



***Gender
Mainstreaming at
the
Local Level
Training/Coaches
Manual***



***Department of the Interior
and Local Government
Bureau of Local Government
Development***

Foreword

There has been growing recognition of the need to ensure women's equal participation in all areas of decision making. The Magna Carta of Women (Republic Act No. 9710) enacted on August 14, 2009, pushes government action by adopting gender mainstreaming as a strategy to promote and fulfill women's human rights and eliminate gender discrimination in government systems, structures, policies, programs, processes and procedures. Through the Localization of the Magna Carta of Women, the strengthening initiatives and roles of the Department, in cooperation with other national government institutions cascade to the local level.

The GAD Coaches Manual is a of the useful tool that serves as a working "blueprint" to deepen understanding of the gender dimension, catering to the needs of the mandated technical facilitators particularly the DILG focal persons at the Central and Regional Offices. It will also serve as an efficient reference tool for Local Government Units, Women organizations and other civil that support in the pursuit of upbringing LGUs gender-responsive governance.

Indeed, the path for gender and development is an enormous challenge to all mandated stakeholders, nevertheless with the untiring support and persistence in advocating Gender Mainstreaming in various aspects of local governance, endless possibilities can positively happen.

We hope that this will be able to stimulates and unleash such possibilities in line with GAD advocacy of making gender responsiveness a norm of public service.

AUSTERE A. PANADERO
Undersecretary for Local Government

Message

The Department of the Interior and Local Government in partnership with other national government agencies has contributed a lot to efforts at institutionalizing the Localization of the Magna Carta of Women (MC 2013-01).

This concise and user-friendly GAD Coaches Manual is one such effort. It will help the DILG Central Offices and Regional Offices as well as the LGUs and women organizations at the local level in pursuing their mandate to serve as catalysts for gender mainstreaming.

May I take this opportunity to thank the GAD focal person/s at the Bureau of Local Government Development, our participating regional GAD Coordinators and the various GAD advocates in the Local Government Units for the valuable assistance in the preparation of this Manual.

ANNA LIZA F. BONAGUA

OIC Director, BLGD-DILG

Acknowledgement

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- 2.) Philippine Commission on Women (PCW), National Economic and Development Authority (NEDA), and Department of Budget Management (DBM) for their valuable inputs in the crafting of this Coaches Manual for Gender Mainstreaming at the Local Level.
- 3.) To the DILG Regional GAD Coordinators for making sure the production of this Manual would push through; and,
- 4.) The driving persistence of Ms. Susita G. Bulawit, the previous chief of The Local Administrative Development Division who initiated the development of this manual.

The development of this Manual is a major step in ensuring that Local Government Units and DILG central and regional offices are coordinating successfully in gender mainstreaming. The success of the Manual will result to the fulfillment of the respective mandates of the LGU and the DILG on gender mainstreaming as well as the realization of the objectives of the Magna Carta of Women.

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ACRONYMS

AIP	Annual Investment Program
CBMS	Community- Based Economic System
CDP	Comprehensive Development Plan
CEDAW	Convention on the Elimination of All Forms of Discrimination against Women
CHR	Commission on Human Rights
CLUP	Comprehensive Land Use Plan
CO	Capital Outlay
COA	Commission on Audit
CSOs	Civil Society Organizations
DA	Department of Agriculture
DAR	Department of Agrarian Reform
DBM	Department of Budget and Management
DENR	Department of Environment and Natural Resources
DOLE	Department of Labor and Employment
DRRM	Disaster Risk Reduction and Management
DTI	Department of Trade and Industry
ELA	Executive-Legislative Agenda
GAA	General Appropriations Act
GAD	Gender and Development
GAD AR	GAD Accomplishment Report
GAD FPS	GAD Focal Point System
GeRLKa	Gender Responsive LGU Ka Ba
GMEF	Gender Mainstreaming Evaluation Framework
GOCCs	Government-owned and Controlled Corporations
GST	Gender Sensitivity Training
HGDG	Harmonized Gender and Development Guidelines
HRDO	Human Resource Development Office
HUCs	Highly-Urbanized Cities
IEC	Information, Education and Communication
IPs	Indigenous Peoples
LCE	Local Chief Executives
LGC	Local Government Code
LGPMs	Local Government Performance Management System
GPB	GAD Plan and Budget
LGUs	Local Government Units
M&E	Monitoring and Evaluation
MCW	Magna Carta of Women
MDGs	Millennium Development Goals
MIS	Management Information System
MOOE	Maintenance and Other Operating Expenses
NCRFW's	National Commission on the Role of Filipino Women
NEDA	National Economic and Development Authority
NGAs	National Government Agencies
NGOs	Non- Government Organizations
NHTS-PR	National Household Targeting System for Poverty Reduction
NSO	National Statistics Office
ODA	Overseas Development Assistance
ORG	Office of the Regional Governor
P/P/As	Programs/Projects/Activities
PDPFP	Provincial Development and Physical Framework Plan
PPGD	Philippine Plan for Gender Responsive Development
PS	Personal Services
PWDs	Persons with Disabilities
RCBW	Regional Commission on Bangsamoro Women
SUCs	State Universities and Colleges
TWG	Technical Working Group
USAID	United States Agency for International Development
VAW	Violence against Women

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PART I

INTRODUCTION TO GENDER MAINSTREAMING

Legal Mandates on Gender Mainstreaming

The fundamental equality before the law of women and men is provided for in the 1987 Philippine Constitution. This recognition is carried out through Republic Act No. 7160 or the Local Government Code of 1991 (LGC), and Republic Act No. 7192 known as the Women in Development and Nation Building Act. These national legislations were enacted as part of the Philippine Government's commitments to the Beijing Platform for Action, the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and the Millennium Development Goals (MDGs) to pursue women's empowerment and gender equality in the country.

Accordingly, the government issued Executive Order No. 273 approving and adopting the Philippine Plan for Gender-Responsive Development (PPGD), 1995-2025 wherein agencies and local government units are mandated to institutionalize Gender and Development (GAD) by incorporating the GAD concerns spelled out in the PPGD in their planning, programming and budgeting processes. In furtherance of these mandates, the Framework Plan for Women encourage all government instrumentalities to promote gender-responsive governance, protect and fulfill women's human rights, and promote women's economic empowerment.

Annually the General Appropriations Act likewise tasked government entities to formulate a GAD Plan and to implement the same utilizing at least five percent (5%) of their total budget appropriations.,

The Magna Carta of Women (Republic Act No. 9710) enacted on August 14, 2009 is the latest law that pushes government's action by adopting gender mainstreaming as a strategy to promote and fulfill women's human rights and eliminate gender discrimination in government systems, structures, policies, programs, processes and procedures.

Purpose of this Coaches Manual

This Coaches Manual on Gender Mainstreaming aims to:

- a. To guide the DILG GAD Focal Persons at the Central Office and Regional Offices who are mandated to provide technical assistance to the LGUs in mainstreaming gender and development in local governance operations pursuant to the Magna Carta of Women; and
- b. Serve as reference material for researchers, LGUs, women organizations and other interest groups that are constantly providing support to LGUs in their pursuit of instituting an enabling environment that ensures gender-responsive governance.

PART II

UNDERSTANDING GENDER MAINSTREAMING CONCEPTS AND PROCESSES

What is Gender Mainstreaming?

The term “gender mainstreaming” came into widespread use with the adoption of the Beijing Platform for Action at the 1995 UN International Conference on Women. It represents an attempt by gender advocates to build on the successes of the past and address some of the challenges. It attempts to combine the strengths of the efficiency and empowerment approaches within the context of mainstream development. (DFID Gender Manual 2002)

There are various definitions of gender mainstreaming worldwide. In the Philippine context,

Gender Mainstreaming is:

- *The process of analyzing existing developmental paradigms, practices and goals;*
- *assessing the implications for women and men of existing and planned actions in legislation, policies, programs, projects and institutional mechanisms;*
- *transforming existing social and gender relations by consciously integrating gender concerns in the design, development goals, implementation, monitoring and evaluation of policies, programs and projects, and legislative action in all political, economic and social spheres so that women and men benefit equally and inequality is not perpetuated.*(ECOSOC Agreed Conclusions 1997/2)
- The government’s strategy for making national agencies, instrumentalities and the LGU’s work for gender equality and women empowerment.

