



MEMORANDUM CIRCULAR NO. 2026 - 01

TO : All Heads of Executive Departments, National Line Agencies, Bureaus, Offices, State Universities and Colleges (SUCs), Government-Owned and/or Controlled Corporations (GOCCs), Legislative and Judiciary Branches, Constitutional Bodies, and Other Government Instrumentalities

SUBJECT : **Accomplishment and Online Submission of Fiscal Year (FY) 2025 GAD Focal Point System (GFPS) Profile Form**

DATE : 23 January 2026

1.0 Background and Rationale

- 1.1 Pursuant to Section 36 of Republic Act (RA) No. 9710 or the Magna Carta of Women (MCW) and its implementing rules and regulations (IRR), all agencies are mandated to adopt gender mainstreaming as a strategy to promote women's human rights and eliminate gender discrimination in their policies, programs, processes, procedures, systems and structures.
- 1.2 Section 36.C. of RA 9710 or MCW and its IRR further provides that all agencies shall establish or strengthen their GAD Focal Point System (GFPS) or a similar GAD mechanism to catalyze and accelerate gender mainstreaming within their respective agencies.
- 1.3 PCW issued Memorandum Circular (MC) No. 2011-01 or the "*Guidelines for the Creation, Establishment and Strengthening of the GFPS*" to prescribe the structure and composition as well as the roles and functions of the composite groups of the GFPS, particularly, the Executive Committee (ExeCom), the Technical Working Group (TWG) and the Secretariat. It also prescribes the rules and regulations in the establishment, strengthening, and reconstitution of the GFPS.
- 1.4 As provided in Section 6 of PCW MC No. 2011-01, PCW shall monitor and oversee the implementation of the said policy as well as develop a directory and database of the GFPS of government agencies, which includes line departments, attached agencies, SUCs, and GOCCs, among others. Data gathered will also serve as a basis or input for possible future amendments or enhancement of the existing policy issuances and related guidelines on the GFPS.
- 1.5 The consolidated data shall be utilized to identify priority capacity development interventions for GFPS members, ensuring that PCW's

technical assistance and training programs are responsive to prevailing gaps, levels of functionality, and emerging needs of agencies. The data shall likewise inform the development of evidence-based knowledge products, such as policy briefs, guidance notes, learning modules, and analytical reports, to support continuous learning, good practice sharing, and the strengthening of gender mainstreaming mechanisms across government.

2.0 Submission of the Online FY 2025 GFPS Profile Form

- 2.1 All line departments, constitutional bodies, judicial and legislative bodies, attached agencies/bureaus, other executive offices (OEOs), SUCs, and GOCCs and other government instrumentalities are requested to accomplish the online FY 2025 GFPS Profile Form.
- 2.2 The FY 2025 GFPS Profile Form is accessible through <https://bit.ly/2025GFPSProfileForm>. Agencies may refer to the guide provided in Annex A of this Circular in accomplishing the GFPS Profile Form. **The deadline for the submission of the accomplished FY 2025 GFPS Profile Form alongside the required attachments is on 31 March 2026.**
- 2.3 The submissions of regional offices must be consolidated into their respective agency-wide submissions. In the case of the Department of Health (DOH)-retained hospitals, submissions should be integrated into the consolidated submission of the DOH Central Office. The submission of regional campuses of SUCs, the Philippine Science High School, and public schools under the Department of Education, should also be integrated into their respective agency-wide submission. This shall also apply to GOCCs with different branches/offices.
- 2.4 Local government units (LGUs), and local water districts (LWDs) are NOT covered in this MC.
- 2.5 Only one (1) official FY 2025 GFPS Profile Form submission per agency shall be accepted. As a general rule, the first successfully submitted form shall be deemed official. However, a subsequent submission may be recognized as the official submission provided that it is formally endorsed by the Head of Agency as the final submission and submitted within the prescribed period.
- 2.6 Submissions made through channels other than the prescribed online platform (e.g., email, hard copy, or unofficial links) shall not be accepted.
- 2.7 Any submission that is outside the prescribed coverage period or does not conform to the prescribed format shall be subject to exclusion from consolidation.

3.0 GFPS Functionality Assessment Tool (GFAsT) for National Government Agencies

- 3.1 Agencies are highly encouraged to administer the GFAsTs for NGAs¹ to periodically assess the level of functionality of their GFPS. The tool will help document good practices on gender mainstreaming, determine the areas for improvement of the GFPS, and design appropriate interventions to address the identified gaps and issues. The result of the assessment provides the baseline information on the level of functionality among the GFPS of the agencies.
- 3.2 Other specific guidelines for administering the GFAsT for NGAs are provided under PCW MC No. 2022-02 or the *“Use of the Gender Focal Point System (GFPS) Functionality Assessment Tool.”*
- 3.3 The tool is downloadable from the PCW Digital Library through this link <https://bit.ly/GFAsTforNGAs>.
- 4.0 For clarification and further concerns and/or queries, please contact our Technical Services and Regional Coordination Division (TSRCD) at telephone nos. 8735-8917, 8736-1654 local 110, or via email at gadtraining@pcw.gov.ph CCmccddavid@pcw.gov.ph and adrivera@pcw.gov.ph.
- 5.0 Compliance with this Circular may be considered in future assessments, monitoring activities, and recognition mechanisms of PCW, subject to existing guidelines.
- 6.0 For guidance and appropriate action.

ERMELITA V. VALDEAVILLA
Chairperson

ANNEX A - Guide in Accomplishing the FY 2025 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 **2023 to 2025**. 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/2025GFPSFormB>. Please retittle 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 2023-2025.**

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

This section gauges the level of knowledge or competence of the GFPS on GAD through the information on the GAD-related capacity development 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/2025GFPSFormC>. 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 2025 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 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