



Republic of the Philippines

DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

<http://www.dilg.gov.ph>



## **ADOPTION OF THE USE OF THE GENDER AND DEVELOPMENT PLAN AND BUDGET MONITORING SYSTEM (GAD-PBMS)**

**Memorandum Circular No: 2020-105**

**Date: 23 JUL 2020**

### **I. Background**

1. Pursuant to the provisions of RA 9710, otherwise known as the Magna Carta of Women, the Department of the Interior and Local Government (DILG) together with the Philippine Commission on Women (PCW), the Department of Budget and Management (DBM) and the National Economic and Development Authority (NEDA), issued the PCW-DILG-DBM-NEDA Joint Memorandum Circular (JMC) No. 2013-01 entitled "Guidelines on the Localization of the Magna Carta of Women" last July 18, 2013, and was eventually superseded by the issuance of the JMC 2016-01 entitled "Amendments to the PCF-DILG-DBM-NEDA JMC No. 2013-01".
2. Said JMCs provide the mechanism to ensure that gender perspectives are mainstreamed in the local government plans, programs, projects and activities. Likewise, JMCs prescribe the necessary steps and schedules for the preparation and submission of Gender and Development plans and budget (GBP) and gender and development (GAD) accomplishment report (AR), as well as sets the standard menu and prescribed templates for all pertinent forms.
3. To ensure compliance of local governments, the DILG spearheaded a series of capacity development activities for LGU functionaries, as well as conducting series of consultation dialogues from various stakeholders identifying bottlenecks and the appropriate solutions.
4. To ease reporting requirements and pursuant to the government's directives on Ease of Doing Business and Efficient Delivery of Government Services (EODB-EDGS) Act of 2018, the DILG has spearheaded the development of the Gender and Development Plan and Budget Monitoring System (GAD-PBMS), and has conducted series of hands-on trainings to capacitate the DILG ROs

through their GAD Focal Persons and the Regional Information Technology Officers (RITOs) in 2019.

## **II. Purpose**

This Memorandum Circular is issued to provide guidelines on the adoption of GAD-PBMS starting CY 2020.

## **III. Scope/Coverage**

This circular is issued to all DILG Regional, Provincial, City Directors; Cluster Leaders; CLGOOs/MLGOOs, Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) Chief Minister; and Local Government Units (Provinces, Cities and Municipalities) nationwide.

## **IV. Legal Basis**

1. RA 9710: *Magna Carta of Women*
2. PCW-DILG-DBM-NEDA JMC No. 2013-01: *Guidelines on the Localization of the Magna Carta of Women*
3. PCW-DILG-DBM-NEDA JMC No. 2016-01: *Amendments to PCF-DILG-DBM-NEDA JMC No. 2013-01: Guidelines on the Localization of the Magna Carta of Women*

## **V. Policy Content and Guidelines**

### **1. General Guidelines**

- a. The use of the GAD-PBMS shall be adopted by all DILG FOs, Local Government Units (Provinces, Cities and Municipalities). On the other hand, Barangays shall still undergo the manual process as specified under the PCW-DILG-DBM-NEDA JMC 2013-01 and JMC 2016-01.
- b. The formal encoding of the GPB thru the GAD-PBMS shall begin on CY 2020 for the encoding of FY 2021 GPB, following the prescribed timelines under PCW-DILG-DBM-NEDA JMC No. 2016-01 unless otherwise amended by a succeeding policy issuance, or temporarily postponed through an official advisory or Memorandum.



- c. All users may refer to the official GAD-PBMS Manual which may be downloaded online via <https://gad.dilg.gov.ph/gad-user-manual-partial.pdf> .
- d. All users may request technical assistance and capacity development interventions from their respective DILG ROs, through the RITOs and GAD Focal Persons, otherwise the same may also be requested from DILG CO.

## 2. User Access and Permissions

- (i) Access to the system shall be provided to LGUs by the DILG Information System and Technology Management Service (ISTMS) and the Regional Information Communication Technology Unit (RICTU);
- (ii) A designated technical staff from LGUs' GAD Focal Point System (GFPS) Technical Working Group (TWG) Chairperson who shall be in-charge of encoding in each province, city and municipality shall be given access to GAD-PBMS as **Encoder**.
- (iii) Likewise, designated personnel from Provincial Planning Development Office (PPDO) and GAD Focal Person from the DILG Provincial and Regional Offices who shall be mainly in-charge of the review of the GAD PB and GAD-AR shall have access to the GAD-PBMS as **Reviewer**. Designation shall be supported by an office order.
- (iv) Despite the designation of technical staff to serve as encoder and reviewer, the DILG and LGU shall be strictly accountable on the online actions of the said designated encoder and reviewer pertaining to subject system.
- (v) The DILG Regional Information Technology Communication Officers (RICTU) and the Bureau of Local Government Development (BLGD) of the DILG Central Office are the designated **Administrator** and shall have the authority to monitor the overall status of the GAD Plan and Budget and Accomplishment Report of all the LGUs nationwide and generate report/s needed from the dashboard if necessary. They can Create, View, Edit and Delete accounts of the LGUs.

- (vi) The DILG-ISTMS is the designated **Super Administrator** and shall have the authority to give the user access and/or permission to the system and shall be able to Create, View, Edit and Delete accounts of the LGUs. The DILG- ISMS shall maintain the system.
- (vii) The users **cannot** change their username but may change password thru official request to their respective DILG RICTUs and/or directly to the DILG-ISTMS.
- (viii) User levels and permissions for the GAD-PBMS are as follows:
  - o **Users/Encoders** (Provincial, City and Municipal LGUs)
  - o **Reviewer** (DILG Regional Office, DILG Provincial Office and Provincial Planning Development Office)
  - o **Admin** (BLGD, RICTU)
  - o **Super Admin** (ISTMS)

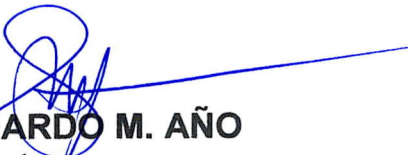
## VI. Penal Provisions

Non-compliance to the provisions of this Memorandum Circular shall be dealt with in accordance with pertinent laws, rules and regulations.

## VII. Effectivity

This Memorandum Circular shall take effect immediately and shall remain in force unless otherwise superseded or modified by subsequent policies and other issuances. All DILG Regional Directors are hereby directed to cause the widest dissemination of this Circular.

## VIII. Approving Authority

  
**EDUARDO M. AÑO**  
Secretary



## **IX. Feedback**

For related queries, kindly contact the Bureau of Local Government Development (BLGD) at Tel. Nos. (02) 927-7852 or 925-0356, or e-mail address at [blgd.ladd2018@gmail.com](mailto:blgd.ladd2018@gmail.com)