Philippine Commission on Women

# GMMS

## Gender Mainstreaming Monitoring System

User's Guide | Version 3.0

Philippine
Commission
on Women

# Introduction

# Training Process

## Training Roles and Responsibilities

- **System Trainers** – explain the functionalities of the GMMS
- **Assistant Trainers** – assist trainees during hands-on exercises
- **Trainees** – understand the functionalities of the system by listening during presentations and executing the exercises

# Training Process

## Care of equipment and facilities.

- As our training requires the use of computers, we request everyone to take care of the equipment provided.
- Eating and drinking will not be allowed during training. Please eat only during breaks and only in the allowed eating area.

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# Training Objectives

- For each participant to gain an overall understanding of the scope and purpose of the GMMS;
- For each participant to gain hands-on experience in the use of the available system functions;
- For each participant to understand the connectivity of each module to the other modules.

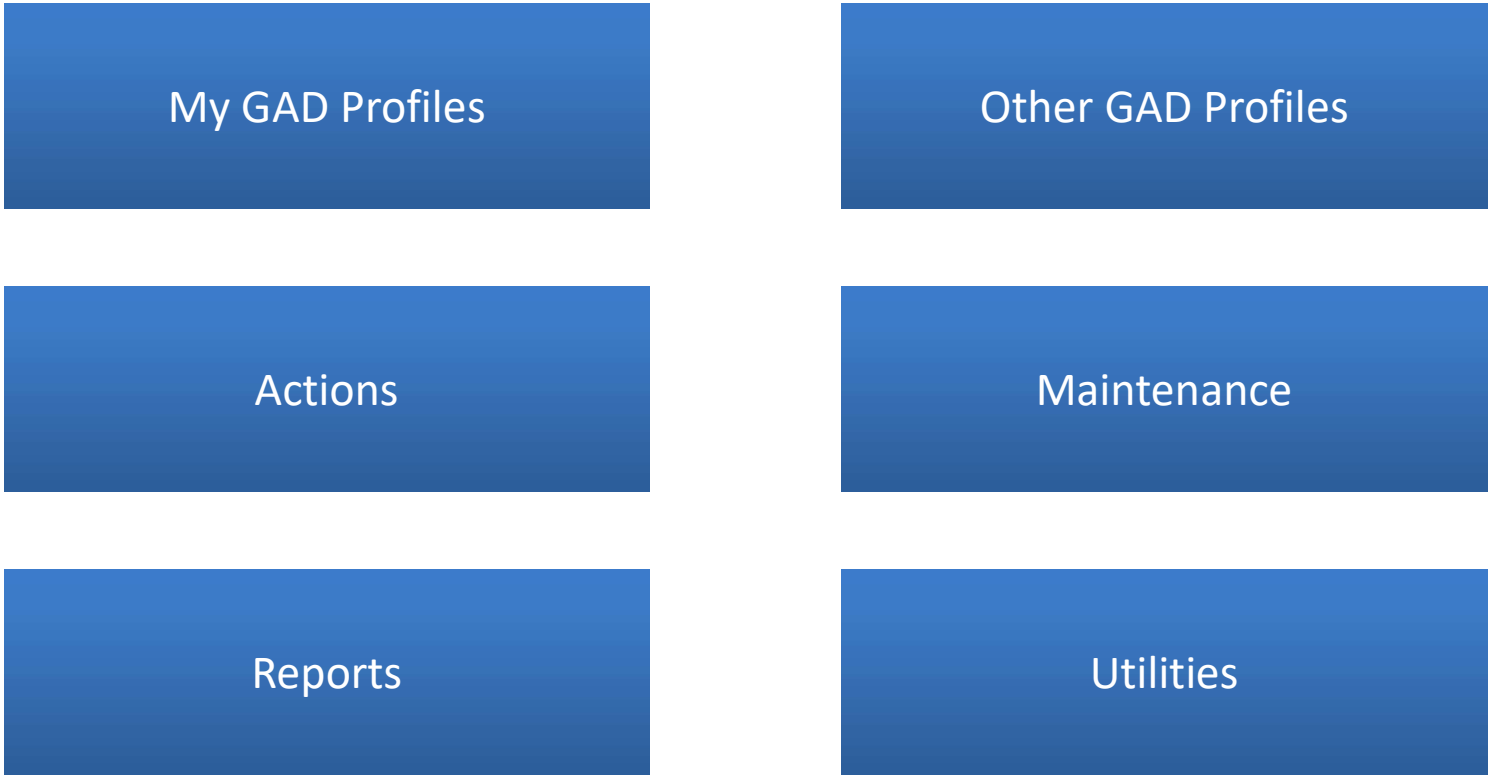
# System Overview

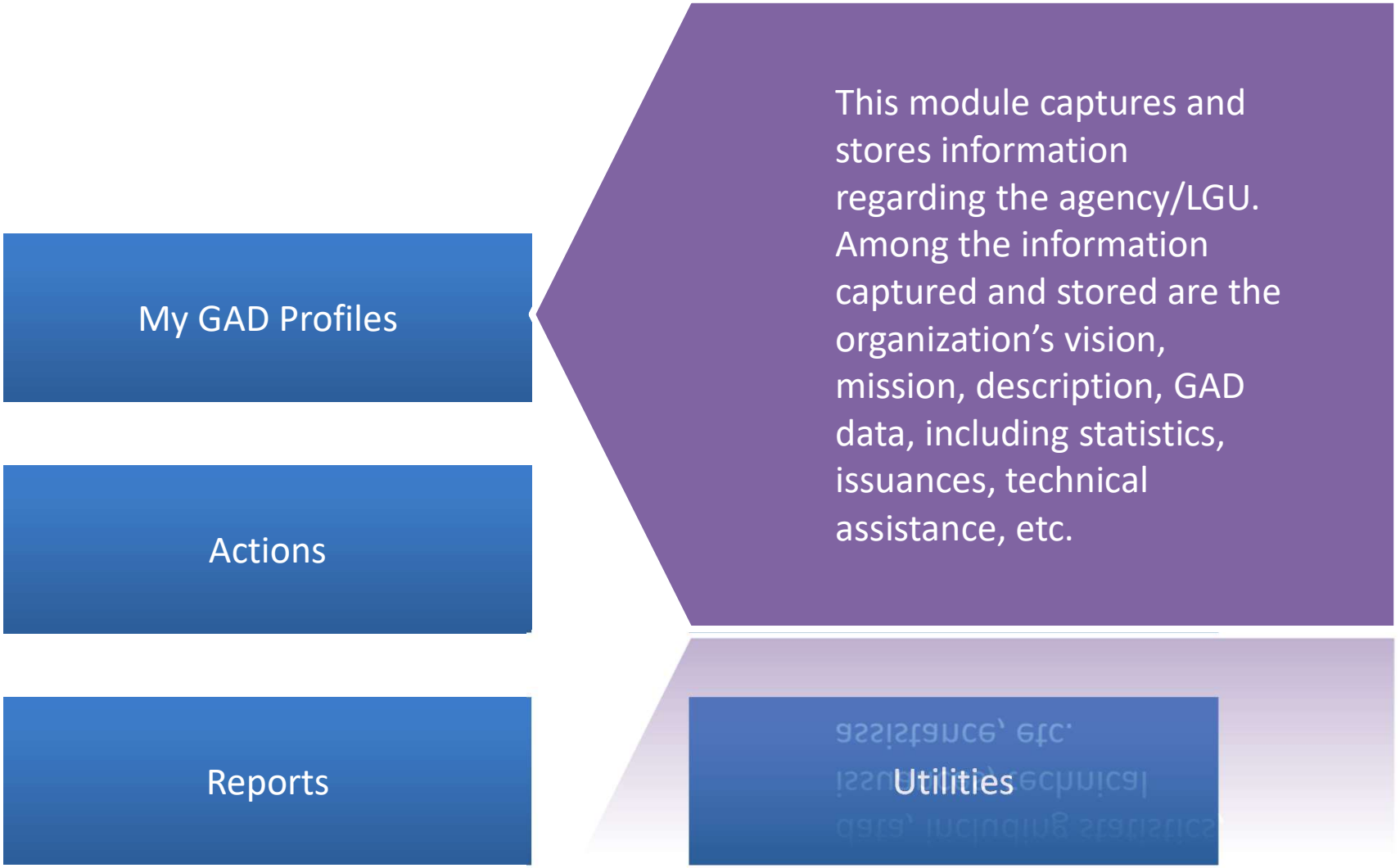
The GMMS is an online system for automating the GAD Plan and Budget (GPB) and GAD Accomplishment Report (GAD AR) submission of the agencies, GOCCs, SUCs and other gov't instrumentalities. Through the submissions, government progress in gender mainstreaming can be monitored.

Each GO will have an account in the system and will be responsible for maintaining their in the system. Data from the submission will be processed by the GMMS into the reports pertaining to the implementation of the MCW.

The system is also intended to be a knowledge management tool where agencies can learn from each other's experience through sharing of information about their gender mainstreaming efforts.

# System Overview




My GAD Profiles
Actions
Reports
This module captures and stores information regarding the agency/LGU. Among the information captured and stored are the organization's vision, mission, description, GAD data, including statistics, issuances, technical assistance, etc.
Utilities

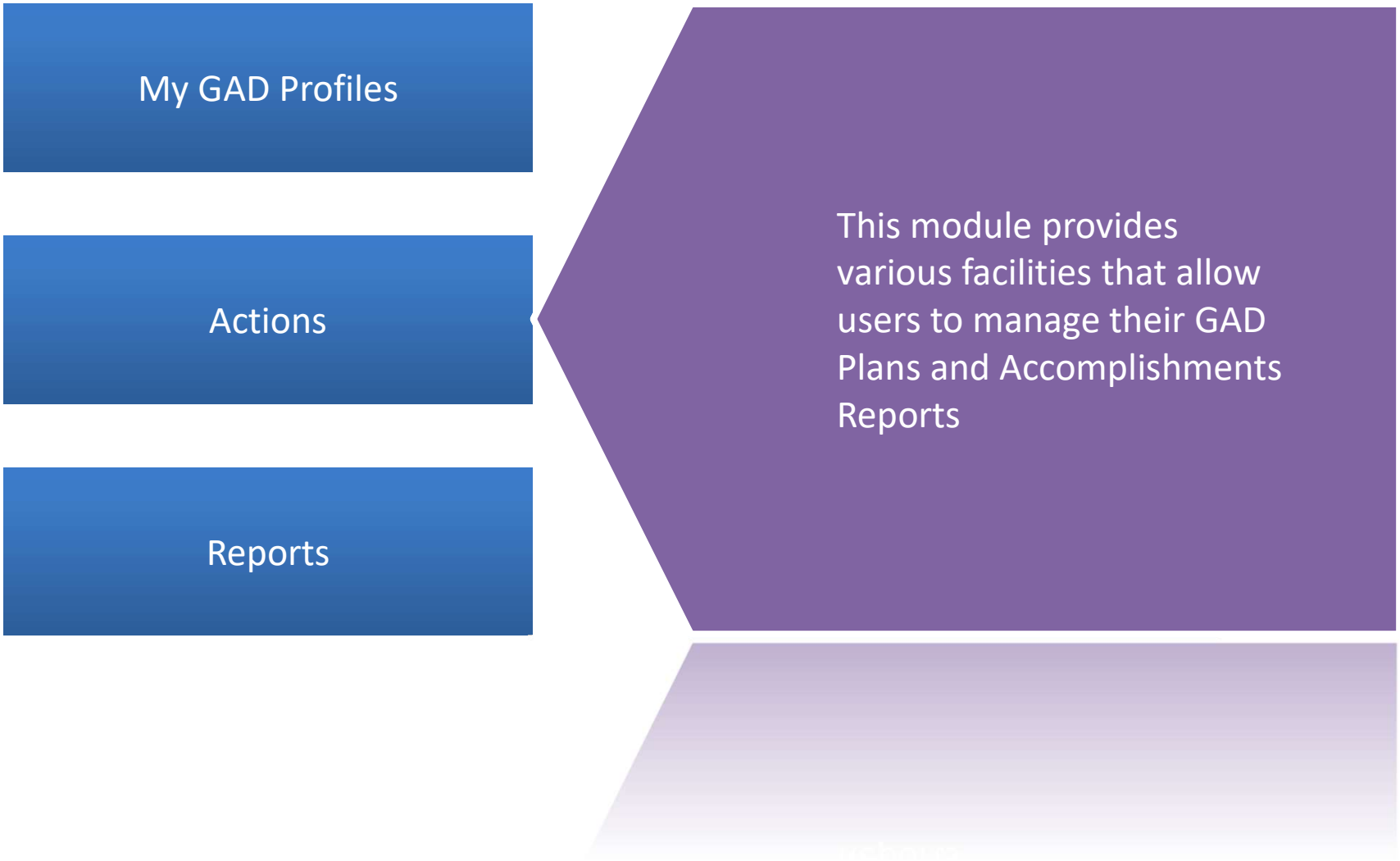
This module displays information of other agencies/ LGUs. Among the information displayed are the organization's vision, mission, description, GAD data, including statistics, issuances, technical assistance, etc.

Other GAD Profiles

Maintenance

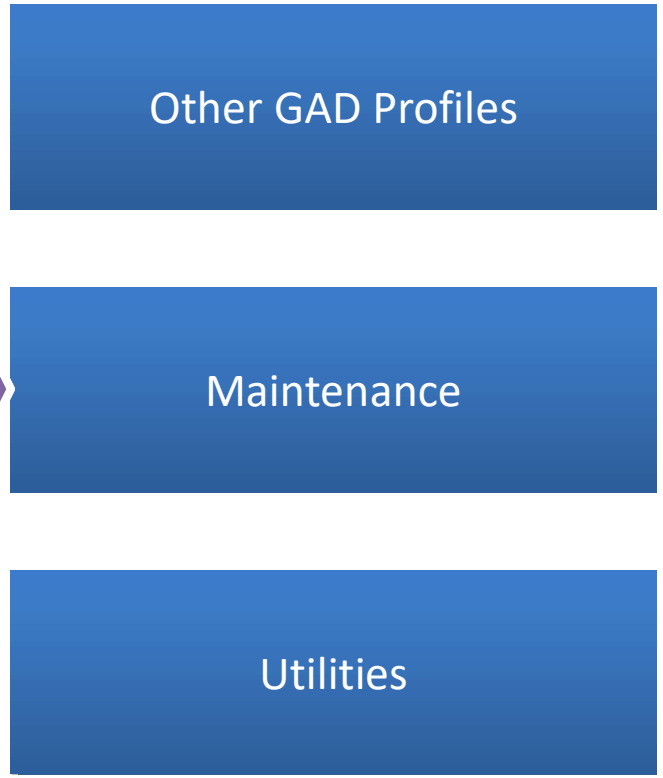
Reports

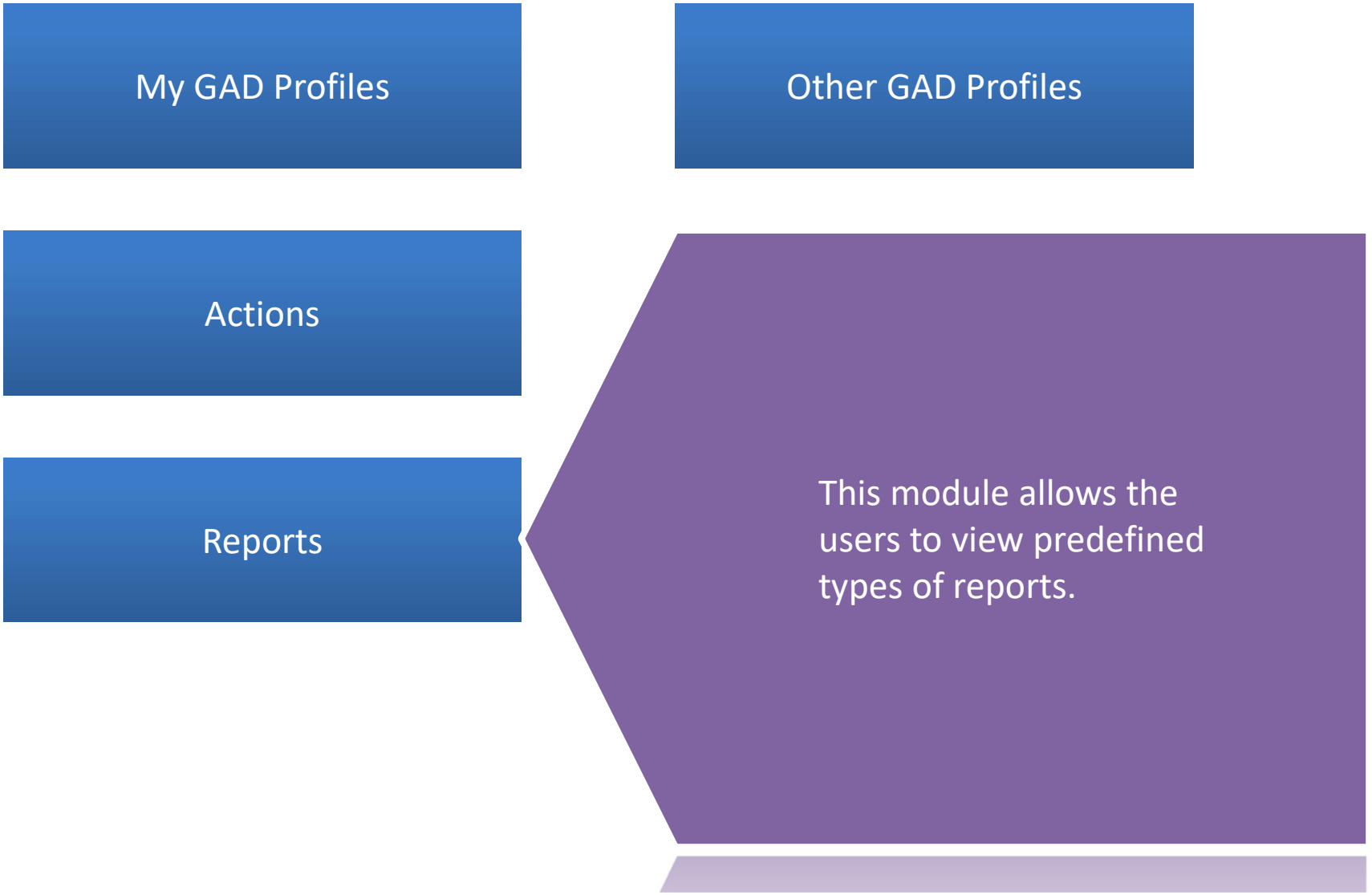
Utilities


My GAD Profiles
Actions
Reports
This module provides various facilities that allow users to manage their GAD Plans and Accomplishments Reports

This module provides various facilities that allow the system administrator to maintain reference data.

This module is not available to regular users.




My GAD Profiles
Other GAD Profiles
Actions
Reports
This module allows the users to view predefined types of reports.

My GAD Profiles

Other GAD Profiles

This module is composed of the following menus: (a) Messages, (b) Forum, (c) Directory. This facility allows users allow users (1) to post and answer queries,; (2) to view contact information regarding all GMMS Focal Persons; (3) to send messages to other GMMS users and (4) to manage user's own account.

Maintenance

Utilities

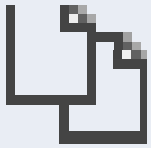
# Users

| User Role | Privileges |
|---|---|
| GMMS Focal Person<br>*GMMS FP* | 1. Maintain GAD Profile.<br>2. View the parent/constituents agency profile<br>3. Create and submit the GAD Plan & Budget of his/her office.<br>4. Create and submit the Adjusted GAD Plan & Budget of his/her office.<br>5. Create and submit Accomplishment Report of his/her office.<br>6. Manage the reviewers and endorsers of his/ her office (if parent organization)<br>7. Accomplish the Gender Mainstreaming Evaluation Framework of his/her office. |

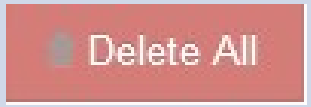
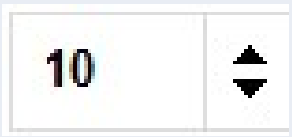
# Users

| User Role | Privileges |
|---|---|
| Reviewer | 1. Review the GPB<br>2. Review the GAD AR |
| Endorser | 1. Endorse the GPB<br>2. Endorse the GAD AR |

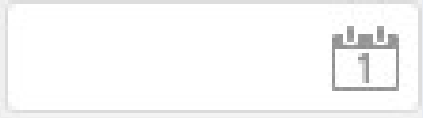
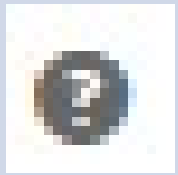
# Standard Button Description

| Button | Function |
|---|---|
| | Edits a record |
|  | Copies a record |
| | Deletes a record |
| | Displays values from a look-up list |

# Standard Button Description

| Button | Function |
| --- | --- |
|   | Deletes several records |
| | Saves a record |
| | Adds another record for user entry |
|   | Limits the number of displayed records |

# Standard Button Description

| Button | Function |
| --- | --- |
| | Limits displayed columns |
|  | Date picker |
|  | Help instructions |

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# Let’s Begin.

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# Session 1

## Getting Started

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# Getting Started

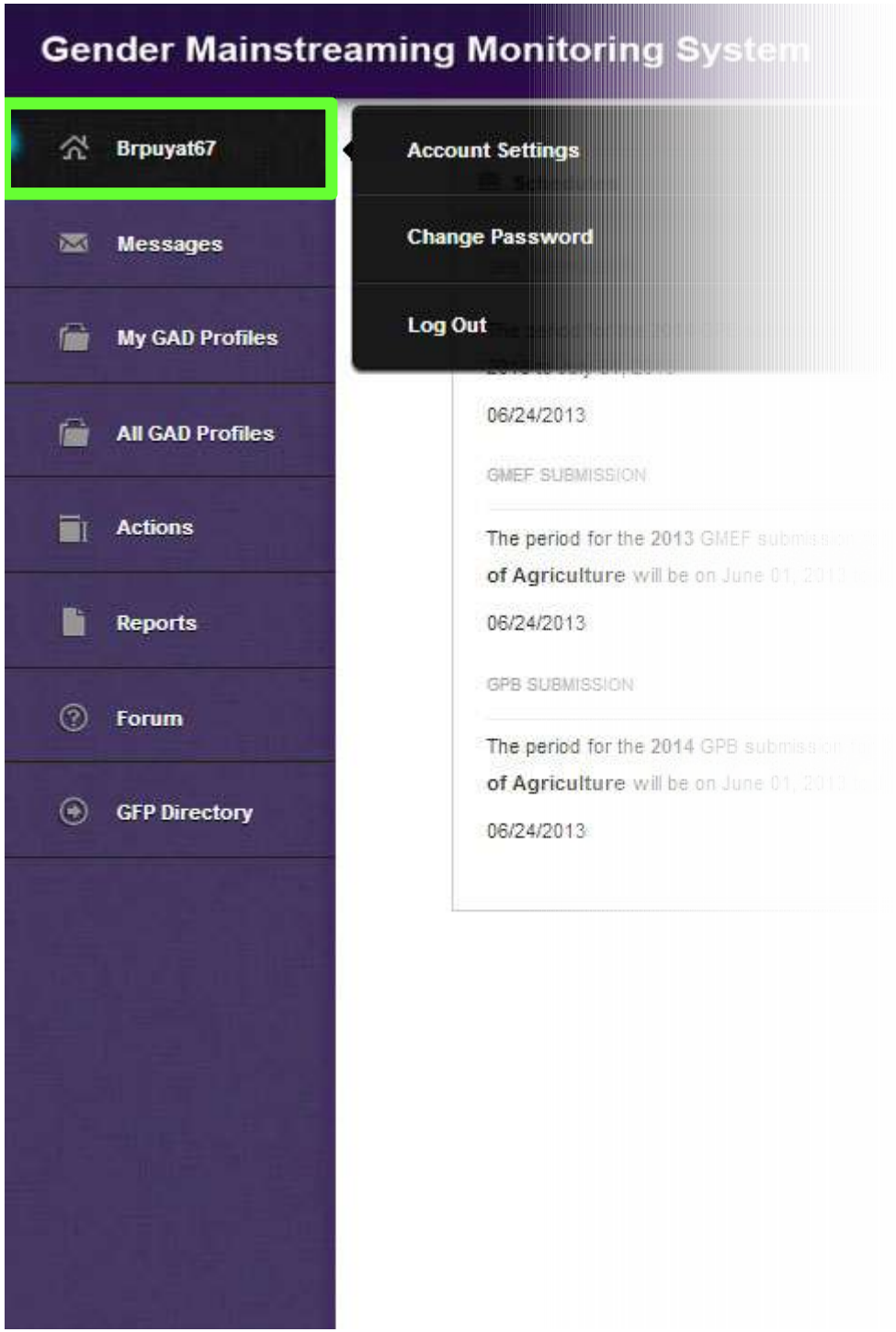
- Connect your wifi to **pcw_gmms** using password **gmms2014**
- Open *Google Chrome (preferred) or Mozilla Firefox ,* latest version available.
- In the address bar type:

**192.168.1.2**

# Logging In

- Enter your user name and password and click the **Log In** button.

- **Note:** You are only allowed 3 attempts before the system blocks you. If you're blocked, you will have to wait 1 minute before attempting again.

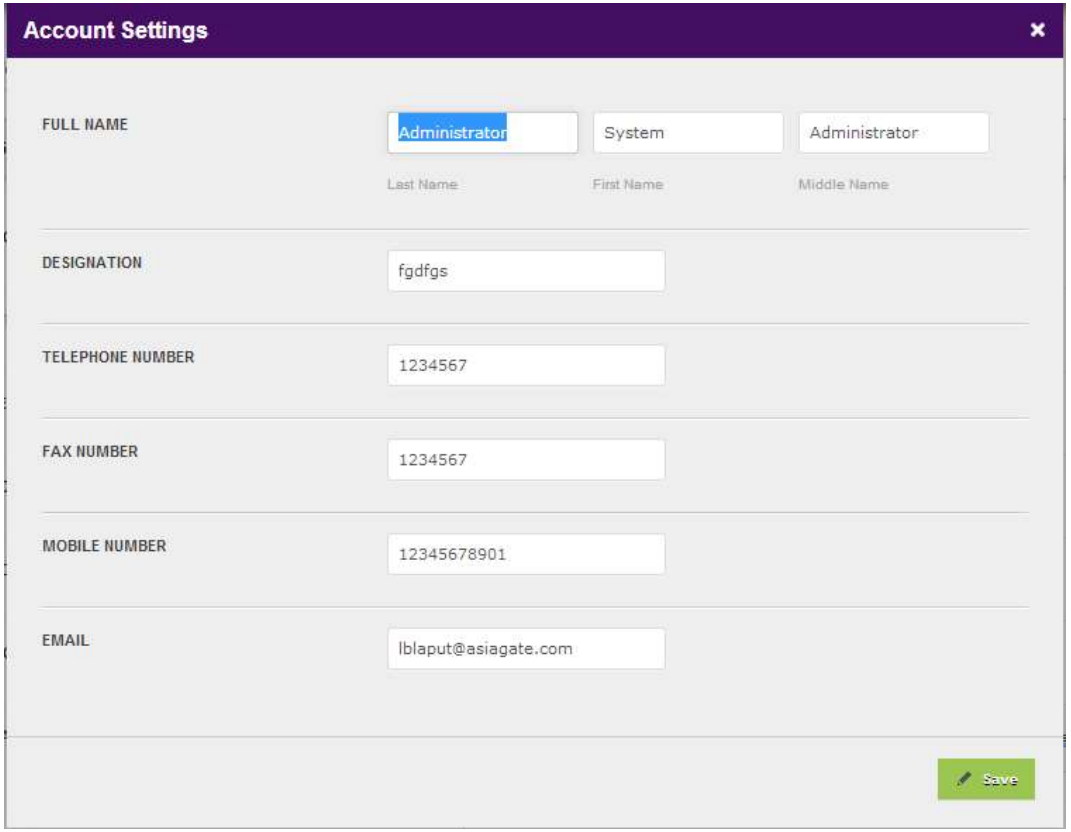



# Dashboard

- Accessible by clicking on your **username** in the left menu.
- Contains important messages from the system and other users
- Contains news and announcements
- Contains schedules

# Updating the User Profile

- Click *username* from the main menu.
- Click *Account Settings* link.
- Edit as needed.
- Click on Save.