Gender mainstreaming is also meant to be integral to all development decisions and interventions. It concerns the staffing, procedures, and culture of organizations. This differs from gender integration as the latter involves identifying and then addressing gender differences and inequalities during program and project design, implementation, monitoring, and evaluation. (USAID Office of Women in Development – November 2010). Gender mainstreaming likewise differs from gender staffing as the latter is being used as one of a number of strategies of the gender mainstreaming process that only involves increasing the number of women working throughout an organization, including at the management and field levels. The purpose of which is to create an equitable level-playing field within an organization to improve the work environment as well as the development outcomes.

Why Gender Mainstreaming?

To ensure that women’s as well as men’s concerns and experiences are integral to the design, implementation, monitoring and evaluation of all legislation, policies and programs so that women and men benefit equally and inequality is not perpetuated.

What is the Purpose of Gender Mainstreaming?

To institute gender equality for men and women – the ultimate goal of the whole process.

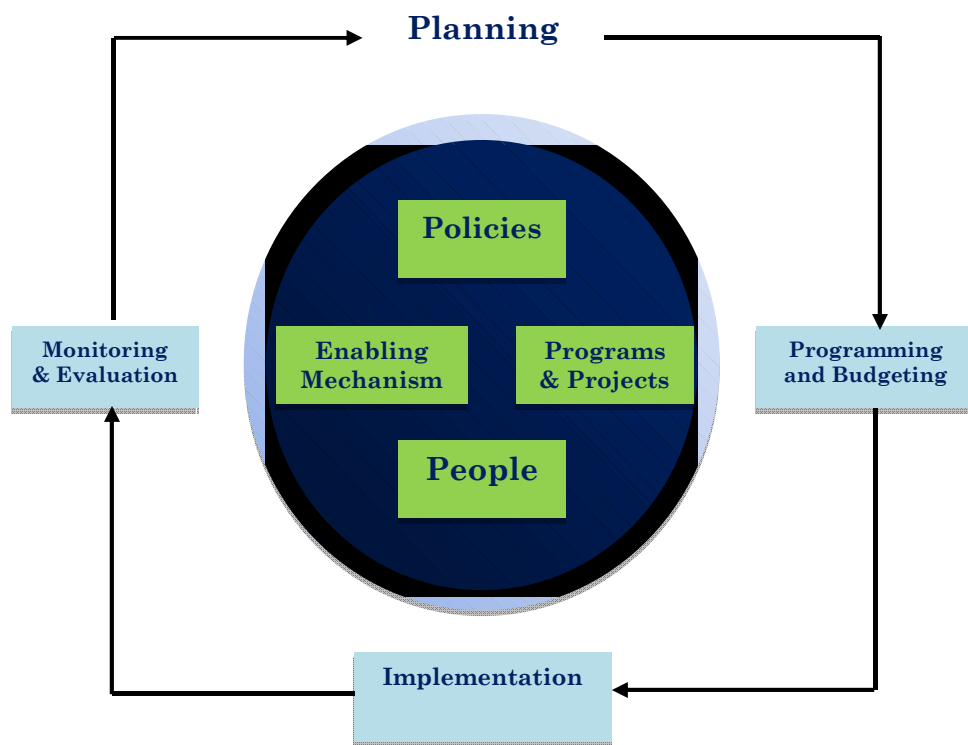
What are the Entry Points in Gender Mainstreaming?

There are four (4) entry points of gender mainstreaming:

1. **Policy**– these are expressions/statements of support on gender and development or enhancement/improvement of existing policies. These may be in the form of memoranda, executive orders, ordinances and other specific guidelines.
2. **People**- stakeholders responsible for gender mainstreaming. They assume four distinct roles: sponsor, change agent, target, and advocate.
 - **Change sponsor** – the individual or group of people who has/have the power to sanction or legitimize change
 - **Change agent** – the individual or group who is responsible for actually making the change
 - **Change target** – the individual or group who must actually change
 - **Change advocate** – the individual or group who wants to achieve a change but lacks the power to sanction it
3. **Enabling Mechanisms** –these constitute the structures, systems, roles and functions of Focal Points, gender-responsive database, networking efforts (developing networks and evolving partnerships) and resources such as allocation of the GAD budget.
4. **GAD Programs/Projects/Activities (P/P/As)** – these come in the form of information, education and communication (IEC) campaigns; client-directed P/P/As; P/P/As implementing international treaties, Philippine Plan for Gender Responsive Development (PPGD) and other laws and policies on women and GAD; application and other planning technologies; and personnel-directed P/P/As

**The GAD budget provides resources necessary for implementing programs, projects and activities designed to address gender issues and promote women's empowerment and gender equality as identified in the GAD plan. The cost of implementing the GAD plan should at least be 5% of their total budget.*

Diagram 1. Entry Points in Gender Mainstreaming and Project Cycle



What are the Stages of Gender Mainstreaming?

Gender mainstreaming involves four (4) stages (NCRFW's Gender Mainstreaming Evaluation Framework):

- Stage 1 - **Foundation Formation**. This involves raising awareness of the people on gender and development (GAD) to generate support for gender mainstreaming in the organization.
- Stage 2 - **Installation of Enabling Mechanisms**. This stage involves putting in place the key stakeholders, necessary policies, support structures, systems and mechanisms to facilitate and sustain gender mainstreaming. It is also at this stage where sporadic application of GAD concepts and tools is undertaken.
- Stage 3 - **GAD Application**. This involves the integration and consolidation of gender efforts among stakeholders to produce intended or desired impact on women.
- Stage 4 - **Commitment Enhancement and Institutionalization**. This stage involves implementation of continuous monitoring, evaluation and improvement of gender mainstreaming efforts; and incorporation of GAD in all aspects of the LGU's operations.

What are the Manifestations and Practices of Gender Mainstreaming at the Local Level?

- Establishing Enabling Structures and Mechanisms
 - Representation and participation of women in decision making
 - Access and use of information
 - Allocation of resources
- Gender – responsiveness through policies and ordinances
- Building capacities to address gender issues and concerns
 - Identifying GAD Champions
 - Creating a critical mass of competent advocates and GAD Focal Points
 - Networking among LGU-GO-CSO GAD advocates

How is LGU's gender – responsiveness manifested?

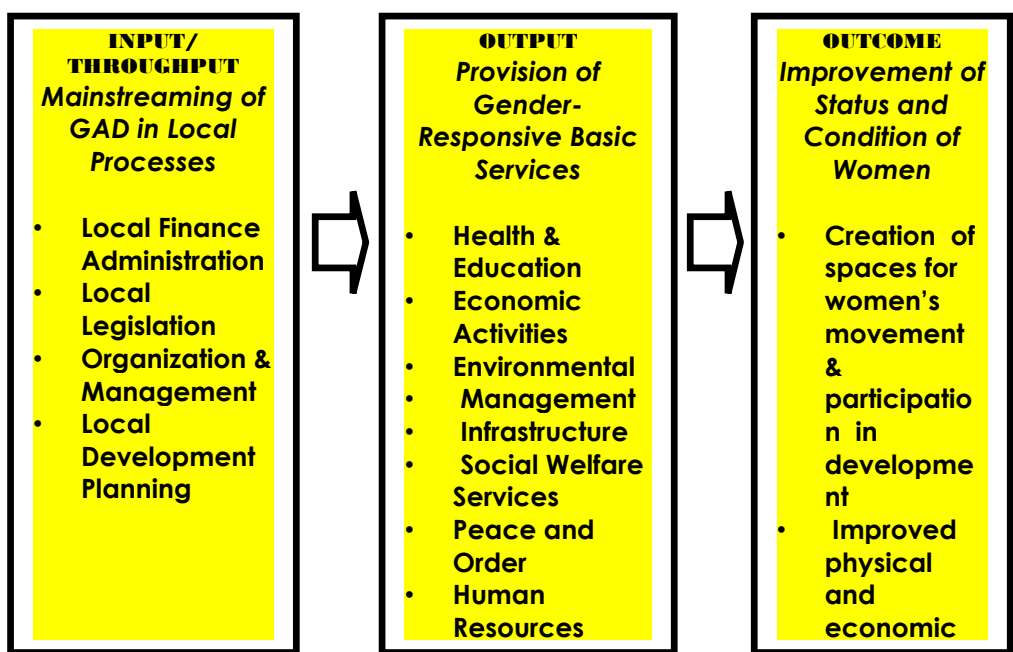
- 1) the types of services provided to address specific needs of women and men; and

