

**March 11, 2022**

## **Advisory on the Amendments to the GAD Resource Pool Performance Assessment Criteria as Indicated in the GAD Resource Pool Handbook**

**To All PCW Certified GAD Resource Pool Members,**

Please be informed that the PCW, through the Technical Services and Regional Coordination Division (TSRCD) has reviewed and amended the GR Pool Handbook published on February 2021 with ISBN number 978-971-8701-31-7, specifically Section V.B (pages 23-24) on the Performance Assessment of PCW GR Pool Members. The revision was initiated as a Management response to the Commission on Audit findings on the monitoring and evaluation of the effectiveness of the technical assistance handled by GR pool members, as stated in Audit Observation Memo (AOM) No. 2022-01-(2020-2019). It was also based on the changes/revision made on Sections 2 and 3 of the PCW-GR Pool Partnership Agreement (TSRCD-F-014 Rev. 02 February 8, 2022).

**Tables 1 and 2**, presented below are the amended/revised assessment areas and the assigned weights/points for each assessment item. Item A, which is the submission of at least 2 sets of **Training Synthesis Report (TSRCD-F-013 Rev. 01 September 30, 2020) and Evaluation Report (TSRCD-F-029 Rev. 00 September 30, 2020)** per year on set timeline following the prescribed format and content was retained with corresponding percentage point of 50%. Item B, which is the submission of **Evaluation Reports** of all TAs conducted per year was added with a corresponding percentage point of 30%. Item C, the submission of completely filled out **Tracking Matrix for Trainings Conducted (TSRCD-F-012 Rev. 02 February 8, 2022)** was also added with a corresponding percentage point of 10%. Lastly, Item D which is the participation of GR Pool members to the **GR Pool Assembly** was also retained with a corresponding percentage point of 10%.

For the breakdown of how GR Pool members will achieve specific points for each assessment area, the table below should be used as reference.

**Table 1. Revised Assessment Areas for GR pool members and weight**

<b>Assessment Area</b>	<b>Corresponding Percentage</b>
A. Timely Submission and Content of TSRs with ERs (at least 2 per year)	50
B. Submission of Evaluation Reports of All TAs conducted	30
C. Submission of the Tracking Matrix for TAs conducted	10
D. Participation in PCW organized activities for GR Pool (GR Pool Assembly)	10

**Table 2. Revised Allocation of Percentage Points per Assessment Area**

<b>A. Submission of TSRs with ERs (at least 2 per year) - 50%</b>		
<b>a.1 Quality of TSR (30%)</b>	Form	10 pts (completeness of the sections)
	Content	70 pts

	Attachments	20 pts (5 points will be deducted for every missing attachment)
<b>a.2 Quantity (10%)</b>	2 sets of TSR and ER submitted	80 pts
	1 set of TSR and ER submitted	40 pts
	Every succeeding set of TSR and ER submitted	+5 points (but maximum is 100 pts only)
<b>a.3 Timely Submission of TSRs and ERs (10%)</b>	If submitted within 60 - working days after the conduct of technical assistance	10%
	If submitted beyond 60 working days	1%

<b>B. Submission of Evaluation Reports of All TAs conducted – 30%</b>		
<b>b.1 Form (10%)</b>	Used PCW ER template	5% deducted if did not use PCW ER template
	With attached tabulated ER form and signed attendance sheet	5% deducted if no attached score and signed attendance sheet
<b>b.2 Timely Submission of ERs for all TAs conducted within 30 working days after the TA (5%)</b>	If submitted within 30 working days after the conduct of technical assistance	5%
	If submitted beyond 30 working days	1%
<b>b.3 Quantity (15%)</b>	ERs submitted for 80-100% of all trainings conducted	100 pts
	ER submitted for 50-79% of all trainings conducted	75 pts
	ER submitted for below 50% of all trainings conducted	50 pts

<b>C. Tracking Matrix for Trainings Conducted (at least 2 per year) - 10%</b>	
<b>c.1 Submission of tracking matrix for trainings conducted annually</b>	5% if with submission
	1% with no submission
<b>c.2 Completeness of Information</b>	5% if complete information
	1% if incomplete

<b>D. Participation in PCW organized activities for GR Pool (GR Pool Assembly) - 10%</b>	
<b>d.1 Attendance (5%)</b>	5% if attended and completed the GR Pool Assembly
<b>d.2 Role (5%)</b>	5% if with role (e.g. facilitator) during the Assembly
	2.5% if participant only

All PCW GR Pool Coordinators are advised to utilize the enhanced performance assessment effective April 1, 2022.

For other concerns not mentioned above, please contact the Technical Services and Regional Coordination Division (TSRCD) through e-mail: [kaeteodoro@pcw.gov.ph](mailto:kaeteodoro@pcw.gov.ph) or telephone (632) 8243-3311 or mobile at 0917-845-4471.

The GR Pool handbook can be accessed in the e-library of PCW via <https://library.pcw.gov.ph/gender-and-development-gad-resource-pool-handbook/>

Thank you for your understanding and cooperation.