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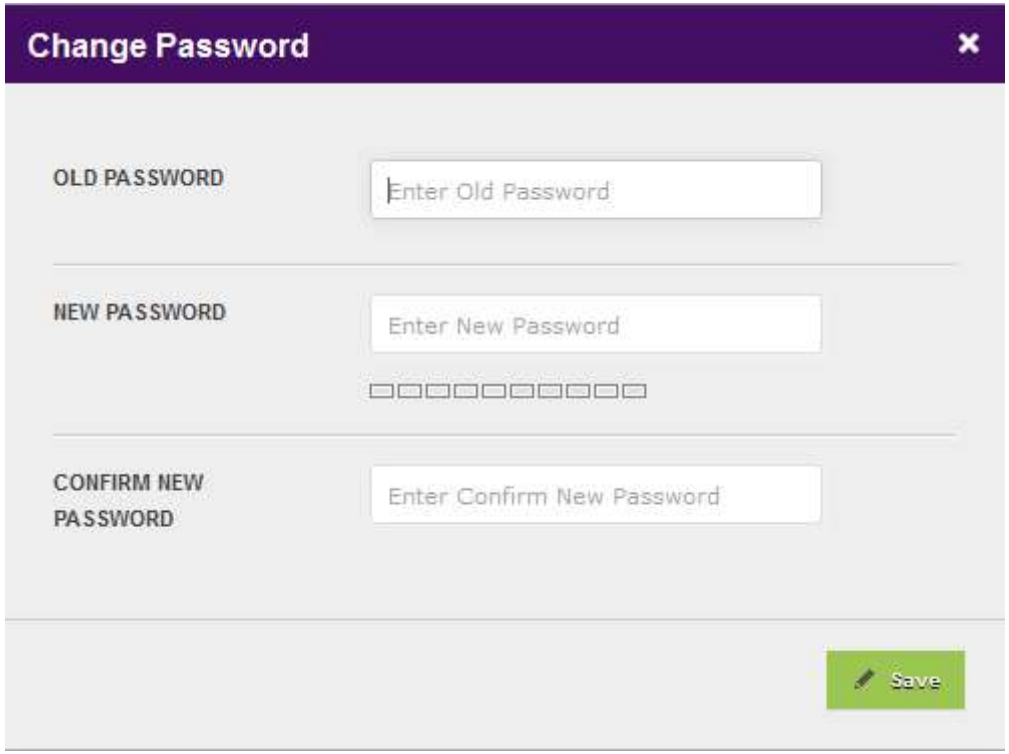
# Changing Your Password

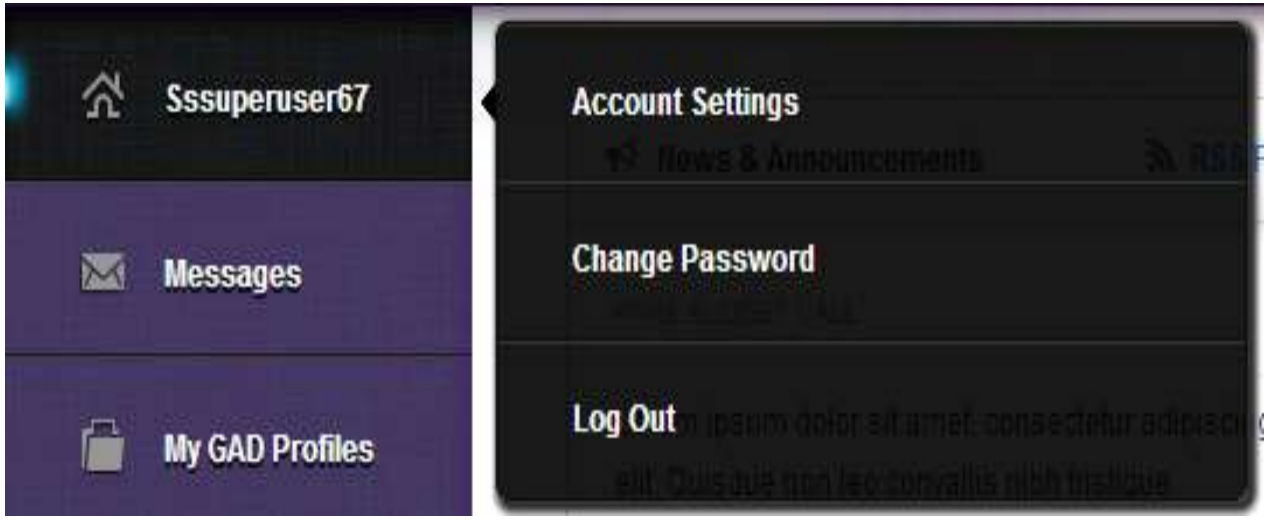
- Click *username* from the main menu.
- Click *Change Password* link.
- Enter old and new password.
- Confirm new password.
- Click on Save.



# Logging Out

- Click *username* from the main menu.
- Click *Log Out* link.

.



# Resetting a Forgotten Password

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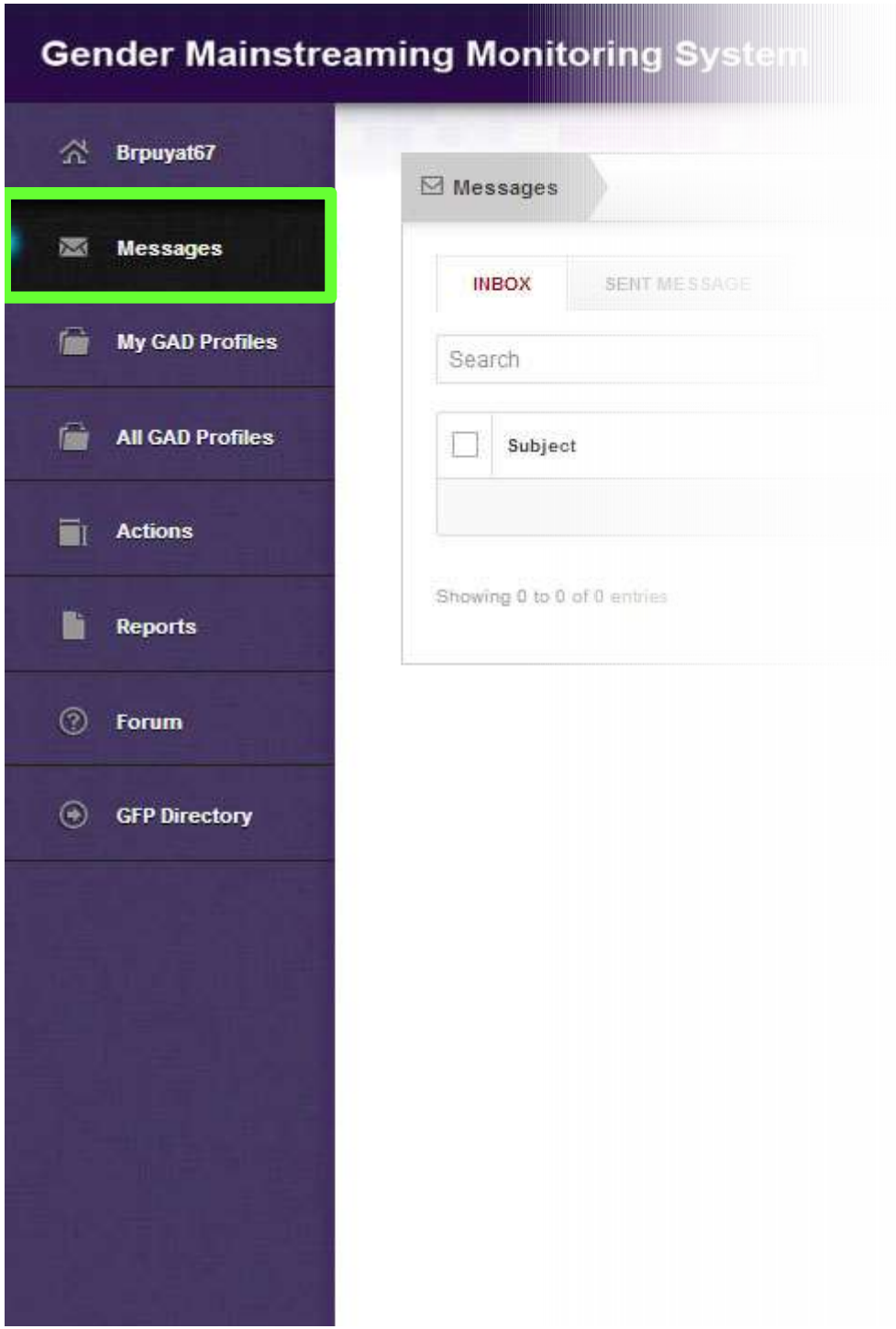
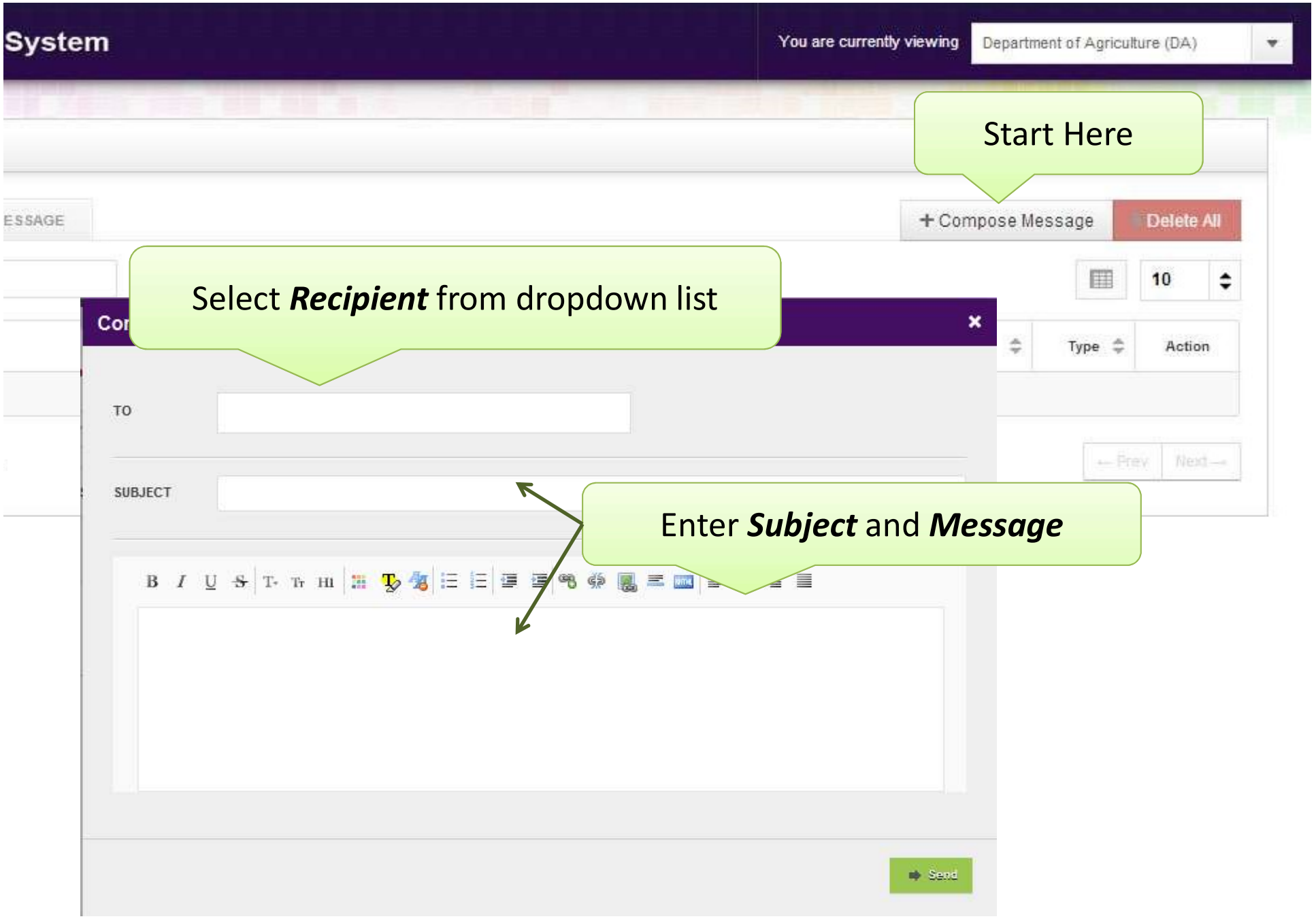
# Session 2

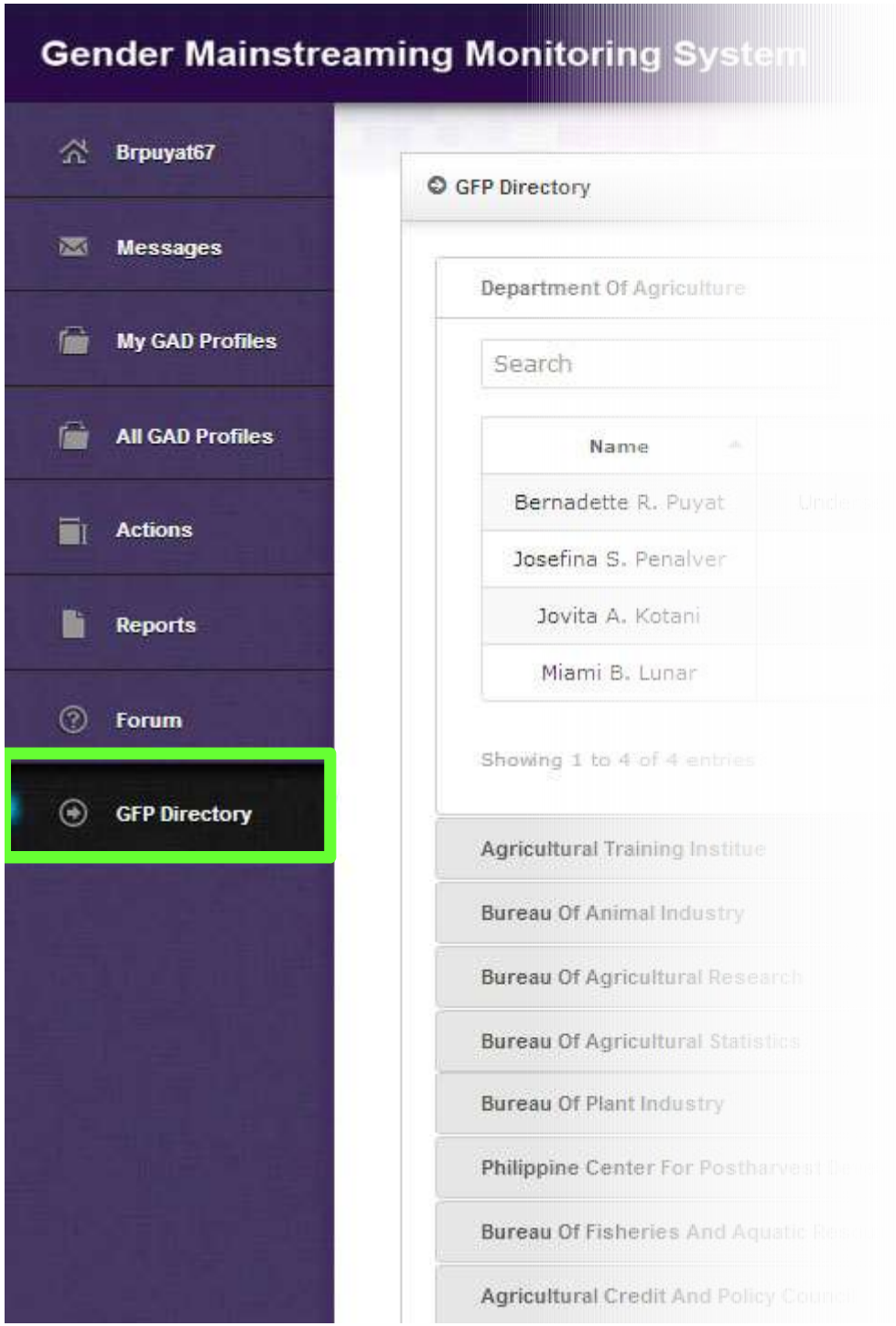
General Tools




# Messages

- Accessible by clicking on **Messages** in the left menu.
- Organizes incoming and outgoing messages.
- To compose, click **Compose** button on the upper-right portion of screen


System
You are currently viewing
Department of Agriculture (DA)
Start Here
+ Compose Message
Delete All
10
Type
Action
Select *Recipient* from dropdown list
TO
SUBJECT
Enter *Subject* and *Message*
Send




# GFP Directory

- Accessible by clicking on **GFP Directory** in the left menu.
- Organizes all GFP contact persons of each registered organization.
- Arranged by organization name and constituent organization.
- Allows messaging by clicking on the name of the contact person.

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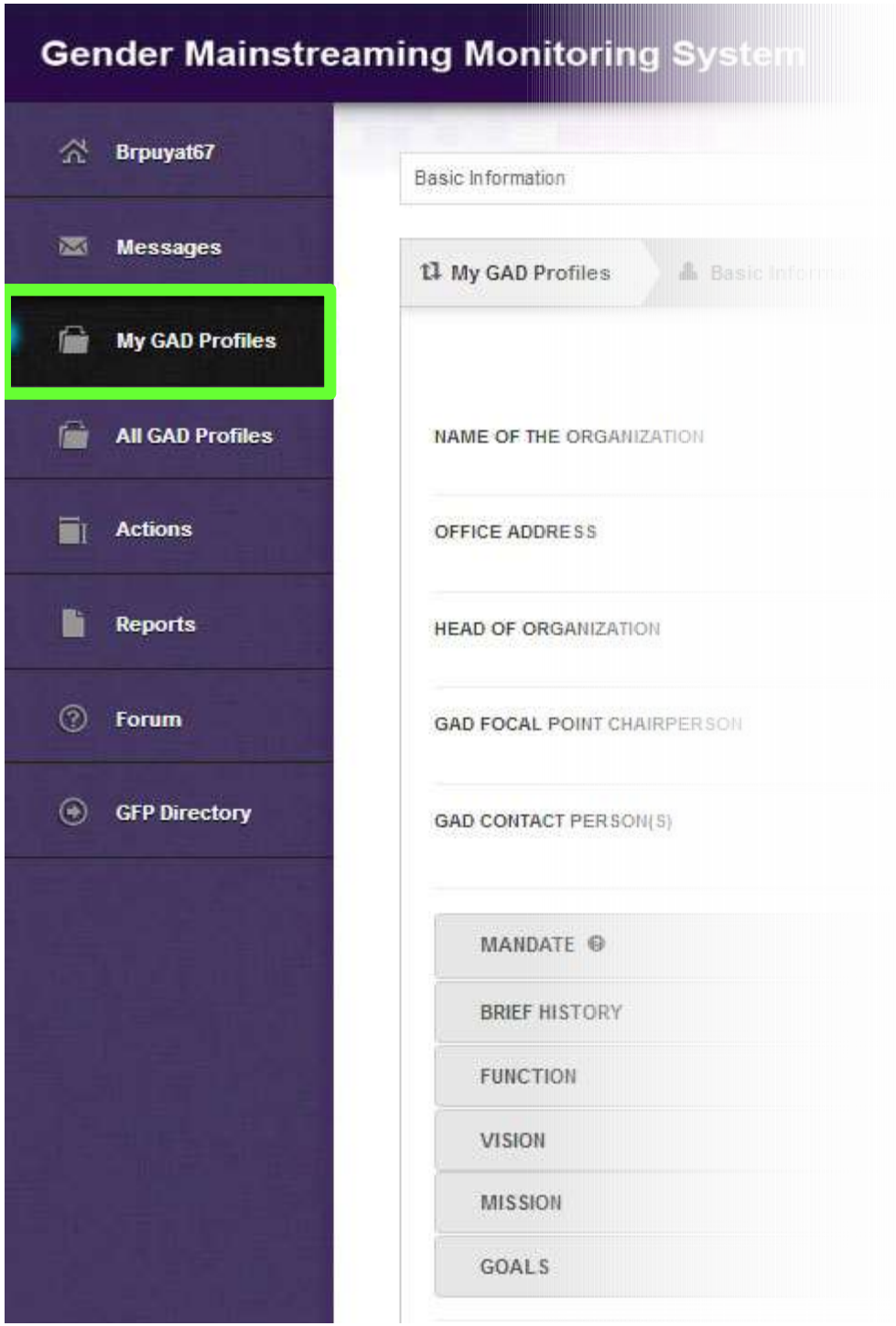
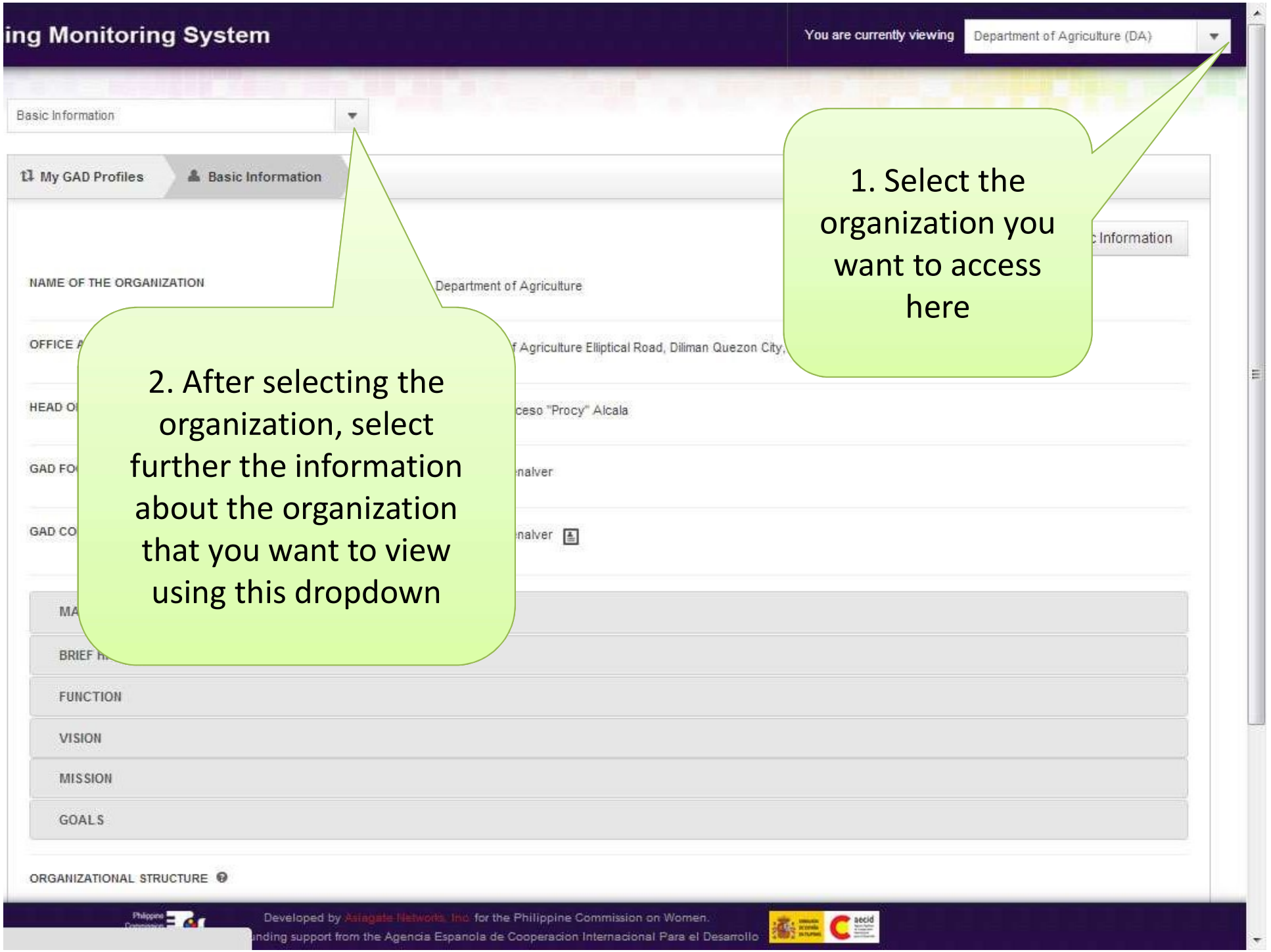
# Session 3

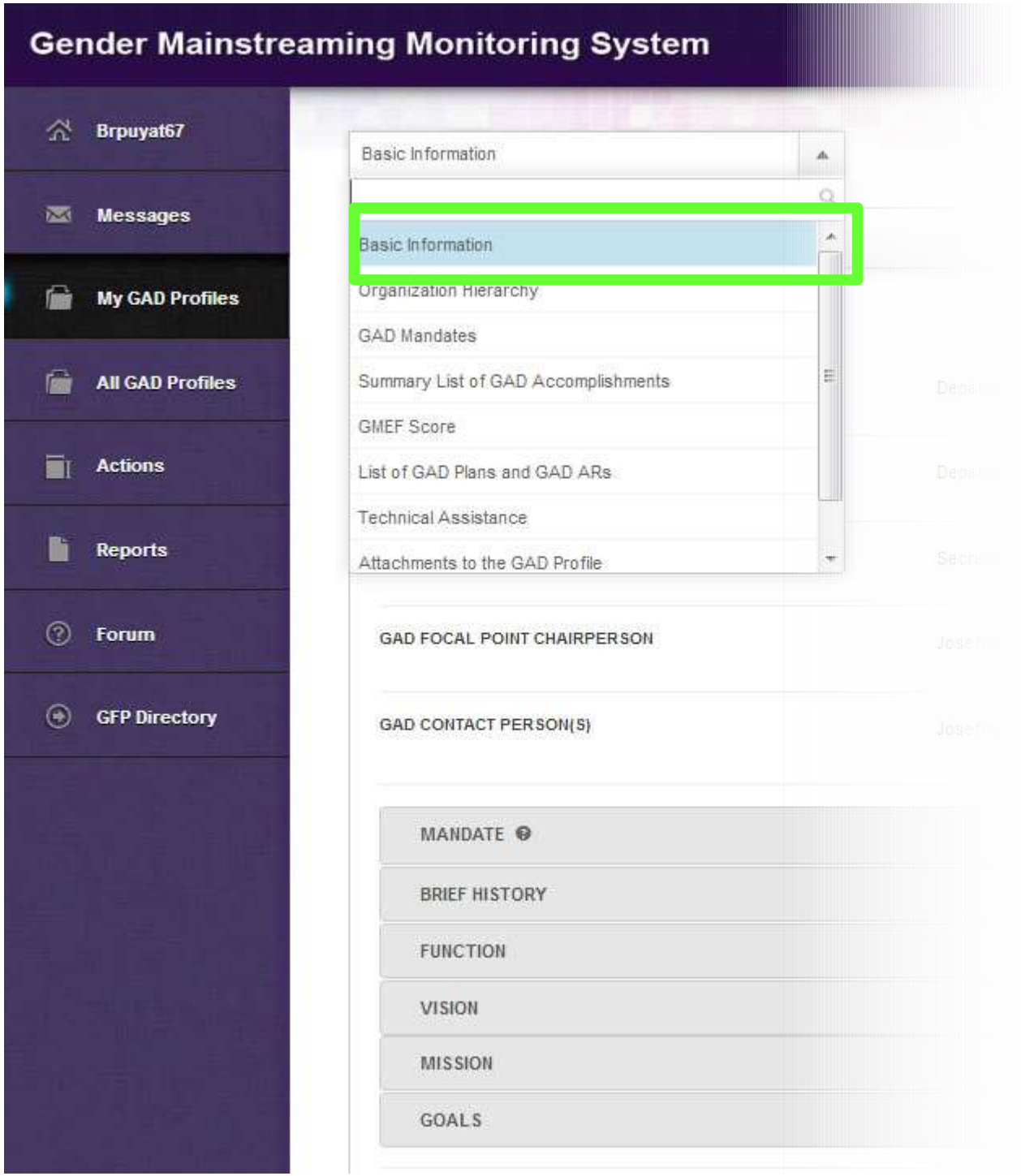
## GAD Profiles




# My GAD Profiles

- Accessible by clicking on **My GAD profiles** in the left menu.
- Organizes the GAD Profiles of the logged-in user.
- For those who manages more than one agency, you can switch between profiles by using the dropdown menu in the upper-rightmost corner with label: **You are currently viewing**


ing Monitoring System
You are currently viewing
Department of Agriculture (DA)
Basic Information
My GAD Profiles
Basic Information
1. Select the organization you want to access here
2. After selecting the organization, select further the information about the organization that you want to view using this dropdown
NAME OF THE ORGANIZATION
Department of Agriculture
FUNCTION
VISION
MISSION
GOALS
ORGANIZATIONAL STRUCTURE
Developed by Asiagate Networks, Inc. for the Philippine Commission on Women.
nding support from the Agencia Espanola de Cooperacion Internacional Para el Desarrollo