*Types of services

- Education
- Health
- Shelter and housing
- Protective
- Environmental protection
- Welfare and community development
- Agricultural and other economic activities

- 2) the processes and mechanisms installed as well as the capabilities developed and built within the organization to deliver such services.
- Establishing enabling structures and mechanisms
 - Representation and participation of women in local special bodies and other councils
 - Access to and use of information
 - Allocation of resources
 - Gender-responsiveness through policy issuances and ordinances
 - Building capacities to address gender issues and concerns

Schematic Presentation of LGU Gender-Responsiveness



PART III.

INSTITUTIONAL MECHANISMS IN MAINSTREAMING GENDER IN LOCAL GOVERNANCE

In pursuing gender mainstreaming at the local level, the Magna Carta of Women and JMC 2013-01 prescribes the following five (5) mechanisms and ensure that these are in place :

- a. creation/strengthening of Gender and Development (GAD) Focal Point System;
- b. establishment of GAD Database;
- c. Planning and Budgeting for GAD;
- d. Formulation of GAD Code; and
- e. mainstreaming gender in local development plans.

A. The GAD Focal Point System

What is a GAD Focal Point System (GFPS)?

A GAD Focal Point System is a sub-structure of the local government organization which serves as a pre-requisite in accelerating gender mainstreaming in the local operations – policy development and advocacy, planning and budgeting, program/project development, implementation, monitoring and evaluation. The Local Chief Executive/s (LCEs) shall sign appropriate issuances to institutionalize the establishment and/or strengthening of the GFPS in their respective LGUs.

How is the GAD Focal Point System organized?

A GAD Focal Point System shall be composed of two sub-structures – the GAD FPS Executive Committee and a Technical Working Group.

The GFPS Executive Committee (Execom) is composed of the LCE as the Chair and shall have the Department Heads, Chairs of the Sanggunian Committees on Women, Children and Family, and Appropriations; and representatives from the PNP's Women's Desk, Indigenous Peoples (IPs), Persons with Disabilities (PWDs), private sectors, academe and recognized and/or accredited non-government organizations (NGOs) as well as women associations, as members. In the case of cities and municipalities, the President of the Ligang mga Barangay and the Sanggunian Kabataan (SK) Federation President may be invited as members of the GFPS. The LCE may also designate an alternate Chair and Vice-Chair for the GFPS.

The GFPS Technical Working Group (TWG) shall be composed of, but not limited to, key staff from the various LGU offices/departments or committees represented in the GFPS Executive Committee including a representative from LCE's office, member from the private sectors, academe and civil society organizations as appropriate. The designation of the GFPS TWG Chair shall be made official through the issuance of a Memorandum duly signed by the LCE and endorsed by his or her immediate supervisor or concerned LGU Department Head. The GFPS TWG Chair shall be elected from among the GFPS TWG members. The GFPS TWG Chair may designate a secretariat to assist the TWG in its functions.

Where feasible, the LGU may also establish a GAD Office or unit under the Office of the LCE that will support and coordinate all the gender-related activities and concerns of the LGU GFPS. The LCE may also appoint or designate the LGU personnel to manage the GAD Office and/or unit.

The Barangay GFPS shall be chaired by the Punong Barangay, co-chaired by the Chair of the Sangguniang Barangay Committee on Women, Children and Family, with the following as members:

- i. Sangguniang Barangay Committee on Appropriations
- ii. SK Chairperson
- iii. Barangay Health Worker
- iv. Barangay Treasurer
- v. Violence Against Women (VAW) Desk Officer
- vi. Barangay Nutrition Scholar

- vii. Tanod Executive Officer
- viii. Day Care Worker
- ix. Lupong Tagapamayapa member
- x. Women's organizations existing at the barangay level
- xi. Barangay Human Rights Action Officer, where existent
- xii. Members of the private sectors and academe, as appropriate

The Barangay Secretary shall provide secretariat support to the Barangay GFPS.

(Refer to Annex A: Organizational Structure of the GU GAD Focal Point System)

All LGUs shall ensure that all members of the GFPS including elected local officials and department heads undergo capacity building programs on GAD which shall include but not be limited to: gender sensitivity training (GST), gender-responsive planning and budgeting, gender audit, gender analysis and GAD tools such as the Gender Mainstreaming Evaluation Framework (GMEF), Gender Responsive LGU Ka Ba(GeRLKa Ba) Self-Assessment Tool, Harmonized Gender and Development Guidelines (HGDG) and other succeeding GAD tools.

What are the General Functions of the LGU GFPS?

Pursuant to the MCW Implementing Rules and Regulations (IRR), the LGU GFPS is tasked to ensure and sustain the LGU's critical consciousness in supporting gender and development women's empowerment and responding to gender issues. It shall take a lead role in direction-setting, advocacy, planning, monitoring and evaluation, and technical advisory on mainstreaming GAD perspectives in the LGU programs, projects, activities, and processes. Specifically, the GFPS shall be responsible for the following:

The GFPS shall perform the following functions:

- a) Lead in mainstreaming gender perspective in LGU policies, plans and programs. In the process, they shall ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures of the LGU based on the priority needs and concerns of constituencies and employees, and the formulation of recommendations including their implementation;
- b) Assist in the formulation of new policies such as the GAD Code in advancing women's empowerment and gender equality;
- c) Lead in setting up appropriate systems and mechanisms to ensure the generation, processing, review, and updating of sex-disaggregated data or GAD database to serve as basis in performance-based gender-responsive planning and budgeting;
- d) Coordinate efforts of different divisions/offices/units of the LGU and advocate for the integration of GAD perspectives in all their systems and processes;
- e) Spearhead the preparation of the annual and performance-based **LGU GAD Plan and Budget (GPB)** in response to gender issues and concerns of their locality, and in the context of the LGU mandate; and consolidate the same following the form and procedure prescribed in the Joint Memorandum Circular (JMC) 2013-2011 dated July 18, 2013.. The GFPS shall likewise be responsible for submitting the consolidated **GAD Plans and Budgets (GPBs)** of the LGU;
- f) Lead in monitoring the effective implementation of the GPB, GAD Code, other GAD-related policies and plans;
- g) Lead the preparation of the annual **LGU GAD Accomplishment Report (GAD AR)** and other GAD Reports that may be required under the MCW and JMC 2013-01 dated July 18, 2013;
- h) Strengthen the external link with other LGUs, concerned agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various levels of local governance;

- i) Promote and actively pursue the participation of women and gender advocates, other civil society groups and private organizations in the various stages of development planning cycle; giving attention to the marginalized sectors, and
- j) Ensure that all personnel of the LGU including the planning and finance officers (e.g. accountants, budget offices, auditors) are capacitated on GAD. Along this line, the GFPS will recommend and plan an appropriate capacity development program on GAD for its employees as part of and implemented under its regular human resource development program.

What are the Roles and Responsibilities of the GFPS?

- a) The **GFPS Chairperson** or **LCE** shall:
 - i. Issue policies and/or directives that support GAD mainstreaming in the policies, plans, programs, projects and activities (PPAs) and services of the LGU as well as in the budget, systems, processes and procedures of the LGU including the creation, strengthening, modification or reconstitution of the GFPS; and
 - ii. Ensure the implementation of the GPB and approve GAD AR and other GAD-related reports of the LGU as maybe required by the MCW-IRR and JMC 2013-01 and duly endorsed by the GFPS Executive Committee, with the assistance of the GFPS TWG.

