



---

**MEMORANDUM CIRCULAR NO. 2016-05**

**TO:** All Heads of Executive Departments, 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 FY 2018 Gender and Development (GAD) Plans and Budgets and FY 2016 GAD Accomplishment Reports and Other Matters

**DATE:** 30 September 2016

---

**1.0 Preparation and Submission of FY 2018 GAD Plans and Budgets (GPBs) and FY 2016 GAD Accomplishment Reports (GAD ARs)**

- 1.1. In accordance with Section 36 of the Magna Carta of Women (MCW) and the guidelines set under Joint Circular 2012-01 issued by the Philippine Commission on Women (PCW), the National Economic and Development Authority (NEDA) and the Department of Budget and Management (DBM), the PCW calls on all government agencies for the early preparation and submission of their FY 2018 GPB and FY 2016 GAD AR.
- 1.2. In the preparation and submission of the FY 2018 GPB and FY 2016 GAD AR, agencies shall observe the following:
- 1.3. Gender Issues and GAD Mandates
  - 1.3.1. The gender issues/GAD mandates and corresponding GAD programs, activities and projects (PAPs) to be included in the GPB should be within the context of the agency's mandates. In identifying gender issues and corresponding GAD PAPs, agencies shall include those that directly respond to mandates provided in relevant provisions of the MCW, the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), the Beijing Platform for Action (BPfA), the Sustainable Development Goals (SDGs), the Philippine Plan for Gender-Responsive Development (PPGD), 1995-2025, and other gender- or women-focused laws, policies and plans of government.
  - 1.3.2. For member agencies of the National Steering Committee on Women, Peace and Security (NSCWPS) and implementing agencies of the *Payapa at Masaganang Pamayanan* (PAMANA) program, in addition to the guidelines provided under PCW-NEDA-DBM Joint Circular 2012-01,

the preparation of their GPBs and GAD ARs shall also be guided by the PCW-OPAPP Joint Circular 2014-01 on the integration of women, peace and security PAPs in the GPB.

#### 1.4. Process of Submission, Review and Endorsement

- 1.4.1. To streamline the process of review and endorsement of GPBs, all line departments, constitutional bodies, judicial and legislative bodies, national government agencies and government-owned and/or – controlled corporations (GOCCs) shall submit their GPBs and GAD ARs directly to PCW. GPBs and GAD ARs of attached agencies/bureaus/GOCCs shall also be directly submitted to PCW and will no longer be reviewed by the Gender and Development Focal Point System (GFPS) of their respective line departments.
- 1.4.2. Agencies may opt to submit a consolidated GPB or separate GPBs per region as provided under Section 8.4 of PCW-NEDA-DBM Joint Circular 2012-01. Plans and programs of lower constituent units (i.e., district and field offices) should be integrated either in the agency consolidated GPB or in the regional GPB. In the case of Department of Health (DOH)-Retained Hospitals and Treatment and Rehabilitation Centers, for instance, their GAD issues and corresponding PAPs shall be integrated either in the GPB of the DOH regional office to which they are under or in the DOH consolidated GPB.
- 1.4.3. In case the agency chooses to submit separate GPBs by region, the GPBs and GAD ARs of regional offices shall first be submitted to and reviewed by the GAD Focal Point System (GFPS) of the central office. The review shall focus on the alignment of the GPB with the overall GAD agenda/framework set by the central office, as well as the correctness or alignment of entries in each column of the GPB. Once the GPB and GAD AR are acceptable, these shall be submitted by the central office to PCW for review and endorsement.
- 1.4.4. In the case of state universities and colleges (SUCs), their GPBs shall be submitted to and reviewed by the regional offices of the Commission on Higher Education (CHED) following the parameters set under item A.5. Once the GPB and GAD AR are acceptable to the CHED regional office, these shall be submitted by the CHED regional office to PCW for review and endorsement.
- 1.4.5. In the case of line agencies under the Autonomous Region in Muslim Mindanao (ARMM), their GPBs shall be submitted to the Regional Commission on Bangsamoro Women (RCBW) for review and consolidation. Afterwards, the RCBW shall submit the GPBs to the Office of the Regional Governor for approval and submission to PCW for its endorsement to DBM. For further details, please refer to Section C.6 of the PCW-DILG-DBM-NEDA Joint Memorandum Circular (JMC) 2013-01, as amended by JMC 2016-01.

- 1.4.6. The preparation of GPBs and GAD ARs of GOCCs shall be in accordance with their budget cycle. The cost of implementing GAD PAPs in the GPB to address the gender issues of the GOCC and its clients/beneficiaries shall be sourced from the GOCC's corporate operating budget and other fund sources coming from government.

