



August 17, 2023

**MEMORANDUM**

**FOR** : The Regional Executive Director  
DENR MIMAROPA Region

**THRU** : The Assistant Regional Director for Management Services

**ATTENTION** : The Regional Gender and Development Focal Point System

**FROM** : The OIC, Provincial Environment and Natural Resources  
Officer/ Chairperson, PENRO Marinduque GADFPS

**SUBJECT** : **CONDUCT OF TRAINING WORKSHOP ON GENDER AND  
DEVELOPMENT (GAD) PLAN AND BUDGET (GPB),  
ACCOMPLISHMENT REPORT (AR) AND GAD DATABASE  
ESTABLISHMENT ON SEPTEMBER 7-8, 2023 AT PENRO  
MARINDUQUE**

Submitted is the Training Design with Programme and Regional Special Order for the conduct of Training Workshop on Gender and Development (GAD) and Budget (GPB), Accomplishment Report (AR) and Database Establishment on September 7-8, 2023 of PENRO Marinduque Officials and selected Staff and Personnel.

For information and approval.

  
**IMELDA M. DIAZ**





Republic of the Philippines  
Department of Environment and Natural Resources  
**PENRO Marinduque**

ACTIVITY DESIGN	
Name of Activity	<b>“TRAINING WORKSHOP ON GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET GPB), ACCOMPLISHMENT REPORT (AR) AND GAD DATABASE ESTABLISHMENT FOR DENR PENRO OFFICIALS AND SELECTED STAFF AND PERSONNEL”</b>
Venue	DENR – PENRO Conference Hall, Boac, Marinduque (PENRO participants) and via zoom ( Resource Person and from the Regional Office)
Date	September 7-8, 2023
Background	<p>The Department of Environment and Natural Resources (DENR) – Provincial Environment and Natural Resources Office (PENRO) Marinduque fully supports the programs and activities geared towards the recognition, protection, fulfillment and promotion of women’s rights especially those in the marginalized sectors in consonance with relevant women human rights laws.</p> <p>In support to these undertaking, this office thru the Provincial Gender and Development Focal Point System (PGADFPS) conceived the conduct of Learning Event on GAD Plan and Budget, Accomplishment Report (AR) and Database Establishment for its staff and personnel both men and women.</p> <p>The GPB and GAD AR are documents which reflect various plans, programs, activities and projects (PAPs) on gender mainstreaming annually prepared by government agencies and submitted to the PCW, in compliance with the requirements of RA No. 9710. The PCW issues annual guidelines on the preparation and submission of the GPB and GAD AR through its Gender Mainstreaming Monitoring System (GMMS). The agency issued PCW MC Nos. 2019-02 dated August 1, 2019 and 2020-03 dated April 27, 2020 on the submission of the 2020 GPB; and PCW MC No. 2021-01 dated January 20, 2021 for the 2020 AR.</p> <p>Database are used for storing, maintaining and accessing any sort of GAD data. They collect information on people, places or things. That information is gathered in one place so that it can serve as baseline for planning and identification of activities to be implemented to address current gender issues. Databases can be thought of as an organized collection of information.</p>
Description	The GPB, AR and GAD Database Establishment will be conducted on <b>September 7 -8, 2023</b> . The program of activities include opening program, overview of the learning event, and lecture/talk by Resource Persons (RPs) <b>Dr. Rowena S. Navera, OIC-VPAA/Associate Professor V</b> of Philippine State College of Aeronautics and <b>Ms. Maria Grace B. Toledo, RGAD Project Support Officer</b> .
Objectives	<p>At the end of the Training, the manifestation of the following has improved:</p> <p><b>GAD PLAN and BUDGET</b></p> <ul style="list-style-type: none"><li>• Mainstreaming gender perspectives in agency PAPs to attain the desired outcomes for GAD shall be a priority.</li><li>• Using the 5% gad Budget for gender mainstreaming is always for agencies to influence the entire agency program, plan and budget.</li><li>• To aid gender mainstreaming agencies shall perform gender analysis using existing tools.</li><li>• To ensure different concerns of women and men are addressed equally and equitably in their PAPs.</li></ul> <p><b>GAD AR</b></p> <ul style="list-style-type: none"><li>• Used as a reference tool.</li><li>• Determining an employee's rating of record.</li><li>• Show the reader what your business has achieved within a given time period.</li></ul>