- b) The **GFPS Executive Committee** shall:
 - i. Provide policy advice to the LCE to support and strengthen the GFPS and LGU's gender mainstreaming efforts;
 - ii. Direct the identification of GAD strategies, PPAs and targets based on the results of the gender analysis and gender assessment, taking into account the identified priorities of the LGU and the gender issues and concerns faced by and the LGU's constituents and employees;
 - iii. Ensure the timely submission of the LGU GAD Plan and Budget (GPB), GAD Accomplishment Report (GAD AR) and other GAD-related reports to the DILG which shall be consolidated for submission to PCW and appropriate oversight agencies;
 - iv. Ensure the effective and efficient implementation of the LGU **GAD PPAs** and the judicious utilization of the GAD Budget;
 - v. Build and strengthen the partnership of the LGU with concerned stakeholders such as women's groups or CSOs, national government agencies, GAD experts and advocates, among others in pursuit of gender mainstreaming; and
 - vi. Recommend awards and/or incentives to recognize outstanding GAD PPAs or individuals who have made exemplary contributions to GAD.

- c) The **Technical Working Group (TWG)** shall:
 - i. Facilitate the implementation of the gender mainstreaming efforts of the LGU through the GAD planning and budgeting process;
 - ii. Formulate the LGU GPB in response to the gender gaps and issues faced by their clients and constituencies including their women and men employees;

- iii. Assist in the capacity and competency development of and provide technical assistance to the offices or units of the LGU. In this regard, the TWG shall work with the Human Resource Development Office (HRDO) on the development and implementation of a capacity development program on GAD for its employees, as necessary;
 - iv. Coordinate with the various units/offices of the LGU and ensure their meaningful participation in strategic and annual planning exercises including the preparation, consolidation and submission of GPBs;
 - v. Lead in the conduct of advocacy activities and the development of information, education and communication (IEC) materials to ensure critical support of LGU elected officials, department heads and staff, and relevant stakeholders to the GFPS and to gender mainstreaming;
 - vi. Monitor the implementation of GAD-related PPAs and suggest corrective measures to improve their implementation;
 - vii. Prepare and consolidate LGU GAD ARs and other GAD-related reports; and
 - viii. Provide regular updates and recommendations to the LCE or GFPS ExeCom regarding GFPS' activities and the progress of LGU in gender mainstreaming based on the feedback and reports of concerned LGU offices/units, stakeholders and constituents.
- d) The GFPS Secretariat, and whenever feasible the GAD office or unit designated by the LCE, shall assist the GFPS ExeCom and the TWG in the performance of their roles and responsibilities, specifically on the provision of administrative and logistical services; preparation of meeting agenda; and documentation of GFPS meetings and related GAD activities.

In the event of a change in local administration, the remaining members of the GFPS Execom and TWG shall facilitate the immediate reconstitution of the GFPS and the conduct of GST and other GAD competency development activities for newly-elected local officials.

LGUs, through their GFPS, shall strengthen their linkages and/or partnerships with the local offices of the NGAs, private sector, academe, Official Development Assistance (ODA) partners and stakeholders in furtherance of their gender mainstreaming efforts.

B. Establishment and Maintenance of a GAD Database

Pursuant to the Magna Carta of Women, LGUs, through their Local Planning and Development Offices (LPDO) shall spearhead the setting up and maintenance of the GAD database which can either be computerized or manually-operated and which shall form part of the overall management information system (MIS) of the LGU. The GFPS or its TWG shall provide technical assistance in ensuring that the GAD database is operational.

What is a GAD Database?

A GAD database is a system that contains all sex-disaggregated data and gender statistics derived from the ecological profile of the LGU covering all aspects of local governance areas. Other sex-disaggregated data and GAD-related information may be derived and/or sourced from the local National Statistics Office (NSO), academe, CSOs as well as from studies and surveys by local offices of NGAs, e.g. Department of Agriculture (DA), Department of Environment and Natural Resources (DENR), Department of Agrarian Reform (DAR), Department of Labor and Employment (DOLE), Department of Trade and Industry (DTI). The results of the Community Based Monitoring System, the National Household Targeting System for Poverty Reduction (NHTS-PR) and Local Governance Performance Management System (LGPMS) of the LGU may form part of the GAD database.

(Refer to Annex B: Data Requirements for the LGU GAD Database)

What are the uses of the GAD Database?

The GAD database will serve as basis in performance-based gender-responsive planning, programming and policy formulation, program designing and decision making of the LGU management.

What are the processes involved in establishing a GAD Database?

The establishment of the GAD database is an additional process of the LGU's MIS as it covers specific data/information that pertains to the status of men and women internal to the organization and at the community level. From the regular data gathering and profiling process, sex-disaggregation of data shall be conducted at the various operating unit doing the task.

Provinces, cities, municipalities and barangays shall be capacitated to develop and/or enhance their GAD Databases. Barangay GFPS shall facilitate the gathering of sex-disaggregated data and GAD-related information for submission to the city and/or municipality thru the Office of Planning and Development Coordinators for consolidation. The city and/or municipality shall consolidate the same for data processing, data analysis and data updating and maintenance of their GAD Database. The consolidated city and/or municipal data shall be submitted to provinces for updating and maintenance of their respective GAD databases. To ensure efficiency and effectiveness in data gathering, the Barangay GFPS shall be capacitated on the mechanism of collecting and processing sex-disaggregated data and other gender-related information.

The consolidated sex-disaggregated data will be processed and analyzed and shall be stored in the GAD database. Maintenance of these data shall be done through regular updating and checking in terms of improvement of status or changes in the condition of men and women in the locality. The LGU GFPS or its TWG shall provide technical assistance in ensuring that the GAD database is operational.

C. Planning and Budgeting for GAD

One critical component of gender mainstreaming at the local level is planning and budgeting for GAD. Under the Magna Carta of Women, GAD planning and budgeting is given impetus to ensure that a portion of the LGU's resources allocated to address gender concerns/issues either organization-or client-related.

What are the General Guidelines in GAD Planning and Budgeting

Pursuant to the MCW and the General Appropriations Act (GAA), all government departments, including their attached agencies, offices, bureaus, state universities and colleges (SUCs), government-owned and controlled corporations (GOCCs), LGUs and other government instrumentalities shall formulate their annual GPBs within the context of their mandates to mainstream gender perspectives in their policies, programs and projects. GAD planning and budgeting shall be integrated in the regular activities of the LGUs, the cost of implementation of which shall be at least five percent (5%) of their total budgets. The computation and utilization shall be implemented in accordance with the specific guidelines provided therein.

- 1) LGUs, through their GFPS or similar GAD mechanism/s shall formulate their annual GPBs within the context of their mandates to ensure gender mainstreaming in their policies, program, and projects. GAD planning and budgeting shall be integrated in the regular activities of the LGU, the cost of implementation of which shall be at least five percent (5%) of their total Annual Budgets. The development, allocation and utilization of the GPB shall be implemented in accordance with JMC 2013-01 dated July 18, 2013.
- 2) The preparation of the GPB shall be conducted annually as part of all programming and budgeting exercises of LGUs. It shall be synchronized with the planning and budgeting calendar pursuant to DILG-NEDA-DBM-DOF JMC No. 1 series of 2007 or the Guidelines on the Harmonization of Local Planning, Investment Programming, Revenue Administration, Budgeting and Expenditure Management.

- 3) The GAD planning and budgeting process shall be incorporated in the Comprehensive Land Use Plan (CLUP), Comprehensive Development Plan (CDP), Annual Investment Program (AIP), the Executive-Legislative Agenda (ELA), Provincial Development and Physical Framework Plan (PDPFP) and in sector plans, e.g. disaster risk reduction and management (DRRM) plan. It shall also be guided by the desired outcomes and goals embodied in the MCW, PPGD, other GAD-related laws, policies and term plans as well as in the UN CEDAW and other relevant international commitments.
- 4) In identifying GAD PPAs and policies, LGUs shall at all times give priority to those that will address emerging and/or continuing issues and concerns such as:
 - a) Provision of basic services and facilities to protect and fulfill women's human right, including their protection from all forms of violence;
 - b) Women's economic empowerment, including women's participation in economic governance;
 - c) Participation in decision-making and local governance; and
 - d) Other provisions of the MCW.