## 1.5. GAD Budget Attribution

- 1.5.1. 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/expenditure of the agency's major program/s<sup>1</sup> or project/s<sup>2</sup> to the GAD budget/expenditure using the Harmonized Gender and Development Guidelines (HGDG) tool. Major programs/projects subjected to the HGDG test shall be reflected under the GPB/GAD AR section on "ATTRIBUTED PROGRAMS." Direct GAD activities or regular activities<sup>3</sup> of the agency shall not be subjected to the HGDG test.

- 1.5.2. Agencies that will attribute funds of their major program(s)/project(s) to GAD shall observe the following rules:

- 1.5.2.1. In the preparation of the FY 2018 GPB, major program/s or project/s that the agency would like to attribute to the GAD budget shall be subjected to the HGDG test using the appropriate design checklist (HGDG Boxes 9-15, 18-23), the funding facilities checklist (HGDG Box F1) or the generic checklist (HGDG Box 7a). This is to determine the level of gender-responsiveness of the program/project and the corresponding percentage of its annual budget that may be attributed to the GAD budget. The administration of the HGDG tool and the attribution to the GAD budget shall be done by the agency or office responsible for reporting the utilization of the program's or project's fund.

- 1.5.2.2. In the preparation of the FY 2016 GAD AR, the HGDG Project Implementation and Management, and Monitoring and Evaluation (PIMME) checklist (HGDG Boxes 16 & 17) or the Facility Implementation, Management, and Monitoring and Evaluation checklist (HGDG Box F2) shall be used in assessing the gender-responsiveness of the major agency program/project based on its accomplishment report. The score shall be the basis in determining the actual cost/expenditure that can be attributed to GAD and reflected in the GAD AR.

---

<sup>1</sup> 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."

<sup>2</sup> A project is a "special agency undertaking which (is) to be carried out within a definite time frame and which are intended to result some pre-determined measure of goods and services."

<sup>3</sup> An activity is "a work process which contributes to the implementation of a program, sub-program or project."

1.5.3. PDF copies of the results of HGDG test/s and other supporting documents (e.g., project brief, project reports, monitoring and evaluation framework or attendance sheets of stakeholder consultations) shall be attached to the agency's GPB and/or GAD AR submission/s. Agencies are advised to refer to Joint Circular 2012-01 for more details on the process of attribution.

#### 1.6. Schedule

Timelines for the preparation, submission and endorsement of GPBs and GAD ARs:

October 01-15, 2016	Agencies, upon receipt of this Memorandum Circular, shall notify their constituent units of the start of the preparation and the deadline of the online submission of their FY 2018 GPB and FY 2016 GAD AR to the central office.
October 16 – December 31, 2016	<p>Agencies and/or their regional offices prepare their annual GPBs and GAD ARs.</p> <p>Regional offices submit their GPBs and GAD ARs to their central office, for review.</p> <p>SUCs submit their GPBs and GAD ARs to the CHED regional office, for review.</p> <p>ARMM line agencies submit their GPBs and GAD ARs to the RCBW, for review and consolidation.</p>
January 01-30, 2017	<p>Central offices review the GPBs and GAD ARs of their regional offices; transmit comments, if needed; and forward reviewed GPBs and GAD ARs to PCW.</p> <p>CHED regional offices review the GPBs and GAD ARs of SUCs; transmit comments, if needed; and forward reviewed GPBs and GAD ARs to PCW.</p> <p>RCBW reviews, consolidates and submits the GPBs of ARMM line agencies to the Office of the Regional Governor for approval and submission to PCW.</p>
January 31, 2017	Deadline of submission of all GPBs and GAD ARs to PCW through the GMMS.
January – March 2017	<p>PCW reviews submitted GPBs and GAD ARs.</p> <p>Agencies and/or their regional offices shall resubmit their GPBs if there are revisions to be made.</p>

	PCW endorses (revised) GPBs.
April 2017	Concerned agencies submit their endorsed GPB and GAD AR as attachments to their agency budget proposal to DBM.

- 1.7. The submission, review and endorsement of GPBs and GAD ARs shall be coursed through the Gender Mainstreaming Monitoring System (GMMS), the PCW online system for managing GAD profiles, GPBs and GAD ARs, as well as for generating GAD-related reports.
- 1.8. The PCW reviewed and endorsed GPBs shall be authenticated by the GMMS with a barcode. Concerned agencies shall print the endorsed GPB for signature of their agency head and submit signed copies to PCW and their respective COA Audit Team within 5 working days.
- 1.9. Similarly, PCW reviewed GAD ARs shall be authenticated by the GMMS with a barcode. Concerned agencies shall print the final GAD AR for signature of their agency head and submit signed copies to PCW and their respective COA Audit Team according to the schedule set under PCW-DBM-NEDA JC 2012-01 and COA Circular 2014-001, respectively.
- 1.10. For agencies that submit their budget proposal to DBM, they shall include their PCW- endorsed GPB and reviewed GAD AR as attachments to their agency budget proposal and accomplish the GAD forms that will be provided by DBM in the annual budget call.

