

MEMORANDUM CIRCULAR NO. 2022-06

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 (Gender and Development Transformation & Institutionalization through Mainstreaming of Programs, Agenda, Linkages & Advocacies) 2023

DATE: 15 November 2022

I. BACKGROUND AND RATIONALE

Pursuant to Republic Act (RA) No. 9710 or the Magna Carta of Women (MCW) which mandated the Philippine Commission on Women (PCW) to establish an incentives and awards system, to recognize deserving entities, national government agencies (NGAs), local government units (LGUs) and other governmental instrumentalities “*for their outstanding achievement and/or performance in upholding the rights of women and effective implementation of gender-responsive programs*”, the Gender and Development (GAD) Transformation & Institutionalization through Mainstreaming of Programs, Agenda, Linkages & Advocacies, otherwise known as GADtimpala, was promulgated.

The first GADtimpala Awards was launched in 2013 and the recognitions were conferred during the celebration of the National Women’s Month in March 2014. Several GADtimpala Awards have since then been conferred after its launch, such as the Best Gender-Fair and Gender-Balanced Practices in the Media Industry (Gender-Fair Radio Program, Gender-Fair TV Program, Gender-Fair Print Media, and Gender-Fair Film), Outstanding Gender-Responsive Government Agency, and Outstanding Gender-Responsive Government Flagship Program.

For 2023, the PCW aims to once again recognize NGAs and government-owned and controlled corporations (GOCCs) with outstanding achievements and performance in mainstreaming gender in their agencies. Moreover, GADtimpala 2023 will also accord a separate recognition through another award category the invaluable contribution of the GAD Focal Point Systems (GFPS) of agencies in gender mainstreaming and in achieving gender equality and women’s empowerment (GEWE), including through responding to gender issues emerging from the COVID-19 pandemic and other crises.

II. SCOPE OF THE AWARDS

The GADtimpala 2023 shall cover only government agencies, specifically, NGAs, attached agencies and bureaus, and GOCCs. A line agency with regional offices shall be treated as one agency, while an attached agency or bureau with regional offices shall be treated separately from its parent agency. The GADtimpala 2023 will not include local government units (LGUs) and state universities and colleges (SUCs).

The primary bases for the awards shall be the gender mainstreaming efforts of eligible agencies assessed through the Enhanced Gender Mainstreaming Evaluation Framework (GMEF)¹ tool and the GAD Focal Point System Functionality Assessment Tool (GFPS-FAT)² for NGAs, guided by PCW Memorandum Circular (MC) No. 2016-03³, the Enhanced GMEF Handbook and Toolkit, and the PCW MC No. 2022-02⁴, respectively.

III. AWARDS CATEGORIES AND AWARDS SYSTEM

The GADtimpala 2023 shall have two (2) award categories, namely: (1) the GADtimpala for Outstanding Gender-Responsive Government Agency, and (2) the GADtimpala for Exemplary GAD Focal Point System (GADtimpala AlaGAD 2023 Award). All agencies found eligible for the first award category shall automatically be considered eligible for the second category as well. The general description, eligibility requirements, criteria and levels/ranking in each category are detailed below.

A. GADtimpala for Outstanding Gender-Responsive Government Agency

This award shall be conferred to eligible agencies whose **PCW-validated GMEF scores** for the prescribed period is **at least “3: GAD Application” in all four entry points**, namely (1) Policies, (2) People, (3) Enabling Mechanisms, and (4) Programs, Activities and Projects (PAPS). Special merit may also be accorded to agencies that have identified and successfully addressed gender issues emerging from the COVID-19 pandemic within their mandate.

¹ The GMEF is a self-assessment tool that measures agencies' overall progress in gender mainstreaming and/or gender-responsiveness and commitment to promote gender equality for its personnel and external clients.

² The GFPS Functionality Assessment Tool is also a self-assessment tool that measures the level of functionality of their GFPS. The said tool is intended for all GFPS members of NGAs, SUCs, GOCCs, and even local water districts at the central and regional offices. A separate GFPS Functionality Assessment tool was developed for LGUs.