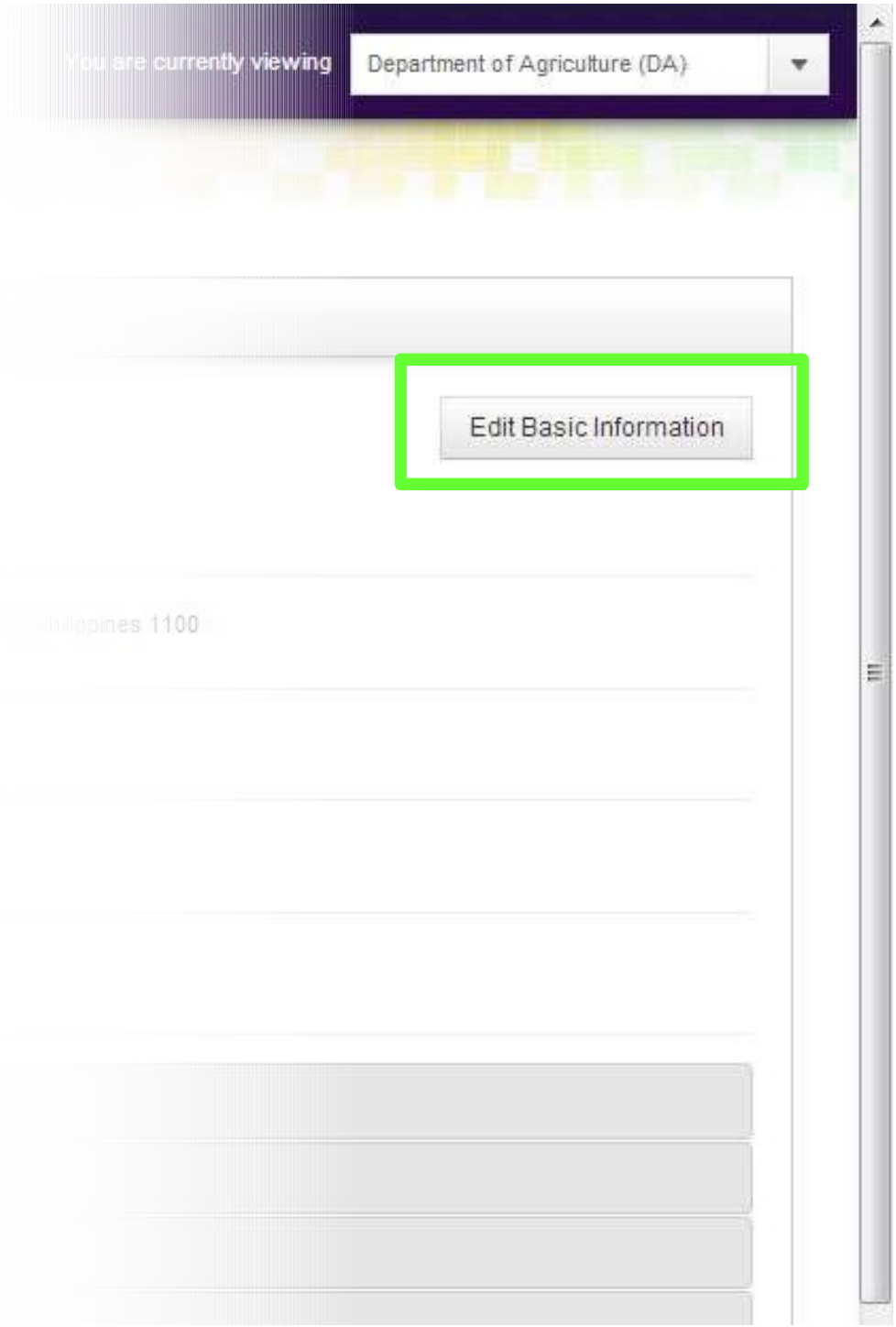



# Basic Information

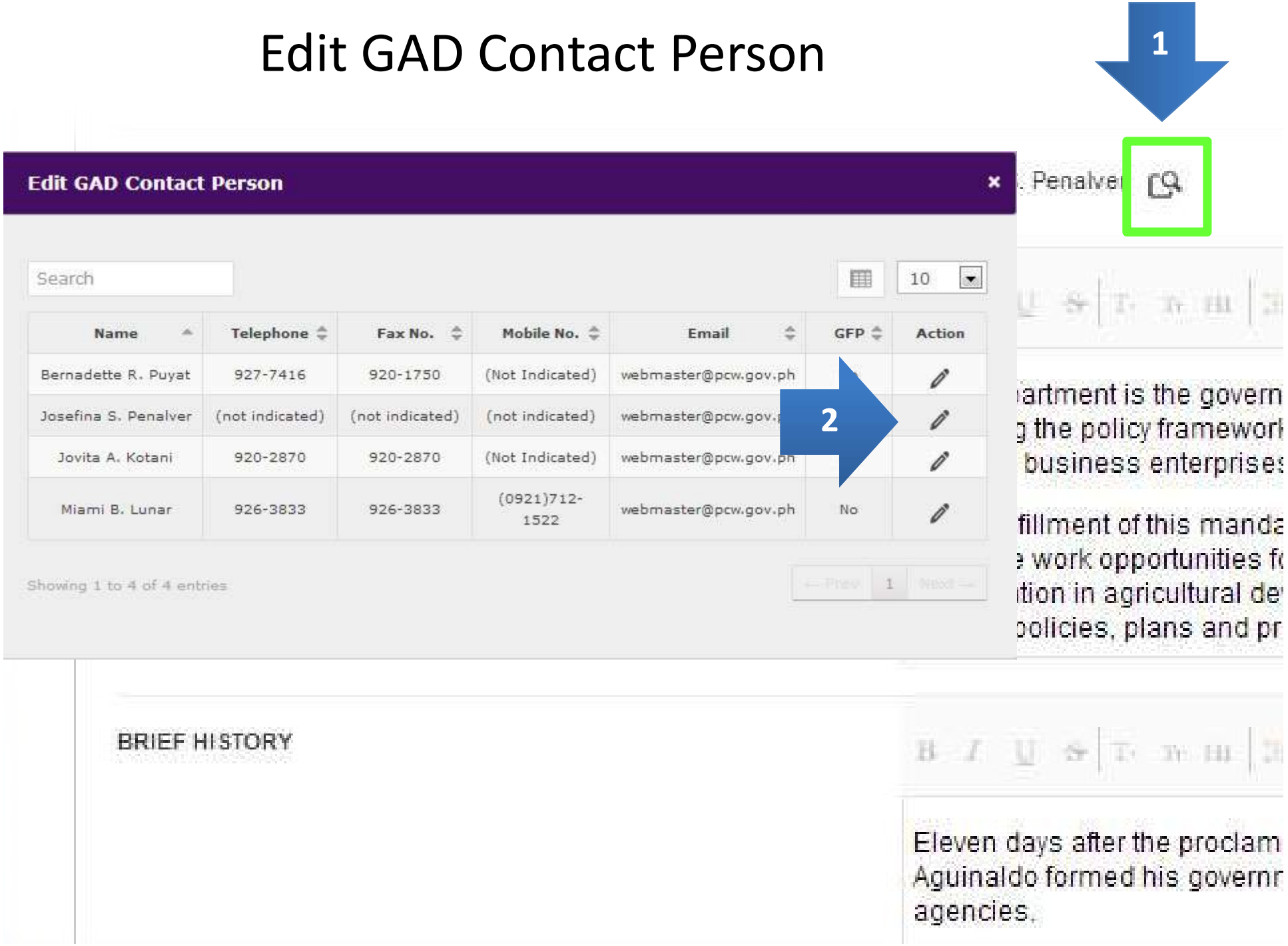
- Default page of **My GAD Profiles**.
- Contains information about the organization like head of organization, contact details, mandate, organization chart, etc.

# Edit Basic Information

To edit the basic information, click on **Edit Basic Information** button in the upper-right corner of page.



# Edit GAD Contact Person



# Edit GAD Contact Person

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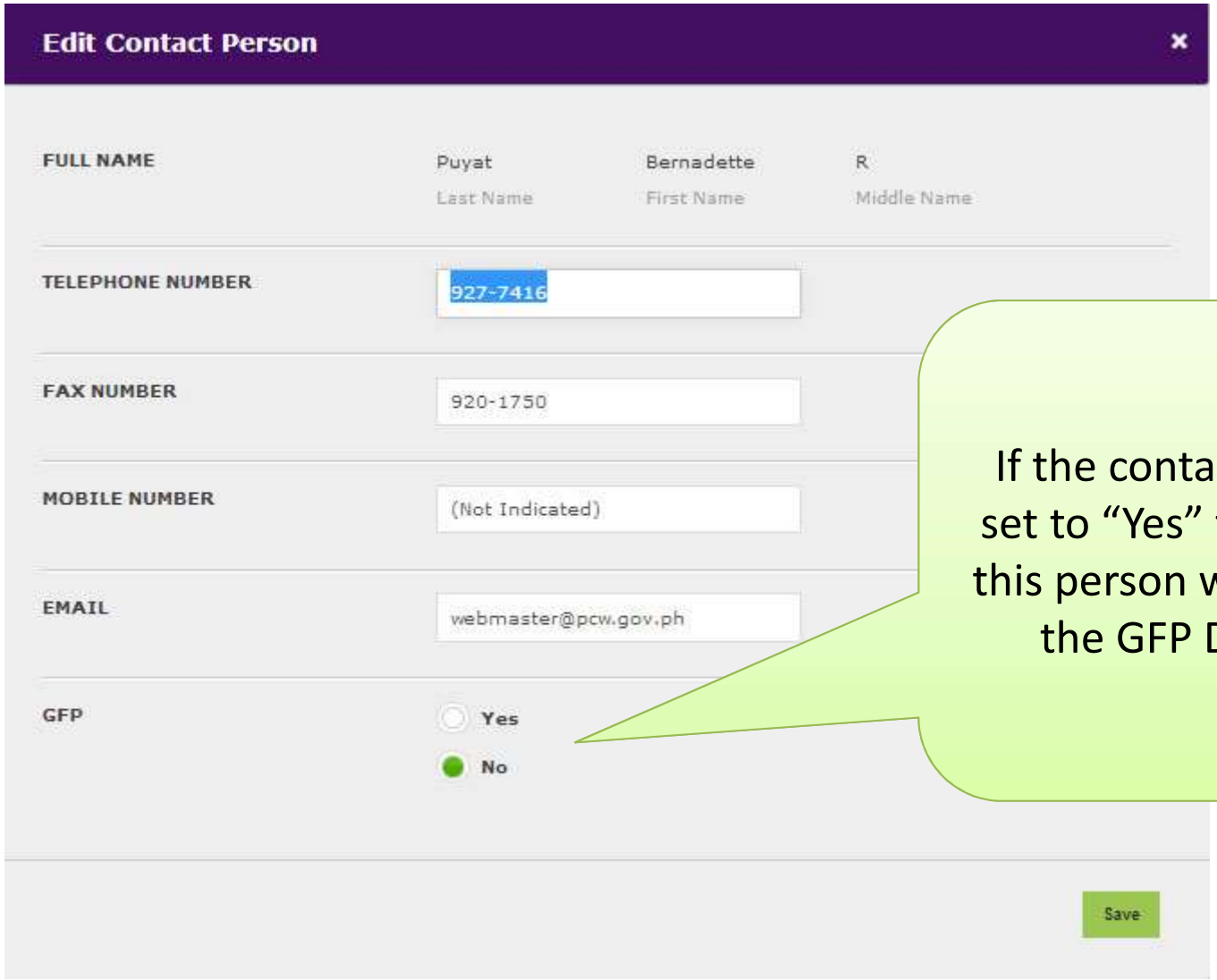
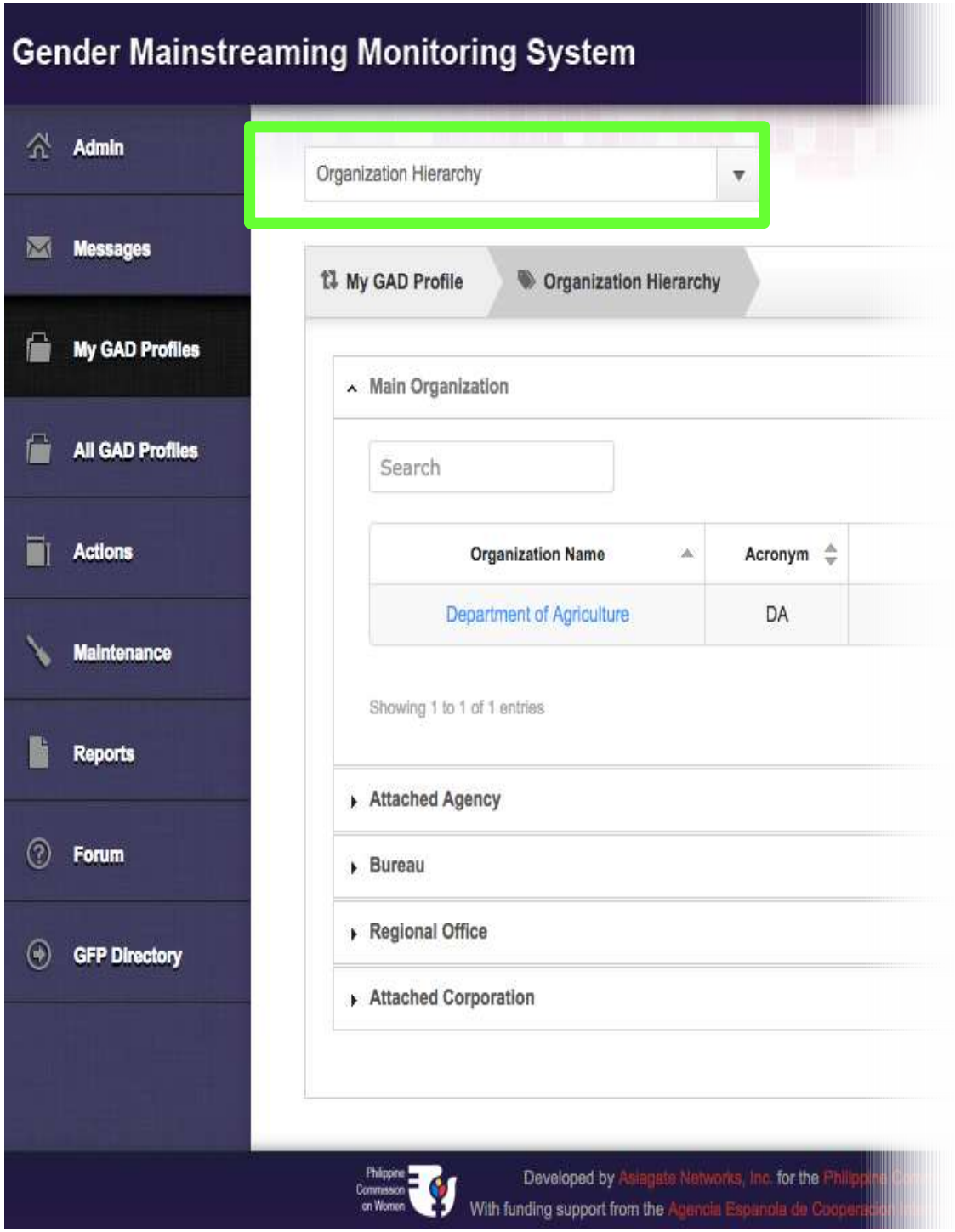
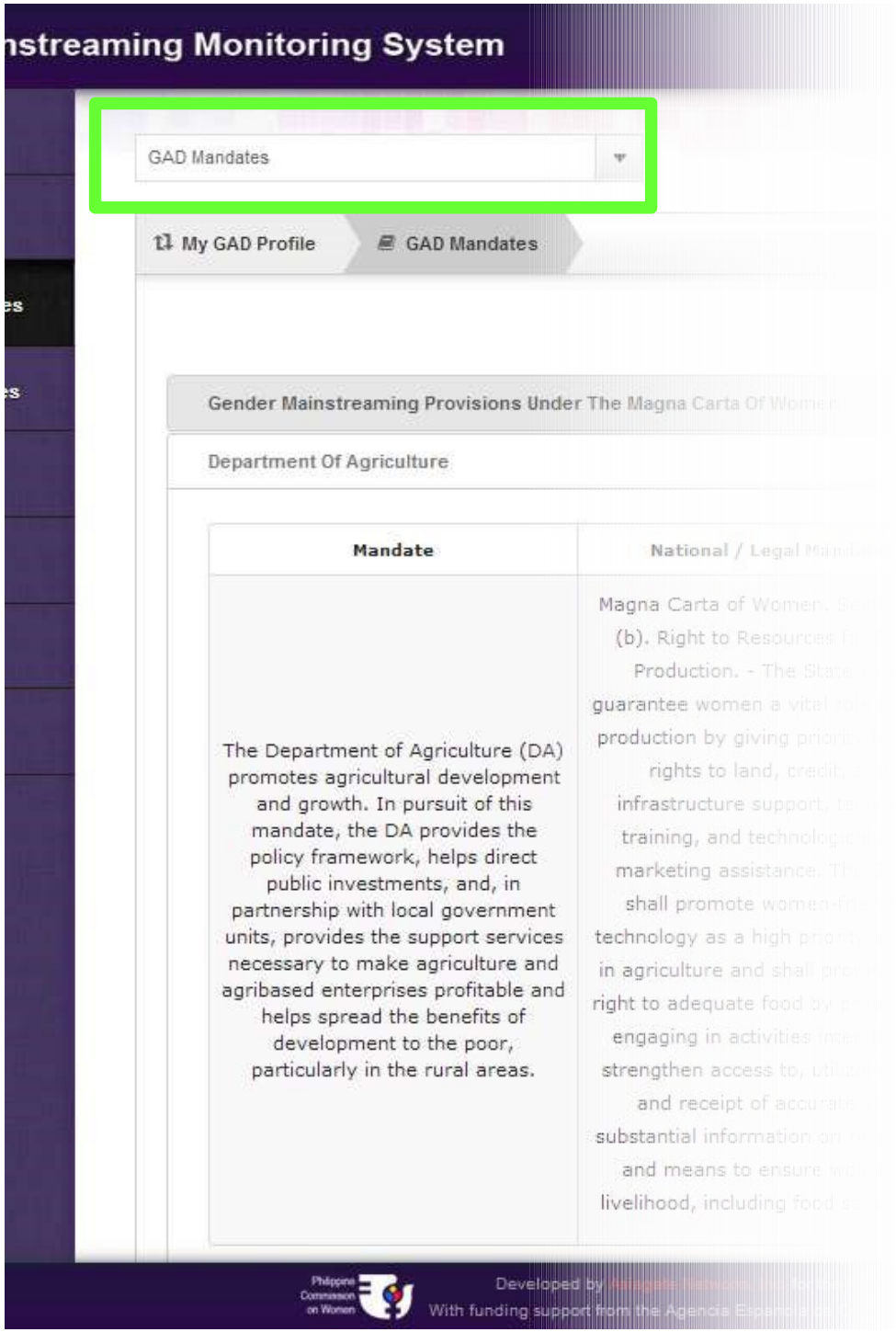



If the contact person is set to “Yes” the name of this person will appear in the GFP Directory.




# Organization Hierarchy

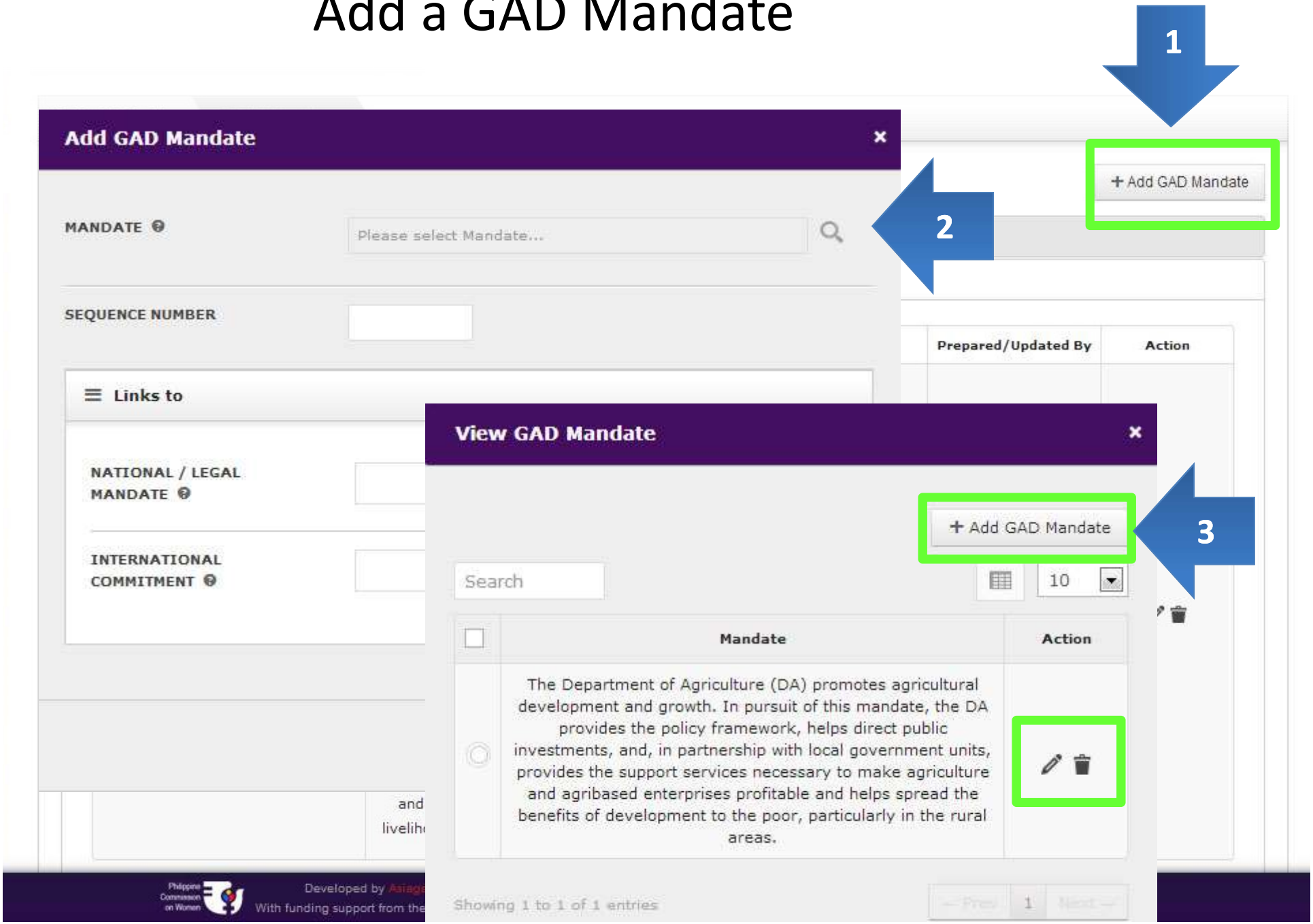
- Select “Organization Hierarchy” from left dropdown menu.
- Displays all organizations within the same hierarchy of the selected agency of LGU, i.e. bureaus under the same line agency; municipalities under the same province.
- Clicking on the name of a contact person opens the **Send Message** dialog box.

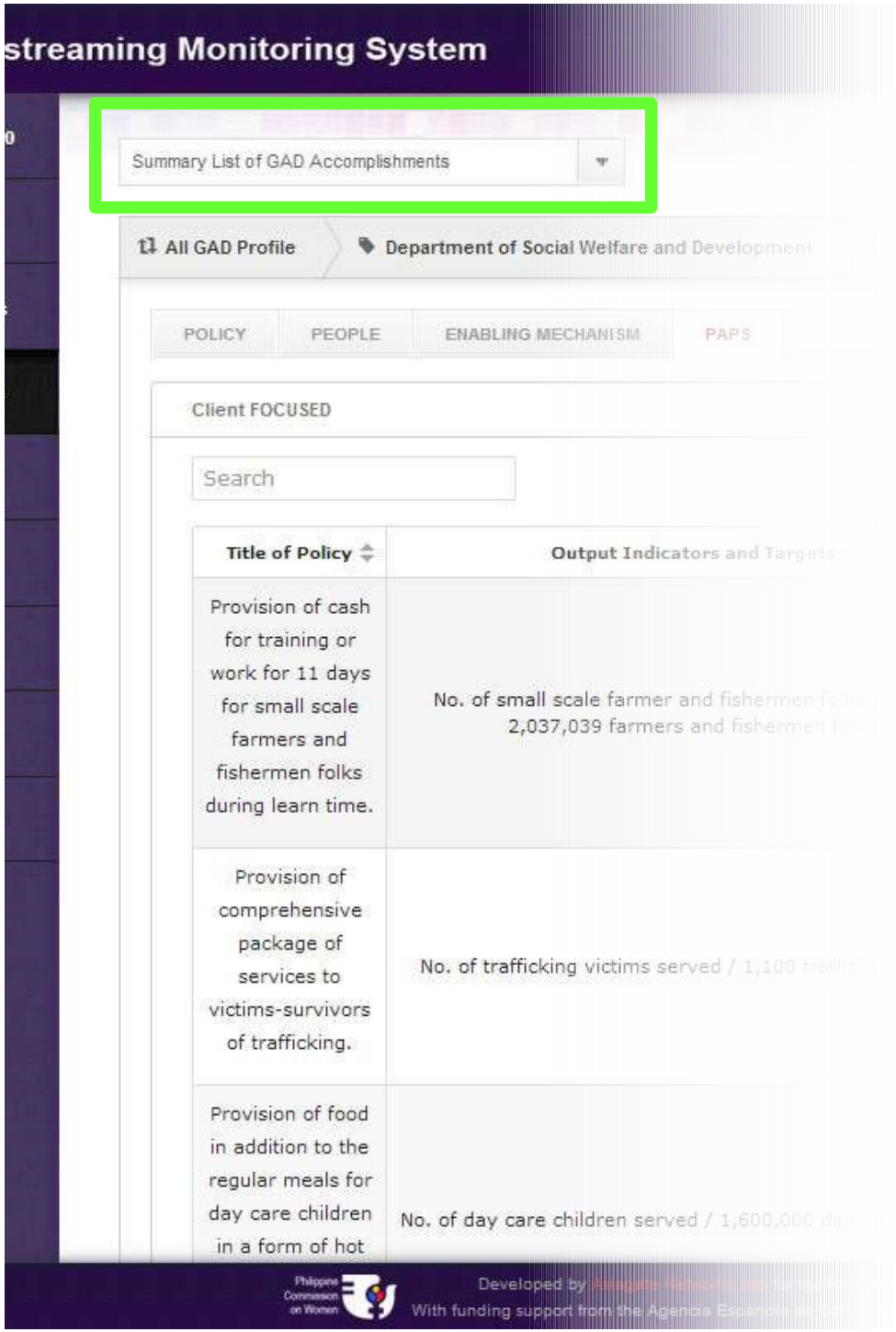



# GAD Mandates

GAD mandates are relevant provisions in national laws and international commitments such as the CEDAW, Beijing Platform for Action, and United Nations Commission on the Status of Women Agreed Conclusions to which the agency or LGU can contribute to or that which the organization should be implement as duty-bearers.