(Refer to Annex C: Roles and Responsibilities of Local Government Units (LGUs) in Implementing the Magna Carta of Women)

- 5) For effective planning and implementation of GAD PPAs, LGUs shall ensure that the essential elements in GAD planning and budgeting are in place. Specifically, these elements include the a) creation and or strengthening of the LGU GFPS; b) capacity development on gender mainstreaming, gender-responsive planning and budgeting, gender analysis, gender assessment, development and utilization of GAD tools; and c) institutionalization of GAD database and/or sex-disaggregated database. If these are not present or need to be strengthened in the LGU, LGUs shall include them in their GPBs.
- 6) The LCE shall ensure that the GPB is provided with adequate resources. As such, the implementation of the GPB shall not be affected by austerity measures.
- 7) The GAD budget, which is the cost of implementing the GAD plan, shall form part of, and is not in addition to the LGUs' Annual Budget.
- 8) LGUs shall consult with their employees and constituencies through accredited women or people/civil society organizations, foundations, interfaith organizations, among others, to ensure the relevance of their GPBs.
- 9) GAD planning and budgeting shall adhere to Executive Order 43 s. 2011, *Pursuing our Social Contract with the Filipino People through the Reorganization of the Cabinet Clusters*. As such, LGUs shall strengthen their capacity to link their budget with performance and shall enable citizens and civil society to monitor and evaluate these, promote equal gender opportunities in their public policies and programs and ensure transparent, accountable, participatory and inclusive governance resulting to direct, immediate and substantial benefits for the poor.

What are the Steps in Formulating the LGU GAD Plan and Budget (GPB)

- 1) In consultation with local functionaries and stakeholders, the LGU GFPS shall set the GAD agenda or identify priority gender issues to be addressed by the LGU during the three-year term of its leadership. The GAD agenda shall be the basis for the annual formulation of PPAs to be included in the LGU GPB. The GAD agenda or the priority gender issues, mandates and targets may be derived from the following:
 - i. Review of the GAD-related laws and policies relevant to the LGU such as those mentioned in **Section 2.0 and item 2 of Section 4.0 C.1.4 of JMC 2013-01 dated July 18, 2013;**
 - ii. Results of gender analysis and/or gender assessment using the sex-disaggregated data/information from the LGU database, the Ecological Profile, the CBMS and/or LGPMS and NHTS-PR as well as information from major programs and services of the LGU that reflect the gender gaps and/or issues

faced by program/service beneficiaries, women and men constituent and employees ;

- iii. Results of program and project evaluation in terms of benefits to target beneficiaries; and
 - iv. Review of findings from the audit of GAD funds and GAD ARs to surface remaining gender issues that have not been addressed in previous GPBs.
2. Identify appropriate PPAs to address priority gender issues that are included in the GPB. PPAs may be client-focused or those addressing gender mainstreaming in regular/flagship PPAs; as well as organization-focused or those addressing identified gender issues of the LGU and its personnel.
 3. The GAD Budget is prepared based on the estimated costs of functions (e.g. Personnel Services, Maintenance & Other Operating Expenses, and Capital Outlay) and PPAs translated from the demands/commitments identified in the GAD Plan.
 4. Fill out the GPB and GAD AR forms.

(Refer to Annex D: Guide in Completing the LGU GAD Plan and Budget Form; and Annex E: Guide in Completing the GAD Accomplishment Report Form)

What is the Manner of Costing and Allocation of the GAD Budget?

- 1) At least five percent (5%) of the total LGU budget appropriations under the Annual Budget shall correspond to the activities supporting GAD PPAs. The GAD budget shall be drawn from the LGU's maintenance and other operating expenses (MOOE), capital outlay (CO), and personal services (PS). The GAD budget shall not constitute additional budget over an LGU's total budget appropriations.

The five percent (5%) GAD budget shall endeavor to influence the 95% of said budget toward gender-responsiveness.
- 2) Pursuant to **Section 37A.1c of the MCW IRR**, the GAD budget may be allocated using any or a combination of the following:
 - i. As a separate GAD fund to support GAD-focused PPAs;
 - ii. As fund to support integrating gender perspectives in regular/flagship programs and projects; and
 - iii. As counterpart fund to support gender-responsive ODA-funded projects.
- 3) The LGU GFPS shall annually monitor and evaluate the utilization and outcome of the GAD budget in terms of its success in influencing the gender-responsive implementation of PPAs funded by the remaining 95% of the LGU budget (**MCW Chapter VI, Section 36**); the results of which shall be reflected in the forms prescribed in **Section 5.0 of JMC 2013-01 dated July 18, 2013**.
- 4) LGUs with ODA-funded projects shall allocate five (5) to thirty (30) percent of ODA funds received from foreign governments and multilateral agencies to support gender-responsive

PPAs, provided that the same are aligned with the purpose of the foreign grant and/or the grant agreements between the LGU and the Grantor.

- 5) Attributing LGU programs and projects including ODA-funded projects to the GAD budget:
- a. In pursuit of gradually increasing the gender-responsiveness of LGU programs and projects, the LGU may attribute a portion or whole of their budgets to GAD in support of gender-responsive PPAs. To facilitate this, the LGU shall conduct a gender analysis of their programs and projects through the administration of the HGDG tool.
 - b. If the LGU is not trained on the HGDG, it may propose a training program on the HGDG in its GPB for the incoming year and may seek the assistance of a specialist or expert on gender analysis on the use or administration of the HGDG.
 - c. The use of the HGDG will yield a maximum score of 20 points for each program or project. Based on the HGDG score, a percentage of the budget of the LGU's existing and proposed regular or flagship program/project may be attributed to the GAD budget as follows:

HGDG Score	Description	Corresponding Budget for the Year of the Program that may be Attributed to the LGU GAD Budget
Below 4.0	GAD is invisible	0% or no amount of the program/project budget for the year may be attributed to the GAD budget.
4.0 – 7.9	Promising GAD prospects (conditional pass)	25% of the budget for the year of the program/project may be attributed to the GAD budget.
8.0 – 14.9	Gender sensitive	50% of the budget for the year of the program/project may be attributed to the GAD budget.
15.0 – 19.9	Gender-responsive	75% of the budget for the year of the program/project may be attributed to the GAD budget.
20.0	Fully gender- responsive	100% of the budget for the year of the program may be attributed to the GAD budget.

Table 1

- d. Based on its initial result in the HGDG, the LGU will set its target score for a particular program or project. For example, the program or project was rated 4.0 in the HGDG and the LGU would like to achieve a score of 6.0 for said program or project at the end of the year. Hence, the LGU should subsequently plan and estimate the cost of interventions (or cost of gender mainstreaming) to achieve its target. The cost of interventions in making the program or project reach a higher score in the HGDG shall be included in the LGU GPB.
- e. During the preparation of its GADAR, the LGU will again administer the HGDG test to determine the extent that the targeted HGDG score is attained. This score will be the basis in determining actual expenditure that can be attributed to the GAD budget. In the example above, if the LGU has an HGDG score of 8 (higher than its target), it can attribute 50% of the program's budget to the actual GAD expenditure.
- f. The cost of interventions to mainstream GAD in programs and projects, including those that are funded by ODA, may be attributed to the GAD budget.

What is the Guidance in observing GAD Planning and Budgeting?

1) January (a year before budget year) – The LCE shall issue a memorandum order to all departments/offices for the preparation of their annual GPB and annual GAD AR (e.g. LGU FY 2014 GPB and FY 2012 GAD AR)

2) January-February – All departments/offices including barangays shall formulate their GPBs and GAD ARs of the previous year for submission to the LGU GFPS.

LGUs shall submit their consolidated annual GAD ARs to the DILG Regional Offices, which in turn shall be submitted to the DILG Central Office for consolidation and submission to PCW.

