

GUIDE ON THE REVIEW AND ENDORSEMENT OF LGUs' GAD PLAN AND BUDGET AND REVIEW OF LGUs' GAD ACCOMPLISHMENT REPORT



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

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It is expected that it will be a very useful tool in discharging the DILG's role as one of the oversight agencies in the implementation of Magna Carta of Women.

MESSAGE

Social bias against women has permeated practically all levels of human interaction and cuts across geographical, economic, and socio-political boundaries with such ease that it appears mundane. Even as we live today in a social-media-centric world, discrimination against women is ingrained more than we have ever imagined. It was for this purpose that gender mainstreaming was developed to elicit a gender-sensitive understanding of government programs and policies as a systematic response to gender inequality.



Just as the women's agenda is a movement that impacts women and men, the government aspires to expand women participation at various levels of decision-making, provide policies and programs that understand the relational dynamics of the sexes, and integrate the gender variable into actions that foster gender equality for implementation in both national and sub-national levels.

The Department of the Interior and Local Government (DILG) believes in the power and influence of Filipino women. To support the clamor to eliminate discrimination against women, the **Magna Carta of Women** (Republic Act 9710) was passed into law in 2009 by recognizing, protecting, fulfilling and promoting the rights of Filipino women. As one of the oversight agencies in the localization of the Magna Carta, the challenge is upon the Department to amplify the LGUs' level of responsiveness to improve their performance on gender and development.

The rejoinder of the Department is found in this manual which will guide local governments as regards to their compliance in content and form of the GAD Plan and Budget and GAD Accomplishment Report.

We thank all the stakeholders and everyone who have provided much thought, input and skill into the formulation of this Guidebook. May this book become indispensable in adopting gender-sensitive actions into the vault of DILG programs and projects to address the needs of women and men in our society in general.

ANNA LIZA F. BONAGUA, CSEE
OIC-Director

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I. INTRODUCTION

The Magna Carta of Women (MCW) is a comprehensive women's human rights law that seeks to eliminate discrimination against women by **recognizing, protecting, fulfilling and promoting** the fundamental rights of Filipino women, especially those in the **marginalized** sectors. The Magna Carta of Women serves as the Philippine “Bill of Rights” for Filipino Women.

The Department of the Interior and Local Government (DILG) as one of the oversight agencies which strictly implements its provisions was mandated to review the annual GAD Plans, Programs, and Budgets of LGUs and endorse the said plans for integration to the LGUs' Annual Budget and Annual Investment Program (AIP). This mandate is reinforced by the PCW-DILG-DBM-NEDA Joint Memorandum Circular (JMC) 2013-01: Guidelines on the Localization of the Magna Carta of Women which was amended thru JMC 2016- entitled, **Amendments to PCW-DILG-DBM-NEDA JMC No. 2013-01: Guidelines on the Localization of the Magna Carta of Women**. Specifically, the new JMC provides the guidelines and steps including the roles of the DILG in the development, submission, review, endorsement, monitoring and evaluation of the LGU GPBs.

JMC 2016- was issued to amend parts of Sections 4.1.C (Gender and Development Planning and Budgeting) and 5.0 (Monitoring and Evaluating the Implementation of the Magna Carta of Women) of JMC No. 2013- 01 to clarify the process of costing, allocation and attribution of the GAD budget, as well as the duties and functions of the DILG as the lead agency in the review, endorsement and monitoring of submission of GAD Plans and Budget (GPBs) and GAD Accomplishment Reports (GAD ARs) of local government units (LGUs). This JMC also amends Annexes D (Guide in Completing the GAD Plan and Budget Form) and E (Guide in Completing the GAD Accomplishment Report Form) of

JMC No. 2013-01 and prescribes the use of the revised GPB and GAD AR forms for provinces, cities, municipalities and barangays.

This guide is in accordance with the provisions of the amended JMC. However, please be reminded that all provisions in JMC 2013-01 which were not amended and the provisions that are consistent with the JMC 2016- shall remain in full force and effect.

The DILG in coordination with the PCW AECID Project and Philippine Commission on Women (PCW) is therefore issuing this Guide, specifying the processes and parameters in reviewing and indorsing the LGU GPBs.

II. OBJECTIVES

This Guide is for DILG GAD Focal Persons and other DILG personnel who are tasked to review LGUs' GAD Plans and Budgets and LGUs' GAD Accomplishment Reports. This serves as reference in discharging roles and responsibility in the localization of the Magna Carta of Women. This guide shall serve as a tool to ensure that LGUs' GAD PPAs are relevant and appropriate in responding to gender issues and concerns of various LGUs; to check the correctness and alignment of entries in the GAD Plan and Budget form as prescribed in the JMC 2016- entitled, Amendments to PCW-DILG-DBM-NEDA JMC No. 2013- 01: Guidelines on the Localization of the Magna Carta of Women and to monitor and evaluate advancement of gender mainstreaming efforts under the LGU's regular programs, projects and activities (PPAs).