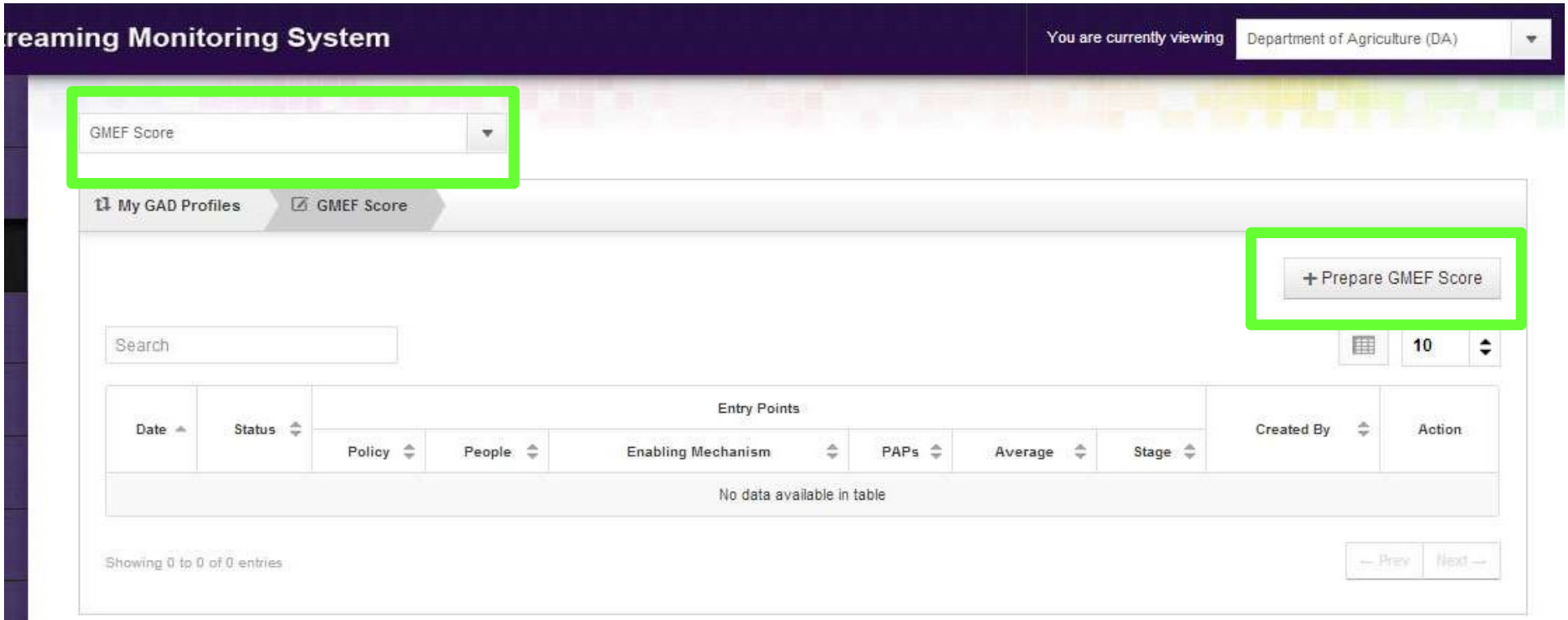
# Add a GAD Mandate





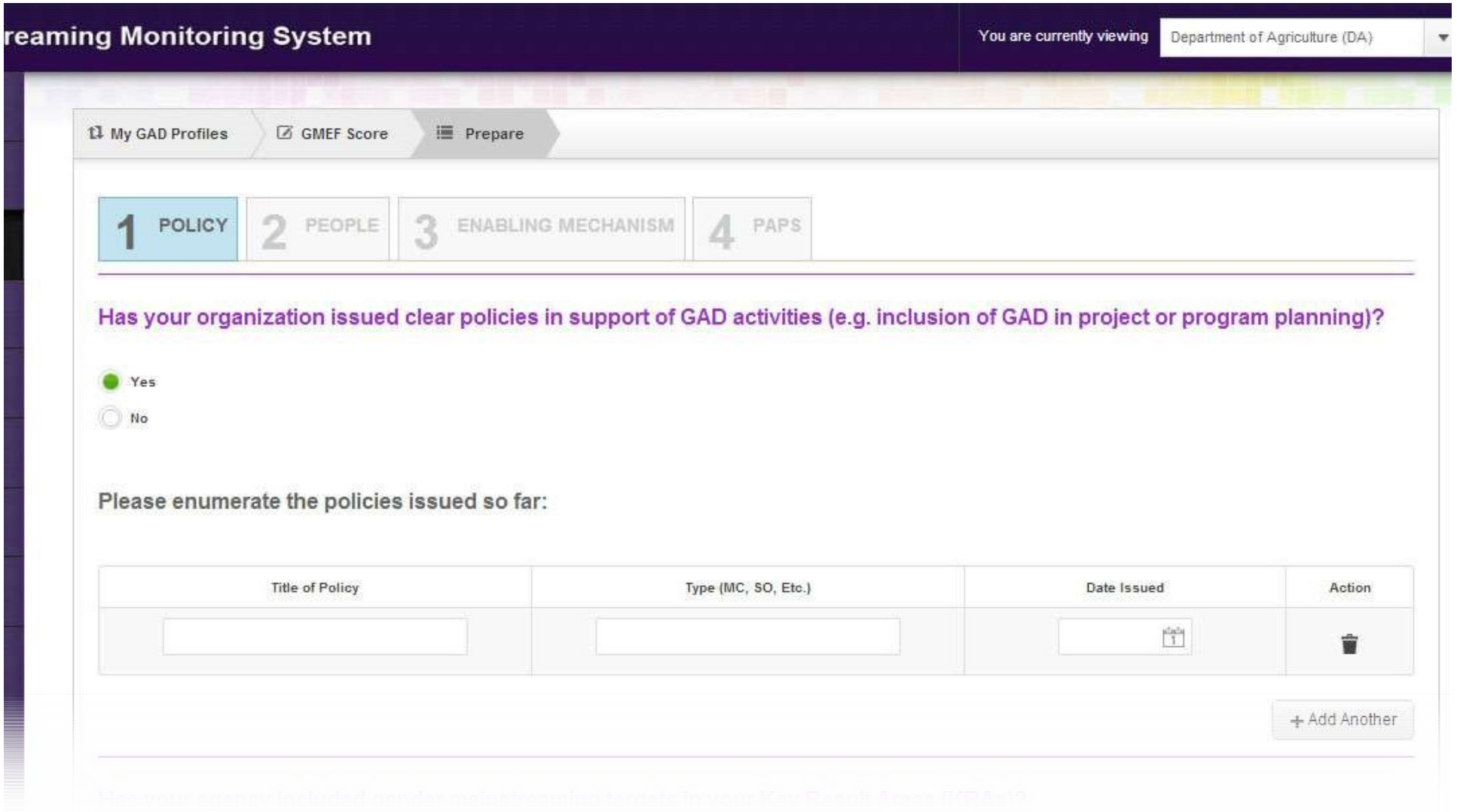

# Summary of GAD Accomplishments

- Select "**Summary List of GAD Accomplishments**" from left dropdown menu.
- Displays organization's accomplishments in the four GMEF entry points: **Policy, People, Enabling Mechanism, PPAs**.
- The list is based on the activities in the **GAD Accomplishment Reports** and are categorized by the PCW tech officers.

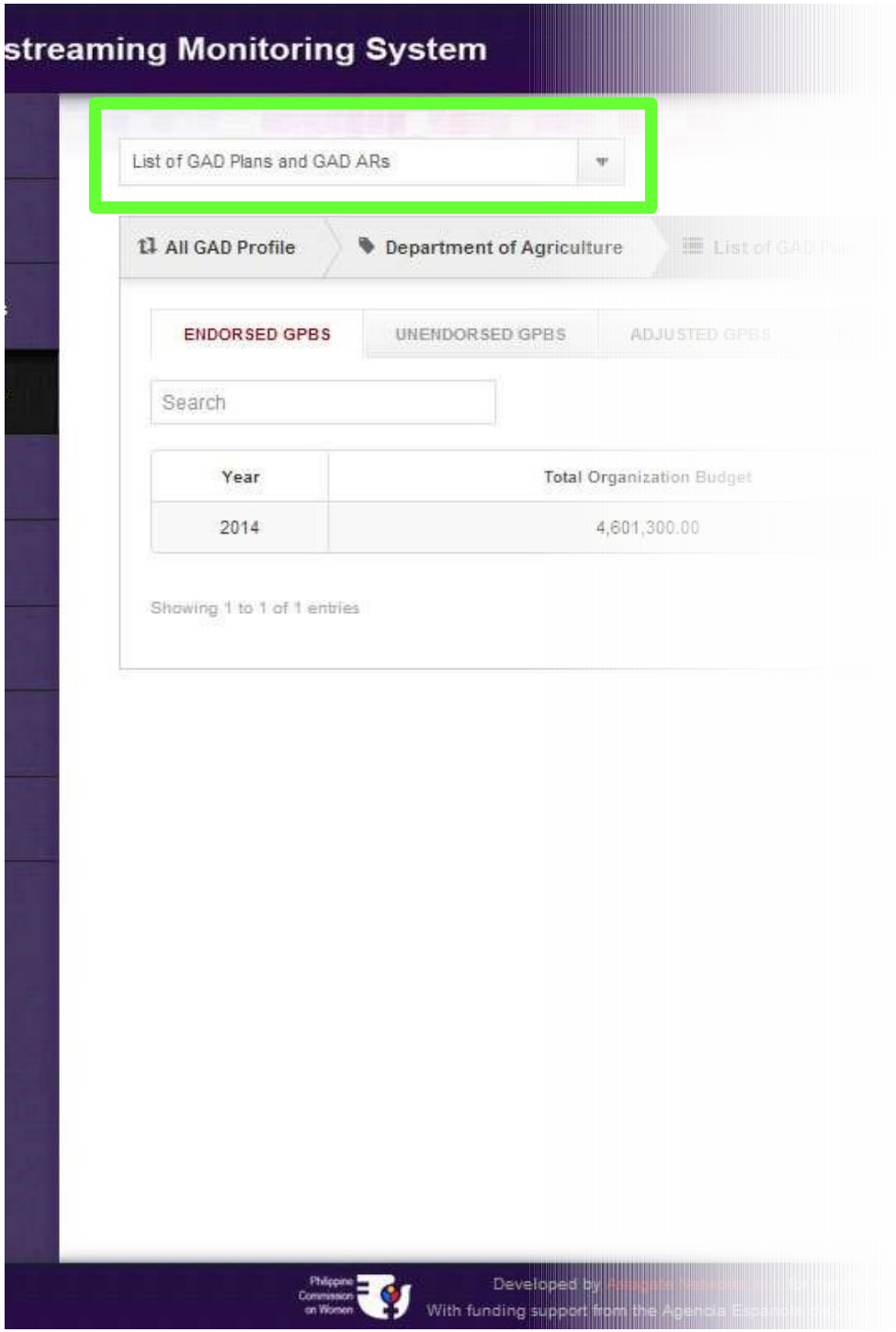



# GMEF

Gender Mainstreaming Evaluation Framework or **GMEF** is a tool used to track agency or LGU progress in gender mainstreaming. It is a set of indicators that show at which stage an organization is currently at.

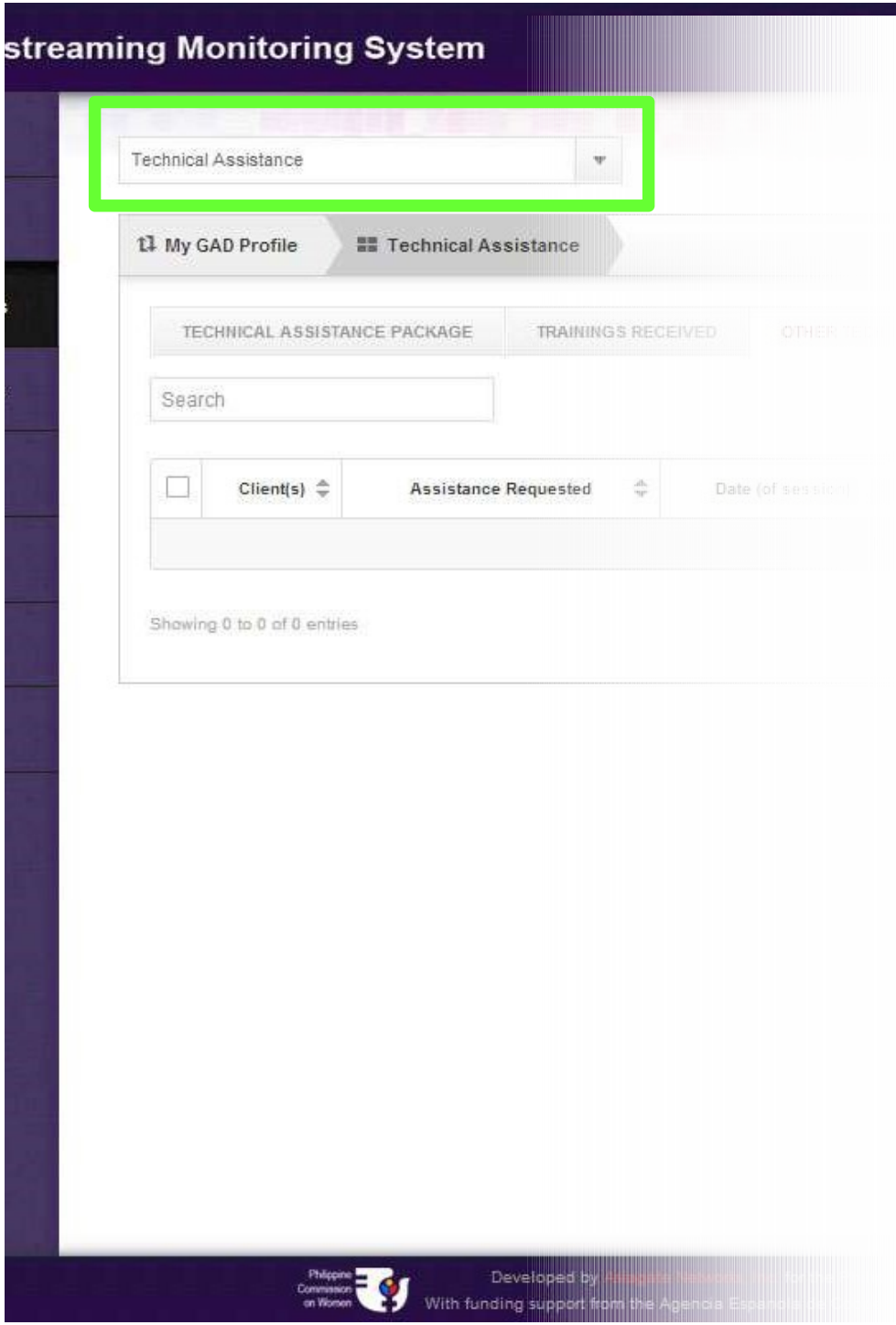

reaming Monitoring System
You are currently viewing
Department of Agriculture (DA)
My GAD Profiles
GMEF Score
Prepare
1 POLICY
2 PEOPLE
3 ENABLING MECHANISM
4 PAPS
Has your organization issued clear policies in support of GAD activities (e.g. inclusion of GAD in project or program planning)?
Yes
No
Please enumerate the policies issued so far:
Title of Policy
Type (MC, SO, Etc.)
Date Issued
Action
+ Add Another

# GMEF



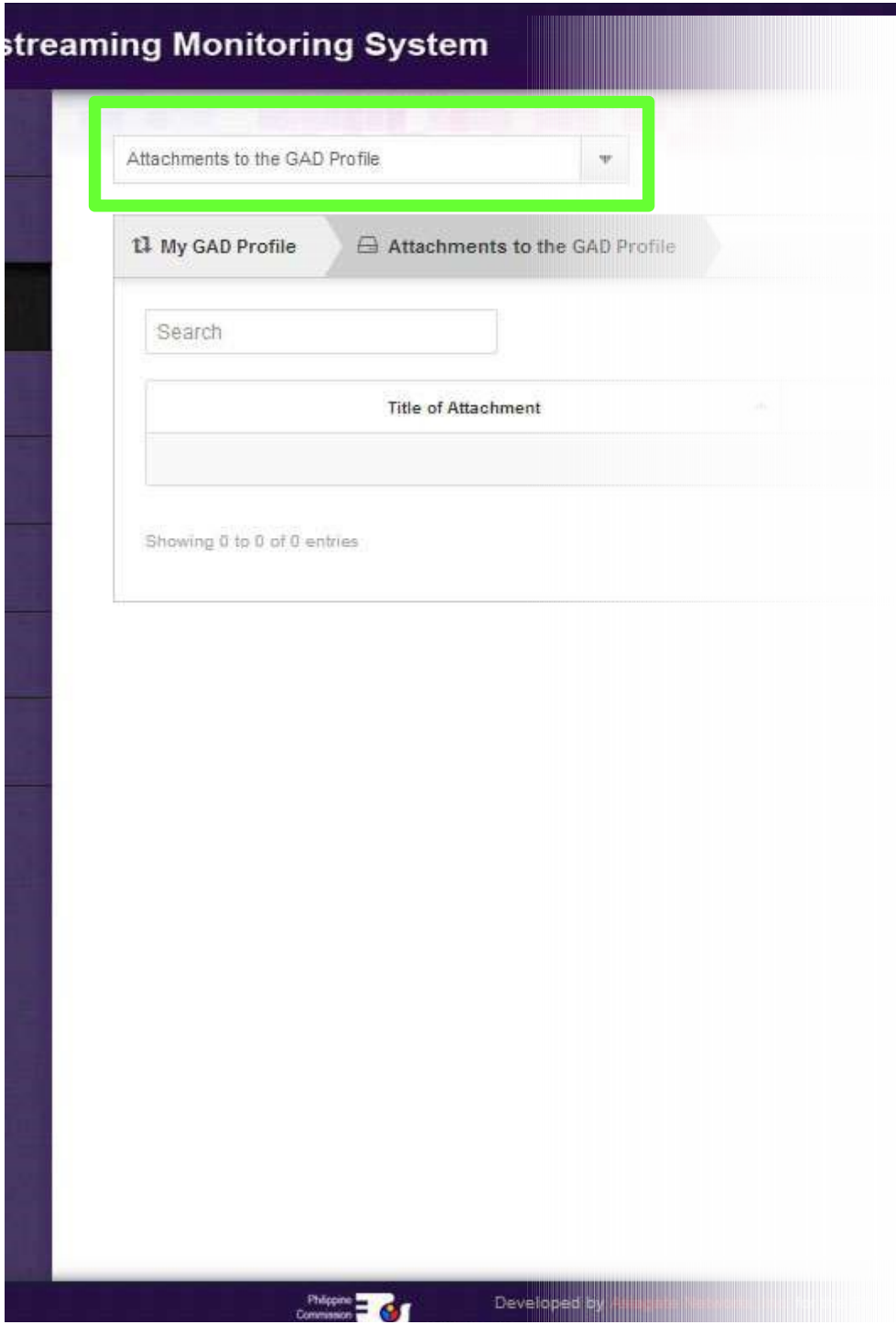

# List of GAD Plans and GAD ARs

- Select "**List of GAD Plans and GAD ARs**" from left dropdown menu.
- Displays organization's accomplishments in the four GMEF entry points: **Policy, People, Enabling Mechanism, PPAs**.
- The list is based on the activities in the **GAD Accomplishment Reports** and is categorized by the PCW tech officers.



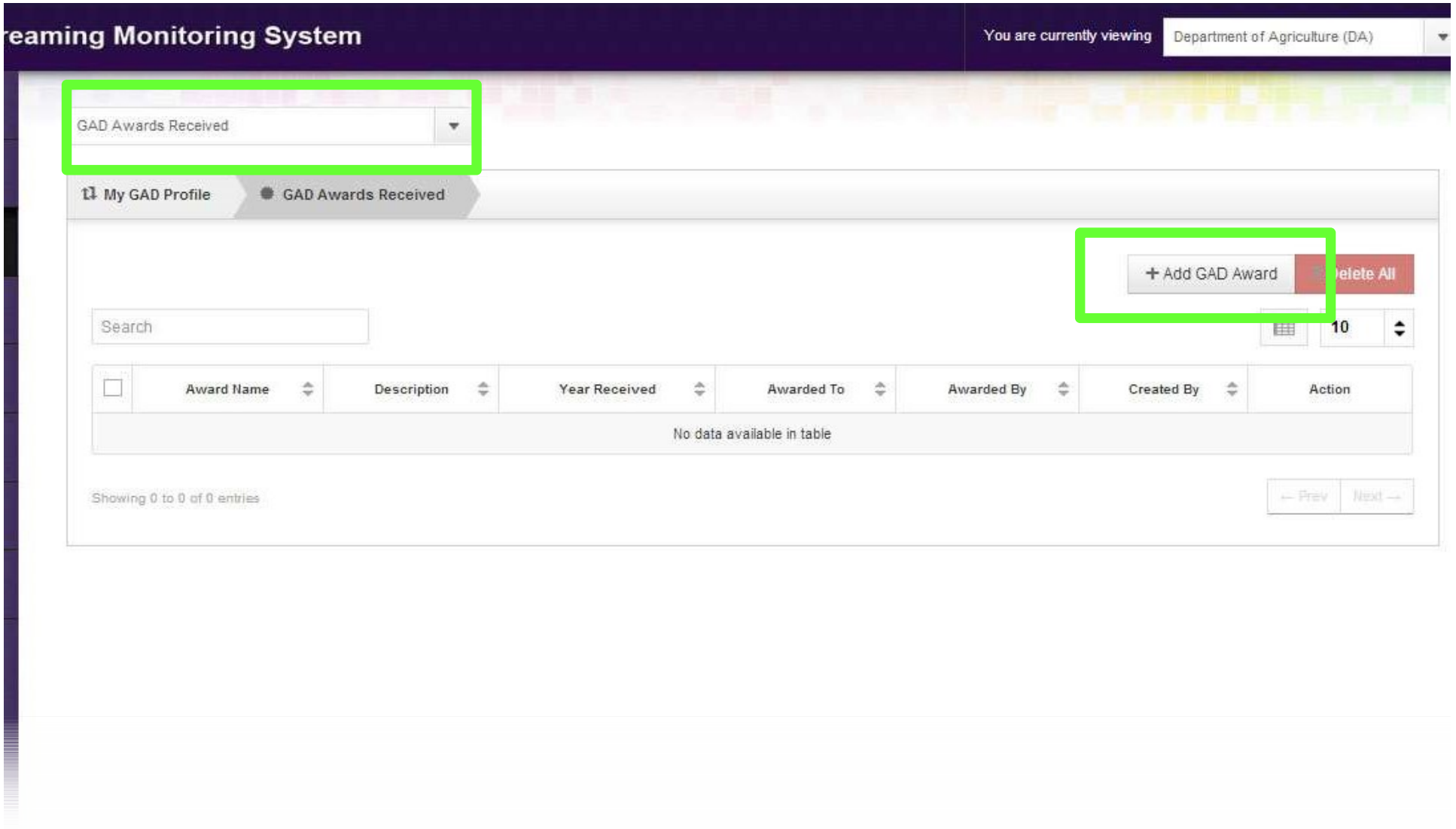

# Technical Assistance

- Select "**Technical Assistance**" from left dropdown menu.
- Displays summary of technical assistance received by the organization. Organized into three tabs: **Technical Assistance Package, Trainings Received, Other Technical Assistance**.



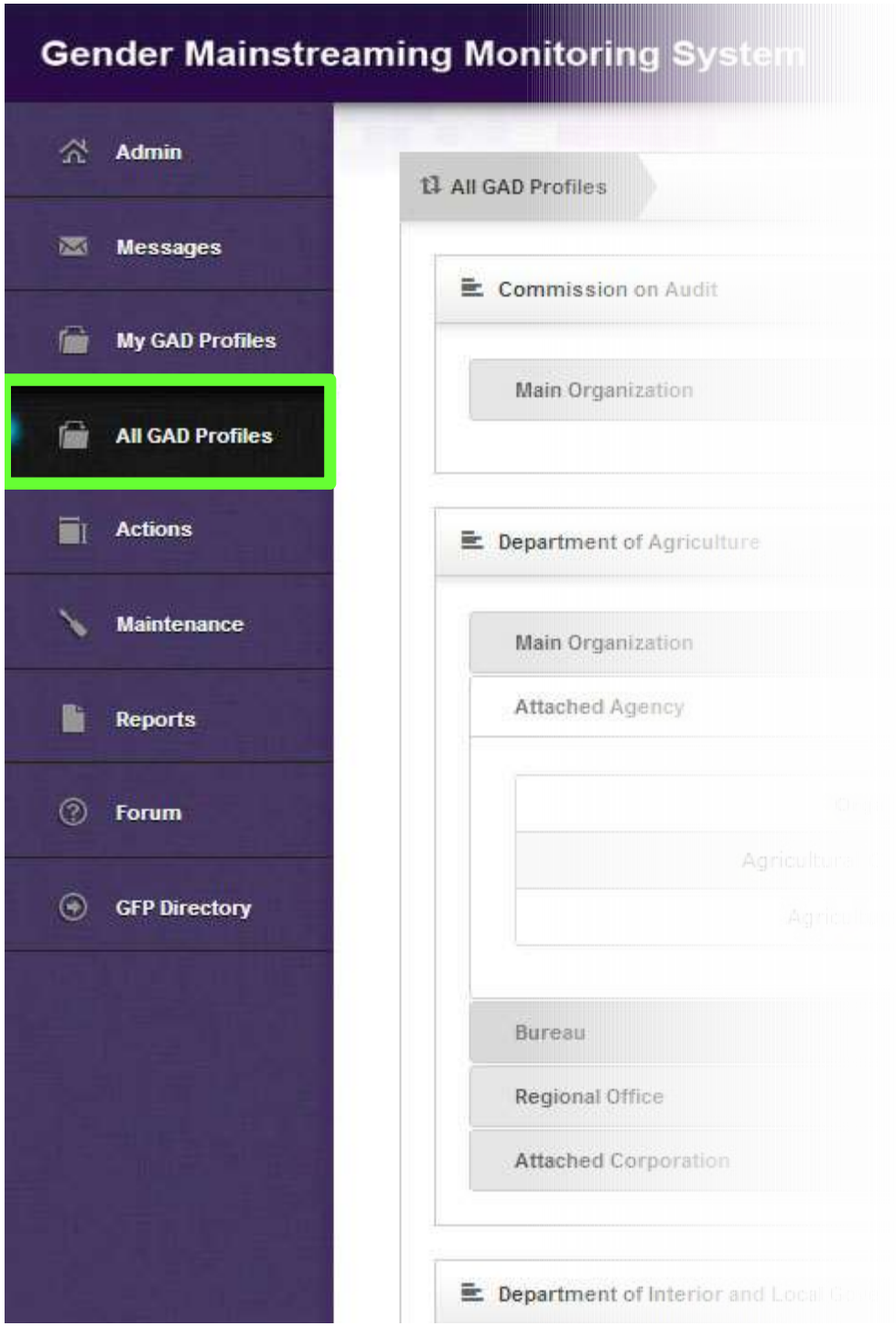

# Attachments to the GAD Profile

- Select "**Attachments to the GAD Profile**" from left dropdown menu.
- Displays summary of attachments uploaded by the organization in the different areas of the GAD Profile.




# GAD Awards

Lists GAD Awards received by the organization or the individuals in the organization




# All GAD Profiles

- Accessible by clicking on **All GAD profiles** in the left menu.
- Organizes all the GAD profiles of all the registered organizations in the GMMS. Access each organizations profile by **clicking its name** in the list.
- Same functionality as the **My GAD Profiles** except the information cannot be edited.

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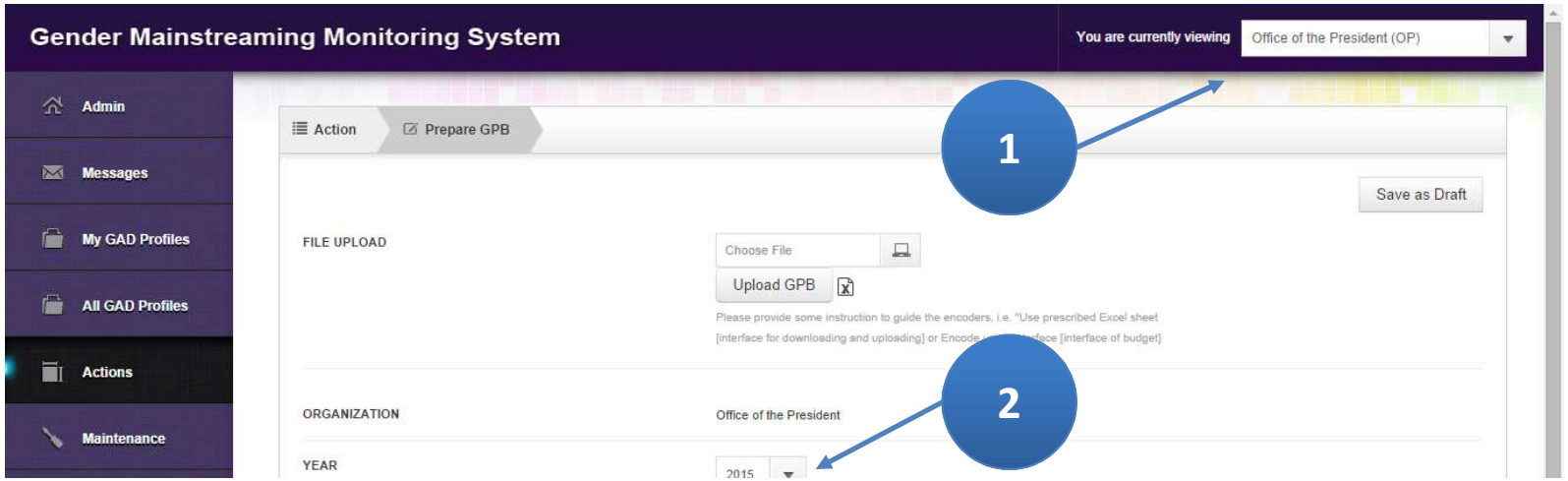
# Session 4

## Action: Prepare GAD Plan and Budget

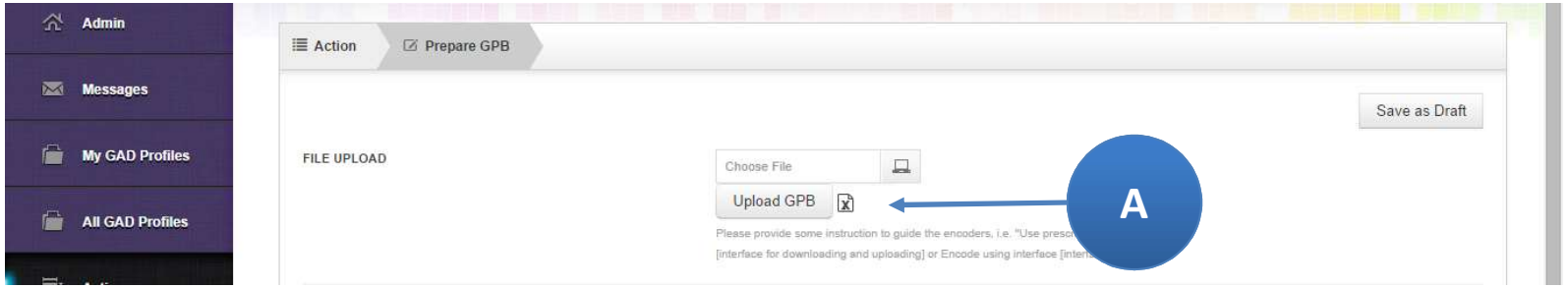
# Steps in preparing a GPB

1. Make sure the organization **you are currently viewing** and preparing a GPB for is correctly selected.

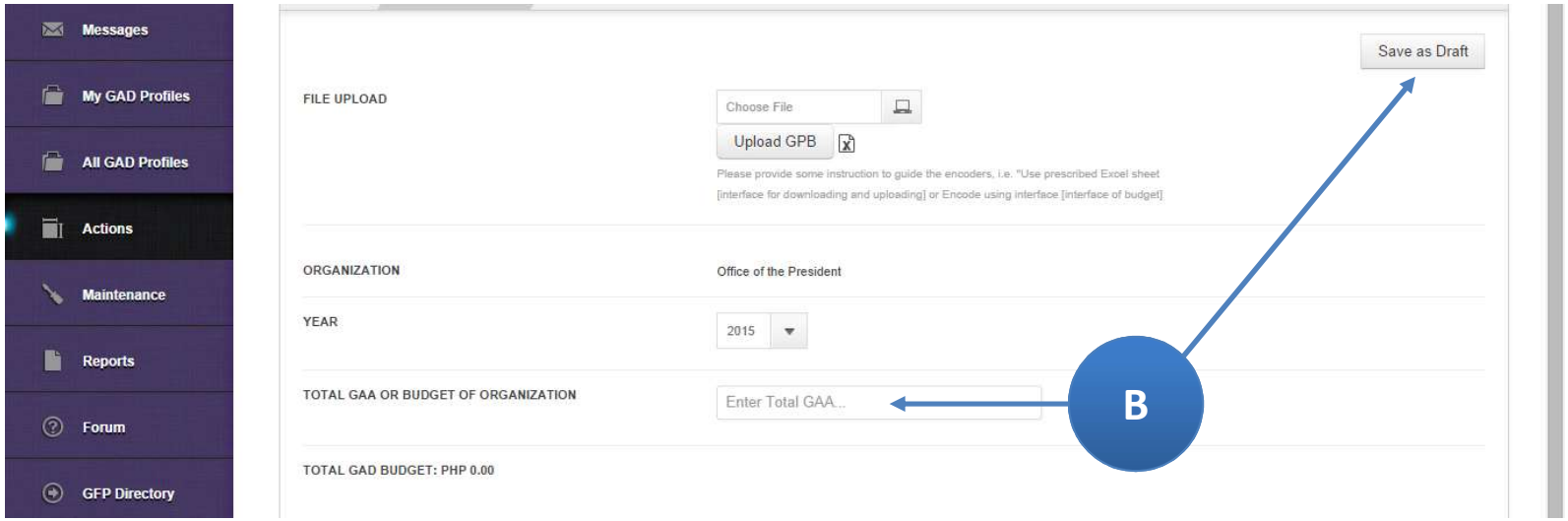



2. Select the **year** of the GPB your are encoding.

3. Choose between the two methods available for encoding your GPB:
   - method A: using the downloadable spread sheet, filling out the form, and then uploading the form in the GMMS.