	<ul style="list-style-type: none"><li>• Reminder to both the employee and supervisor of individual accomplishments during a performance cycle.</li></ul> <p><b>DATABASE ESTABLISHMENT</b></p> <ul style="list-style-type: none"><li>• Eliminate redundant data.</li><li>• Make use of the available gender related data for analysis and planning for future project implementation.</li><li>• Make modifications to the database as needed.</li><li>• Provide prompt response to user requests for gender related data.</li></ul>															
Output	To submit Training Report.															
Methodology	<p>Experiential Learning Strategies or Workshop Learning Process will be employed to maximize learners’ capability. To ensure that participants are able to grasp and later apply the concepts, the RPs are expected to provide lectures/presentations and engage the participants to a meaningful discussion.</p> <p>The training shall start with the opening preliminaries that includes the levelling of expectations and end with a simple closing ceremony that includes the evaluation of the training.</p>															
Participants	<p>The learners are composed of forty (40) employees of PENRO Marinduque (via In-Person) and two (2) from the Regional Office (via zoom):</p> <ul style="list-style-type: none"><li>• PENR Officer</li><li>• Division Chiefs</li><li>• Section Chiefs</li><li>• Unit Chiefs</li><li>• Selected Personnel</li><li>• GAD Information Officer</li><li>• Regional Office</li></ul>															
Budget	<p>All expenses (including, meals, snacks, supplies and materials, and other incidental expenses) of this learning event shall be sourced from PENRO Marinduque GAD Funds.</p> <p><u>Breakdown:</u></p> <table><tr><td>Meals (Lunch, AM &amp; PM Snacks)</td><td>-----</td><td>31,160.00</td></tr><tr><td>41 pax. @ P380.00/ pax x 2 days</td><td></td><td></td></tr><tr><td>Supplies and Materials</td><td>-----</td><td>800.00</td></tr><tr><td>Honorarium for RP @ ₱1,500.00/hr x 10 hours</td><td>-----</td><td>15,000.00</td></tr><tr><td colspan="2"><b>GRAND TOTAL EXPENDITURES</b></td><td><b>-----    Php 46,960.00</b></td></tr></table>	Meals (Lunch, AM & PM Snacks)	-----	31,160.00	41 pax. @ P380.00/ pax x 2 days			Supplies and Materials	-----	800.00	Honorarium for RP @ ₱1,500.00/hr x 10 hours	-----	15,000.00	<b>GRAND TOTAL EXPENDITURES</b>		<b>-----    Php 46,960.00</b>
Meals (Lunch, AM & PM Snacks)	-----	31,160.00														
41 pax. @ P380.00/ pax x 2 days																
Supplies and Materials	-----	800.00														
Honorarium for RP @ ₱1,500.00/hr x 10 hours	-----	15,000.00														
<b>GRAND TOTAL EXPENDITURES</b>		<b>-----    Php 46,960.00</b>														