This guide shall also serve as guide to the LGUs in the preparation and submission of their Annual GAD Plan and Budget and GAD Accomplishment Report.

III. ROLES OF THE DILG AS OVERSIGHT AGENCY IN THE LOCALIZATION OF MAGNA CARTA OF WOMEN

1. Review and endorse LGU's GAD Plan and Budget for inclusion in the LGU's Annual Investment Program (AIP) and funding;
2. Review and consolidate LGUs' GAD Accomplishment Plans;
3. 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;
4. 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;
5. 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;
6. Provide technical assistance to LGUs in the application of the HGDG in local program/project design, development, management, implementation, monitoring and evaluation;
7. Monitor and evaluate LGU compliance in the following institutional mechanisms:
 - a) Formulation, submission and implementation of LGU GPBs
 - b) Submission of GAD ARs
 - c) Utilization of the 5% GAD Budget
 - d) Formulation of the GAD Code
 - e) Creation/re-organization and functionality of GFPS or similar GAD mechanisms
 - f) Establishment of the LGU GAD Database
 - g) Organization and functionality of Local Councils for the Protection of Children (LCPCs)
 - h) Functionality of VAWC Office/Desk and Women's Shelter
 - i) Mainstreaming gender perspectives in the PDPFP/CLUP/CDP/AIP//ELA
 - j) Functionality of the GAD Office/Unit and
 - k) Creation of Local Media Board

IV. GENERAL GUIDELINES IN THE SUBMISSION, REVIEW AND ENDORSEMENT OF LGU'S GAD PLANS AND BUDGETS

- 1) All Provinces, HUCs, ICCs and LGUs within Metro Manila shall submit their GPBs, accompanied by their GAD ARs, to the DILG Regional Office for their review and endorsement. Reviewed and endorsed GPBs shall be returned to the LGUs for integration in the AIP and funding.
- 2) Component cities and municipalities shall submit their GPBs to the PPDO to ensure the alignment of the municipal/city GAD PPAs with the priorities of the province; and then from the PPDO to the DILG Provincial Office for its review and endorsement. DILG endorsed GPBs shall be returned to concerned LGUs for incorporation in their annual budgets to be enacted by their Local Sanggunian.
- 3) Barangays shall prepare and submit their GPBs to the C/MPDO to ensure the alignment of the barangay GAD PPAs with the priorities of the city/municipality and then from the C/MPDO, submit the same to the DILG C/MLGOO for review and endorsement. Reviewed and endorsed GPBs shall be returned to the concerned barangays, for incorporation in their AIPs and annual budgets.
- 4) The review of GPBs shall focus on the alignment of the GAD plan with the GAD agenda, Magna Carta of Women, CEDAW and/or other related GAD laws 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, if the issues are correctly identified or formulated, if there are clear indicators and targets, if the proposed budget is

realistic, and if the number of proposed activities are doable within the year, among others.

- 5) The DILG Regional/Provincial/City/Municipal Offices shall review and endorse the LGU GPBs based on the gender responsiveness of their content, e.g., relevance of the GAD PPAs to the identified gender issues as well as the correctness and alignment of the entries in the GPB form.

V. PROCESS AND PARAMETERS FOR THE REVIEW AND ENDORSEMENT OF GAD PLAN AND BUDGET (GPB) AND GAD ACCOMPLISHMENT REPORT (GAD AR) OF THE LGUs

Level of Review of LGUs GAD Plan and Budget

It is important to bear in mind that the LGUs' GAD Plans and Budgets shall be reviewed first by the Planning Office of the concerned LGUs to ensure that the GAD PBs are aligned with LGUs Priority Plans and targets.

The Review of Barangay, Component City and Municipal GPBs and GAD ARs shall be done first by the Municipal/City/Provincial Planning and Development Office respectively. The Local Planning Development Coordinators shall see to it whether the Barangays/Municipalities/Cities under their jurisdiction are compliant or not on the following checklist items:

1. Use of correct format/template of the GAD Plan and Budget (GPB) as required by the law;
2. Submission of the GAD plan and Budget is accompanied by their GAD Accomplishment Report (AR);
3. Total LGU budget is reflected (LGU may use current year's budget in case budget for succeeding year is not yet determined);
4. Total GAD Budget is computed;
5. GPB and GAD AR are duly signed by concerned authorities/officials; and
6. Alignment of GPB PPAs with Municipal/City/Provincial priorities/plans.

To check alignment, the reviewer can refer to the Comprehensive Development Plan (CDP), Executive Legislative Agenda (ELA), Provincial Development and Physical Framework Plan (PDPFP), Comprehensive Land Use Plan (CLUP) and other LGU priorities. The reviewers not necessarily confined to checking the compliance of the GPB with the above items only, but may also recommend improvement as to the gender-responsiveness of the PPAs.