2. Choose between the two methods available for encoding your GPB:
   - method B: directly encoding the activities in the GMMS.



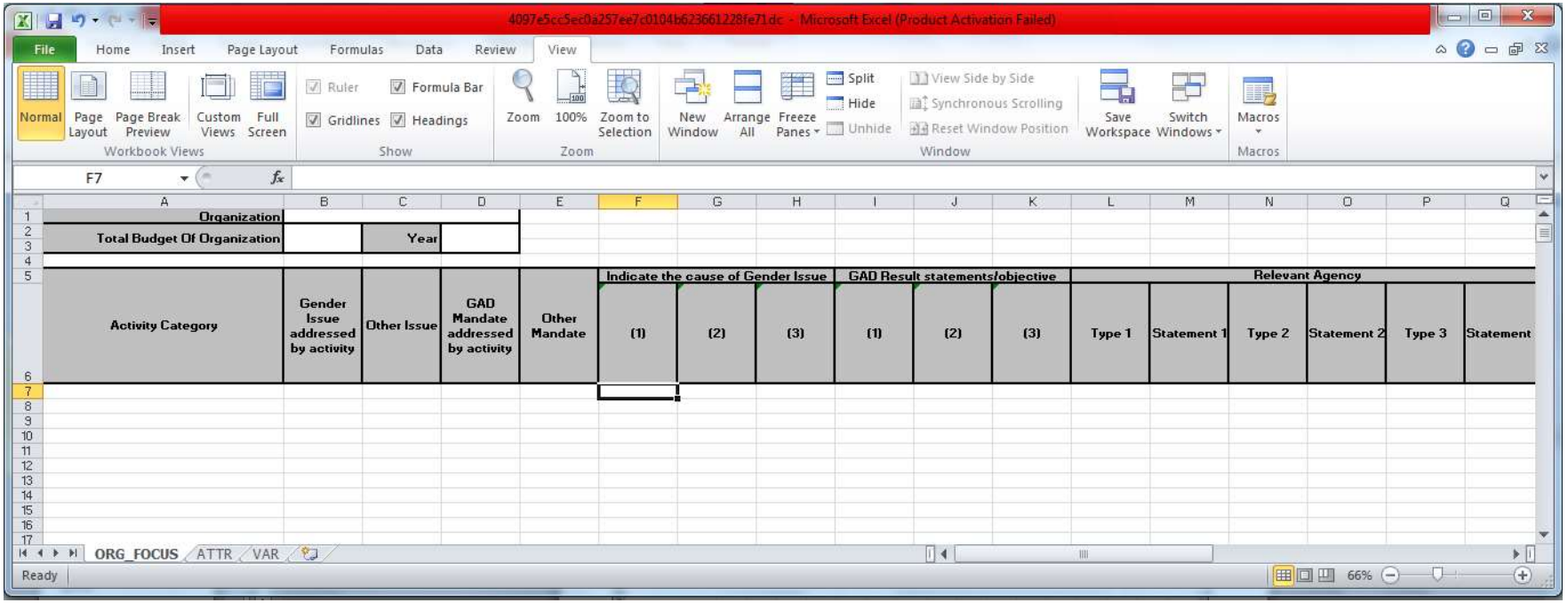
# Method A: GMMS Spread Sheet

i. After selecting the organization (step 1) and the year of the GPB to be prepared (step 2) **click** the spreadsheet link to download the editable GPB spreadsheet form.

**ii.** **Save** the file in your desktop. You may rename the file.

**iii.** **Open** the file. Depending on your version of MS Excel, it may prompt you if you want to open the file. Click **Yes** to open the file.

# Method A: GMMS Spread Sheet




iv. Refer to the Guidelines for Using the GMMS Spread Sheet

# Method B: Direct Encoding

i. After selecting the organization (step 1) and the year of the GPB to be prepared (step 2) **click** the spreadsheet **icon** to download the editable GPB spreadsheet form.

ii. Enter the total GAA appropriation of your agency or LGU in the "**Total GAA/ Budget of Organization"** and click "**Save as Draft**" button in the upper right portion of the page. The **Activities** interface will open at the lower half of the page.

iii. Select first from the three tabs available: **Organization Focused, Client Focused** or **Attributed Program.**

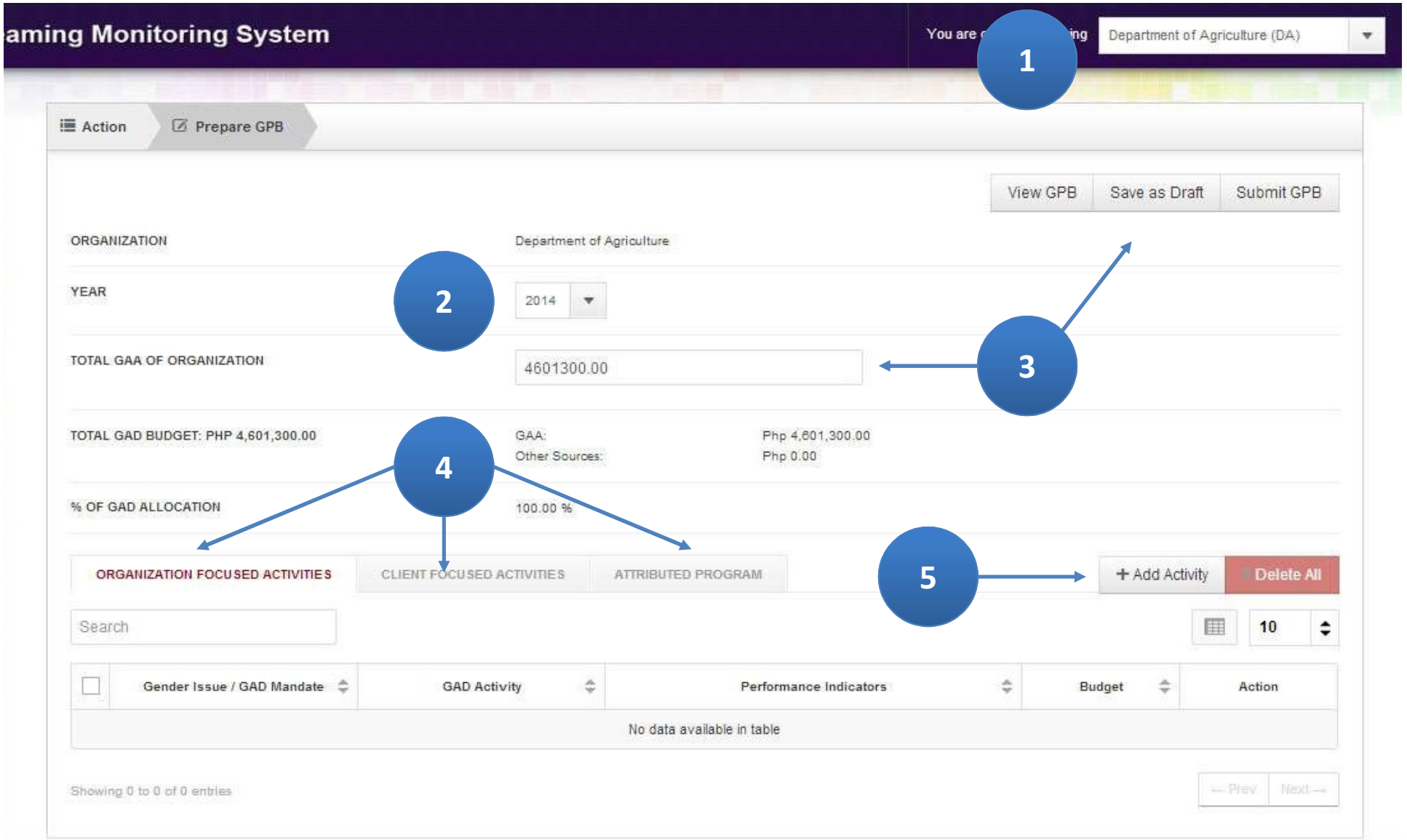
iv. Finally, click the **Add Activity** button on the lower right portion of the screen to add an activity.

# Method B: Direct Encoding

i. After selecting the organization (step 1) and the year of the GPB to be prepared (step 2) enter the total GAA/ Budget of your organization in the "**Total GAA or Budget of Organization"** and click "**Save as Draft**" button in the upper right portion of the page. The **Activities** interface will open at the lower half of the page.

ii. Select first from the three tabs available: **Organization Focused, Client Focused** or **Attributed Program.**

iii. Finally, click the **Add Activity** button on the lower right portion of the screen to add an activity.




# Method B: Direct Encoding

Philippine Commission on Women

# Important Note!

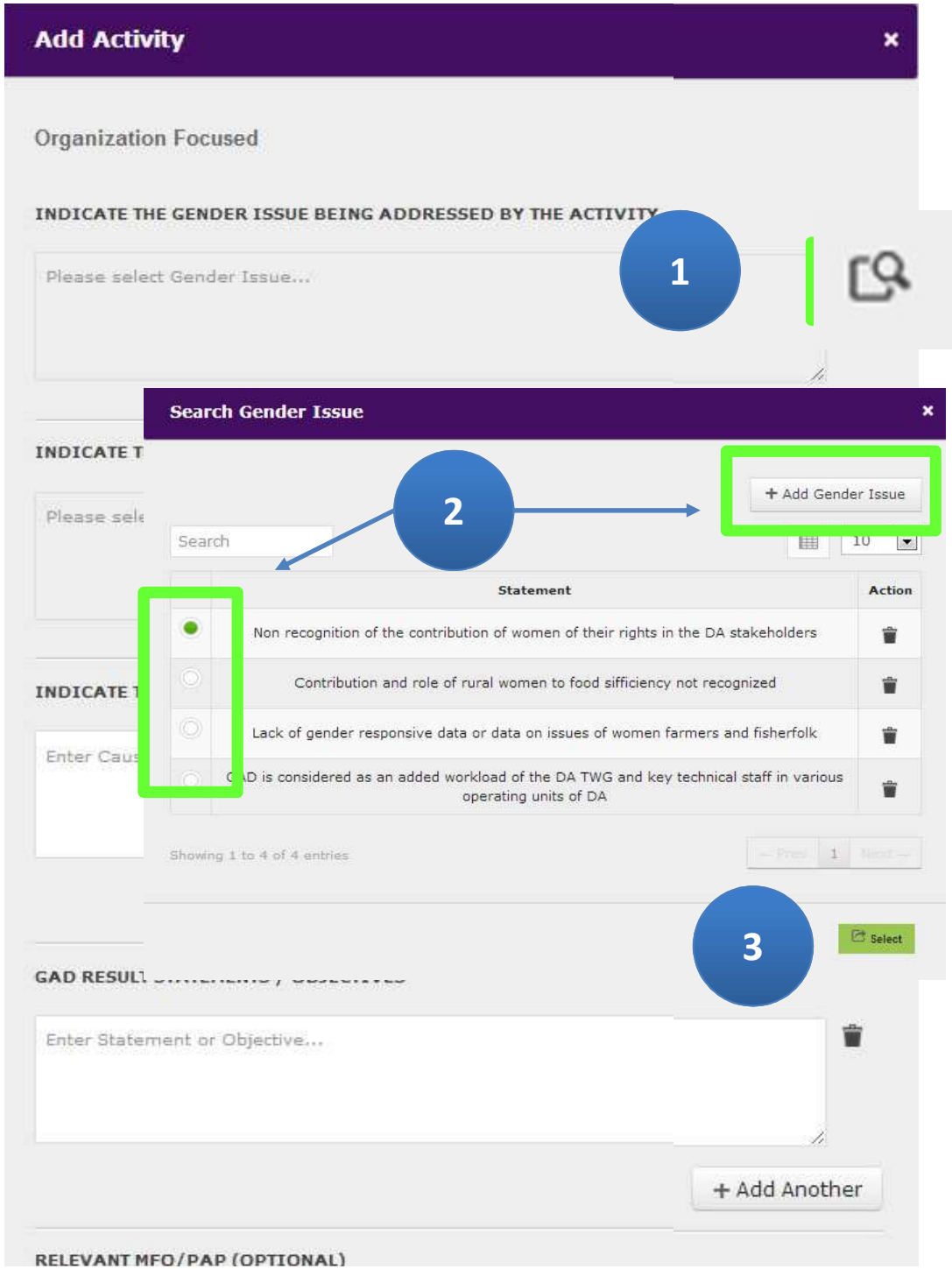
Encoding of plans and accomplishment reports is **per activity.** If a gender issue being addressed involves several distinct activities with its own budgets, each activity will be encoded separately but with the same gender issue.

# Add Activity

1. Add first a gender issue **or** GAD mandate by clicking the **lens** button.

2. Indicate cause of the gender issue. If there is more than one cause, click the **Add Another** button t add an additional input field.

3. Do the same for each GAD Result Statement or objective.

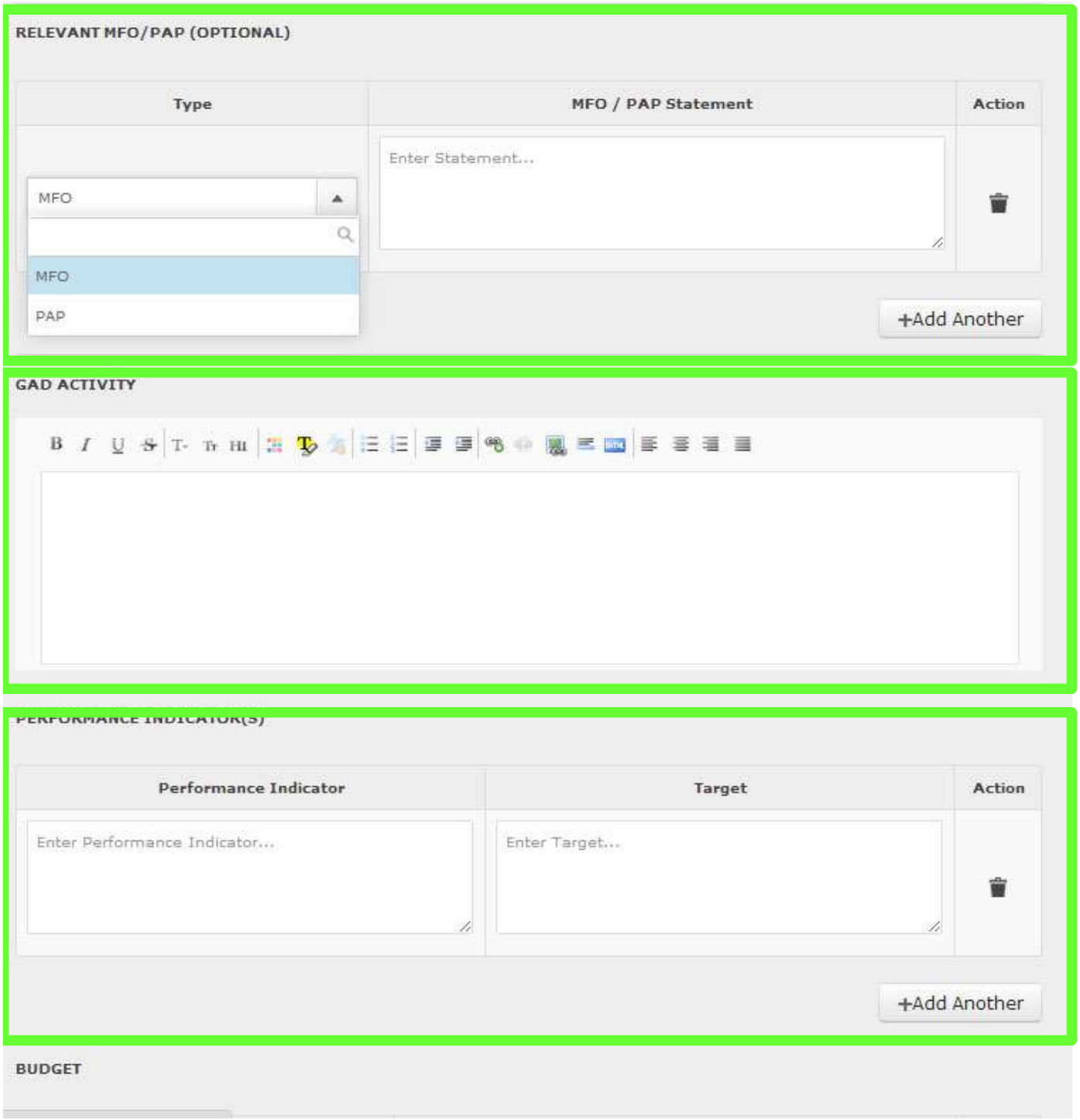



# Add Issue/ Mandate

1. Add first a gender issue **or** GAD mandate by clicking the **lens** button. The list of issues/ mandates will appear.

2. Select from the list available using the **radio buttons** to the left of each item or use the **Add** button in the upper right corner to add a new item.

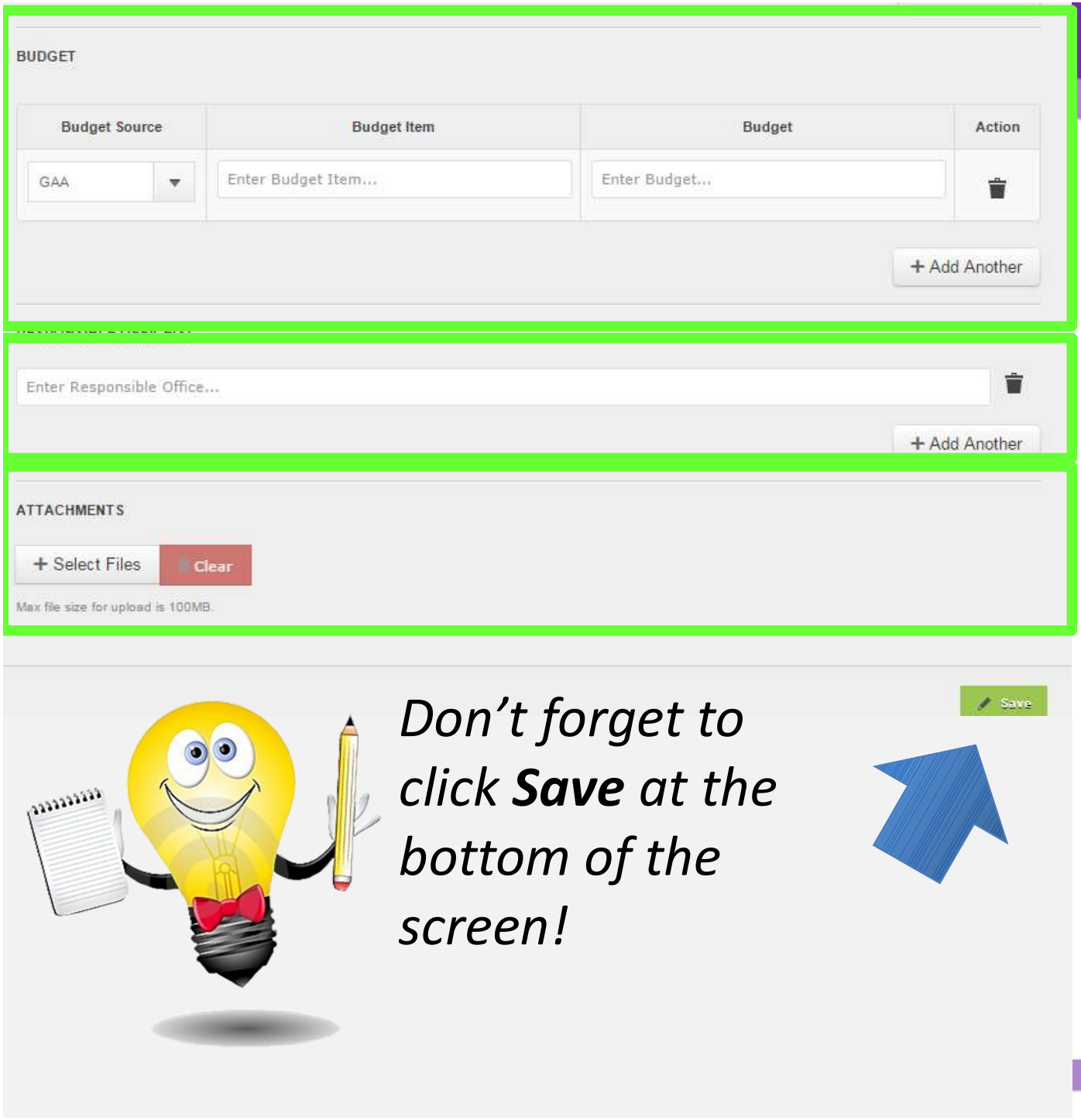
3. Click the **Select** button at the lower right corner.




Use the dropdown to categorize each **Relevant MFO/ PAP** and type-in the corresponding statement.

Type the name of the activity. **One activity only**. Details to describe the activity further can be included.

**Each performance indicator must have a corresponding target**.




Philippine Commission on Women

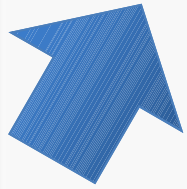
Use the dropdown to categorize each **Budget Source**, i.e. GAA, ODA, etc. and type-in the corresponding amount. Use the **Budget Item** to describe what the indicated budget will be used for, e.g. Consultant fees, etc. The field is optional.

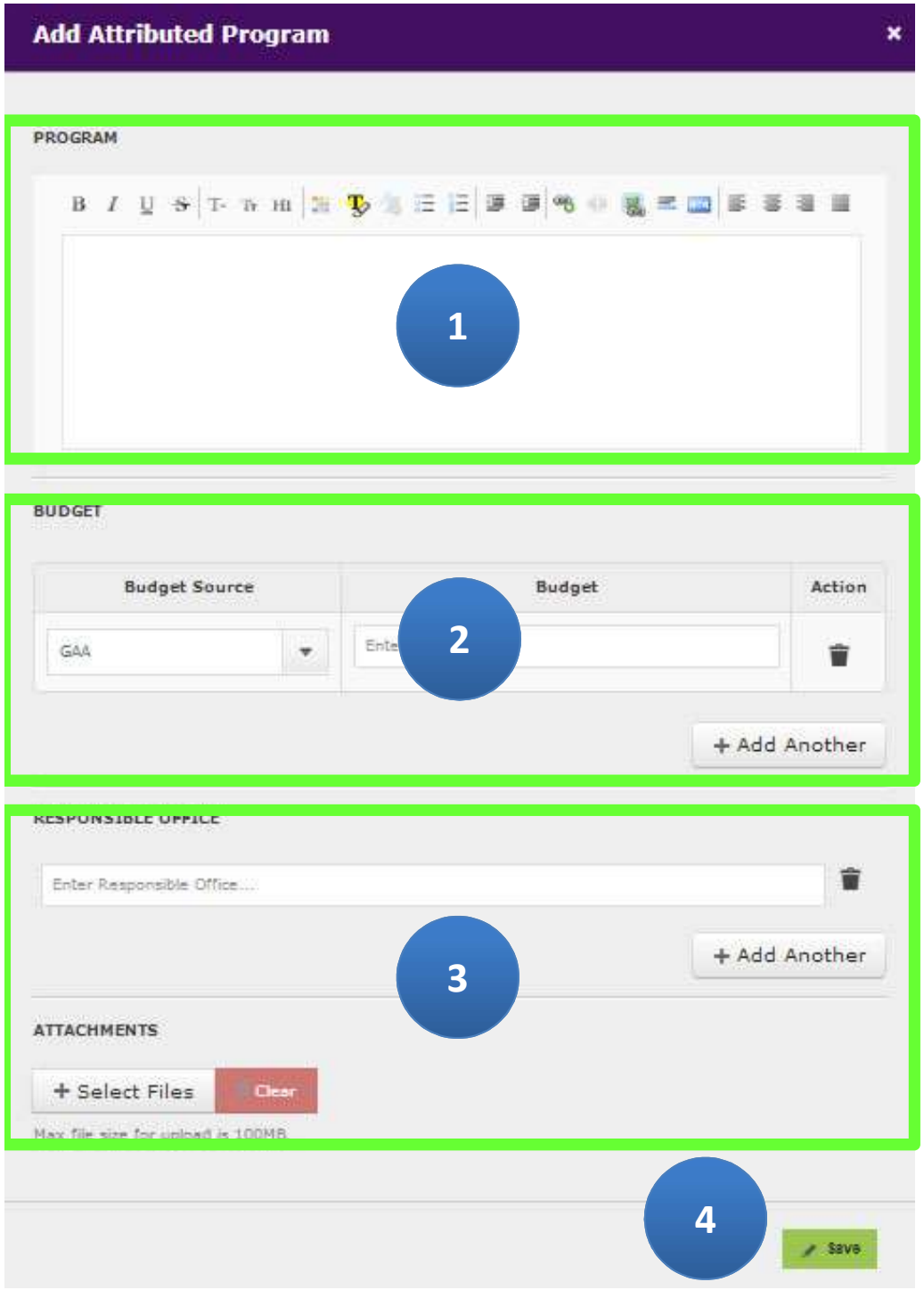
Type the name of each **office** involved in the activity.

**Add attachments** that can support the need for the activity. This is optional

# Duplicate Activities

If you are encoding a set of activities referencing the same Gender Issue and/ or GAD Mandate, you can use the Duplicate activity to speed up the encoding!