3) March – The LGU GFPS TWG of component cities and municipalities shall review and consolidate the GPBs. The consolidated GPBs shall be submitted to the Provincial Planning and Development Offices (PPDO) to ensure the alignment with GAD PPAs to the priorities of the province. Afterward, these shall be submitted to the DILG Regional Offices for review and endorsement. For provinces, highly-urbanized cities (HUCs) and independent component cities (ICCs), the LGU GFPS TWG shall submit the GPBs to the DILG Regional Office for their review and endorsement.

4) April-May – DILG-endorsed LGU GPBs shall be returned to the concerned LGUs for integration of the GAD PPAs in the AIP.

5) June-July – the following activities are undertaken:

- i. Integration of identified gender issues and concerns and GAD goals, strategies, objectives, targets and PPAs of the GPB during the formulation, updating or enhancement of the CLUP/CDP/PDPFP/ELA.
- ii. Review the inclusion of the GAD PPAs of the GPB in the Local Development Investment Program (LDIP), before its approval.
- iii. Issuance of the Budget Call by the LCE to all departments/offices.

6) July-August – The following activities are undertaken:

- i. Integration of the endorsed GPB in the annual budget proposals of LGU departments/offices; and
- ii. The Local Finance Committee (LFC) shall ensure the integration of the GPB in the LGU budget proposals during the technical budget hearings.

7) September – The LFC shall ensure that the identified GAD PPAs are reflected in the Local Expenditure Program (LEP) and the Budget Expenditure and Sources of Financing (BESF).

8) October – Not later than October 16, the LCE shall ensure that the identified GAD PPAs are included in the Budget Message and in the Executive Budget for submission to the Local Sanggunian for its enactment.

9) Within 90 days from the receipt of the submitted Annual or Supplemental Budgets, the DBM Regional Office shall review the annual or supplemental budgets of the HUCs, ICCs and provinces. Sanggunian Panlalawigan shall review the Municipal/Supplemental Budgets. The Sanggunian Bayan/Panlungsod shall review the Barangay Annual/supplemental Budgets. The DBM Regional Offices/Provincial/City/Municipal Sanggunian shall ensure that GAD PPAs have the required resource allocation in the Annual Budget.

Figure 1

Guidance in observing gad planning and budgeting

<p>January</p> <p>Issuance of LCEs memorandum to all departments</p>	<p>April</p> <p>Return of DILG endorsed LGU GPBs to LGUs for integration of GAD PPAs in the AIP</p>	<p>July</p> <p>Issuance of the budget call by the LCE to all Departments</p>	<p>October</p> <p>The LCE shall ensure that the identified GAD PPAs are included in the budget message and In the executive budget for submission to the local Sanggunian for its encashment</p>
<p>February</p> <p>Formulation of GPBs and GAD ARs for submission to the LGU GFPS</p>	<p>May</p> <p>Return of DILG-endorsed LGU GPBs to LGUs for integration of GAD PPAs in the AIP</p>	<p>August</p> <p>Integration of GPB in the annual budget proposals of LGU Integration of the GPB by the LFC in the LGU budget proposals</p>	
<p>March</p> <p>Review and Consolidation of GPBs</p> <p>Submission of Consolidated GPBs to PPDO and DILG Regional Offices</p>	<p>June</p> <p>Enhancement of CLUP/CDP/PDPFP/ELA</p> <p>Review the Inclusion of the GAD PPAs of the GPB in the LDIP</p>	<p>September</p> <p>LFC shall ensure that the identified GAD PPAs are reflected in the LEP and BESF</p>	

What are the Processes involved in the Submission, Review and Endorsement of LGU GAD Plans and Budgets?

- 1) Provinces, HUCs, ICCs and municipalities within Metro Manila shall submit their GPBs, accompanied by their GAD ARs, to the DILG Regional Offices for their review and approval. Reviewed and approved GPBs shall be returned to the LGUs for integration in the AIP and funding.
- 2) Component cities and municipalities outside Metro Manila shall submit their GPBs to the PPDO of the Provincial Government to ensure the alignment of the municipal/city GAD PPAs with the priorities of the province and to the DILG Regional Offices for its review and approval. DILG-approved GPBs shall be returned to the LGUs concerned, for incorporation in their annual budgets to be enacted by their Local Sanggunian.
- 3) In the case of the ARMM, the ARMM line agencies shall submit their GPBs to the Regional Commission on Bangsamoro Women (RCBW) for its review and consolidation, in terms of the correctness and alignment of the entries in the GPB form. After review and consolidation, the RCBW shall submit the GPBs to the Office of the Regional Governor (ORG), for approval and submission to PCW for its endorsement to DBM.
- 4) Barangays shall prepare and submit their GPBs to the City/Municipal PDO to ensure the alignment of the barangay GAD PPAs with the priorities of the city/municipality and submit the same to the DILG LGOO for review and approval. Reviewed and approved GPBs shall be returned to the concerned barangays, for incorporation in their Annual Budgets.
- 5) The LGU GFPS shall ensure that the GPBs of their respective LGUs, including the GPBs of barangays within the city/municipal jurisdiction, are carried out according to synchronized local planning and budgeting calendar.
- 6) The GFPS TWG shall review all submitted GPBs and as needed, provide comments or recommendations for revision. The review of GPBs shall focus on the alignment of the GAD plan with the GAD agenda and the correctness and alignment of the entries in each column of the GPB form, e.g. if the proposed activities respond to the identified gender issue or cause of the issue, if the issues are correctly identified or formulated, if there are clear indicators and targets, if the proposed budget is realistic, if the number of proposed activities are doable within the year, among others.
- 7) The DILG Regional Offices shall review and approve the LGU GPBs based on the gender-responsiveness of their content, e.g. relevance of the GAD PPAs to the identified gender issues and their causes as well as the correctness and alignment of the entries in the GPB form. DILG-approved GPBs shall include a certificate of approval from the DILG Regional Offices which will be returned to the concerned LGUs for incorporation in their Annual Budgets to be enacted by their Sanggunian.

How is the Implementation and Monitoring of the GAD Plan and Budget carried out?

- 1) Upon receipt of the enacted GPB which includes a certificate of approval from the concerned DILG Regional Office, the LCE shall issue an appropriate policy directive, copy furnished the DILG Regional Office, to disseminate and implement the GPB. The directive shall also mandate the LGU GFPS to: a) provide technical assistance in the implementation of the GPB; b) monitor its implementation; c) ensure the preparation and submission of GAD AR; and d) consolidate reports on the implementation of the GPB.
- 2) The LGUs through their LCEs shall inform the DILG Regional Office in writing if there are changes in the DILG-approved GPB and/or if there is a need to implement additional PPAs relevant to current gender issues or GAD-related undertakings. The DILG Regional Office, in turn, shall acknowledge receipt of adjusted GPB and inform the LGUs if the GAD PPAs or activities in the adjusted GPB are in accordance with the JMC 2013-01.
- 3) As needed, LGUs may seek the assistance of DILG, PCW, DBM, NEDA, other oversight agencies, civil society organizations (CSOs), gender specialist/experts and other stakeholders in monitoring the results of their GAD PPAs.
- 4) The GAD Focal Point System shall regularly monitor if the GAD Budget is being spent on what it was intended for and check on the actual cost of implementing the GAD activities.

What are The Processes involved in the Preparation and Submission of GAD Accomplishment Report?

- 1) The GFPS shall prepare their annual GAD AR based on the DILG-approved GPB or the enacted GPB following the form prescribed in Annex E. Activities completed until the end of the year may be included in the final LGU GAD AR.
- 2) Barangays shall submit their GAD ARs for consolidation and review of the cities/municipalities; while cities/municipalities shall submit their GAD ARs for review and consolidation of their respective provinces. Provinces, ICCs and HUCs shall submit their GAD ARs to the DILG Regional Offices.
- 3) In case the LGU attributes a portion or the whole of the budget of its major program/project to the GAD budget, it shall subject the same to the HGDG test to determine the actual expenditures that may be attributed to the GAD budget (**Refer to item 5 of Section C.4**). As required, the LGU may present the HGDG test results to the DILG Regional Office or to the GAD funds auditor as evidence that the GAD plan was duly implemented and the GAD budget judiciously utilized.
- 4) Accomplishments on the implementation of GAD PPAs funded under ODA projects, including the amount spent for such, shall also be reflected in the LGU GAD AR.
- 5) The annual GAD AR shall be accompanied by the following: (1) brief summary of the reported program or project; (2) copies of reported policy issuances; (3) results of HGDG tests; and (4) actions taken by the LGU on the COA audit findings and recommendations.
- 6) The DILG shall assess the actual accomplishments of LGUs on GAD and prepare an annual integrated GAD AR based on the GAD ARs gathered from its regional offices for submission to PCW.