First level of Review of LGUs' GAD Plan and Budget:

1. If any one of the six items is not complied with
 - Return the GPB to concerned LGU. Transmittal letter to the LCE thru the LGU's GAD Focal Point (who prepare the GPB) should reflect the gaps or missing elements during the review. In case of deficiency in Item #6 (alignment of PPAs with LGU priorities), the LGU Planning Development Office should provide further details regarding this matter in the letter of transmittal.
 - Upon submission of the revised GPB the, M/C/PPDO will observe the same process of review. If comments on the GPB are sufficiently addressed and complied with, transmit documents to M/CLGOO/DILG PO for review and endorsement.
2. If it complied with the 6 items in the check list:
 - Transmit the GPB to the concerned DILG office with transmittal letter that the Plan and Budget is compliant with the items specified in the checklist, for review and endorsement to integrate the GPB to AIP and for funding.

Second Level of Review of LGUs' GAD Plan and Budget

1. The concerned DILG Office (Mun./City/Province) should validate the LGU's transmitted GBP and proceed to the substantive review using the parameters under Section B of this Guide.
2. If found that the GPB is not compliant with the 6 Items of the checklist, return the GAD Plan and Budget to the LGU with transmittal letter on the comments per result of the review.
3. Upon submission of LGU of the revised GPB, if comments on the GPB are sufficiently addressed and complied with, the DILG shall proceed in reviewing the contents of the LGUs GPB using the parameters below. If

found compliant with GAD Plan and Budget form and contents and information, DILG shall issue an endorsement to integrate the reviewed LGUs GAD Plan and Budget to the LGU's Annual Investment Plan and Annual Budget;

But if the GAD PB is not compliant, communicate to the LGU to revise their GPB and comply what is being required in the GAD Plan and Budget form/template.

Remember the following:

1. The General Rule for reviewing the LGUs GPB content is to conduct a horizontal review to check whether the entries are aligned or logical and ensure if the form/template used is correct and properly filled up and signed ;
2. Please refer to the guide questions (which only answers basic and essential information that should be present in the LGUs GPB) and answers in the matrix below for the review of GPB, moving from column one to the last column of the GBP template;
3. If the answer to the question is YES, proceed to the next question;
4. IF the answer is NO or when doubtful of the answer, take note of the observations or deficiencies based on the rules and include in your comments, to be relayed to the LGU;
5. Guide Questions contained in this document answer only the basic and essential information that LGU GAD Plan and Budget should have; Reviewers are not limited to the guide questions listed in this documents; Reviewers should also be guided on Annex D: Guide in Completing the GAD Plan and Budget Form of the JMC 2016-

VI. PARAMETERS IN THE REVIEW AND ENDORSEMENT OF LGU GPBs

In the preparation of the GPB, provinces, municipalities and cities shall use the revised form provided under the new Annex D, which provides a section for reflecting GAD attributed programs and projects, while barangays shall use the simplified GPB form found in Annex D-1 per JMC 2016-

GAD Plan and Budget Template for Provincial, City and Municipal

ANNEX D

ANNUAL GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET

FY _____

Region: _____
Province: _____
City/Municipality: _____
Total LGU Budget: _____
Total GAD Budget: _____

Gender Issue or GAD Mandate (1)	GAD Objective (2)	Relevant LGU Program or Project (3)	GAD Activity (4)	Performance Indicator and Target (5)	GAD Budget			Lead or Responsible Office (7)
					MOOE (a)	PS (b)	CO (c)	
CLIENT-FOCUSED								
(Gender Issue)								
(GAD Mandate)								
Sub-total								
Total A (MOOE+PS+CO)								
ORGANIZATION-FOCUSED								
(Gender Issue)								
(GAD Mandate)								
Sub-total								
Total B (MOOE+PS+CO)								
ATTRIBUTED PROGRAMS								
Title of LGU Program or Project (8)	HGDG Design/ Funding Facility/ Generic Checklist Score (9)	Total Annual Program/ Project Budget (10)	GAD Attributed Program/ Project Budget (11)	Lead or Responsible Office (12)				
Total C								
GRAND TOTAL (A+B+C)								
Prepared by:		Approved by:		Date:				
Chairperson, GFPS TWG		Local Chief Executive		DD/MM/YEAR				

GAD Plan and Budget Template for Barangay Level

ANNEX D-1

BARANGAY ANNUAL GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET FY _____

Region: _____
 Province: _____
 City/Municipality: _____
 Barangay: _____

Total Barangay Budget: _____
 Total GAD Budget: _____

Gender Issue or GAD Mandate (1)	GAD Program/Project/Activity (PPA) (2)	Performance Target and Indicator (3)	GAD Budget (4)	Responsible Person (5)
ORGANIZATION-FOCUSED				
(Gender Issues)				
(GAD Mandate)				
Sub-total A				
CLIENT-FOCUSED				
(Gender Issues)				
(GAD Mandate)				
Sub-total B				
ATTRIBUTED PROGRAMS				
Title of Barangay Program or Project (6)	HGDG Design/ Funding Facility/ Generic Checklist Score (7)	Total Annual Program/ Project Budget (8)	GAD Attributed Program/Project Budget (9)	Responsible Person (10)
Sub-total C				
Grand TOTAL (A+B+C)				
Prepared by: _____ Chairperson, GFPS-TWG		Approved by: _____ Punong Barangay		Date: _____ DD/MM/YEAR

Column 1: Gender Issue/s or GAD Mandate

This column should contain LGUs Gender issue or a GAD mandate that should be addressed in the GAD Plan. The priority gender issues identified through the LGU's review of its flagship or regular programs, analysis of sex-disaggregated data or relevant information that surface the unequal situation of women and men will be listed in this column. The gender issue could be client-or organization-focused.