# Add Attributed Program

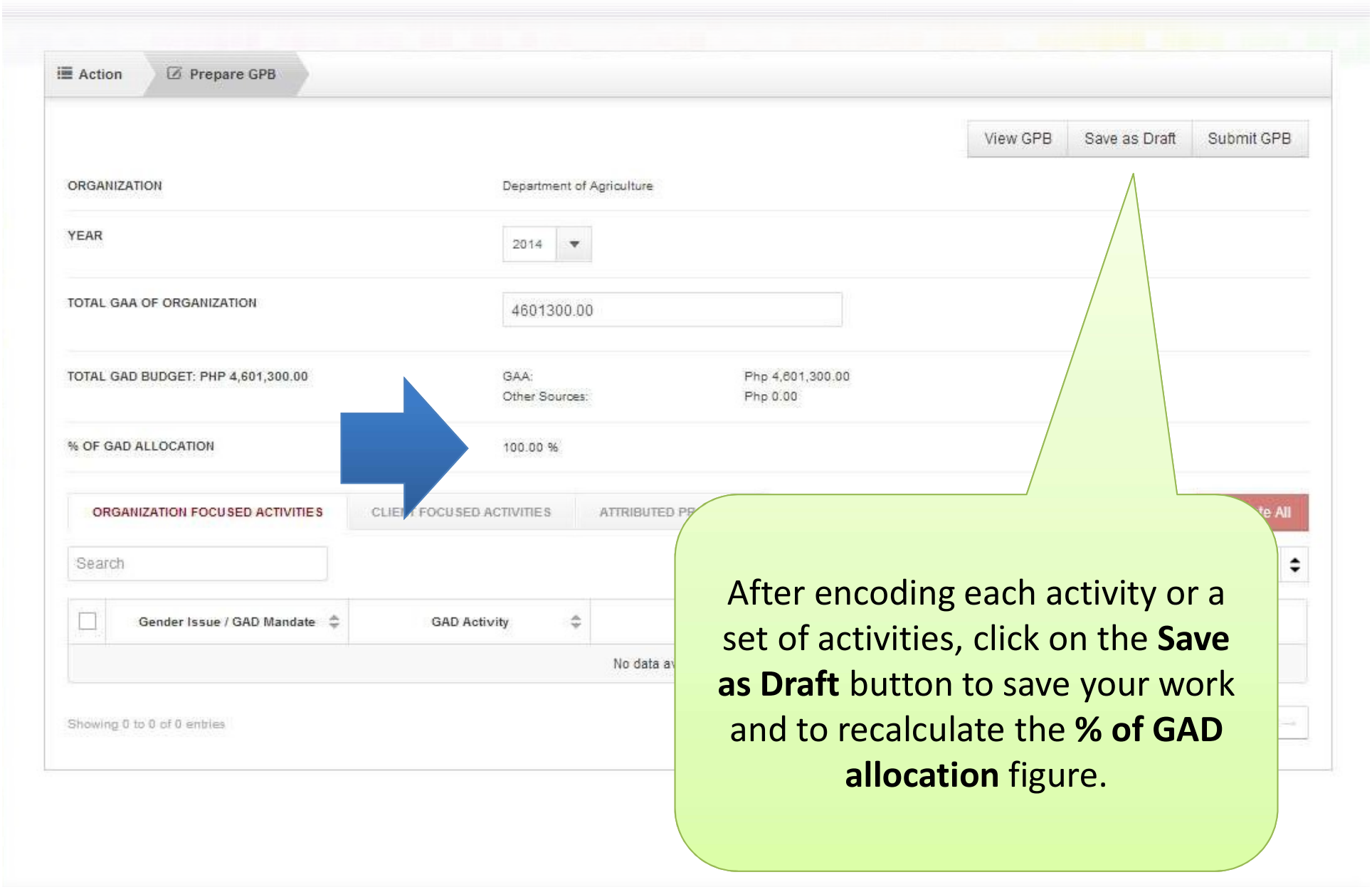
1. Add first name of **attributed program** .

2. Indicate budget source and budget amount **as calculated using the HGDG tool**. You can indicate in the **Budget Item** the details of the calculation

3. Indicate office responsible and **attach the result of the HGDG score sheet** to support the attribution.

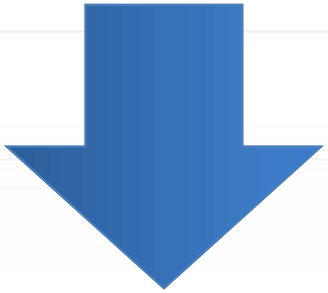
4. Click **Save**

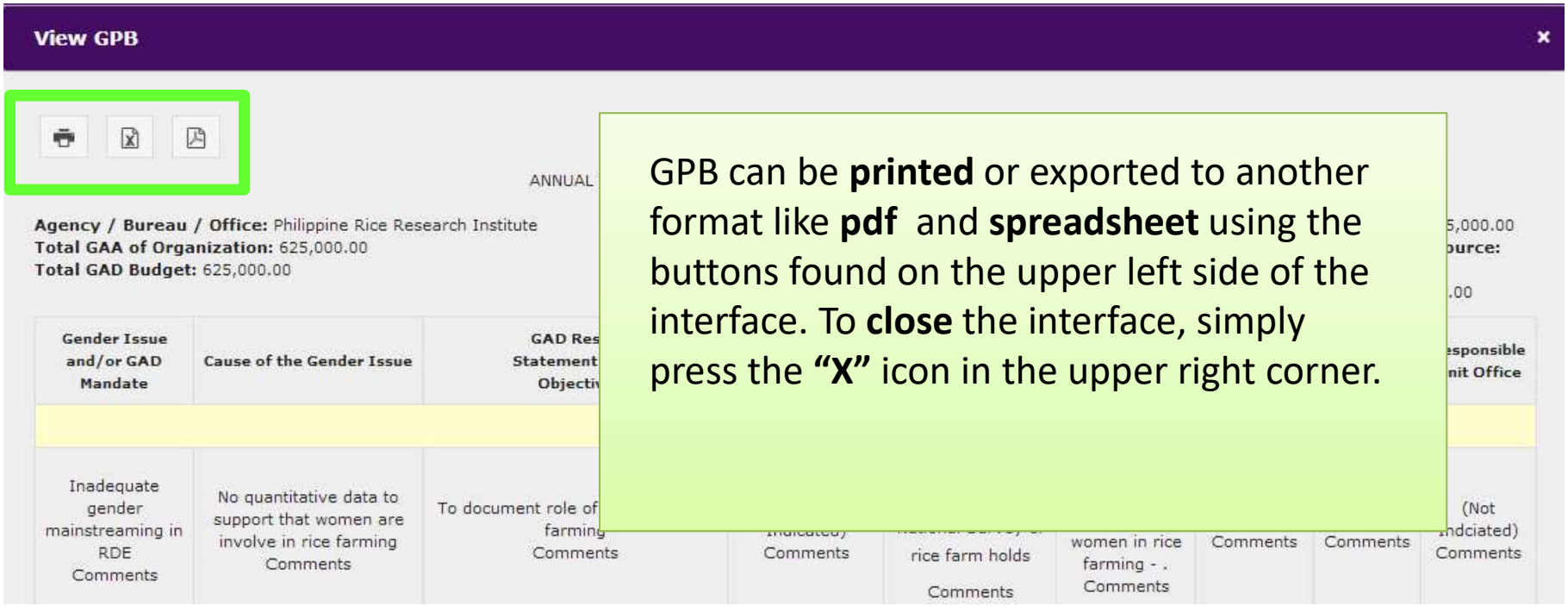
# Saving the draft GPB



# Viewing the Draft GPB

Click the **View GPB** button. This will open the View GPB modal window which shows all the activities encoded using the template of the JC 2012-01.

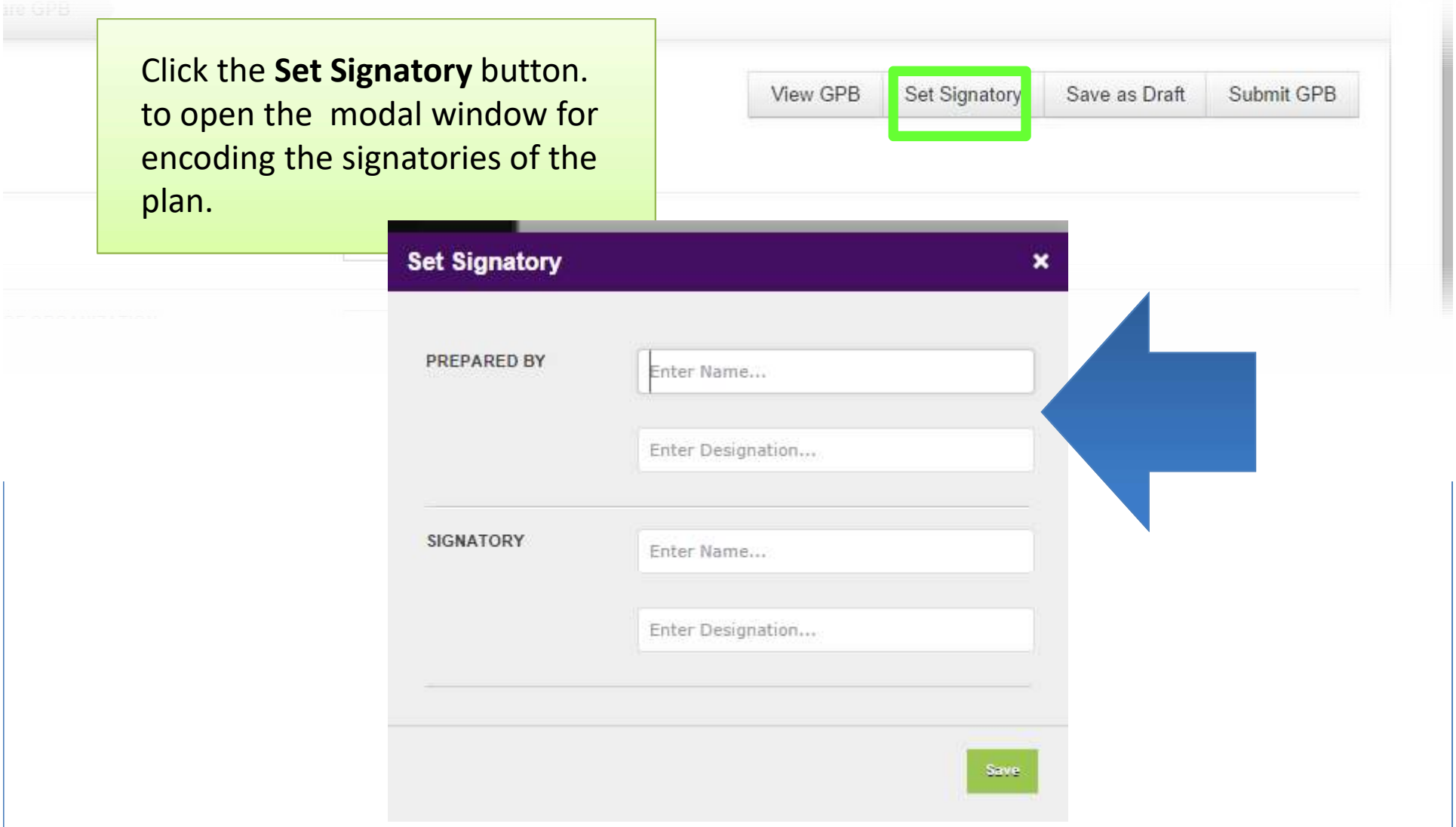





GPB can be **printed** or exported to another format like **pdf** and **spreadsheet** using the buttons found on the upper left side of the interface. To **close** the interface, simply press the **"X"** icon in the upper right corner.

# Set Signatory

Click the **Set Signatory** button. to open the  modal window for encoding the signatories of the plan.



Philippine Commission on Women

# Session 5

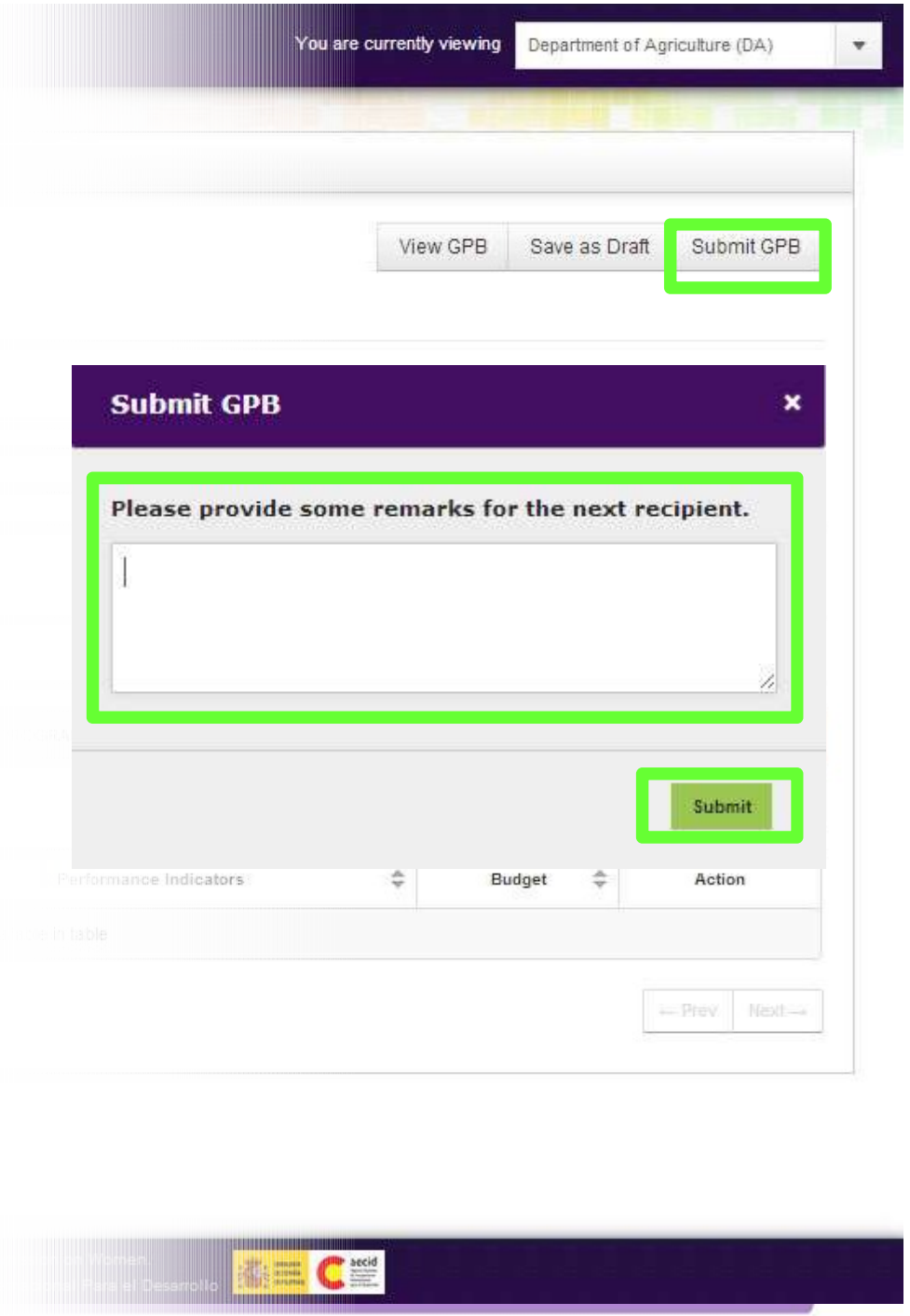
## GPB Submission, Tracking, Review and Approval

# Submit GPB

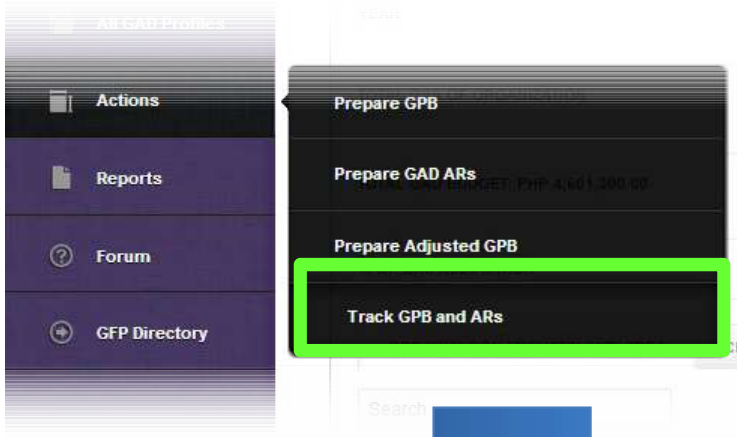
1. To submit the GPB, click on **Submit GPB** button in the upper-right corner of page. This will open a dialog box.

2. Provide a message to the next recipient and click **Submit**.

3. Please note that as of 2016, the GAD AR must be submitted before the GPB, i.e. you cannot submit the GPB unless you've submitted the GAD AR first.

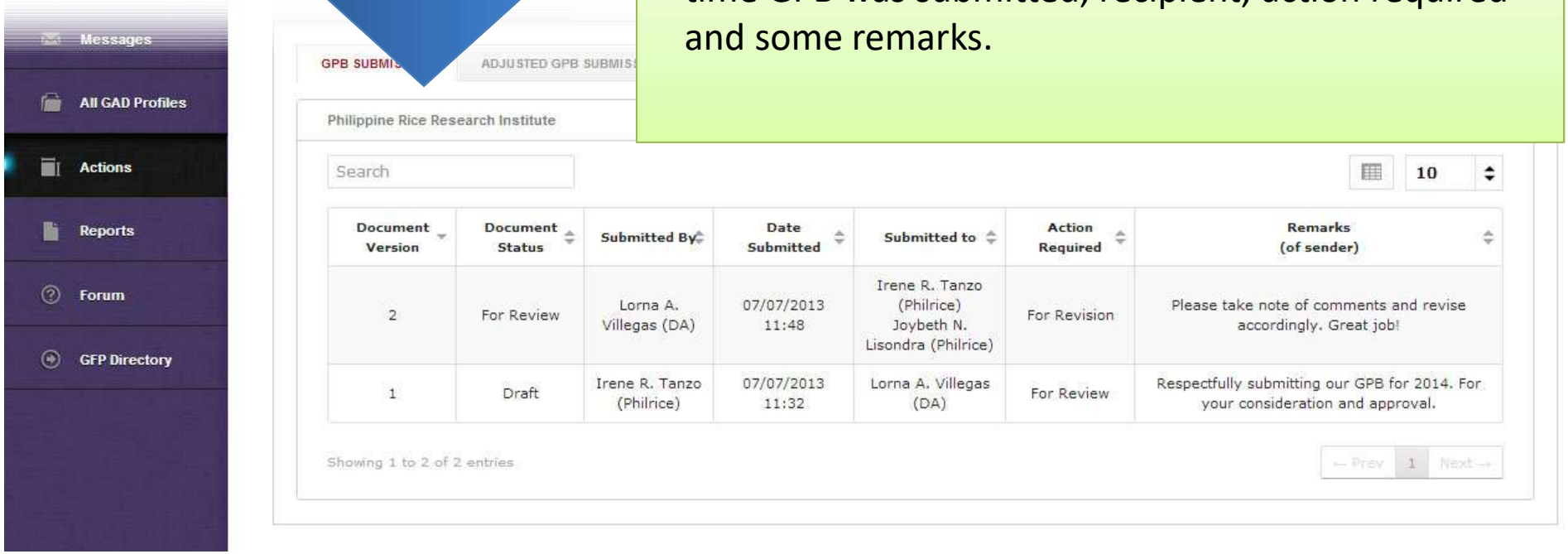


# Tracking Submissions




Select **Actions** from left menu and then **Track GPBs and ARs**. This will open the Track GPB and ARs page which summarizes all submissions to the GMMS.

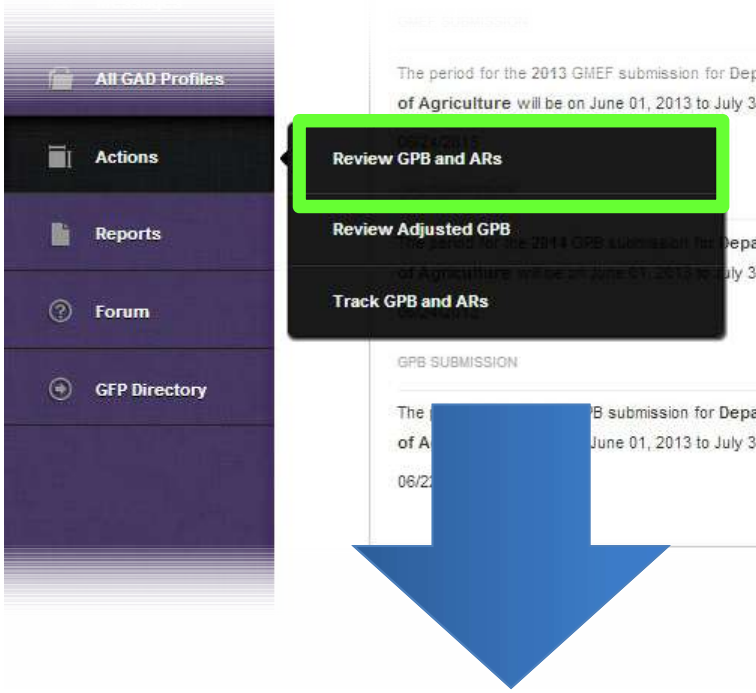
Tracking information includes document version, time GPB was submitted, recipient, action required and some remarks.




| Document Version | Document Status | Submitted By | Date Submitted | Submitted to | Action Required | Remarks (of sender) |
|---|---|---|---|---|---|---|
| 2 | For Review | Lorna A. Villegas (DA) | 07/07/2013 11:48 | Irene R. Tanzo (Philrice) Joybeth N. Lisondra (Philrice) | For Revision | Please take note of comments and revise accordingly. Great job! |
| 1 | Draft | Irene R. Tanzo (Philrice) | 07/07/2013 11:32 | Lorna A. Villegas (DA) | For Review | Respectfully submitting our GPB for 2014. For your consideration and approval. |

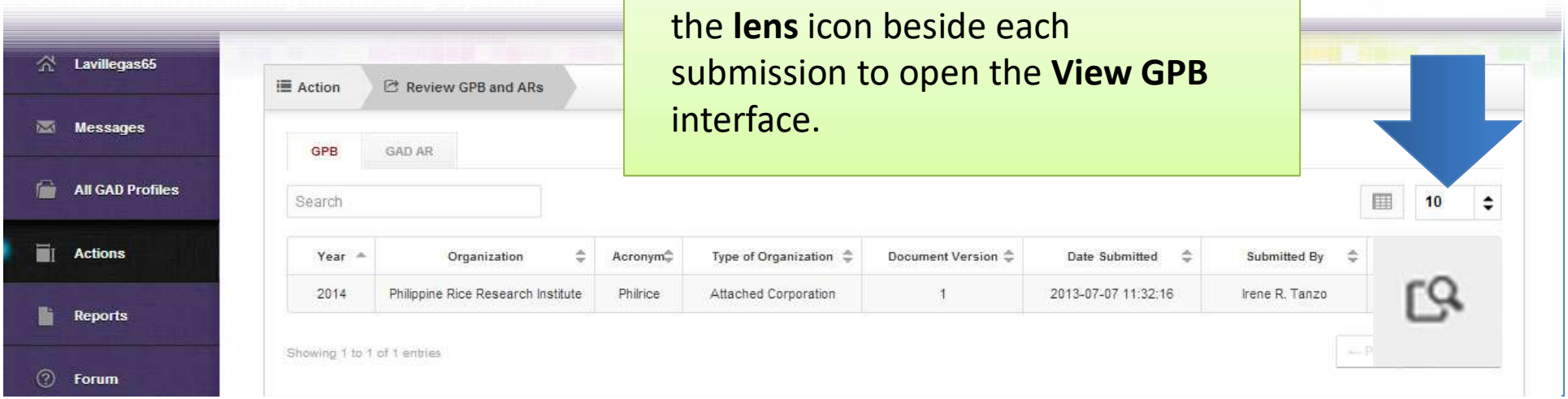
Showing 1 to 2 of 2 entries

# Reviewing Submissions



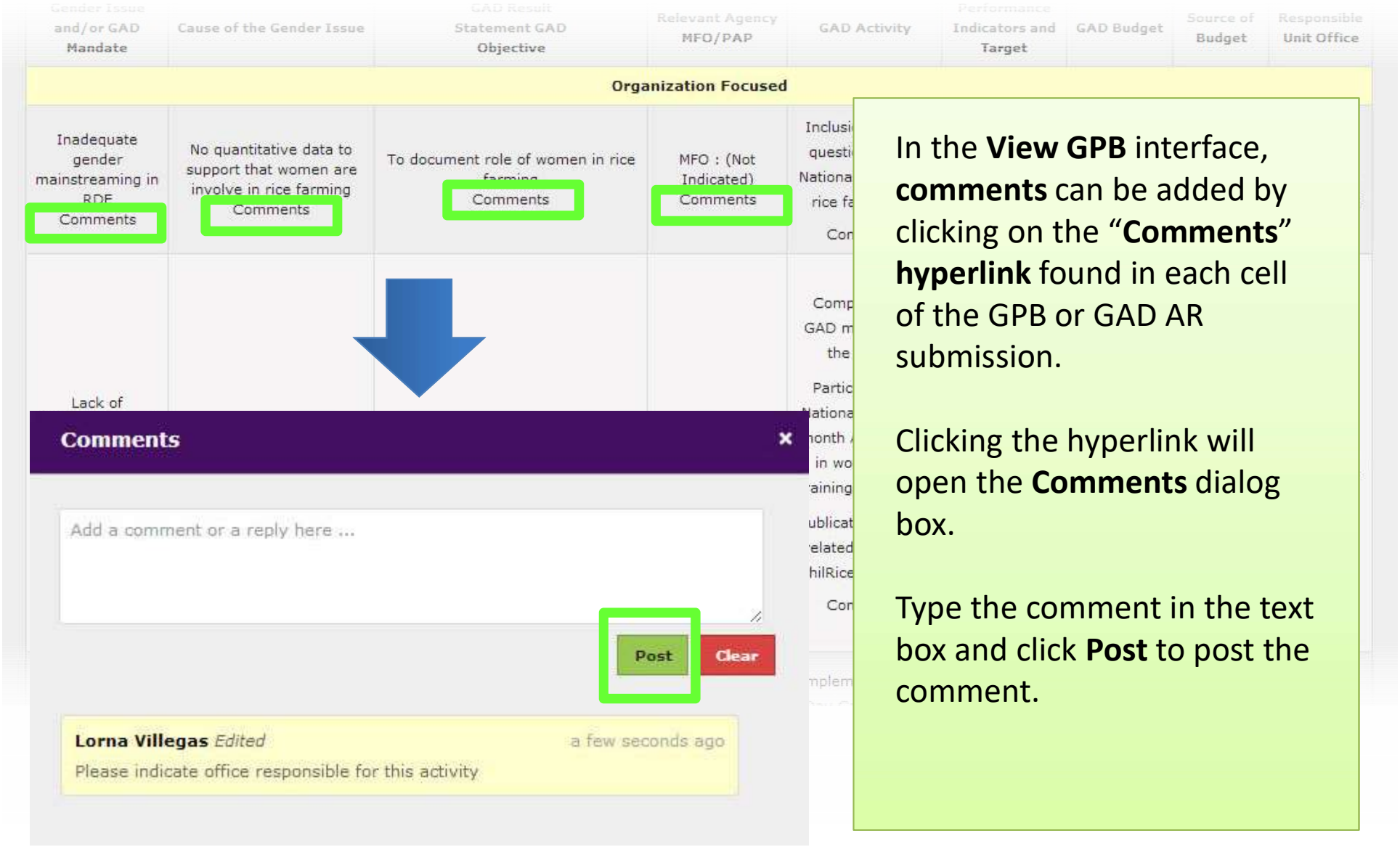

This action is only available to **Reviewers**.

Select **Actions** from left menu and then **Review GPBs and ARs**. This will open a page which summarizes all GPBs and ARs that requires review **of the currently logged in user**.




To view a submission, simply click on the **lens** icon beside each submission to open the **View GPB** interface.

# Adding Comments to Submissions

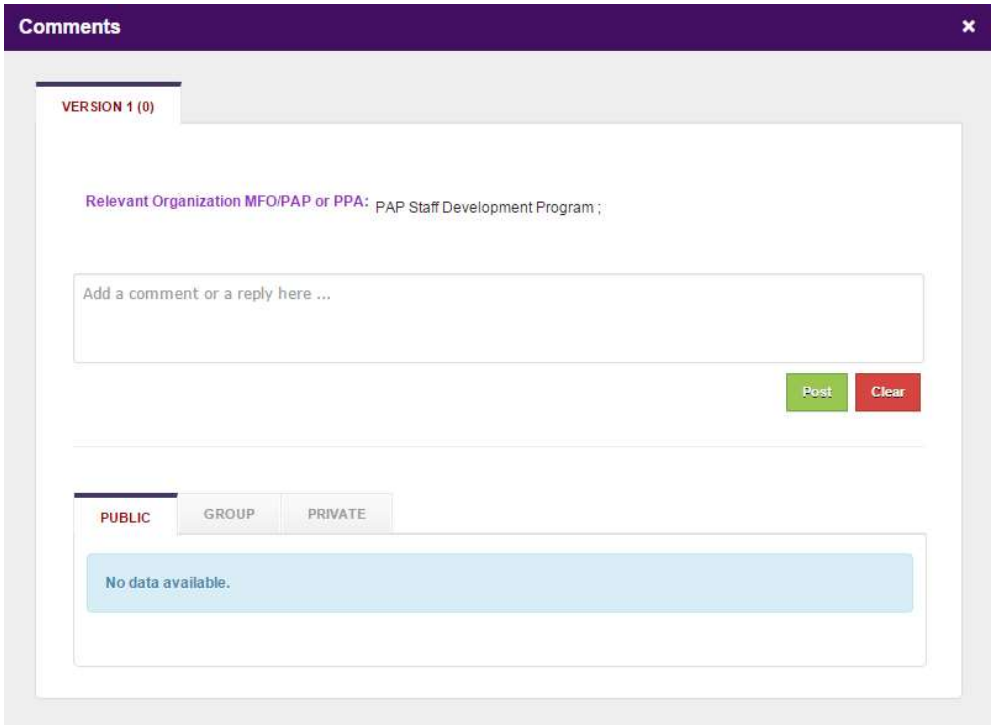



In the **View GPB** interface, **comments** can be added by clicking on the "**Comments**" **hyperlink** found in each cell of the GPB or GAD AR submission.