When is the GAD Funds Audit conducted?

- 1) Pursuant to MCW Section 36 and JMC 2013-01, the Commission on Audit (COA) shall conduct an annual audit of GAD funds for the purpose of determining the judicious use of the GAD budget and the efficiency and effectiveness of interventions in addressing gender issues towards the realization of the objectives of the country's commitments, plans, and policies on GAD, gender equality and Women's empowerment.
- 2) Provided in MCW-IRR Section 37, the COA shall conduct an annual audit of GAD funds of all government agencies, offices, bureaus, SUCs, GOCCs, LGUs, all government instrumentalities and all others concerned.

D. Mainstreaming Gender Perspectives in Local Development Plans

To ensure a sustainable and performance-based planning and budgeting, all LGUs shall mainstream GAD concerns in their local development plans. The procedures for mainstreaming gender perspective in local plans shall be in accordance with the local planning process and corresponding timeframe provided for in the DILG-NEDA-DBM-DOF JMC No. 1 Series of 2007. Mainstreaming gender perspectives in local plans shall consider the planning structure, the multi-sectoral development and land use plans, the planning process, the LDIP/AIP, and the budget.

BLGD's Mainstreaming Matrix of Thematic Concerns into Local Development Plans (CDP, LDI/AIP)

For all thematic concerns to be harmonized with the CDP, a uniform approach should be adopted so that integration with existing plans and processes can be made with consistency across themes. The BLDG adopted a four (4) component matrix that will serve as the standard for mainstreaming current and future thematic concerns into Local Development Plans consistent with existing policies such as JMC 2007-01 and the RPS.

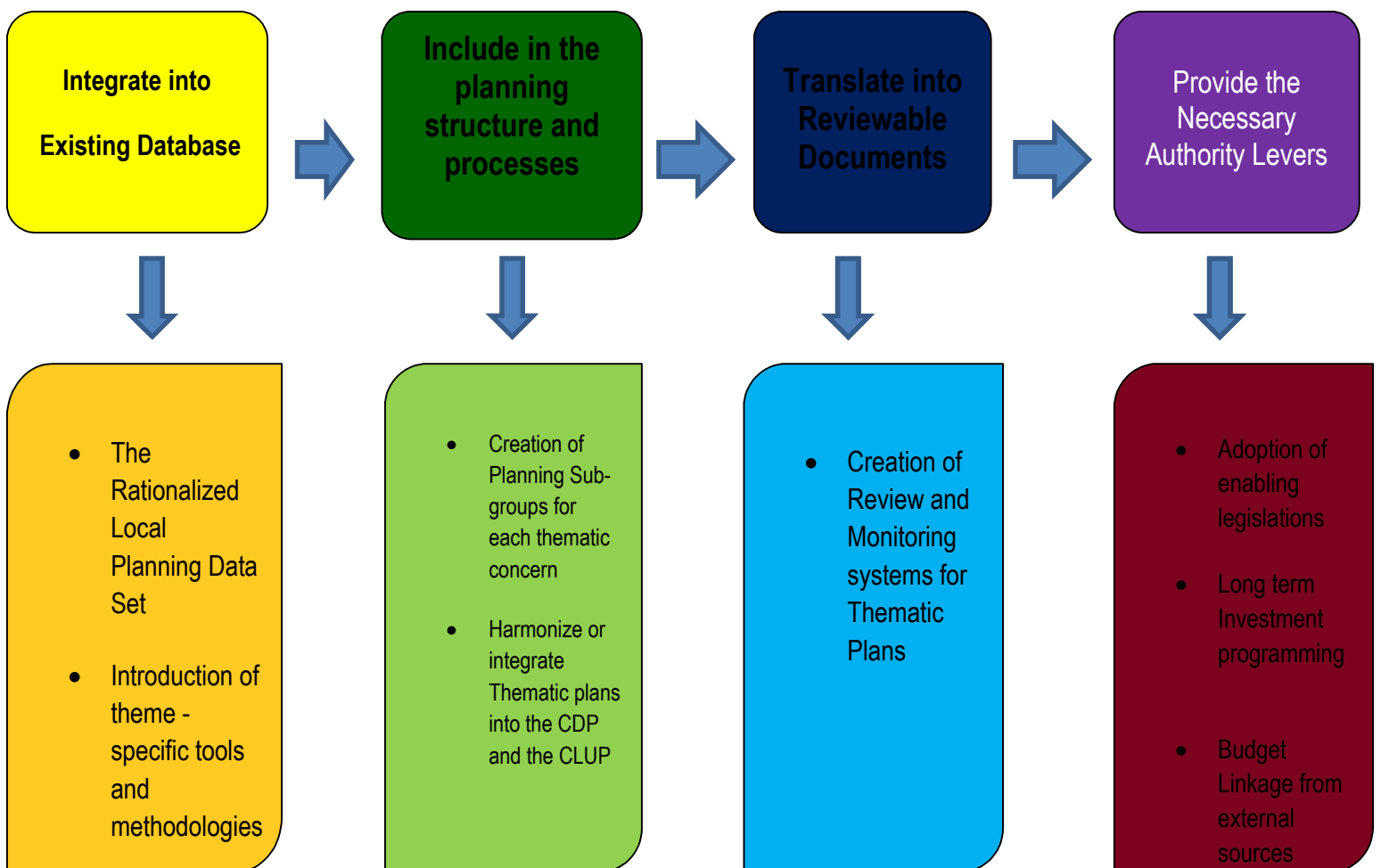
To do this, information and pertinent data that needs to be considered relative to certain themes should be fully integrated into the **local planning database**. This ensures that particular target sectors are properly considered before the actual planning and decision-making. Having the information is one thing but the necessary mechanism or **structure** that would utilize and complement the same should also be safeguarded. How these two components would work together will then be translated into black and white, a particular **document**, (in this case, it would be the GAD plan which can be derived from the rest of the five(5) development sectors of the CDP), that would serve as guide for implementers and auditors just the same. Finally, to ensure that these three components will have the force and authority as well as the budgetary requirement, enabling legislation and other **authority levers** should also be provided. These four components shall make up the Mainstreaming Matrix of all thematic concerns into the local planning process as shown in Figure 2 below. The same is in support of Chapter 10 of the Rationalized Planning System Handbook.

Figure 2. Mainstreaming Matrix of Thematic Concerns into the Local Planning Process



Below is the process flow for operationalizing the mainstreaming approach discussed above.

Figure 3. Mainstreaming Process Flow



What are the activities to be undertaken to ensure effective gender mainstreaming in local plans?

The following are the activities:

- i. Revisit the LGU's vision, sectoral plans and investment program and assess them according to gender-responsiveness;
- ii. Gather, collate and analyze the LGU's situation through the use of gender analysis and/or gender assessment tools, including the use of the GAD database to determine the status of women and men and the gender gaps or issues that they face; as well as to determine the capacity of the LGU to promote, respect and fulfill women's human rights or to plan, implement and monitor GAD interventions;
- iii. Provide the LDC and its sectoral committees with data and information essential to the formulation of gender-responsive plans and PPAs;
- iv. Review sectoral or functional objectives, targets and programs, projects and activities for gender-responsiveness;
- v. Conduct public hearings on sectoral planning, projects and activities;
- vi. Monitor and evaluate gender-responsive programs and projects; and
- vii. Reflect the GAD PPAs as indicated in the LGU GPB in the AIP.

E. Formulation of a GAD Code

What is a GAD Code?