A **client-focused gender issue** refers to concern arising from the unequal status of women and men stakeholders, clients, and or constituents of LGUs including the extent of their disparity over benefits from and contribution to a policy/program and/or project of the LGU. Examples include lack of access of marginalized and indigent women to social protection programs and services of the LGU on health. On the other hand, an **organization-focused gender issue** points to the gap/s in the capacity of the LGU to integrate a gender dimension in its programs, systems or structure. An example is the slow progress of gender mainstreaming in the LGU.

Aside from the priority gender issues, the LGU may directly cite **GAD mandates** or relevant specific provisions from GAD-related laws (e.g., R.A. 9710 or the Magna Carta of Women) or plans that the LGU needs to implement (e.g., establishment of VAW desks in every barangay).

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW
<ol style="list-style-type: none"> 1. Does the LGU prioritize client-focused gender issues? 2. Does the gender issue reflect the differences in situation and needs of women and men constituents? 3. Are the gender issues valid and relevant based on statistics/situation? 4. Does it consider the LGU GAD agenda, or in case of its absence, GAD mandates relevant to the context of the LGU mandate e.g. Magna Carta of Women, Convention on the Elimination of All Forms of Discrimination against Women, Local Government Code, among others? 	<ul style="list-style-type: none"> • LGU should prioritize client-focused gender issues. However, if the LGU is still new to/or is in the early stages of gender mainstreaming, it may prioritize organization-focused issues(e.g. absence of GAD Focal Point System; gap in the capacity of the LGU and its personnel to integrate gender perspective in its programs; differences and concerns of women and men in the organization, including issues such as sexual harassment in the workplace, promotion, and scholarship opportunities, among others) • General statements of the gender issue such as “women are poor” do not necessarily reflect gender differences in the situation of women and men. Reviewer should suggest reformulation of such statements(e.g. lack of access of women to economic opportunities as evidenced by the low number of women accessing loans compared to men), to be supported by evidence such as sex-disaggregated data and gender analysis results . • Supporting data or information should be cited or reflected in the statement of the gender issue (e.g. increase in the reported cases of violence against women reflected in the number of Barangay Protection Orders issued or based on Women and Children Police Desk report) • The reviewer should be knowledgeable on LGU's Priority PPAs and Priorities to be able to check the relevance and

alignment of the gender issues. Gender issues outside the LGU GAD agenda may still be accepted as long as justified by data. If these are not aligned, the reviewer should recommend enhancement of the gender issue;

The reviewer should check previous GPBs and GAD ARs to ensure that gender issue/s identified have been responded to, or whether recurring in past and current GPBs.

If gender issues are repeated over the years but are still valid, reviewer should check activities, performance indicators and targets if there have been changes over time. Skip this if reviewing for the first time

COLUMN 2: GAD OBJECTIVE

The GAD objective should respond to the gender issue or implement the specific GAD mandates relevant to the LGU. It spells out the result that the LGU intends to achieve. It may also be the intended result of the GAD mandate the LGU intends to implement. In addressing a gender issue, it is possible that the GAD objective could not be realized in one planning period. Thus, the LGU may plan related GAD activities to achieve the same objective over several planning periods until the GAD objective or targeted result is achieved.

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW
<ol style="list-style-type: none"> 1. Does the GAD Objective respond to the gender issue or GAD Mandate 2. Does it reflect the result that the LGU intends to achieve? 	<ul style="list-style-type: none"> • The GAD objective should reflect the result that the LGU intends to achieve (e.g. increased knowledge, skills and attitude of the technical staff on GAD planning and budgeting; reduced maternal mortality; GAD Focal Point System made functional). • <i>The GAD objective should directly answer the gender issue or GAD Mandate . It should not be articulated as an activity statement (e.g. to conduct training on GAD planning and budgeting; to hire a consultant on GAD).</i> • <i>The GAD Objective must be SMART (specific, measurable, attainable, realistic and time-bound</i>

COLUMN 3: RELEVANT LGU PROGRAM OR PROJECT

This column indicates the relevant programs or projects of the LGU that can be integrated with gender perspective to respond to the gender issues and/or implement the specific GAD mandate/s identified in Column 1. This ensures that gender perspective is mainstreamed and sustained in the LGU's mandates and regular programs.

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW
Is it relevant to the gender issue/s or GAD mandate identified?	The reviewer should be familiar with the LGU's regular PPAs to be able to identify where GAD perspective may be integrated.