³ PCW Memorandum Circular No. 2016-03: Use of the Enhanced GMEF, accessible through <https://pcw.gov.ph/memorandum-circular-no-2016-03/>

⁴ PCW Memorandum Circular No. 2022-02: Use of the Gender Focal Point System (GFPS) Functionality Assessment Tool, accessible through https://pcw.gov.ph/assets/files/2022/03/MC-2022-02_Use-of-the-GFPS-Functionality-Assessment-Tool.pdf?x18632

1. Basic Eligibility Requirements

To be eligible for the Outstanding Gender-Responsive Government Agency, agencies must have:

- a. Submitted its GAD Plan and Budget (GPB) (or consolidated GPB for agencies with regional offices) for Fiscal Years (FYs) 2019, 2020, 2021 and 2022;
- b. Submitted its corresponding GAD Accomplishment Reports (AR) for FYs 2019, 2020 and 2021; and
- c. Created a functional GFPS through a policy issuance that is in accordance with PCW Memorandum Circular No. 2011-01.

Only GPBs and GAD ARs that were submitted to PCW through the Gender Mainstreaming Monitoring System (GMMS), PCW's official online platform for GPB and GAD AR submission, review and endorsement, shall be considered as the officially submitted documents. GPBs and GAD ARs that were submitted via email, mailing of hard copies, among other means, shall **not** be considered.

2. Basis of the Award

Shortlisted agencies will be assessed on their gender mainstreaming performance from January 2019 to December 2022 using the GMEF self-assessment tool. GM/GAD initiatives from earlier years may also be considered as long as they are still observable or being practiced as of December 2022.

Agencies' self-assessed GMEF scores and levels, guided by the PCW MC No. 2016-03 and the Enhanced GMEF Handbook and Toolkit, must be submitted to PCW, together with all evidences/proofs or Means of Verification (MOVs). The accomplished GMEF assessment tools and MOVs will be reviewed and validated by PCW through in-depth interviews, focus group discussions and/or on-site inspections, as necessary. Only PCW-validated GMEF scores and levels will be utilized for the GADtimpala 2023.

3. Criteria and Ranking/ Levels of the Award

The GADtimpala for Outstanding Gender-Responsive Government Agency shall have the following ranking/levels:

a. GADtimpala Gold for Outstanding Agency

The agency has reached an **overall level of “5: Replication and Innovation”** in the GMEF Organizational Assessment Tool.

At this level, the agency must have fully mainstreamed GAD into its mandate and be recognized by other agencies as a model in gender

mainstreaming. It should have enhanced its policies, people, enabling mechanisms and PAPs based on the results of the GAD monitoring and evaluation (M&E). There must be evidence that its GAD programs have been replicated by other national or local government organizations, and its noteworthy achievements cited or featured in reliable news sites or publications as examples of good practices in the implementation of gender mainstreaming.

b. GADtimpala Silver for Outstanding Agency

The agency has reached **at least level “4: Commitment Enhancement and Institutionalization” in all four entry points** of the GMEF Organizational Assessment Tool.

At this level, the agency must have institutionalized gender mainstreaming and be 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 for Outstanding Agency

The agency has reached **at least level “3: GAD Application” 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.

There is no limit to the number of awardees for each category as long as the criteria are met. Agencies that have previously received a GADtimpala Award could still vie for the award, provided that their validated overall GMEF scores were maintained or have increased.

B. GADtimpala for Exemplary GAD Focal Point System (GADtimpala AlaGAD 2023 Award)

This award shall be conferred to exemplary GFPS that have contributed significantly to the agency’s gender mainstreaming efforts from 2019 to 2022. The selection shall be based on the agency’s PCW-validated scores on the (1) GMEF Organizational Assessment Tool, and (2) GFPS-FAT for NGAs.

All agencies found eligible for the GADtimpala for the Outstanding Gender-Responsive Government Agency shall automatically be considered eligible for this category.

1. Basic Eligibility Requirements

To qualify for the GADtimpala for Outstanding GAD Focal Point System or AlaGAD 2023 Award, agencies must be eligible for the GADtimpala for the Outstanding Gender-Responsive Government Agency, and shall meet the following requirements:

- a. The agency must have met the basic eligibility requirements as prescribed in Section III.A.1. of these Guidelines;
- b. At least 50% of the GFPS **must** have attended all of the following trainings within FYs 2019 to 2022:
 - i. GAD Orientation;
 - ii. Gender Sensitivity Training;
 - iii. Gender Analysis; and
 - iv. GAD Planning and Budgeting.
- c. The GFPS must have an operational organizational structure compliant with PCW MC No. 2011-01: Guidelines for the Creation, Strengthening and Institutionalization of the GFPS; and
- d. The agency must have a score of at least 70 points in the self-assessed GFPS-FAT accomplished in 2019-2022.⁵

2. Basis of the Award

The shortlisted agencies will be assessed using the GFPS-FAT for NGAs. Agencies' self-assessed scores and levels together with the documents that serve as evidence/proof or MOVs must be submitted to PCW for validation. Submitted documents will be subjected to review and validation through in-depth interviews, focus group discussions and/or on-site inspections, as necessary. Only PCW-validated GFPS-FAT scores will be utilized for the GADtimpala 2023. Please note that some MOVs for the GMEF could also serve as MOVs for the GFPS-FAT.