Clicking the hyperlink will open the **Comments** dialog box.

Type the comment in the text box and click **Post** to post the comment.

# Types of Comments

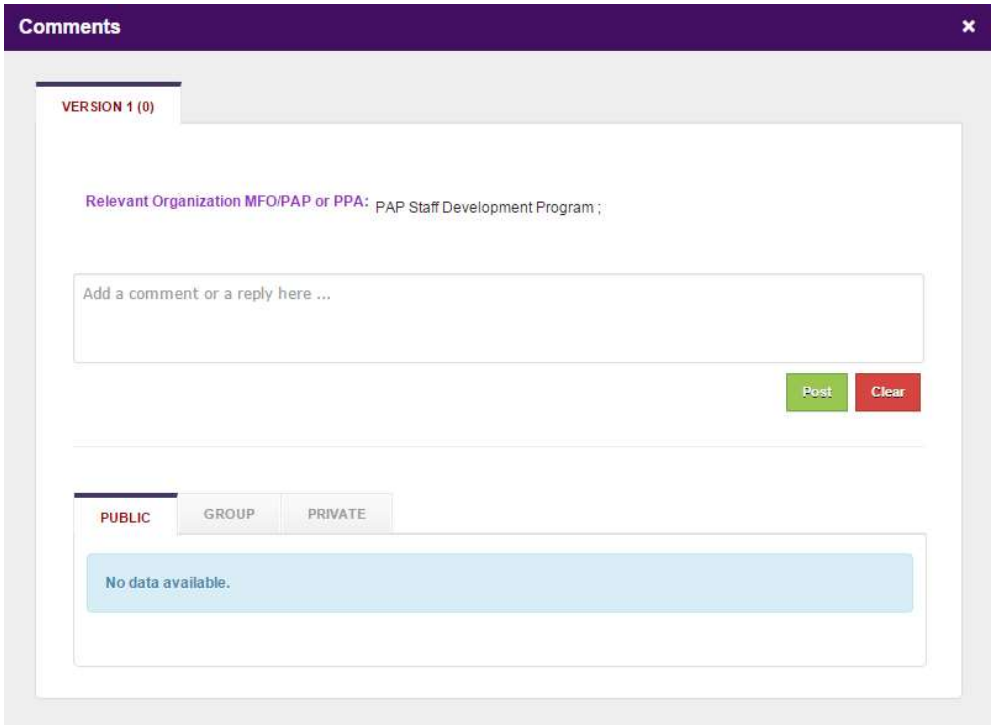



Public. Comments posted in this tab are viewable by all who have access to the document.

Group. Comments which are available only to the members of the organization who posted the comment, i.e. PCW, DA, etc.

Private comments are available only to the user who posted the comment. This is something to the effect of a personal note..

# Organization of Comments

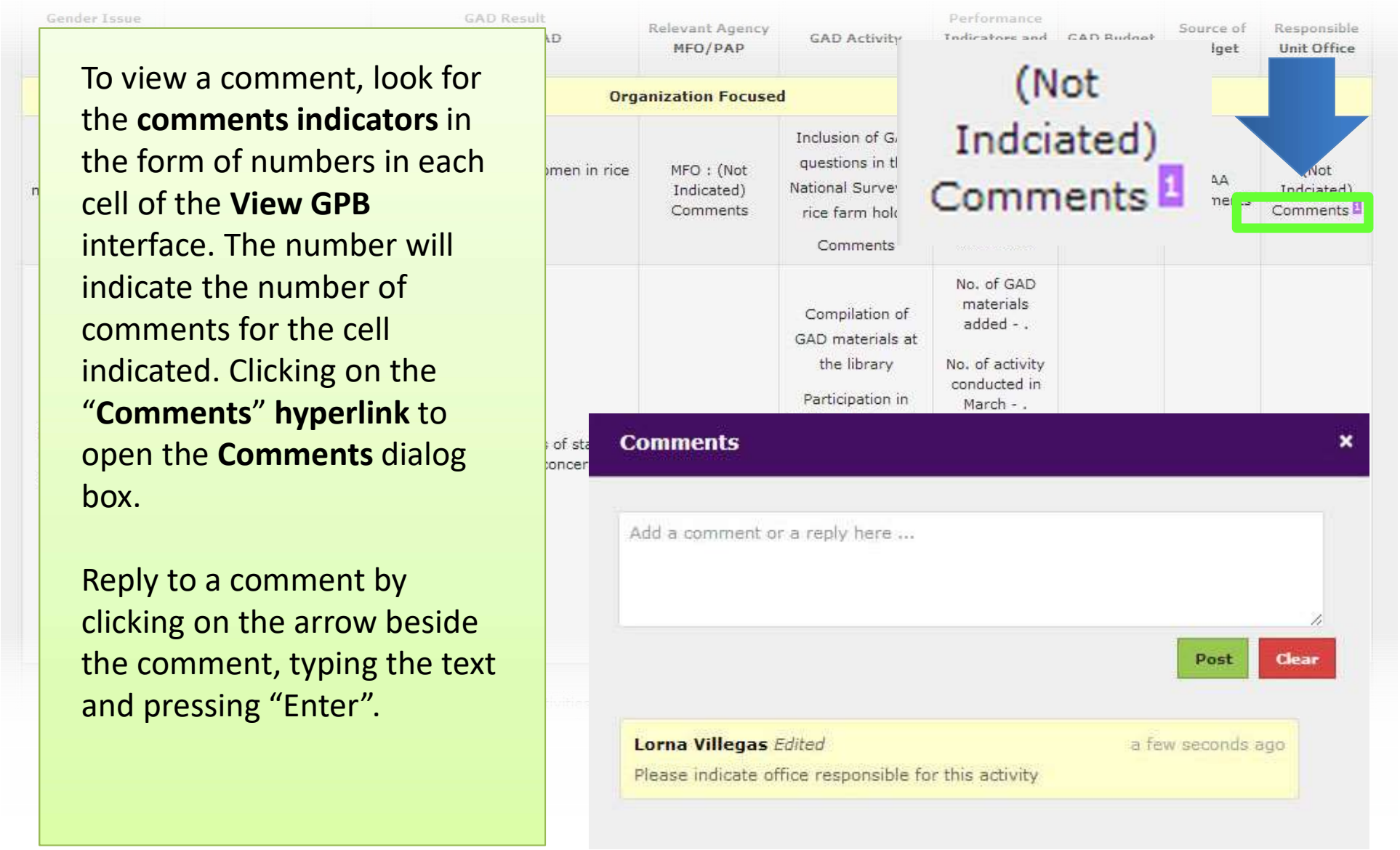



Comments are organized by document version. Each time the document moves up a version (after a revision), the comments of the old version is saved along with the version of the text of the cell.

# Viewing Comments to Submissions

To view a comment, look for the **comments indicators** in the form of numbers in each cell of the **View GPB** interface. The number will indicate the number of comments for the cell indicated. Clicking on the "**Comments**" **hyperlink** to open the **Comments** dialog box.

Reply to a comment by clicking on the arrow beside the comment, typing the text and pressing "Enter".

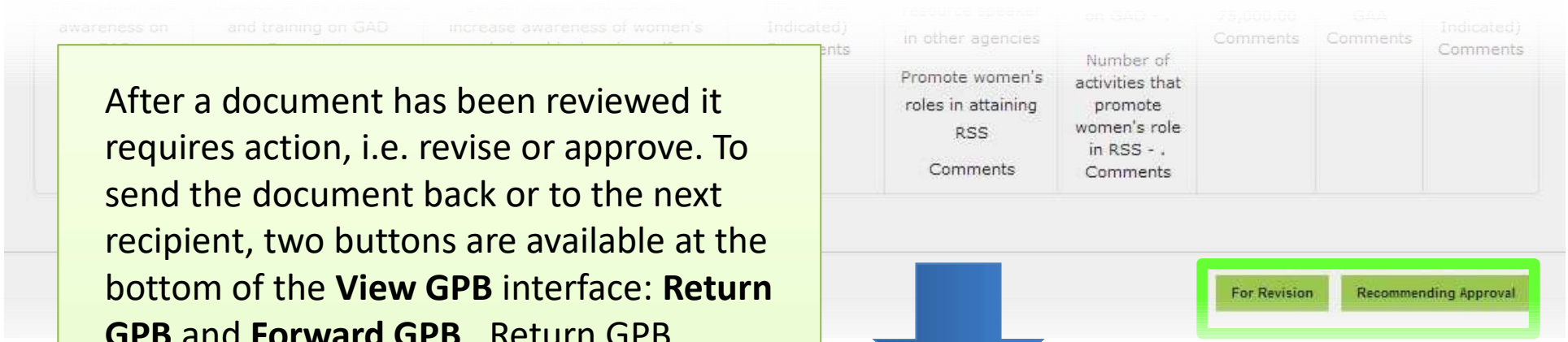


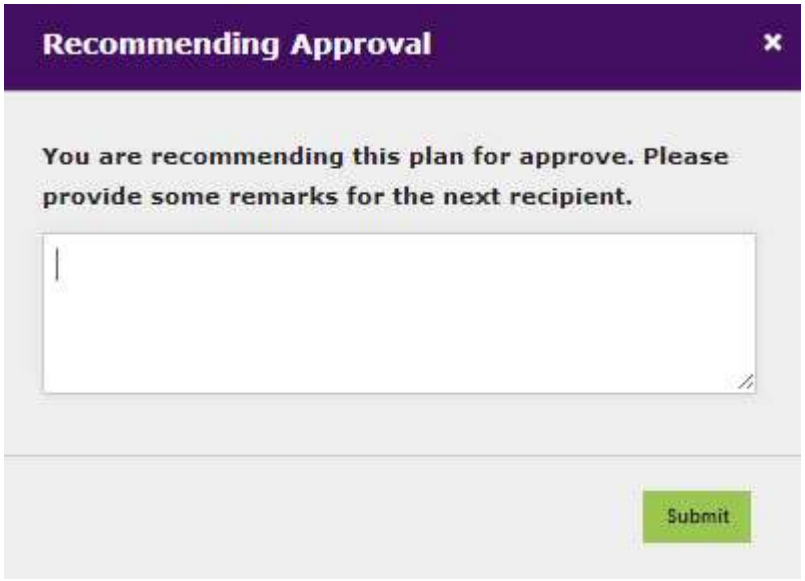
# Actions to documents for review

After a document has been reviewed it requires action, i.e. revise or approve. To send the document back or to the next recipient, two buttons are available at the bottom of the **View GPB** interface: **Return GPB** and **Forward GPB**. Return GPB returns the document to the owner or previous reviewer. Forward GPB moves the document up the review process.

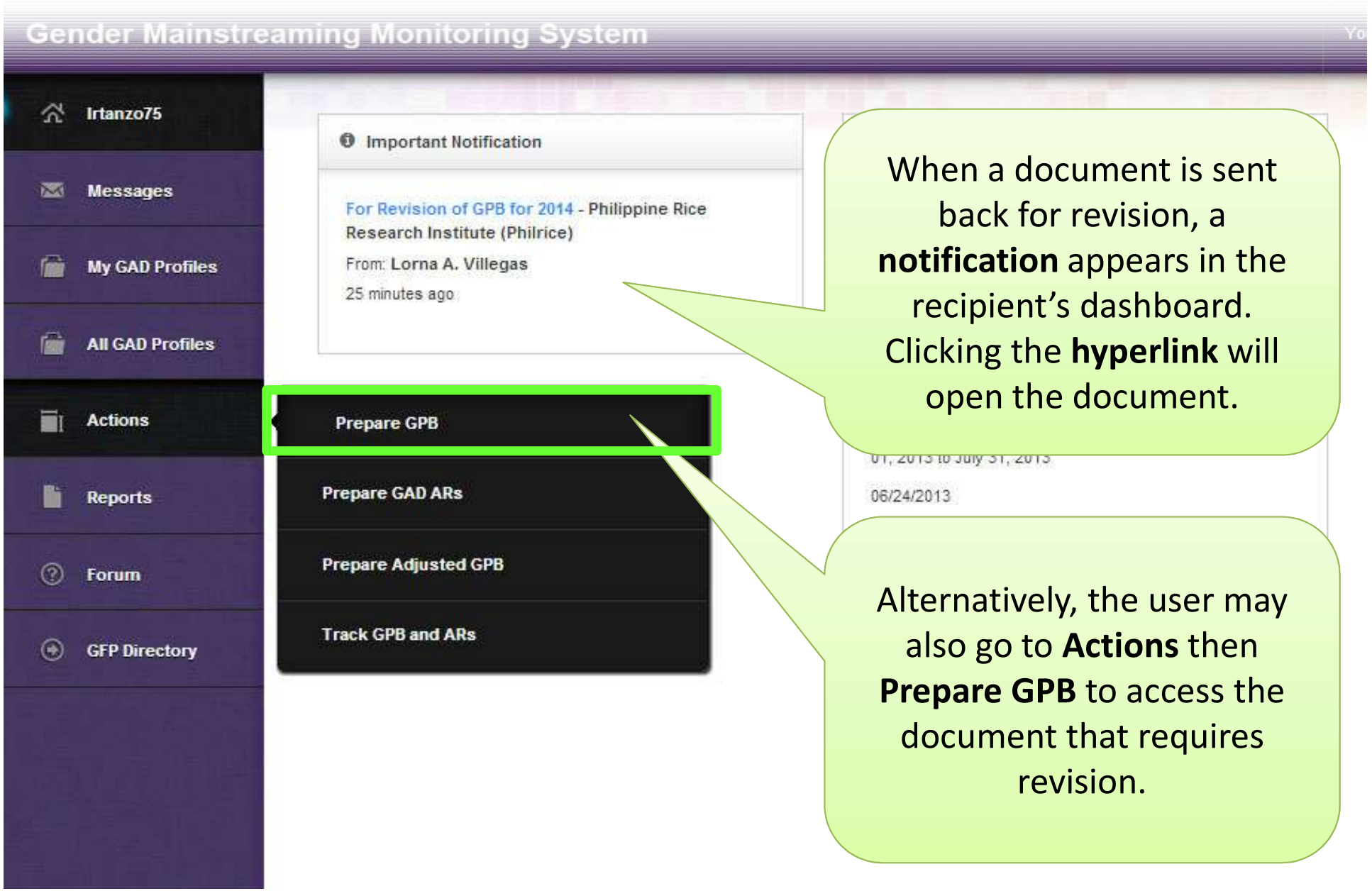
Click on the appropriate button and a dialog box will appear. Type in your message and click **Submit**.

A **notification** to the intended recipient will be sent to his or her **email** and will also be reflected in his or her **dashboard** in the GMMS.



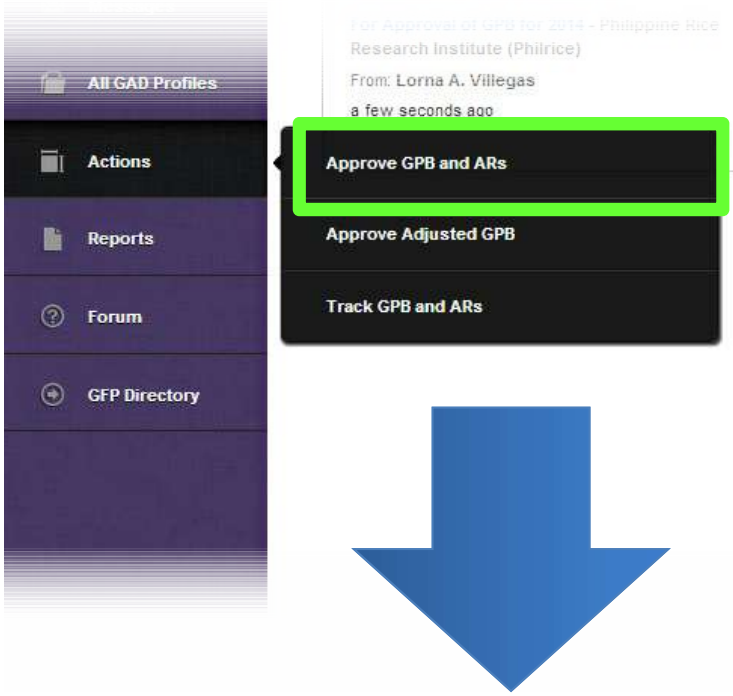
# Revising GAD Plans




When a document is sent back for revision, a **notification** appears in the recipient's dashboard. Clicking the **hyperlink** will open the document.

Alternatively, the user may also go to **Actions** then **Prepare GPB** to access the document that requires revision.

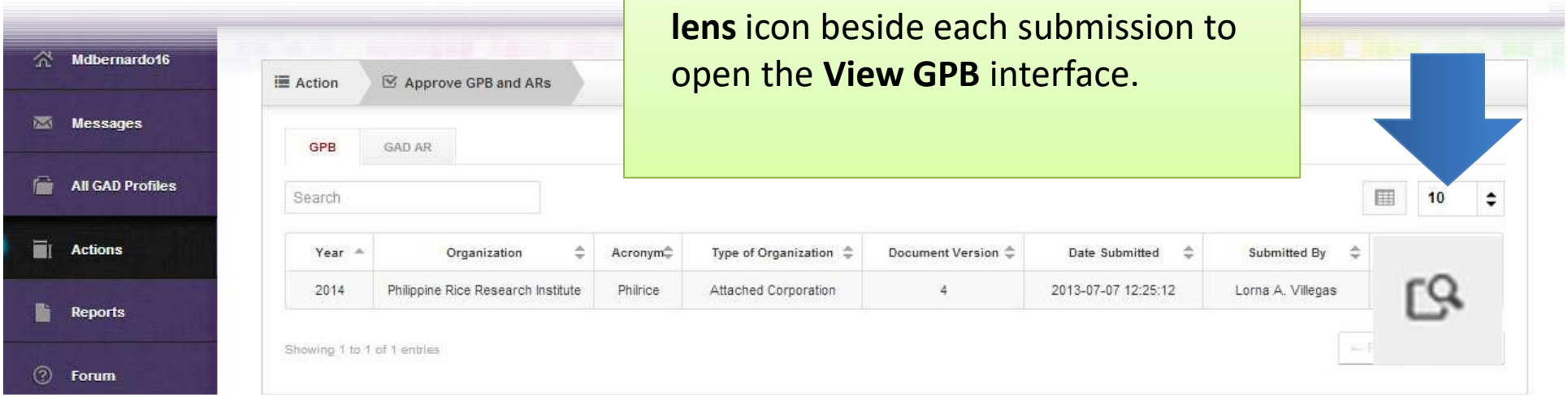
# Endorsing Submissions




This action is only available to **Endorsers**.

Select **Actions** from left menu and then **Endorse GPBs and ARs**. This will open a page which summarizes all GPBs and ARs that requires endorsement to the next organization.

As with the review process, to view a submission, simply click on the **lens** icon beside each submission to open the **View GPB** interface.

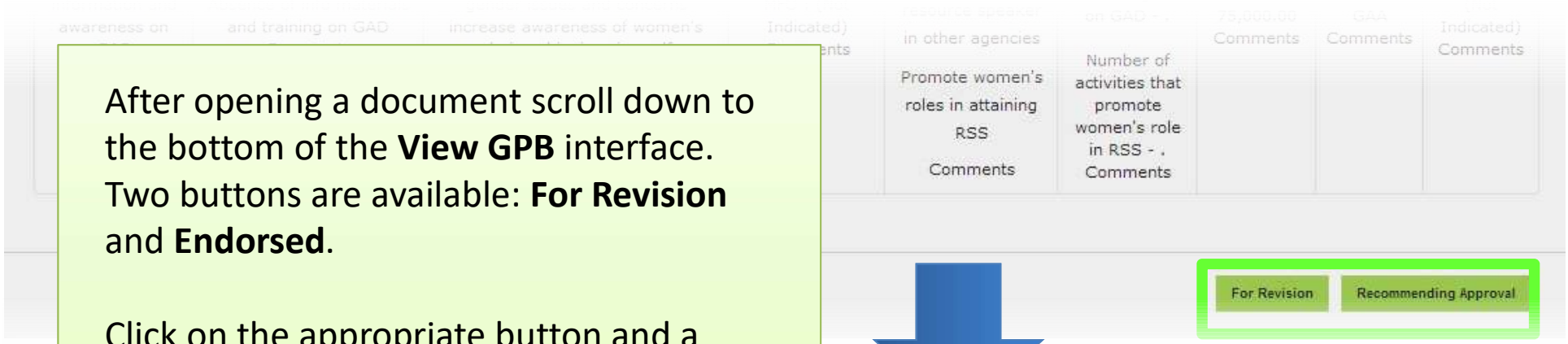


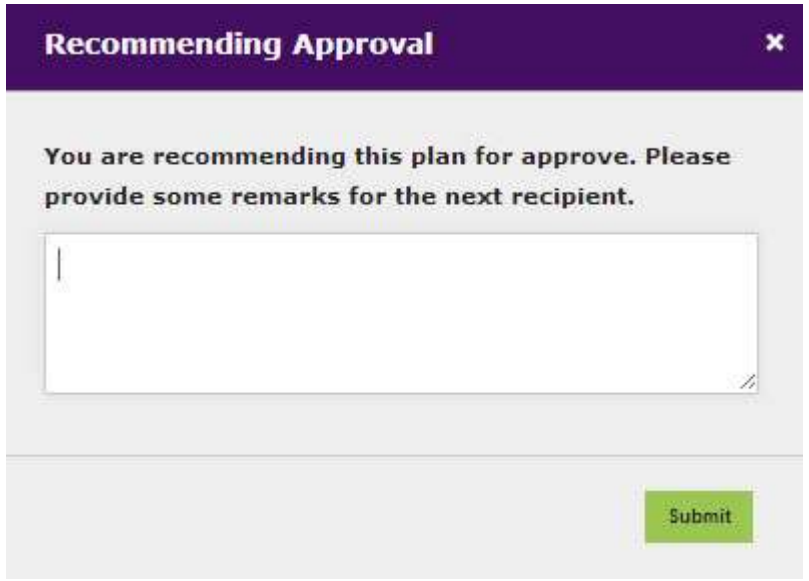
# Endorse documents

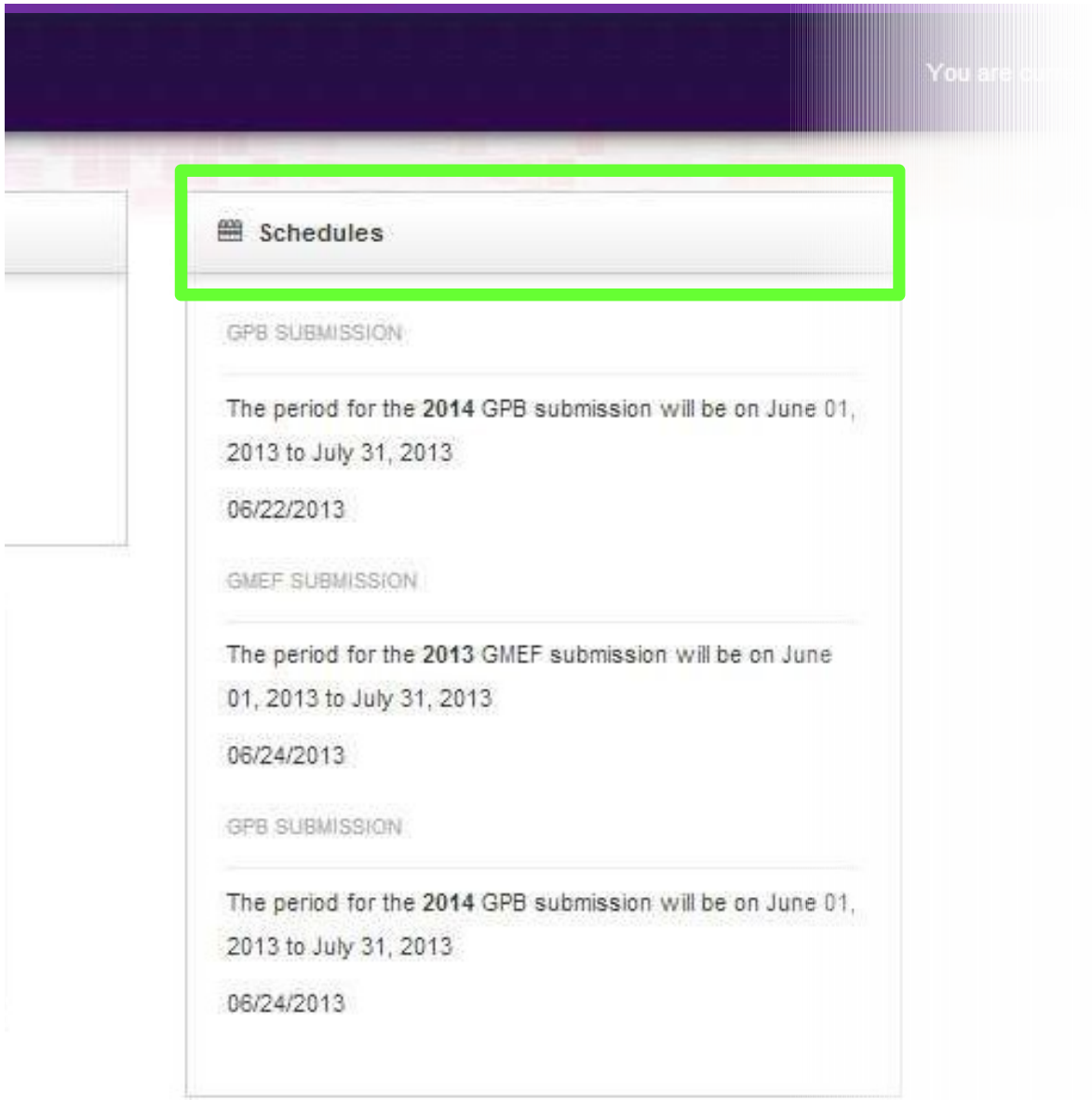
After opening a document scroll down to the bottom of the **View GPB** interface. Two buttons are available: **For Revision** and **Endorsed**.

Click on the appropriate button and a dialog box will appear. Type in your message and click **Submit**.

A **notification** to the intended recipient will be sent to his or her **email** and will also be reflected in his or her **dashboard** in the GMMS.






# Schedule of Submissions

The **schedule** for the submission of GPBs, Adjusted GPBs and GAD ARs as well as accomplishing the GMEF questionnaire is **posted in the dashboard**.