COLUMN 4: GAD ACTIVITY

Similar to the GAD objective, the proposed GAD activities should respond to the gender issue or implement the specific GAD mandates identified in Column 1 of the LGU's GPB.

The proposed GAD activity, which can either be client- or organization-focused, should be stated as clearly as possible to facilitate budgeting of the LGUs GPB.

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRICIPLES IN THE REVIEW
Will the proposed GAD activity address the gender issue/s ? Or will it respond to the GAD mandate being addressed by the LGU?	<ul style="list-style-type: none"> • GAD activities should be able to respond to the gender issues being addressed by the LGU; • GAD activities should contribute to the attainment of the GAD objective; • GAD activities may be repeated over several planning periods until GAD objectives are achieved or gender issues are addressed; • The reviewer should be familiar with the list of GAD activities that can and cannot be charged/attributed to the GAD budget; <p><i>Take note that the LGU should give priority to client-focused GAD activities. However, LGUs that are in early stages of gender mainstreaming shall give</i></p>

premium to capacity development of the GAD Focal Point System and/or similar mechanism and LGU employees on GAD concepts and principles (e.g. Gender Sensitivity Training (GST), gender audit gender analysis, gender responsive planning and budgeting , gender responsive project design and implementation and institutional strengthening, among others).

- Please be reminded that gender issues to be addressed or the GAD mandate (Column 1 ; the GAD objective (Column 2) and the proposed GAD activity (Column 4) should be aligned at all times.

COLUMN 5: PERFORMANCE INDICATOR AND TARGET

Performance Indicators are quantitative or qualitative means to measure achievement of the results of the proposed activity and how they contribute to the realization of the GAD objective. On the other hand, the target is an important consideration in budgeting for it specifies what the LGU's GPB intends to achieve within one year in relation to the GAD objective.

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW
<ol style="list-style-type: none"> 1. Does the indicator show clear measure or evidence of progress made based on the identified GAD activity and target? 2. Does the target clearly indicate the intended beneficiaries (who and how many), date of implementation, and outputs of the GAD activity? 	<ul style="list-style-type: none"> • Reviewer should check if performance indicators are expressed in qualitative and quantitative measurement such as presence of, absence of, % of, no. of, and ratio. • The reviewer should check if targets are attainable within the implementation period and are aligned with the performance indicators and GAD activities. • The reviewer should check whether the target is SMART. (specific, measurable, attainable, realistic and time bound) • The target should be realistic and attainable within the implementation period and should be set against a baseline data. • <i>Monitoring and evaluating the GPB will largely be based on attainment of targets and performance indicators.</i>

COLUMN 6: GAD BUDGET

The GAD budget is the cost to be incurred in the implementation of the GAD activities stated in Column 4. For more realistic budgeting, the cost of implementing each activity should be estimated by object of expenditure.

The GAD budget should state the specific details of expenditures such as MOOE, CO, and/or PS based. All LGUs shall allocate at least five percent (5%) of their annual budget appropriations to support their respective GAD PPAs. *This “allocation” shall not act as a budget ceiling for GAD PPAs but shall be utilized to influence the 95% of the agency’s budget. Please remember the following:*

- ✓ GAD budget is not an additional budget over LGU's total budget
 - ✓ GAD budget may be drawn from MOOE, PS and CO of LGU
- o Always remember that GAD budget may be allocated based on any or a combination of the following schemes:
- o A separate GAD fund to support GAD focused PAPs
 - o A fund to support the integration of GAD perspective in major programs of agencies ;
 - o A counterpart fund to support gender-responsive ODA funded projects

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW
1. Is there a budget allocation for the proposed activity?	<ul style="list-style-type: none"> • The reviewer should check whether the proposed budget is reasonable and is consistent with the performance indicators and targets identified in Column 5. The budget should be broken down into major budget items (by expenditure), not lump sum.
2. Is the budget allotted for the activity reasonable? This could be determined through the budget breakdown of the performance indicators and target specified.	<ul style="list-style-type: none"> • Check the gender issue or GAD mandate stated in Column 1, the reviewer should be guided that in determining what can or cannot be charged to the GAD budget, the primary consideration is the gender issue being addressed by the expense or activity.
3. Are the amount reflected under	<ul style="list-style-type: none"> • Check if the total budget allocation has reached the

<p>the proper column (Maintenance and Other Operating Expenses, Personal Services, Capital Outlay) based on the budgeted activity?</p>	<p>minimum 5% requirement. If not, point this out in your comments.</p> <ul style="list-style-type: none"> • Provide comments if LGUs are not able to meet the 5% GAD allocation. Reviewers may recommend LGUs to attribute regular programs to GAD through the HGDG. If they are not aware of the HGDG attribution, they may propose capacity building as a GAD activity.
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COLUMN 7: RESPONSIBLE OFFICE/UNIT

This column specifies the unit or office within the LGU tasked to implement a particular GAD activity.

The responsible unit shall have direct knowledge or involvement in GAD PPAs and shall periodically report on the progress of implementing its assigned tasks to the LCE and/or GFPS.