3. Criteria and Ranking/ Levels of the Award

The GADtimpala for Exemplary GAD Focal Point System (GADtimpala AlaGAD 2023 Award) shall be judged using the following criteria:

Criteria	Percentage
Reached at least Level of "Functional" in the GFPS-FAT (minimum overall score of 70 points)	70%
Reached at least Level "3: GAD Application" in the GMEF (minimum overall GMEF score of 70 points)	30%
TOTAL SCORE	100%

⁵ Agencies may access the tool through this link - <https://library.pcw.gov.ph/wp-content/uploads/2022/03/PCW-GAD-Focal-Point-System-Functionality-Assessment-Tool-for-National-Government-Agencies-2022.pdf>

Based on these criteria, the awards shall have the following ranking/levels:

- a. **GADtimpala Gold for Exemplary GFPS or AlaGAD 2023 Award**
The agency has garnered a total weighted score of 91 – 100.
- b. **GADtimpala Silver for Exemplary GFPS or AlaGAD 2023 Award**
The agency has garnered a total weighted score of 81 – 90.99.
- c. **GADtimpala Bronze for Exemplary GFPS or AlaGAD 2023 Award**
The agency has garnered a total weighted score of 70 – 80.99.

IV. SUBMISSION, SCREENING, VALIDATION AND SELECTION PROCESS

A. Submission

Interested agencies must submit the following documentary requirements:

1. Cover Letter signed by the Head of Agency, attesting to the accuracy of the self-assessment result/s and authenticity and completeness of the documents submitted (Annex A);
2. Agency Mainstreaming Profile (Annex B);
3. Accomplished GMEF Scoresheet (Annex C) and/or GFPS-FAT Scoresheet (Annex E);
4. Accomplished GMEF Questionnaire (Annex D.1, D.2, D.3, and D.4) and/or GFPS-FAT Questionnaire (Annex F.1, F.2., and F.3) with their corresponding appropriate MOVs.

The complete aforementioned documents must be addressed to:

The GADtimpala 2023 Secretariat

c/o Policy Development, Planning, Monitoring and Evaluation Division (PDPMED)
Philippine Commission on Women (PCW)
1145 J. P. Laurel St., Malacañang Complex, San Miguel, 1005 Manila
E-mail: gadtimpala@pcw.gov.ph

The deadline of submission of entries is on **15 February 2023**. Hard copies of documents submitted through delivery/courier providers (e.g., Grab, LBC, JRS Express, and PhilPost), must show that the document/s were sent on or before the deadline, to be considered as valid submission. **All submissions, whether in hard or soft copies, must be complete with relevant supporting documents, proof/evidence and/or MOVs.** Incomplete submissions and those sent to PCW beyond 15 February 2023 shall not be considered for screening.

Agencies that have already submitted their 2021 GMEF results to PCW with complete and validated MOVs may simply update their GMEF status by submitting additional supporting documents also on or before 15 February 2023. The additional documents will be integrated in the originally submitted set of

MOVs assessed and validated by PCW, and will be included in the final set of documents for GADtimpala awards consideration.

B. Screening

Submissions received within the deadline shall be screened and reviewed by the GADtimpala 2023 Secretariat, which shall also serve as the Screening Committee. The Screening Committee shall review whether the agencies meet the minimum eligibility requirements as prescribed in Section III of this Guidelines. It shall also review the results of the GMEF Organizational Assessment Tool and/or the GAD Functionality Assessment Tool for NGAs with the corresponding MOVs. The Screening Committee shall then shortlist qualified awardees for both award categories to the Validation Committee.

C. Validation

The Validation Committee shall verify the results 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, as necessary. The agency shall be asked to present relevant MOVs to support the GMEF or the GFPS Functionality Assessment Tool assessment results during the validation session/s.

Only original copies and/or certified true copies of the relevant documents shall be accepted as MOVs, provided that the certified true copies are signed by the Head of the Agency or by the authorized representative of the agency's Records Section or its equivalent. Quality Management System (QMS)-controlled copies are highly preferred.

