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**NO. 2018-05**

**TO:** Heads of Executive Departments, Agencies, Bureaus, Offices, State Universities and Colleges, Government Owned and/or Controlled Corporations, Legislative and Judiciary Branches, Constitutional Bodies, the Autonomous Region in Muslim Mindanao, Other Instrumentalities of the National Government and All Others Concerned

**SUBJECT:** **Preparation and Submission of Fiscal Year (FY) 2018 Gender and Development (GAD) Accomplishment Report, FY 2020 GAD Plan and Budget, and the GAD Agenda**

**DATE:** 27 September 2018


## 1.0 Purpose

- 1.1. Pursuant to Section 36 of Republic Act No. 9710 or the Magna Carta of Women (MCW), PCW-NEDA-DBM JC 2012-01, PCW MC 2018-04, this Memorandum Circular reiterates the call for all government agencies and instrumentalities to prepare their FY 2018 GAD Accomplishment Report (GAD AR), FY 2020 GAD Plan and Budget (GPB) and GAD Agenda.

## 2.0 Preparation and Submission of the FY 2018 GAD Accomplishment Report


- 2.1. All line departments, constitutional bodies, judicial and legislative bodies, attached agencies/bureaus, other executive offices (OEOs), state universities and colleges (SUCs), the University of the Philippines (UP) System, and government-owned and/or –controlled corporations (GOCCs) shall submit their GAD ARs to PCW on or before **31 January 2019**.
- 2.2. The GAD ARs of SUCs, except the UP System, shall first be submitted to and reviewed by the regional offices of the Commission on Higher Education (CHED). The CHED regional office shall forward the reviewed SUC GAD ARs to PCW on or before **31 January 2019**.
- 2.3. The GAD ARs of offices covered under 2.1 and 2.2 shall be submitted through the PCW Gender Mainstreaming Monitoring System (GMMS).

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- 2.4. The GAD ARs of agencies under the Autonomous Region in Muslim Mindanao (ARMM) shall follow the template provided under Annex B of PCW-NEDA-DBM JC 2012-01 and shall be submitted to the Regional Commission on Bangsamoro Women (RCBW) for review and consolidation. Afterwards, the RCBW shall submit the consolidated GAD AR of the ARMM to the Office of the Regional Governor (ORG), for approval. Once approved, the ARMM GAD AR shall be submitted by the ORG to the PCW on or before 31 January 2019.
- 2.5. Agencies that have a consolidated FY 2018 GPB shall submit a consolidated GAD AR, while agencies that have separate FY 2018 GPBs per region shall submit separate GAD ARs per region. The GAD accomplishments of lower constituent units (i.e., district and field offices) shall be integrated either in the agency consolidated GAD AR or when applicable, in the regional GAD AR.
- 2.6. For purposes of attribution of major programs or projects to GAD, agencies shall assess the gender-responsiveness of its implementation using either of the following Harmonized Gender and Development Guidelines (HGDG) checklists:
  - 2.6.1. Project Implementation and Management, and Monitoring and Evaluation (PIMME) – HGDG Boxes 16 and 17; or
  - 2.6.2. Facility Implementation, Management, and Monitoring and Evaluation (FIMME) – HGDG Box F2.
- 2.7. For the purpose of determining the percentage of GAD expenditure of an agency, the total GAD expenditure of the head office and all its regional offices and constituent units shall be added and compared against the total agency appropriations. Thus, the GAD expenditure of regional offices and constituent units need not reach 5% of their budget share, for as long as the agency as a whole meets the minimum 5% GAD expenditure based on its total budget appropriations.
- 2.8. The following documents shall be attached by the agencies in their GAD ARs using the attachment facility (Column 11) of the GMMS:
  - 2.8.1. Narrative report of their GAD initiatives which could include good practices and testimonials about the programs and projects that are reflected in their GAD AR; and

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2.8.2. For those with GAD-attributed programs/projects, PDF copies of the results of HGDG PIMME/FIMME checklist, together with the means for verification and other supporting documents (e.g., project reports, and monitoring and evaluation framework).


- 2.9. FY 2018 GAD ARs submitted to PCW shall be authenticated by the GMMS with a barcode. Concerned agencies shall print the GMMS authenticated GAD AR for signature of their agency head and submit signed copies to PCW and their respective COA Audit Team.

### 3.0 Preparation and Submission of the FY 2020 GAD Plans and Budgets

- 3.1. In view of the on-going review for improvement of the guidelines for GAD planning and budgeting, changes shall be made in the submission of GPBs, beginning with the FY 2020 GPB.
- 3.2. The **submission of FY 2020 GPB shall be moved to the 2<sup>nd</sup> semester of 2019**. This will synchronize the schedule of the GAD planning and budgeting process with the fiscal activities conducted by government agencies as provided under DBM-DOF-NEDA Joint Circular 2017-1 or the National Fiscal Calendar.
- 3.3. All agencies are also required to submit a consolidated GPB starting with FY 2020 GPB. Thus, central offices are expected to consolidate their FY 2020 GPB incorporating the GAD programs, activities and projects of their regional offices and lower constituent units (i.e., district and field offices).
- 3.4. Agencies may attribute a portion or the whole budget of the agency's major program/s or project/s to the GAD budget using the appropriate HGDG design or generic (Box 7a) checklist. The administration of the HGDG tool and the attribution to the GAD budget shall be led by the office or unit responsible for managing and reporting the utilization of the program or project funds.
- 3.5. A separate circular on specific details for the submission of the FY 2020 GPB shall be issued by PCW by the first semester to 2019 and uploaded in the PCW website (<https://pcw.gov.ph>).

### 4.0 Preparation and Submission of the GAD Agenda

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- 4.1. To prepare all agencies to the shift from output-based to results-based approach in GAD planning and budgeting, all agencies are advised to prepare their GAD agenda, as provided under Section 5.1 of PCW-NEDA-DBM Joint Circular 2012-01.
- 4.2. The GAD agenda serves as a strategic framework and plan for gender mainstreaming and for achieving gender equality and women's empowerment outcomes. It is one of the bases for the formulation of PAPs to be included in the annual GPB.
- 4.3. Specific guidelines for the preparation of the GAD Agenda are provided under PCW Memorandum Circular 2018-04 which can be downloaded from <https://pcw.gov.ph/law/revised-guidelines-preparation-gender-and-development-gad-agenda>.

5.0 For guidance and appropriate action.



**RHODORA T. MASILANG-BUCOY**  
Chairperson

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