A GAD Code is a piece of document promulgated /enacted by the Local Sanggunian with the end in view of carrying out the thrusts of the local government in pursuing gender equality and women empowerment by attempting to address gender related concerns/issues obtaining in the area and at the same time comply with LGU mandates provided for in the Magna Carta of Women

What are the Guidelines in the Formulation/Enhancement and Implementation of the LGU GAD Code?

- 1) All LGUs shall formulate and pass their GAD Codes or ordinances to support their own efforts in promoting, protecting and fulfilling women's human rights, women's economic empowerment and gender-responsive governance towards the attainment of gender equality and women empowerment.
- 2) The GFPS shall assist the Local Sanggunian in the formulation of a GAD Code or ordinance.
- 3) Funding requirements in the formulation and implementation of the Code shall be charged to the LGU GAD Budget.
- 4) LGUs shall ensure that the pertinent provisions of the GAD Code are integrated in local development plans.

(For the step-by-step formulation of the LGU GAD Code, refer to the GAD Code Guidelines of Philippine Commission of Women at (www.pcw.gov.ph).

PART IV.

GENDER MAINSTREAMING MONITORING AND EVALUATION

What are the Guidelines in the Monitoring and Evaluation of the Implementation of the Magna Carta of Women at the Local Level?

1. All LGUs shall establish, enhance, strengthen and/or maintain a gender-responsive monitoring and evaluation (M&E) system. In establishing and/or strengthening an M&E System, the LCE of provinces, cities and municipalities shall issue an Executive Order or Administrative Order creating the M&E Team.
2. The M&E Team, where existent, e.g. Local Project Monitoring Team, shall expand its functions and its membership to include the members of the suggested GAD M&E Team. The GAD M&E Team shall be composed of the GFPS TWG Chair, P/C/M Planning and Development Coordinator, HRM Officer, Budget Officer, DILG LGOO, representative/s of the LCE, CSO representative/s specifically from women's organizations and the academe. The GAD M&E Team shall invite the concerned implementing office or unit of the GAD PPAs during the monitoring and evaluation period.
3. All LGU GFPS shall monitor the implementation of their annual GPBs and assess the status of the LGUs institutional mechanism on gender mainstreaming annually.
4. LGUs, through their GFPS, shall prepare annual status reports on the institutional mechanisms for gender mainstreaming and submit these to DILG Regional Office for consolidation.

(Refer to Annex G: Status Report on Institutional Mechanisms for Gender Mainstreaming)

5. LGUs shall submit their annual GAD ARs formulated based on their GPBs to the City/Municipal Government in case of barangays, to the Provincial Government, in case of cities and municipalities and to the DILG-Regional Offices in case of Provinces not later than end of January of the ensuing year for review and consolidation.

(Refer to Annex E)

6. The DILG Regional Offices shall review and consolidate the GAD ARs and status reports submitted to them by the LGUs for submission to the DILG-Bureau of Local Government Development (DILG-BLGD).
7. The GAD M&E Team shall evaluate the outcomes of the LGU GAD policies, programs and projects and submit a GAD Evaluation Report to the DILG Regional Office at the end of the LCE's three-year term. The submission shall be done not later than June of the next term.

(Refer to Annex H: LGU GAD Evaluation Report)

8. All M&E activities shall be included in the annual GPB.
9. The DILG-BLGD shall review the consolidated LGU GAD ARs, status reports of institutional mechanisms and GAD evaluation reports. The consolidated annual GAD ARs and status reports shall form part of the DILG Annual GAD AR for submission to PCW within March of every year, starting 2014. The consolidated GAD evaluation reports shall be included in the DILG Annual GAD AR at the end of the LCE's three-year term as appropriate.

What are the Roles of Oversight Agencies?

The Department of the Interior and Local Government (DILG) shall:

- a. Consolidate the approved LGU GPBs and GAD ARs for monitoring and evaluation purposes;
- b. Provide technical assistance on the formulation of LGU GPBs including the capacity development of LGUs on gender analysis, GAD planning and budgeting and gender mainstreaming in cooperation with PCW and other concerned agencies;
- c. Assist the PCW, DBM and NEDA in the enhancement and updating of existing guidelines and tools on GAD planning and budgeting, gender mainstreaming, gender analysis and gender assessment at the local level;
- d. Assist the LGUs in the formulation, implementation and monitoring and evaluation of their GAD Codes and other GAD-related ordinances in close coordination with PCW;
- e. Provide technical assistance to LGUs on the application of the HGDG in local program/project design, development, management, implementation, monitoring and evaluation;
- f. Monitor and evaluate LGU compliance on the following mechanisms, which shall be reflected in the consolidated reports (**Refer to 5.9 of Section 5.0**), as appropriate:
 - i. Formulation and implementation of LGU GPBs and GAD ARs
 - ii. Utilization of the 5% GAD Budget
 - iii. Formulation of the GAD Code
 - iv. Creation/re-organization and functionality of GFPS or similar GAD mechanisms
 - v. Establishment of the LGU GAD Database
 - vi. Organization and functionality of Local Councils for the Protection of Children (LCPCs)
 - vii. Functionality of VAWC Office/Desk and Women's Shelter
 - viii. Mainstreaming gender perspectives in the PDPFP/CLUP/CDP/AIP//ELA
 - ix. Functionality of the GAD Office/Unit, if any
 - x. Creation of Local Media Boards
- g. Conduct appropriate response to the recommendation of the Commission of Human Rights (CHR) on the non-compliance of LGUs to the provisions of the MCW including non-compliance to the 5% GAD budget policy; and
- h. Formulate and/or as necessary, utilize its incentives and awards system, e.g. the Seal of Good Housekeeping to recognize the LGUs' outstanding accomplishments and/or good practices on GAD, in partnership with PCW, concerned agencies and other stakeholders.

The Philippine Commission on Women (PCW) shall:

- a. Spearhead the enhancement, updating and provision of technical assistance relative to existing guidelines and tools on gender-responsive planning and budgeting, gender analysis, GAD Code formulation, gender mainstreaming, gender audit and/or gender assessment at the local level in partnership with DILG, DBM, NEDA, civil society organizations, academe and other stakeholders;
- b. Take the lead in advocating the use of the HGDG for program and/or project design, development, management, implementation, monitoring and evaluation, in partnership with the NEDA and the DILG;
- c. Lead in the development of a monitoring and evaluation system to determine progress and results of implementing the MCW in partnership with DILG, NEDA, DBM and other concerned agencies; and

- d. Provide technical assistance and as necessary, support the capacity building of DILG, NEDA and DBM to enable them to perform their roles as stipulated in the JMC 2013-01.

The Department of Budget and Management (DBM) shall:

- a. Provide technical assistance to LGUs to ensure that they adopt a gender-responsive and performance-based approach to LGU budgeting;
- b. Assist the PCW, DILG and NEDA in the enhancement and updating of existing guidelines and tools on gender-responsive planning and budgeting, gender mainstreaming, gender audit and/or gender assessment at the local level;
- c. Ensure that the major final outputs, indicators and targets of the LGUs under their Organizational Performance Indicator Framework (OPIF) are gender-responsive; and
- d. Assist PCW, DILG and NEDA in the development of a monitoring and evaluation system to monitor the GAD budget utilization of LGUs.

The National Economic and Development Authority (NEDA) shall:

- a. Assist the PCW, DILG and DBM in the enhancement and updating of existing guidelines and tools on gender-responsive planning and budgeting, gender mainstreaming, gender audit and/or gender assessment at the local level;
- b. Develop mechanisms, in consultation with PCW, DILG, DBM, concerned agencies and other stakeholders, to ensure that the 5%-30% allocation of funds received from ODA-funded projects of foreign governments and multilateral agencies is done and sustained to enable LGUs to respond to gender issues;
- c. Advocate the use of the HGDG for project design, development, management, implementation, monitoring and evaluation and provide technical assistance to provinces on the utilization of the HGDG, in partnership with PCW; and
- d. Provide technical assistance to provinces in mainstreaming GAD concerns in the formulation and/or updating of the PDPFP.