If the document does not reach PCW within the time frame, it will be labeled as **unendorsed.**

Philippine Commission on Women

# Session 6

## Action: Prepare Adjusted GPBs

# Steps in preparing an adjusted GPB

1. This action is only available to organizations who have **endorsed GPBs.**

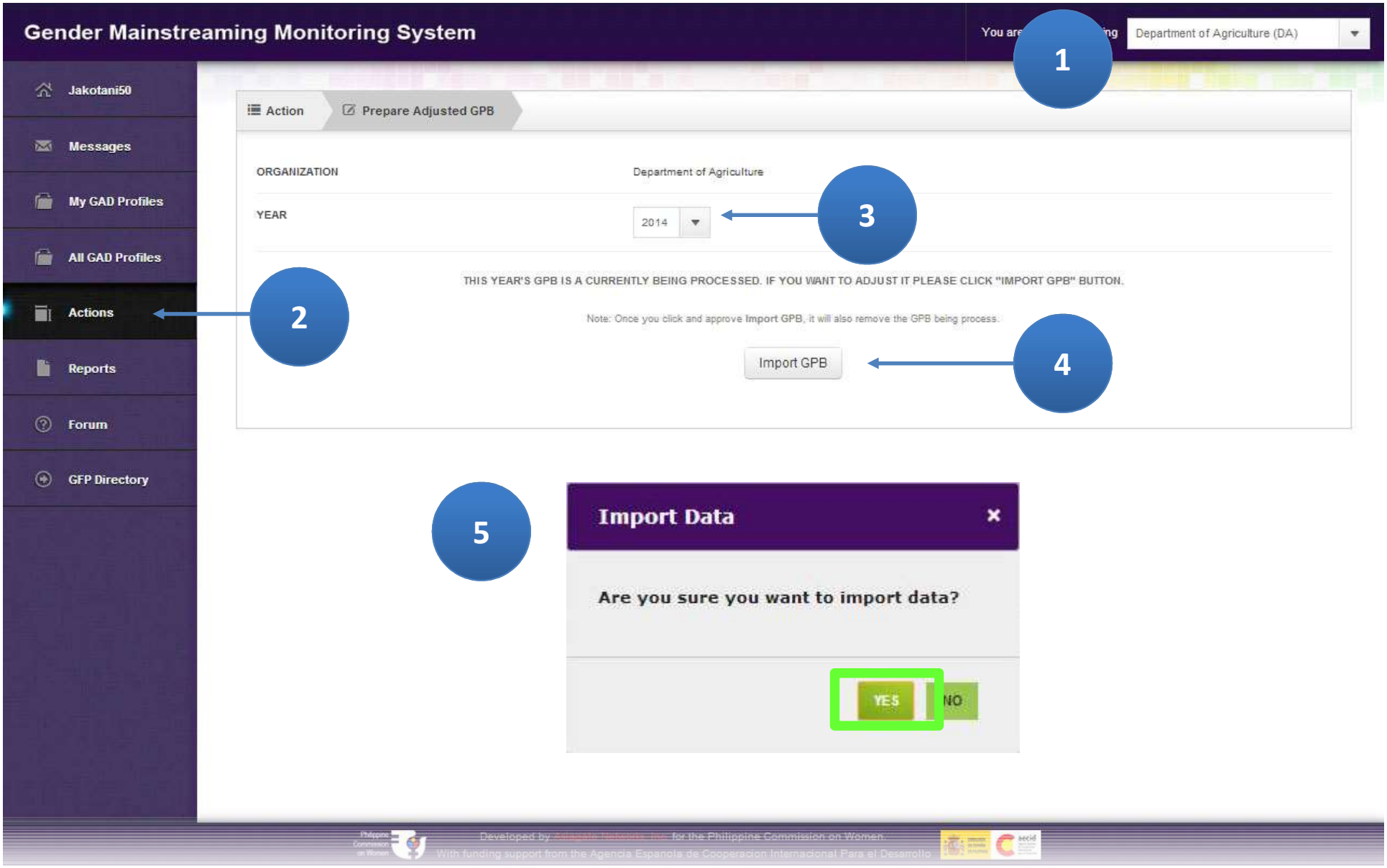
2. Make sure the organization **you are currently viewing** and preparing an adjusted GPB for is correctly selected.

3. Click on **Actions** then **Prepare Adjusted GPBs**.

4. Select the **year** of the adjusted GPB you are preparing from the dropdown.

5. You will be prompted to import the data from the endorsed GPB. Click **Import**. Another dialog box will appear to confirm your action. Confirm by clicking **Yes.** The summary view of the adjusted GPB will open.

6. Edit as necessary.



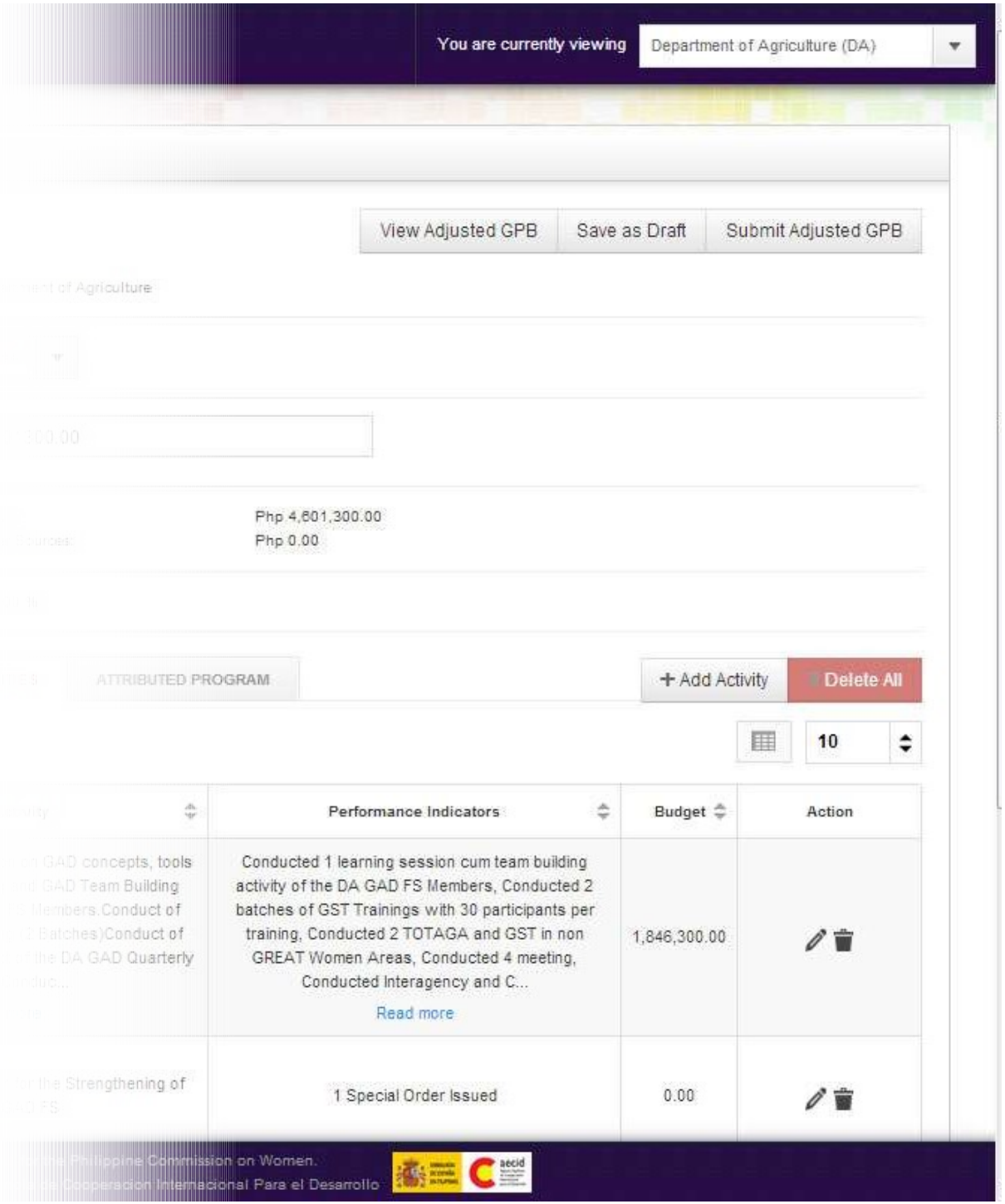

# Steps in preparing an Adjusted GPB

# Adjusted GBB Summary View

The adjusted GPB interface is just the same as the prepare GPB interface.

The process of submission and review is also the same.

The adjusted GPB becomes the basis of the data of the future GAD Accomplishment Report.



Philippine Commission on Women

# Session 7

## Action: Prepare GAD Accomplishment Reports

# Steps in preparing a GAD AR

**Scenario A**: With a corresponding endorsed GPB of the same year:

*You will be prompted to import the data from the endorsed GPB. Click **Import**. Another dialog box will appear to confirm your action. Confirm by clicking **Yes.** The summary view of the adjusted GPB will open.*

**Scenario B**: No corresponding endorsed GPB of the same year.

*The interface will open with a blank GAD AR input form*.

# Scenario A: With GPB

1. This action is only available to organizations who have **endorsed GPBs.**

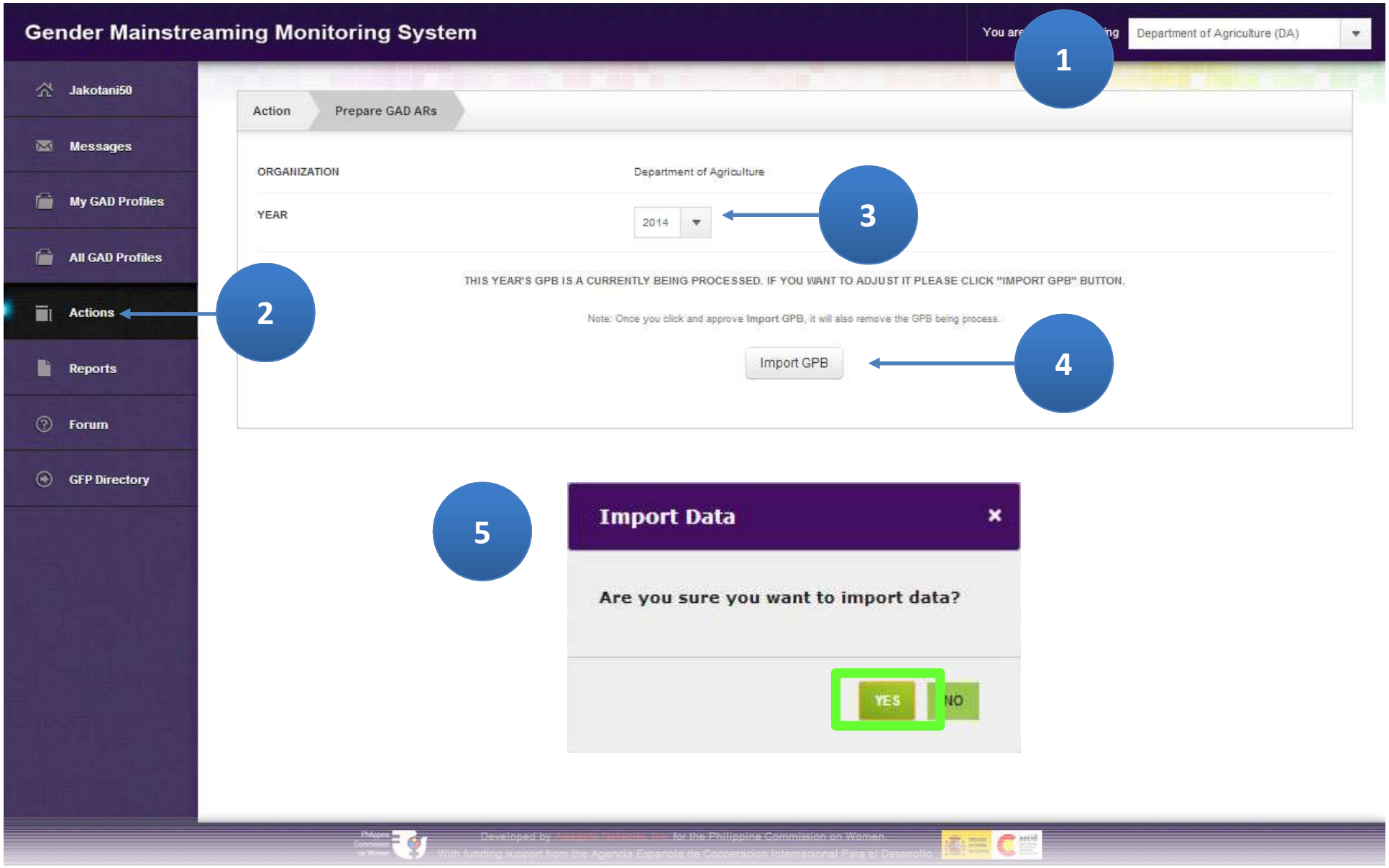
2. Make sure the organization **you are currently viewing** and preparing a GAD AR for is correctly selected.

3. Click on **Actions** then **Prepare GAD ARs**.

4. Select the **year** of the GAD AR you are preparing from the dropdown.

5. You will be prompted to import the data from the endorsed GPB. Click **Import**. Another dialog box will appear to confirm your action. Confirm by clicking **Yes.** The summary view of the adjusted GPB will open.

6. Edit as necessary.




# Scenario A: With GPB

# Scenario B: Without GPB

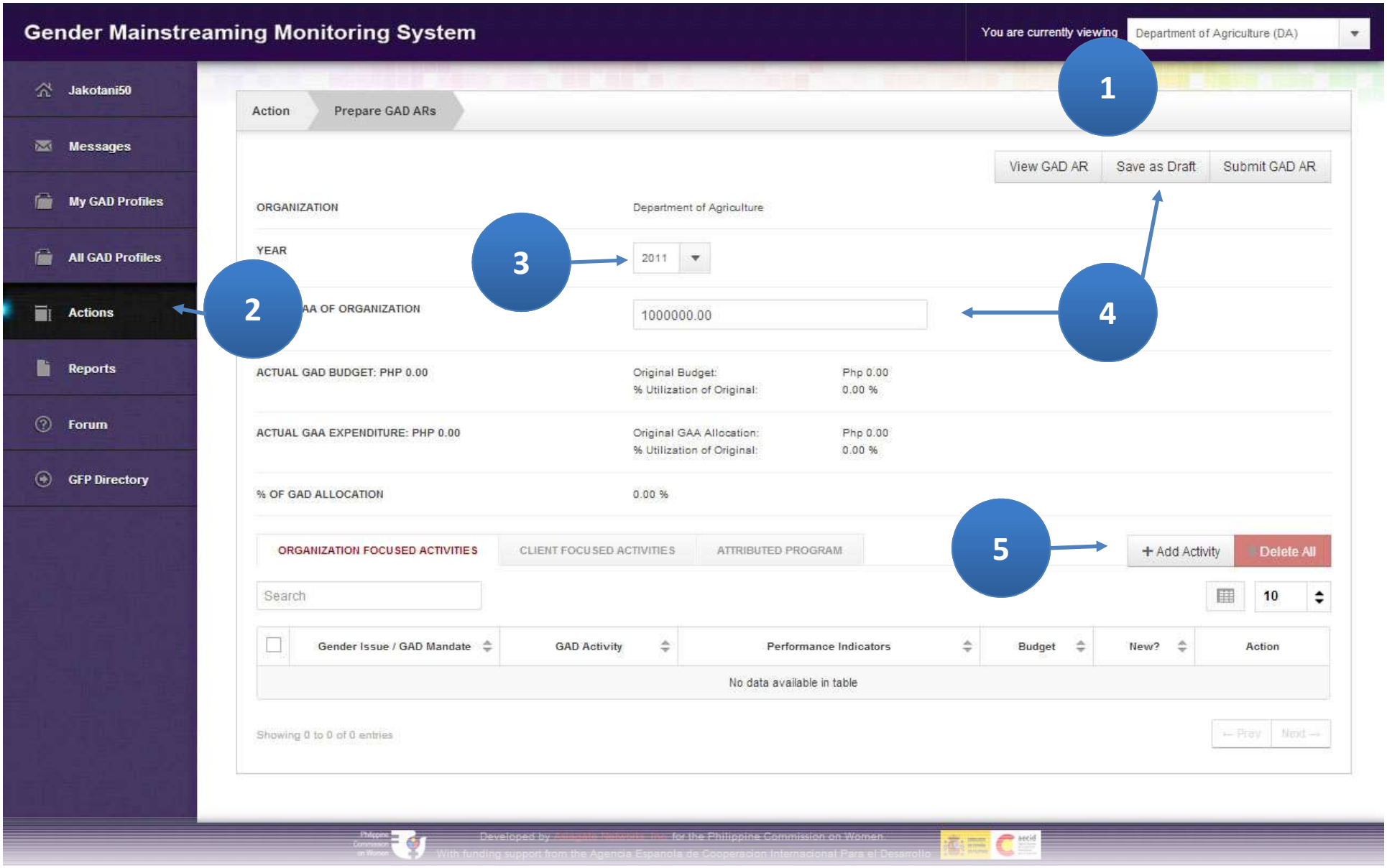
1. Make sure the organization **you are currently viewing** and preparing an GAD AR for is correctly selected.

2. Click on **Actions** then **Prepare GAD ARs**.

3. Select the **year** of the GAD AR you are preparing from the dropdown.

4. Enter the total GAA appropriation of your agency or LGU in the "**Total GAA of Organization"** and click "**Save as Draft**" button in the upper right portion of the page. The **Activities** interface will open at the lower half of the page.

5. Edit as necessary.

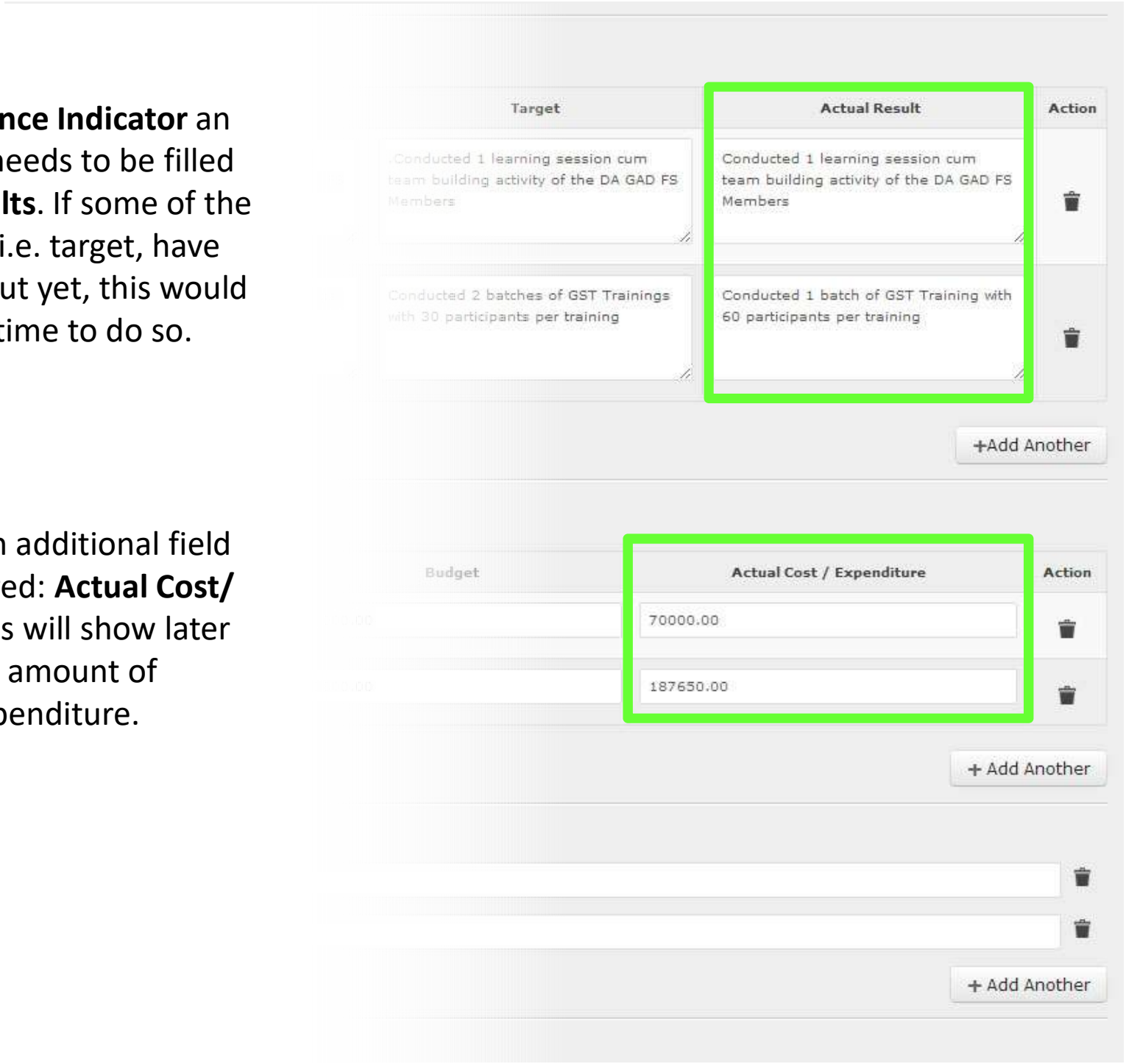



# Scenario B: Without GPB

# Add Activity

1. Adding an activity in a GAD AR is the same as adding an activity in a GPB. If your GAD AR imported data from its GPB then the data will already be reflected here.

Under **Performance Indicator** an additional field needs to be filled out: **Actual Results**. If some of the matching fields, i.e. target, have not been filled out yet, this would be a opportune time to do so.




Under **Budget** an additional field likewise is required: **Actual Cost/ Expenditure**. This will show later the difference in amount of allocation vs. expenditure.

REMARKS

FILE(S)

Search

| Filename |
| --- |
| No data available in table |

Showing 0 to 0 of 0 entries

+ Select Files | Clear

Max file size for upload is 100MB.

Save

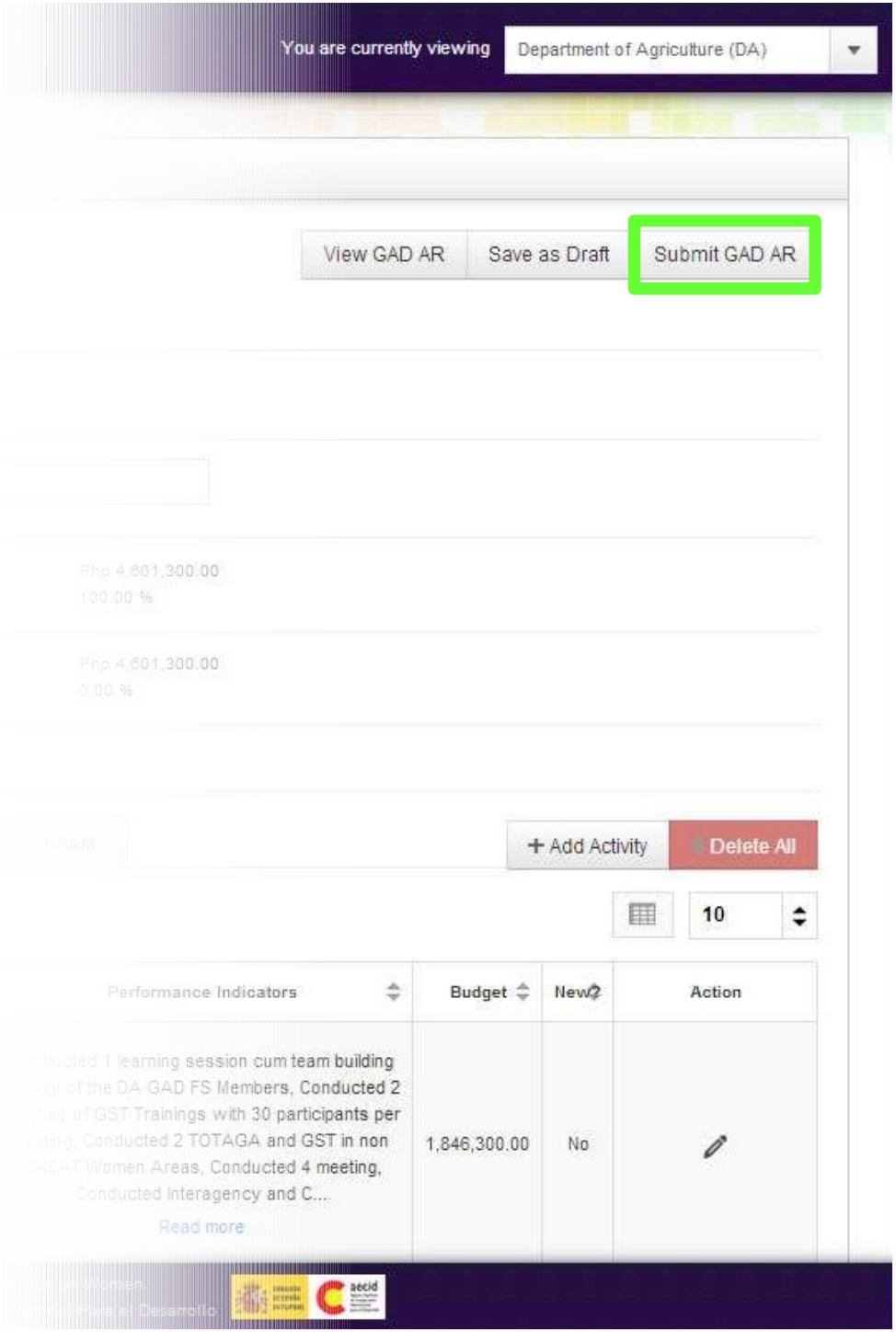
Required field: **Remarks**.

*Don't forget to click **Save** at the bottom of the screen!*

# Submission and Review of GAD AR

1. To submit the GAD AR, click on **Submit GAD AR** button in the upper-right corner of page. As with the GPB, this action will open a dialog box where the user can provide a message to the next recipient.

2. The review and approval process of the GAD AR is the similar to the GPB process.



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# Session 8

Forum

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# Session 9

Reports

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# Generating Reports

- Click on *Reports* from the main menu.
- Select a report from the **Report** dropdown list.
- Select items from the additional dropdown lists. These are report parameters to filter the records that will be displayed on the report.
- Click on **Generate Report** button.

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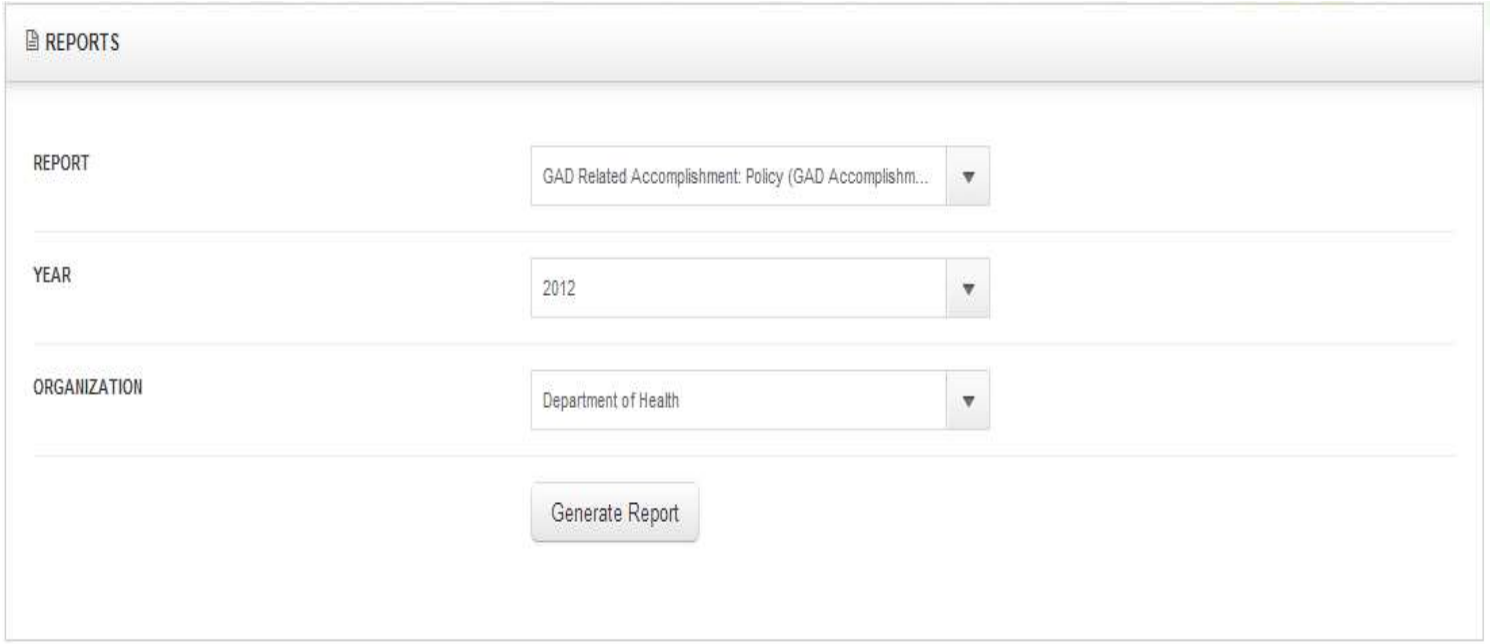
# Generating Reports



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# Session 10

## Troubleshooting

# Troubleshooting

- **Limited bandwidth**. You might experience slow connection sometimes especially during the loading of modal windows. If the modal window is loading too slow, try stopping the process by double-clicking the progress indicator and redoing the submission.
- **Disconnection**. This can happen from time to time so be sure to save your work often.

# Troubleshooting

- **GMMS inaccessible**. Please report through email and provide information such as date and time the system was inaccessible so we can check the source of the problem.
- **Forum**. The GMMS has its own forum accessible through the **Forum** menu in the left side of the screen. Post observed problems and suggestions in the forum so others with similar problems will know the solution. Try to give as much info as possible and upload screenshots if necessary.

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# GMMS HelpDesk

For inquiries and clarifications on **GMMS**:

**Website**: www.pcw.gov.ph/gmms

**Email**: sysadmin@pcw.gov.ph

**Tel Nos:** (02)-7351653 | 7354767 loc. 117

**Mobile no:** 0917-859 2891

Look for Gladys, Vicky or Robert

# Thank You! ☺

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