## 2.0 Agency Requirements for the Online Submission of GPBs and GAD ARs through the GMMS

- 2.1. In view of the online submission, review and endorsement of GPBs and GAD ARs through the GMMS, agencies shall create or update their user account/s to the GMMS for the online submission of FY 2018 GPBs and FY 2016 GAD ARs by downloading and submitting to PCW the filled-out registration form found at the PCW website ([www.pcw.gov.ph/gmms](http://www.pcw.gov.ph/gmms)). Line departments and central offices shall be responsible for ensuring that their regional offices shall also create or update their GMMS accounts by including the GMMS registration form in the notice they will issue to their constituent units for the preparation of FY 2018 GPB and FY 2016 GAD AR.
- 2.2. 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 (FP)**. She/He/They shall be responsible for (a) maintaining the agency GAD profile in the GMMS and (b) encoding and submitting the GPB and GAD AR of the agency through the GMMS.

- 2.3. In the case of agencies with regional offices and CHED, they shall also assign GFPS member/s who shall serve as GMMS reviewer/s and endorser/s of GPBs and GAD ARs of their regional offices and SUCs, respectively. The **GMMS reviewer** shall receive an e-mail notice from the System once a regional office or SUC submits its GPB and GAD AR through it. She/He shall be given access to review and input her/his comments to the GPBs and GAD ARs of the regional office or SUC based on the parameters set under paragraph A.5. The **GMMS endorser**, on the other hand, is the account user who shall authorize the transmittal of reviewed GPBs and GAD ARs of regional offices or SUC for the next level of review in the GMMS.
- 2.4. 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).
- 2.5. GMMS focal persons, reviewers and endorsers must familiarize themselves with the system. GMMS instructional materials may be accessed through the PCW website (<http://www.pcw.gov.ph/gmms>).
- 2.6. To further clarify the GMMS process, the PCW shall be conducting orientation on the GMMS. Line departments and central offices shall be responsible for coordinating the synchronized conduct of the GMMS orientation for its agency. As such, the line department or central office shall also indicate in the above registration form the date when its identified GMMS users, as well as those of its constituent units will undergo the orientation.
- 2.7. PCW shall conduct four (4) batches of orientations (with 25 participants each) for GMMS users to be held at the PCW Office in San Miguel, Manila, on September 27, October 4, 11 and 25, 2016. Orientation sessions in PCW will be held from 9:00 a.m. to 5:00 p.m.
- 2.8. Alternatively, agencies may request a separate orientation if the number of participants exceeds 25. Agencies may have the orientation in their office or in a suitable venue subject to the availability of PCW resource person/s.
- 2.9. GMMS orientation participants are required to bring their own laptops for the hands-on exercises. The laptops should have the latest Mozilla Firefox or Google Chrome installed.
- 2.10. Expenses for the participation to or conduct of the GMMS orientation may be charged to the agency's GAD budget. The resource person/s for the orientation sessions will be provided by PCW free of charge.
- 2.11. For confirmation on GMMS orientation schedules or other GMMS-related queries, agencies may contact Ms. Gladys Esquibal, Mr. Nico Natividad or Mr. Robert Romero at telephone numbers 7351653 or 7354767 loc. 117 or email address: [sysadmin@pcw.gov.ph](mailto:sysadmin@pcw.gov.ph). Orientation schedules and available slots will also be posted at the GMMS webpage of the PCW website.

### **3.0 Conduct of the GAD Budget Forum**

- 3.1. For further guidance on the GAD planning and budgeting process, agencies are reminded and strongly urged to attend the GAD Budget Forum that PCW will conduct on November 10 and 11, 2016 at a venue to be announced later.
- 3.2. Advisories on the Forum will be uploaded at the PCW website ([www.pcw.gov.ph](http://www.pcw.gov.ph)), for details. Agencies may also contact the Technical Services Division at (02) 735-8917 or send an email thru [ngrp@pcw.gov.ph](mailto:ngrp@pcw.gov.ph) for clarifications on the activity.

4.0 For guidance and appropriate action.

  
**EMMELINE L. VERZOSA**  
Executive Director