



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 Directors 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

SUBJECT : **GUIDELINES FOR THE PREPARATION OF FY 2023 GENDER AND DEVELOPMENT PLANS AND BUDGETS (GPB)**

DATE : September 20, 2022

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Pursuant to the Philippine Commission on Women's (PCW) Memorandum Circular 2022-03, the National Gender and Development Focal Point System (NGFPS) is issuing these Guidelines for the preparation and submission process of the 2023 GAD Plan and Budget (GPB) of the Department of Environment and Natural Resources (DENR). All bureaus, DENR regional offices and attached agencies are expected to observe these Guidelines.

**Guidelines**

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**1. Align GPB 2023 with the DENR GAD Agenda/Strategic Plan (SP) 2022-2027**

Issues and mandates to address in GPB 2023

The DENR GAD Strategic Plan 2022-2027 identifies the key issues and GAD mandates to address in annual GAD Plans and Budgets. These issues and mandates are now reflected in the GPB 2023 form (Annex A) attached to these Guidelines. It is now mandatory for all bureaus and regions, and attached agencies to address these issues and mandates in GPB form 2023 that are applicable to their program or scope of responsibility. Submitted 2023 GPBs that do not use this form will be returned immediately.

Other gender issues and mandates that planning offices may need to work on but are not covered by the GAD SP 2022-2027, may be included in the GPB of bureaus/agencies/regions.

### Filling up selected columns of GPB 2023 form

Under column 2 - Regions, bureaus and attached agencies should specify “causes” of the issue that apply in their program or scope of operations.

Under column 4 – State the relevant organization or MFO/PAP. MFO/PAP refers to the unit/office responsible for the Main 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/region. Instead, spell out the title of the relevant unit/office or organization that will produce the MFO or carry out the PAP.

Under column 5 - Be as specific as possible on what is the activity to implement, 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.

Under column 6 - Specify the indicator applicable for relevant activity. In this column, state 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.

Under column 7 - Budgets for activities amounting to P500,000 or more should be accompanied by a budget breakdown in a separate Word or Excel file. This document should be submitted along with the consolidated GPB 2023 of the bureau/agency/region/office.

Other GAD activities and indicators under additional issues or mandates not reflected in GAD SP 2022-2027 may be included if they are deemed needed in the programs and projects of the bureau, agency, region, or office doing the planning. Make sure to specify activities and performance or output indicators for the activities under added issues and mandates not covered by GAD SP 2022-2027.

## **2. Consolidate GPB 2023 at the level of bureaus, agencies and regions**

It is the task of bureaus, agencies, regions, central offices/units to ensure that they consolidate the 2023 GAD Plans and Budgets of their subsidiary or constituent units/offices. Their consolidated GPB 2023 is what should be submitted to NGFPS.

There is no need to detail the plans and budget of subsidiary or constituent units/offices in the GPB 2023 that bureaus, regions and agencies will prepare and submit. Detailing them in fact can create additional work and confusion.

## **3. Allocate at least 5% of total budget of Bureau/Agency/Region for GAD**

The first few rows of GPB 2023 form provide a space for input of 1) bureau/agency/region name, 2) Total budget of bureau, region or agency for 2023, and 3) total GAD budget of bureau/agency/region. Please fill that in with appropriate information.

All bureaus, agencies and regions should allocate 5% of their total 2023 budget to GPB 2023. This includes direct costs and attributable costs to GAD.

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/agency/office manages or leads.

#### **4. Apply HGDG Program/Project Identification and Design Checklist for Natural Resource Management Programs and Projects (Box 9) to national priority programs/projects**

Bureaus, agencies and national offices should apply the HGDG Program/Project Identification and Design Checklist to the national priority programs/projects they manage or lead in implementation. The results should be communicated as early as possible to regions or other offices involved in implementation to ensure that these offices can reflect the attributable budget in their respective GPB 2023 submission.

Regional offices do not need to apply the Project/program Identification and 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 2022 submission.

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

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

Submit to NGFPS the following along with consolidated GPB 2023:

- 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 2023 and HGDG results to NGFPS**

The Environmental Management Bureau (EMB), Mines and Geosciences Bureau (MGB), and attached agencies should submit a copy of their consolidated GPB 2023 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. Schedule/Deadlines

Action/Activity	Date
Technical training on GPB 2023 preparation	September 29, 2022
Submit GPB 2023 consolidated at bureau/region/agency level to NGFPS; including HGDG results, computation of attribution and MOVs	October 17, 2022
Review and revision period	October 17-21, 2022
GPB 2023 consolidation at Department level	October 24-Nov 4, 2022
Internal approval period for GPB 2023	November 7-9, 2022
Encoding and submission to PCW/ via GMMS	November 10-14, 2022

## 7. Technical training in GPB preparation and process

To assist in the preparation of GPB 2023, NGFPS is providing an online technical training for GFPS members and planning officers in-charge of drafting GPB 2023, on September 29, 9 am to 4 pm.

The training will cover GPB process, aligning of GPBs with the GAD SP 2022-2027, 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](mailto:gad_denr@yahoo.com).

For your guidance and compliance.

  
ATTY. ANALIZA REBUELTA-TEH