.
- f. The Validation Committee shall submit a report of its validation that includes the rankings of possible agency awardees deserving of bronze, silver or gold GADtimpala for endorsement to the GADtimpala 2018 Selection Board. The Validation Committee's report may include recommendations or remarks on their findings.
- g. The **Selection Board** shall convene to review and deliberate on the report and recommendations of the Validation Team and select the final GADtimpala awardees.
- h. If a finalist agency is a member of the PCW Board, or if a finalist program is owned or implemented by an agency or agencies that are members of the PCW Board, the agency representatives shall inhibit from participating in the deliberation to protect the integrity of the selection process.
- i. The decision of the GADtimpala 2018 Selection Board shall be final.
- j. All selected agencies as well as the lead implementing agencies of selected programs or projects shall be notified as awardees of the GADtimpala 2018. They prepare an AVP featuring the agency's GAD programs and accomplishments. All awardees shall agree to the disclosure and publication of their agency/programs in any photo, publicity or other media arrangement made by PCW in line with the awarding of GADtimpala 2018.

## 6. FORMS OF AWARDS/INCENTIVES

The following shall be given as awards and incentives:

- The awardees shall receive a plaque with a citation from the PCW Chairperson. The awards shall be conferred during a PCW-organized conferment ceremony (e.g. testimonial dinner/event).
- The list of awardees shall also be posted in the PCW official website, and in PCW's official social media accounts.
- The efforts and milestones of the awardees may also be included in term reports on the implementation of the Magna Carta of Women and in State Reports to the CEDAW Committee and other International Organizations.

## 7. CONFERMENT OF AWARDS

The conferment of the GADtimpala 2018 shall be on 14 August 2019, as part of the 10<sup>th</sup> anniversary celebration of the enactment of the Magna Carta of Women in the Philippines.

## 8. TIMELINE OF ACTIVITIES

The timeline of activities for the GADtimpala 2018 is as follows:

<b>Activity</b>	<b>Timeline</b>
Issuance of the Memorandum Circular Announcing the 2018 GADtimpala Awards	14 August 2018
Agencies' Submission of Documents for Validation <ul style="list-style-type: none"><li>• GMEF with MOVs</li><li>• HGDG and Impact Assessment with MOVS</li></ul>	02 January to 28 February 2019
Screening and Shortlisting	01 March to 29 March 2019
Validation of Results	01 April to 31 May 2019
Final Deliberation and Selection of Awardees	01 June – 15 June 2019
Announcement of Awardees	July 19, 2019
Conferment/Awarding Ceremony	14 August 2019

  
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Chairperson