



MEMORANDUM

TO : All Bureau Directors
All Heads of Attached Agencies
All Regional Executive Directors
The Directors
Gender and Development (GAD) Office
Policy and Planning Service
Strategic Communication and Initiatives Service
Human Resource Development Service
Legal Service
Foreign Assisted and Special Projects Service
The Head, GAD Secretariat

THRU : GAD Focal Persons

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

SUBJECT : **GUIDELINES FOR THE PREPARATION OF FY 2022 GENDER AND DEVELOPMENT PLANS AND BUDGETS (GPB) AND CONDUCT OF NATIONAL TECHNICAL TRAINING ON THE PREPARATION OF 2022 GPB ON SEPTEMBER 10, FRIDAY, 9:00 AM TO 5:00 PM**

DATE : September 2, 2020

Pursuant to the Philippine Commission on Women's (PCW) Memorandum Circular 2021-04, the National Gender and Development Focal Point System (NGFPS) is issuing these Guidelines for the preparation and submission process of the 2022 GPB in the Department of Environment and Natural Resources (DENR). All bureaus, DENR regions and attached agencies are expected to observe this Guideline.

Guidelines

1. Align GPB 2022 with the DENR GAD Agenda/Strategic Plan 2021-2025 provided in these Guidelines as Annex A.

Issues and mandates to address in GPB 2022

The DENR GAD Strategic Plan (SP) 2021-2025 identifies the key issues and GAD mandates to address in annual GAD Plans and Budgets. It also specifies which DENR bureaus, regional offices, attached agencies, offices/units are expected to work on each of the identified issues or mandates, listed under the column "Responsible Office."

Other gender issues and mandates that planning offices may need to work on but are not covered by the GAD SP 2021-2025, may be included in the GPB of bureaus/agencies/regional offices.

Activities and Performance (or output) indicators to use

GAD SP 2021-2025 often identifies the generic activities and generic performance/output indicators to plan for in all the issues/mandates it covers. Do not just copy these generic activities

and indicators. Instead, specify the activities and indicator applicable to the programs and projects of the bureau, agency, regional office, or unit doing the planning.

Specifying activities generally means stating the exact nature of the activity (training, workshop, exchange visits, or meetings, or production of brochures, etc.) and stating who are the target participants of an activity.

Specifying the performance indicator generally means stating the quantifiable or easily verifiable information that shows the activity has been implemented, such as, how many activities, how many are expected to be involved or reached by the activity, and the distribution by sex of participants.

Other GAD activities and indicators not reflected in GAD SP 2021-2025 may be included if they are deemed needed in the programs and projects of the bureau, agency, regional office, or unit doing the planning.

Specify activities and performance or output indicators for the added issues and mandates not covered by GAD SP 2021-2025.

2. Consolidate GPB 2022 at the level of bureaus, attached agencies and regional offices

Bureaus, attached agencies, regional offices, central offices/units should consolidate the 2022 GAD Plans and Budgets of their subsidiary or constituent units/offices.

For example, the subsidiary or constituent units of DENR regional offices include PENROs and CENROs, which mean GPBs of PENROs, and CENROs will not be submitted as such to NGFPS but consolidated at the regional level.

Bureaus, attached agencies, regional offices, central offices/units should submit to NGFPS only the consolidated GPBs at their level.

3. Allocate at least 5% of total budget of Bureau/Attached Agency/Regional Office for GAD

All bureaus, attached agencies and regional offices should allocate 5% of their total 2022 budget to GPB 2022.

The direct costs of GAD is the budget allocated for GAD activities. It should be drawn from the maintenance and other operating expenses (MOOE), capital outlay (CO) and/or personnel services (PS).

The direct costs of GAD may be augmented through attribution by applying the Harmonized Gender and Development Guidelines (HGDG) to national priority programs and projects the bureau/attached agency/office manages or leads.

Budgets for activities amounting to **P500,000** or more should be accompanied by a budget breakdown in a separate MS Word or Excel file. This document should be submitted along with the consolidated GPB 2022 of the bureau/attached agency/regional office/unit.

4. Apply HGDG Program/Project Design Checklist (Box 9) to national priority programs/projects

Bureaus, attached agencies and national offices should apply the HGDG Program/Project Design Checklist to the national priority programs/projects they manage or lead in implementation.

Regional offices do not need to apply the Project/Program Design Checklist. Instead, regional offices will apply the Project/Program Implementation and Management, Monitoring and Evaluation or PIMME Checklist of HGDG as part of their Accomplishment Report submission.

The formula for determining budget attributable to GAD is as follows:

- $\text{HGDG Score} / \text{Total HGDG Points} \times 100\% = \% \text{ of annual priority program budget attributable to GAD}$
- $\text{Attributable amount to GAD} = \% \text{ of annual priority program budget} \times \text{annual priority program budget}$

- Submit to NGFPS the following along with consolidated GPB 2022:
- a. the results of the HGDG Program/Project Design Checklist application
 - b. a file/sheet showing computation of GAD budget attribution, and
 - c. documents that serve as MOVs or means of verification. Ensure that the documents are indexed in the HGDG results document and labeled properly for easy identification.

5. Line bureaus and attached agencies should submit a copy of their consolidated GPB 2022 to NGFPS

The Environmental Management Bureau (EMB), Mines and Geosciences Bureau (MGB), and attached agencies should submit a copy of their consolidated GPB 2022 to NGFPS following the schedule below, along with their HGDG results, computation and MOVs as applied to the priority programs/projects they manage or lead in implementation.

6. Use the proper GPB 2022 form

Attached as Annex B is the GPB 2022 form to use. Submitted GPBs that do not use this form will be returned immediately.

Take note of Column 4 (Relevant organization, MFO/PAP) of the form. Column 4 refers to the relevant organization responsible for the Major Final Output (MFO) or responsible for the Program/Activity/Project (PAP). Do not abbreviate input to this column and do not put in codes because the abbreviation or code may be unknown outside of the bureau/agency/regional office/department. Instead, spell out the title of the relevant unit/office or organization that will produce the MFO or carry out the PAP.

7. Schedule/Deadlines

Action/Activity	Targets/Deadlines
National Technical training for 2022 GPB preparation	September 10, 9 am to 5 pm
Submission of GPB 2022, consolidated at bureau/regional office/agency level to NGFPS; including HGDG results, computation of attribution, and MOVs	September 30
Review and revision period	October 1-20
GPB 2022 consolidation at Department level	October 21-30
Internal approval period for GPB 2022	November 1-3
Encoding and submission to PCW via GMMS	November 4-8

8. National Technical training in GPB preparation and process

To assist in the preparation of GPB 2022, NGFPS is providing an online national technical training for GFPS members and planning officers in-charge of drafting GPB 2022, on September 10, 9am-5pm.

Below is the link for the training.

<https://zoom.us/j/99037620017?pwd=WXdxL0p1bUdhWIFxS2dTWmtUZ2FrQT09>

Meeting ID: 990 3762 0017
Passcode: GADSept10

The national training will cover GPB process, aligning of GPBs with the GAD SP 2021-2025, understanding and use of the GPB form, and requirements of HGDG reporting.

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For further questions/concerns, please contact the GAD Secretariat through the email address gad_denr@yahoo.com.

For your guidance and compliance.


ATTY. ANALIZA REBUELTA-TEH