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW
<p>What is the specific office /unit tasked to implement a particular GAD activity?</p> <ul style="list-style-type: none"> • Is the unit the relevant office to implement the GAD activity? 	<p>The reviewer must be familiar with the offices and units within the LGU and their functions to be able to verify the relevance of the assigned office/unit in the implementation of the GAD activity.</p>

FOR ATTRIBUTION OF LGU'S REGULAR PROGRAM TO GAD Budget:

Columns 8 to 12 shall only be accomplished by the LGU if it will be attributing a portion or the whole of the annual budget of its regular program/s or project/s to the GAD budget.

To gradually increase the gender-responsiveness of LGU programs and projects, the LGU may attribute a portion or whole of their budgets to the GAD budget supporting gender-responsive PPAs. If the LGU intends to attribute a portion or the total budget of mainstreamed PPAs to the GAD budget the LGU should administer HGDG Project design Checklist, using the sector-specific design checklist or the generic checklist, during the GAD plan and budget preparation. This will determine the score and the corresponding percentage of budget for the year of the regular /mainstreamed projects that could be attributed to the GAD budget.

It is important to note that NOT all the PPAs contained in the LGU GAD Plan and Budget should be subjected to the HGDG-project design checklist.

The administration of the HGDG will yield a maximum score of 20 points for each program or project. Associated with each rating is a percentage of the LGU's program/project that may be attributed to the GAD budget.

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. In estimating the LGU's cost of attribution to GAD Budget, the attribution of GAD PPAs is guided by the following scores 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

If the LGU attributed mainstreamed budget to GPB using the HGDG, the reviewer should make sure that s/he has copies of the results of the HGDG assessment together with the supporting documents (e.g., project proposal/brief) shall be attached to the GPB for submission.

In case the LGU is not knowledgeable in the conduct of HGDG, the reviewer may recommend to the LGU to conduct a capacity development activity for HGDG.

Column 8: Title of the LGU Program or Project

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW
<ol style="list-style-type: none"> 1. Is there PPA attribution to the LGUs GAD Plan and Budget 2. Is there copy of the result of the HGDG test 3. What is the checklist box used in the attribution of the LGUs regular Program 	<ul style="list-style-type: none"> • The LGU should state the title of the LGU Regular program attributed to GAD budget supporting gender responsive PPAs • The reviewer should make sure that s/he has copies of the results of the HGDG assessment using the correct checklist • Check if the LGU used the correct checklist box of the HGDG Tool

Column 9: HGDG Design/ Funding Facility/ Generic Checklist Score

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW
<ol style="list-style-type: none"> 1. Per result of the HGDG assessment what is the LGU's score 	<ul style="list-style-type: none"> • The reviewer should be familiar with the HGDG scoring guide on the attribution of LGU's PPAs ; • The HGDG score and the total Annual budget allocation of the program/project subject to HGDG will be the basis on the determination of the GAD Attributed Program/Project budget

Column 10: Total Annual Program/Project Budget

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW
<ul style="list-style-type: none"> How much is the LGU's total Annual budget allocation to the program/project subjected to the HGDG Test/assessment 	<ul style="list-style-type: none"> The reviewer should see to it that the correct total annual budget allocation of the program/project which was subjected to HGDG Assessment is reflected in the GAD Plan and Budget This will be the basis on the computation of Corresponding Budget for the Year of the Program/project that may be Attributed to the LGU GAD Budget

Column 11: GAD Attributed Program/Project Budget

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW
<p>How much was attributed to the GAD budget per result of the HGDG test</p>	<ul style="list-style-type: none"> This is the amount to be attributed to the GAD Plan and budget per result of the HGDG Assessment/test. If the LGU has an HGDG score of 6, the LGU can attribute 25% of the program's annual budget to the GAD budget; If the total annual budget of the LGUs regular program/project attributed to GAD Budget is 1 Million; 25% of 1 Million which is P250,000.00 shall be attributed to GAD Budget.

Column 12: Lead or Responsible Office

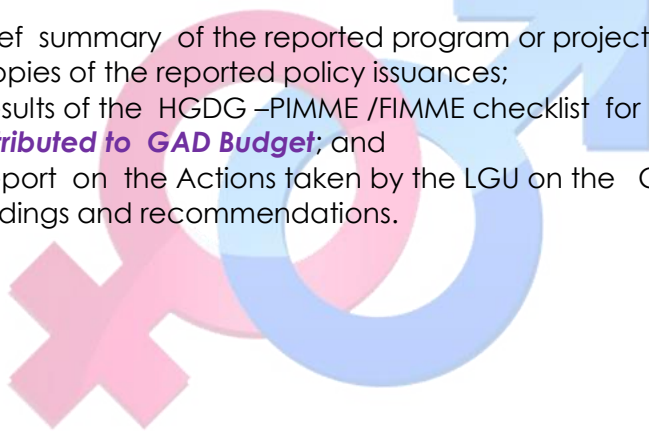
GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING RULES IN THE REVIEW
<p>1. What is the specific office /unit tasked to implement a particular GAD activity?</p> <ul style="list-style-type: none"> Is the unit the relevant office to implement the GAD Program/project attributed to GAD Budget? 	<p>The reviewer must be familiar with the offices and units within the LGU and their functions to be able to verify the relevance of the assigned office/unit in the implementation of the GAD Program/Project attributed to the GAD Budget.</p>

