

## ANNEX A - Guide in Accomplishing the FY 2023 GFPS Profile Form

### A. Agency Details

1. **Name of Agency.** Please **spell out** the full name of the agency i.e. Philippine Commission on Women, Department of Interior and Local Government. A separate entry for the abbreviation of the agency name is provided.
2. **Category.** The category of the agency should be based on the classification provided in the Department of Budget and Management's National Expenditure Program or the General Appropriations Act. For example, the Philippine National Police is categorized as an **Attached Agency** of the Department of Interior and Local Government. Please access the masterlist of the category of government agencies found in this link - <https://bit.ly/AgencyCategory> - for more information.

### B. Policies on the Creation, Strengthening, and Reconstitution of the GFPS

In this section, the agency should indicate the total number of GFPS-related policies issued from **2020 to 2022**. The list could include the following:

- Policy issuance on the creation or reconstitution of the agency's GFPS (e.g., Administrative Order, Office Order), composition of the agency GFPS, indicating the roles, responsibilities, and functions of the members;
- Policy on the establishment of sex-disaggregated database (SDD) or GAD database;
- Policy on the integration of the GAD-related indicators in the agency monitoring and evaluation (M&E) system;
- Policy on the conduct of gender audit;
- Policy on the conduct of GAD capacity-building activities;
- Policy on the institutionalization of mainstreaming GAD across all agency programs, projects, and activities (PAPs);
- Policy on the preparation, implementation, monitoring and evaluation of PAPs in the agency GAD plan and budget (GPB) and GAD Accomplishment Report (GAD AR); and
- Policy on the adoption of the GAD Agenda or Strategic GAD Framework.

The template is downloadable at this link - <https://bit.ly/GFSPProfileFormB>. Please retitle the form to incorporate the name of the agency i.e. **B. Summary of GFPS-Related Policies - PCW** and attach the file in the designated space in the Form. Kindly attach as well PDF copies of the actual policies in the corresponding space. **Please include the policies on the creation and/or reconstitution of the agency's GFPS even if those were issued outside the coverage period of 2020-2022.**

### C. GAD-related Capacity Development Sessions Attended by GFPS Members

trainings or sessions attended by the GFPS members. Kindly attach the accomplished summary of GAD-related capacity development activities attended by GFPS members using the template found in this link - <https://bit.ly/GFSPProfileFormC>. Please retitle the form "C. GFPS GAD-Related Capacity Development - <<NAME OF AGENCY>> to incorporate the name of your agency i.e. **C. GAD-related Capacity Development - PCW** and attach the file in the designated space of the 2023 GFPS Profile Form.

Agencies may add more columns if the GFPS Member has attended other GAD-related training sessions that are not mentioned in the template. Kindly refer to the list of abbreviations below for your reference.

Abbreviations	Full Text
GST	Gender Sensitivity Training and/or Basic GAD Orientation
SOGIESC	Sexual Orientation, Gender Identity and Expression and Sex Characteristics
GM	Gender Mainstreaming
GA	Gender Analysis
GFAsT	GFPS Functionality Assessment Tool
GMEF	Gender Mainstreaming and Evaluation Framework Tool
HGDG	Harmonized GAD Guidelines Tool
GPB	GAD Planning and Budgeting
GFC	Gender-Fair Communication
GFL	Gender-Fair Language
GBV	Gender-Based Violence
MCW	Magna Carta of Women
SSA	Safe Spaces Act or Republic Act No. 11313
Anti-SH	Anti-Sexual Harassment Act of 1995 or Republic Act 7877
TOT	Training of Trainers (on GAD)
VAW	Violence Against Women