Should focus group discussions be required in the validation process, participants shall include the following:

- Top Level Officials, preferably Agency Head and Heads of major units/divisions;
- GFPS Executive Committee or authorized representatives not lower than director level;
- GAD Technical Working Group (TWG) members;
- Representatives from relevant divisions/units; and
- Recipients of programs/projects.

The Validation Committee shall then evaluate and finalize the agency scores. They shall also submit a report on the results of the validation, which includes the validated scores of the GMEF and the GFPS-FAT, recommendations or remarks on their findings, and the rankings of possible agency awardees deserving of Bronze, Silver or Gold GADtimpala for endorsement to the GADtimpala 2023 Selection Board.

Furthermore, the Validation Committee shall conduct a background investigation of the shortlisted NGAs. The names of assessed/validated agencies shall be

published in PCW's website and social media platforms to elicit feedback not only on the notable efforts on promoting gender equality and empowerment of women and girls, but also on possible violations of women's and girls' human rights and on the provisions of RA No. 9710 or the MCW. If there are issues raised through this feedback mechanism, they shall be verified as to their veracity.⁶

D. Selection Board

The *ad hoc* GADtimpala 2023 Selection Board shall be created by the PCW through a Board Resolution. It shall be composed of select members of the PCW Board of Commissioners and the PCW Management Committee. The Selection Board shall convene to review and deliberate on the report and recommendations of the Validation Committee and declare the final GADtimpala Awardees.

If a finalist agency is a member of the PCW Board of Commissioners, the agency representatives shall inhibit from participating in the deliberation to protect the integrity of the selection process.

The Selection Board shall issue a resolution to announce the final list of awardees including the types of awards for each agency awardee. The final awardees shall be informed by the PCW GADtimpala 2023 Secretariat through a letter signed by the Chair of the GADtimpala 2023 Selection Board.

The decision of the GADtimpala 2023 Selection Board is FINAL and IRREVOCABLE.

V. GADTIMPALA 2023 AWARDING CEREMONY

The GADtimpala 2023 Awarding Ceremony shall be held in-person on **14 August 2023** as part of the anniversary celebration of the signing of RA No. 9710 or the MCW.

All awardees notified of their GADtimpala Award shall be required to prepare the following:

1. A brief write-up and 3-minute video highlighting the agency's notable GAD accomplishments from 2019-2022;
2. A 2-minute acceptance message by the Head of the Agency or her/his authorized representative.

The write-up and videos, which will be featured at the GADtimpala 2023 Awarding Ceremony, must be submitted to PCW at least one (1) month before the awarding ceremony or on a specified date to be announced later. PCW

⁶ Issues may be against the agency as an institution or against an official, regular or non-regular employees or staffers, including individuals or institutions working with the agency or carries the name of the agency during the time that the incident occurred or the issue arose. Gender issues, if any, must have been resolved prior to 2019, or have not occurred from 2019 to 2023.

reserves the right to exclude the write-ups or short videos of awardees who submit beyond the prescribed deadlines.

VI. FORMS OF AWARDS

The GADtimpala 2023 awardees shall receive a unique GADtimpala plaque, a GADtimpala trophy and/or a GADtimpala medal. Special commendations may also be given to agencies with notable GAD-related accomplishments.

VII. DISCLOSURE POLICY

All awardees shall agree to the disclosure and publication of articles, videos and/or photos submitted to PCW in any publicity or other media arrangement made by PCW in line with the awarding of GADtimpala 2023.

VIII. TIMELINE OF ACTIVITIES

The timeline of activities for the GADtimpala 2023 is as follows:

Activity	Timeline
Issuance of the Memorandum Circular Announcing the Call for Nomination for the 2023 GADtimpala Awards	15 November 2022
Launching of the GADtimpala 2023	15 December 2022
Submission of Applications and Means of Verification (MOVs) or Documents for Validation <ul style="list-style-type: none">- GMEF with MOVs- Functionality Assessment Tool for the GFPS of NGAs, with MOVs	01 January 2022 to 15 February 2023
Screening and Shortlisting	16 February to 28 February 2023
Validation of Results and Background Investigation	01 March to 31 May 2023
Final Deliberation and Selection of Awardees	01-05 June 2023
Announcement of Awardees	16 July 2023
Conferment/Awarding Ceremony	14 August 2023

ATTY. KRISTINE ROSARY E. YUZON – CHAVES
Executive Director