VII. PARAMETERS IN THE REVIEW OF LGU GAD ACCOMPLISHMENT REPORT (GAD AR)

REMINDER IN REVIEWING THE LGU's GAD ACCOMPLISHMENT REPORT:

1. The GAD AR must be submitted together with GPB;
2. The GAD AR is based on the GAD Plan and Budget submitted the previous year
3. Reviewer should check whether the GAD AR is based on and consistent with the endorsed GPB. (For example, if the AR to be reviewed is for FY 2015, the reference GPB should be the endorsed 2015 GAD Plan and Budget). If there is no endorsed GPB, GAD AR will still be reviewed for consolidation and submission to PCW; If LGU has no endorsed GPB, recommend that they should observe the guidelines, procedures and timelines on GAD Plan and Budget and GAD Accomplishment Report preparation and submission
4. Information /data for Columns 1-5 of the GAD Accomplishment Report is the same with the submitted previous year's GPB .

5. 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 program/project (using its accomplishment report for the year) to the HGDG test using the Project Implementation and Management, and Monitoring and Evaluation (PIMME) checklist (HGDG Boxes 16 and 17) or the Facility Implementation, Management, and Monitoring and Evaluation (FIMME) checklist (HGDG Box F2) based on the project's annual accomplishment report to determine the extent that the targeted HGDG score is attained. This score will be the basis in determining actual expenditure attributed to the GAD budget.
6. The submission of GAD AR shall be accompanied by the following:
 - a. Brief summary of the reported program or project;
 - b. Copies of the reported policy issuances;
 - c. Results of the HGDG –PIMME /FIMME checklist for PPAs **attributed to GAD Budget**; and
 - d. Report on the Actions taken by the LGU on the COA audit findings and recommendations.



Annual GAD Accomplishment Report Template for Provincial, City and Municipal Level

ANNEX E

ANNUAL GENDER AND DEVELOPMENT (GAD) ACCOMPLISHMENT REPORT FY _____

Region: _____
Province: _____
City/Municipality: _____

Total LGU Budget: _____
Total GAD Expenditure: _____

Gender Issue or GAD Mandate (1)	GAD Objective (2)	Relevant LGU Program or Project (3)	GAD Activity (4)	Performance Indicator and Target (5)	Actual Results (6)	Approved GAD Budget (7)	Actual Cost or GAD Expenditure (8)	Variance or Remarks (9)
CLIENT-FOCUSED								
(Gender Issue)								
(GAD Mandate)								
Sub-total								
Total A (MOEE+PS+CO)								
ORGANIZATION-FOCUSED								
(Gender Issue)								
(GAD Mandate)								
Sub-total								
Total B (MOEE+PS+CO)								
ATTRIBUTED PROGRAMS								
Title of LGU Program or Project								
(10)								
HG/DG PIMME/ FIMME Score (11)								
Total Annual Program/ Project Cost or Expenditure (12)								
GAD Attributed Program/Project Cost or Expenditure (13)								
Variance or Remarks (14)								
Total C								
GRAND TOTAL (A+B+C)								
Prepared by:				Approved by:				Date:
Chairperson, GFPS TWG				Local Chief Executive				DD/MMM/YEAR

Annual GAD Accomplishment Report Template for Barangay Level

ANNEX E-1

BARANGAY ANNUAL GENDER AND DEVELOPMENT (GAD) ACCOMPLISHMENT REPORT FY _____

Region: _____
Province: _____
City/Municipality: _____
Barangay: _____

Total Barangay Budget: _____
Total GAD Expenditure: _____

Gender Issue or GAD Mandate (1)	GAD Program/Project/Activity (PPA) (2)	Performance Target and Indicator (3)	Accomplishments (4)	Approved GAD Budget (5)	Actual Cost or GAD Expenditure (6)	Variance or Remarks (7)
ORGANIZATION-FOCUSED						
(Gender Issue)						
(GAD Mandate)						
Sub-total A						
CLIENT-FOCUSED						
(Gender Issue)						
(GAD Mandate)						
Sub-total B						
ATTRIBUTED PROGRAMS						
Title of Barangay Program or Project (8)			HGDG PIMME/IFIMME Score (9)	Total Annual Program/Project Cost or Expenditure (10)	GAD Attributed Program/Project Cost or Expenditure (11)	Variance or Remarks (12)
Sub-total C						
Grand TOTAL (A+B+C)						
Prepared by: _____			Approved by: _____		Date: _____	
Chairperson, GFPS-TWG			Punong Barangay		DD/MM/YEAR	

Columns 1- 5: Information/data shall the same from previous submitted GPB

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW of GAD AR
<ol style="list-style-type: none"> 1. Is the information /data from previous submitted GPB the same with the data reflected in the GAD AR 2. Is the GAD AR template properly filled-out and signed? 3. Are the activities in the GPB implemented? 	<ul style="list-style-type: none"> • The data /information reflected in the previous reviewed and indorsed GPB must be the same unless the LGU prepared re-alignment of their PPAs in the middle of the year. The changes must be explained in Column 9 (Variance or Remarks) of the GAD AR.

