



**Republic of the Philippines**  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
**Visayas Avenue, Diliman, Quezon City**  
**Tel. No. 929-66-26**

**MEMORANDUM**

TO : All Bureau Directors  
All Heads of Attached Agencies  
All Regional Executive Directors  
The Director, Gender and Development (GAD) Office  
The Director, Policy and Planning Service  
The Head, GAD Secretariat

THRU : GAD Focal Persons

FROM : The Undersecretary, and  
Chairperson, National Gender and Development Focal Point System  
(NGFPS)

SUBJECT : **GUIDELINE FOR REVISING FY 2022 GENDER AND  
DEVELOPMENT PLANS AND BUDGETS (GPB)**

DATE : October 15, 2021

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This Guideline is being issued to assist Bureaus, Attached Agencies and Regional Offices in the revision of their submitted GPB 2022, and help ensure revised GPB 2022s are returned to NGFPS on or before **October 20, 2021**.

**Guideline**

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**1. Improve the alignment of your GPB with the GAD Strategic Plan (2021-2025).**

The attached GAD Strategic Plan Alignment Sheet shows the results of NGFPS' review of submitted draft GPB 2022 in terms of 10 basic elements that should be in the annual plans of all Bureaus, Attached Agencies, and Regional Offices. It identifies the missing elements in the submitted GPBs using the "X" mark.

Revise your submitted draft GPBs to include action plans for the missing element/s.

**2. Integrate in your revised GPB 2022 the communication action plans developed in the September 30-October 1, 2021 Training-Workshop on Gender-responsive Behavior Change Campaign to Address the Climate Crisis.**

Input the actions planned following the GPB 2022 format, identifying issues, causes, results/objectives and all other columns including the activity itself, performance indicator, budget and responsible office.

Look up NGFPS's review of the communication plan of the bureaus/offices/ attached agencies/regional offices in the folder "Converting Communication Plans to GPBB 2022 activities." The folder is in this link to the Google drive: <https://bit.ly/GADCommPlan>

**3. Go over your submitted GPB 2022 as reviewed by NGFPS and respond to the review comments on them.**

- a) Access your reviewed GPB 2022 in this link: <https://bit.ly/RevGPB2022>
- b) On the right most side, a column titled "NGFPS Comments" was added. Respond to the comments by correcting them in your submitted GPB, and highlighting changes you made with the color yellow so that they are easy to spot.
- c) All rows with no orange shading contain activities that have NOT been integrated in the DENR GPB 2022 because there are questions asked of them in the "NGFPS Comments" column. Respond to the question/s so they can be reconsidered.
- d) For bureaus, attached agencies and regional offices that did not submit an Excel version of their GPB 2022, an MS Word file is provided containing NGFPS comments.
- e) If you add a new activity or change any other item (such as the budget) in your revised GPB, highlight this new activity or changed item for easy identification. Be aware that new activities and other changes might not be accepted if they give rise to new preparation concerns.

**4. In the Attributed Program section of your GPB 2022, make sure to include the following budget attribution if the concerned bureau, attached agency or regional office is implementing either the National Greening Program (NGP) or the Coastal and Marine Ecosystems Management Program (CMEMP):**

- a. Compute the GAD attribution for NGP by multiplying 68.6%<sup>1</sup> of your office or region's total NGP budget and report the result as the NGP attributed budget in the Attributed Program section of your revised GPB 2022.
- b. Compute the GAD attribution for CMEMP by multiplying 49.95%<sup>2</sup> of your office or region's total CMEMP budget and report the result as the CMEMP attributed budget in the Attributed Program section of your revised GPB 2022.
- c. There is no need to itemize GAD activities in the attributed program section. Input the project/program title/name in the Activity column, and the computed attributable amount in the Budget column.

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<sup>1</sup> Based on the Planning and Design Harmonized GAD Guidelines (HGDG) of NGP conducted by the Forest Management Bureau in September 2021, 68.6% of NGP budget may be attributed to GAD.

<sup>2</sup> Based on the Planning and Design HGDG of CMEMP conducted by the Biodiversity Management Bureau in September 2021, 49.95% of CMEMP budgets may be attributed to GAD.

**5. Submit your revised GPB 2022 on or before October 21, 2021 to this email address: [gad\\_denr@yahoo.com](mailto:gad_denr@yahoo.com).**

Direct your questions/concerns regarding this Guideline to this email address ([gad\\_denr@yahoo.com](mailto:gad_denr@yahoo.com)).

For your guidance and compliance.

  
**ATTY. ANALIZA REBUELTA-TEH**