PROGRAMME		
DATE/TIME	ACTIVITY	RESPONSIBLE PERSON/S
<b>DAY 1 – September 7</b>		
8:00 – 9:00 AM	Registration of Participants	Secretariat
9:00 – 10:00 AM	<b>Part I – Opening Program</b>	
	Opening Prayer	AVP
	National Anthem	AVP
	Acknowledgment of Guests and Participants	EMCEE
	Welcome Message	<b>Forester Imelda M. Diaz</b> OIC- PENR Officer Chair, PGADFPS
	Expectation Setting and Overview of the Training	<b>Engr. Cynthia U. Lozano</b> Chief, TSD Vice – Chair, PGADFPS
	<b>Part II – LE Proper</b>	
10:00 – 11:00 AM	Introduction of the Resource Person (RP)	EMCEE
	<b>Session 1: GAD Plan and Budget</b> <ul style="list-style-type: none"> <li>Policy Imperatives for GAD Planning and Budgeting</li> <li>How do we go about GAD planning and budgeting?</li> <li>The GAD Plan</li> <li>Essential Elements in GAD Planning and Budgeting</li> </ul>	<b>Dr. Rowena S. Navera</b> OIC-VPAA/Associate Professor V Philippine State College of Aeronautics
11:00 AM – 12:00 PM	<b>Session 2: The GAD PLAN</b> <ul style="list-style-type: none"> <li>General Guidelines in GAD Planning and Budgeting</li> <li>Steps in formulating the GAD Plan and Budget</li> <li>Costing and Allocation of the GAD Budget</li> </ul>	<b>Dr. Rowena S. Navera</b> OIC-VPAA/Associate Professor V Philippine State College of Aeronautics
12:01 – 1:00 PM	<i>Lunch Break</i>	
1:00 – 1:20 PM	Energizer	
1:20 – 2:30 PM	<b>Continuation of Session 2</b>	<b>Dr. Rowena S. Navera</b> OIC-VPAA/Associate Professor V Philippine State College of Aeronautics
2:30 – 3:30 PM	<b>Session 3: Application of HGDG to GAD Planning and Budgeting</b>	
3:30 – 5:00 PM	<b>Workshop</b>	
<b>Day 2 – September 8</b>		
8:00 – 8:30 AM	Registration of Participants	
8:30 – 9:00 AM	<b>Preliminaries</b>	
	Opening Prayer	AVP
	Roll call of Participants	EMCEE
9:00 – 10:30 AM	<b>Session 4: Database Establishment</b> <ul style="list-style-type: none"> <li>Why learn about databases?</li> <li>What is Data Management?</li> <li>Finding data?</li> <li>What is a DBMS?</li> </ul>	<b>Ms. Maria Grace B. Toledo</b> RGAD Project Support Officer
10:30 AM– 12:00 PM	<b>Session 5: Simplified database system environment</b>	<b>Ms. Maria Grace B. Toledo</b> RGAD Project Support Officer
12:00 – 1:00 PM	<i>Lunch Break</i>	
1:00 – 1:30 PM	Energizer	
1:30 – 4:30 PM	Workshop on Database Establishment and Presentation of Outputs	Participants
4:30 – 5:00 PM	Awarding of Certificate of Appreciation to RP	EMCEE
	Closing Message	Forester Gemma P. Delos Reyes In-Charge, MSD
	DENR Hymn	AVP

Prepared by:

  
**IMELDA M. DIAZ**  
OIC-PENR Officer

Recommended By:

Approved by:

**DONA MAYOR-GORDOVE, CESO IV**  
Assistant Regional Director  
for Management Services

**FELIX S. MIRASOL, JR., CESO IV**  
OIC, Regional Executive Director





REGIONAL SPECIAL ORDER

No. \_\_\_\_\_  
Series of 2023

**SUBJECT : AUTHORIZING THE CONDUCT OF “TRAINING WORKSHOP ON GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET (GPB), ACCOMPLISHMENT REPORT (AR) AND GAD DATABASE ESTABLISHMENT” ON SEPTEMBER 7-8, 2023 FOR DENR PENRO OFFICIALS AND SELECTED STAFF AND PERSONNEL AT DENR-PENRO MARINDUQUE**

In the interest of the service and to continuously gain knowledge on Gender and Development (GAD) laws and policies, the conduct of “*Training Workshop on GAD Plan and Budget (GPB), Accomplishment Report (AR) and GAD Database Establishment*” to be held on September 7-8, 2023 at the DENR-PENRO Conference Hall, Boac, Marinduque, is hereby authorized.

The following officials and selected employees DENR-PENRO Marinduque are authorized to attend:

NAME	POSITION/DESIGNATION
<b>Office of the PENRO</b>	
1. Imelda M. Diaz	OIC-PENR Officer / Chair, GADFPS
<b>Technical Services Division (TSD)</b>	
2. Engr. Cynthia U. Lozano	Chief, TSD/ Vice-Chair, GADFPS
<b>Management Services Division (MSD)</b>	
3. Gemma P. Delos Reyes	In-Charge, MSD
<b>Conservation and Development Section (CDS)</b>	
4. Maria Elena M. Parañaque	Forester II/ ENGP Coordinator/Chief, CDS
5. Danilo L. Martinez	Forester II / BCU Chief / IPT & WRC In-Charge
6. Oliver R. Minay	Forest Technician II / CRFMU In -Charge
7. Corazon R. Pelaez	Forest Technician I
8. Randy R. Pantoja	Forest Technician I
<b>Regulation and Permitting Section (RPS)</b>	
9. Simeon R. Diaz	Land Management Officer III / Chief, RPS
10. Maria Lourdes P. Lastra	Land Management Officer II /Chief, PDU
11. Jelomy H. Mahayag	Forester I / Chief, WARU
12. Paul Brian D. Mijares	Forester I / Chief, FRUU
13. Mary Rose L. Borreo	Forester I / TSD Acting Planning Officer
14. Luciana M. Ricafrente	Special Investigator
15. Maria Aivy H. Sol	Land Management Officer I
16. Lorena R. Pernia	Land Management Officer I / RPS Planning Focal



17. John Carlo M. Lustre	LMI /PENRO Information Officer
18. Genneth P. Apostol	Land Management Inspector
19. Menchita D. Radovan	Forest Ranger
<b>Monitoring and Enforcement Section (MES)</b>	
20. Nannette M. Joven	Forester III/ Chief, MES
21. Don Gibson D. Mercado	Forester I / Chief, Compliance Monitoring
22. Bernadine L. Jasul	Forester I / Chief Enforcement Unit
23. Michael Vencint M. Sualog	Forest Technician I
24. Rica Quennie D. Radovan	Forest Ranger
<b>Planning Section (PS)</b>	
25. Jhonna Liza S. Medenilla	Planning Officer II / In-Charge, PS
26. Mark Ryan S. Lozada	Information Systems Analyst II / Chief ICT Unit
27. Heidy L. Oyong	Planning Officer I
<b>Administrative Section (AS)</b>	
28. Eden P. Palacios	Administrative Officer IV / Chief, AS
29. Manoel Christian S. Munar	Administrative Officer I (Records Officer I)
30. Sarah Jane D. Sena	Credit Officer I
31. Nilo L. Alcober	Administrative Officer I (Supply Officer I)
<b>Finance Section (FS)</b>	
32. Lorelyn P. Saet	Accountant III / Chief, FS
33. Anidel M. Feliciano	Administrative Officer IV (Budget Officer)
34. Arlene A. Jamilla	Administrative Assistant II
35. Ericka L. Macunat	Administrative Aide VI
<b>Protected Area Management Office – Marinduque Wildlife Sanctuary (PAMO-MWS)</b>	
36. Emeterio M. Recto	SEMS / Protected Area Superintendent, MWS
37. Alvin L. Pergis	Ecosystems Management Specialist II
38. Glaiza M. Peñaflorida	Ecosystems Management Specialist
39. Blesilda J. Constantino	Administrative Aide VI
40. Julius Mark L. Manoos	Forest Technician I
<b>Secretariat</b>	
41. Sarah Jane L. Montalban	GAD Information Officer
<b>Regional Office</b>	
42. Maria Grace B. Toledo	RGAD Project Support Officer
43. HRDS Representative	HRDS MIMAROPA Region

All training-related expenses to be incurred shall be charged against GAD allotment of PENRO Marinduque subject to existing accounting and auditing rules and regulations.

PENRO Marinduque GADFPS shall submit a report within fifteen (15) days after the completion of the activity to the undersigned thru the Assistant Regional Director for Management Services.

This Order takes effect on the aforementioned dates.

**FELIX S. MIRASOL, JR., CESO IV**

OIC, Regional Executive Director