Column 6: Actual Result

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW of GAD AR.
<ol style="list-style-type: none"> 1. Are the activities in the GPB implemented? 2. Are the performance indicators and targets achieved? 	<ul style="list-style-type: none"> • The reviewer should check if the proposed activities, performance indicators and targets identified in the submitted and reviewed GPB was achieved by the LGU. • Check if the results/outputs of the GAD activities that were conducted and or implemented are based on the reviewed and indorsed GPB; Reviewer should check if the reported actual result is based on the performance indicators and targets reflected in the previously reviewed GPB.

	<ul style="list-style-type: none"> • Actual Results shall provide a description of the change that has occurred after implementing a particular GAD activity stated in the previous reviewed GPB. • If the actual result is not based on the submitted and reviewed GPB, due to realignment of the PPAs in the middle of the year. The justification of changes and realignment must be explained in Column 9 (Variance or Remarks) of the GAD AR; • The reviewer should take note of activities that are not supposed to be charged to the GAD budget.
--	--

Column 7: Approved GAD Budget

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW of GAD AR
<ol style="list-style-type: none"> 1. Is the amount of the approved Budget for each PPAs written in the form? 2. How much is the approved budget for each PPA? 	<ul style="list-style-type: none"> • The reviewer shall check if the GAD AR form has the amount of the Approved GAD Budget which may not be the same figure reflected in the DILG -endorsed GAD Plan and Budget.

Column 8: Actual Cost or GAD Expenditures

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW of GAD AR
1. How much of the total LGU GAD allocation was utilized? 2. What is the utilization rate?	<ul style="list-style-type: none"> The actual cost or GAD expenditure shows the –actual amount used or expended in implementing the identified GAD activities of the endorsed GPB.

Column 9: Variance or Remarks

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING RULES IN THE REVIEW of GAD AR.
Are the activities in the GPB implemented?	<ul style="list-style-type: none"> The LGU shall indicate any deviation from the identified results, activities and targets. The reasons for the deviation as well as the factors that have facilitated or hindered the implementation of the LGU-approved GPB shall also be cited.

ATTRIBUTION OF LGUS REGULAR PROGRAM/PROJECT TO GAD EXPENDITURE

REMINDER!

Please be guided that if a percentage of the budget of the LGU's regular program/project was attributed to the GAD budget the LGU will again subject the same program or project to the HGDG test using the Project Implementation and Management, and Monitoring and Evaluation (PIMME) checklist based on the project's annual

accomplishment report 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.

Column 10: Title of the LGU Program/Project

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW of GAD AR
Is the title of the program or project subjected to attribution stated in the form ?	The title of the program/project must be the same with the title of the program/project reflected in the DILG endorsed GPB

Column 11: HGDG PIMME/FIMME Score

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW of GAD AR
1. What is the PIMME/FIMME Score based on the HGDG Test/assessment conducted to the program/project attributed to GAD Budget?	<ul style="list-style-type: none"> • 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 program/project (using its accomplishment report for the year) to the HGDG test using the Project Implementation PIMME checklist to determine the actual expenditures that may be attributed to the GAD Expenditure • For example, 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.

Column 12: Total Amount Program /Project Cost or Expenditure

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW of GAD AR
How much was the total expenditure for the program/project attributed being to GAD Budget	<ul style="list-style-type: none"> The total amount of program/project cost or expenditure shows the total actual amount used or expended in implementing the identified LGU Regular Program/Project being attributed to GAD budget.

Column 13: GAD Attributed Program/Project Cost or Expenditure

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING PRINCIPLES IN THE REVIEW of GAD AR
How much is the actual amount of program/project cost or expenditure attributed to GAD Expenditure?	<ul style="list-style-type: none"> The GAD attributed program/project cost or expenditure is the actual amount of expenditure to be attributed to actual GAD Expenditure of the LGU; For example 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; If the total annual budget of the LGUs regular program/project attributed to GAD Budget is 1 Million; 50% of 1 Million which is P500,000.00 shall be attributed to GAD expenditures.

Column 14: Variance or Remarks

GUIDE QUESTIONS FOR THE REVIEWERS	GUIDING RULES IN THE REVIEW of GAD AR.
Are the program/project attributed to GAD Budget implemented?	<ul style="list-style-type: none">The LGU should provide reasons for the deviation as well as the factors that have facilitated or hindered the implementation of the program/project which was attributed to GAD Budget

PARAMETERS ON THE REVIEW OF THE BARANGAY GAD PLAN AND BUDGET

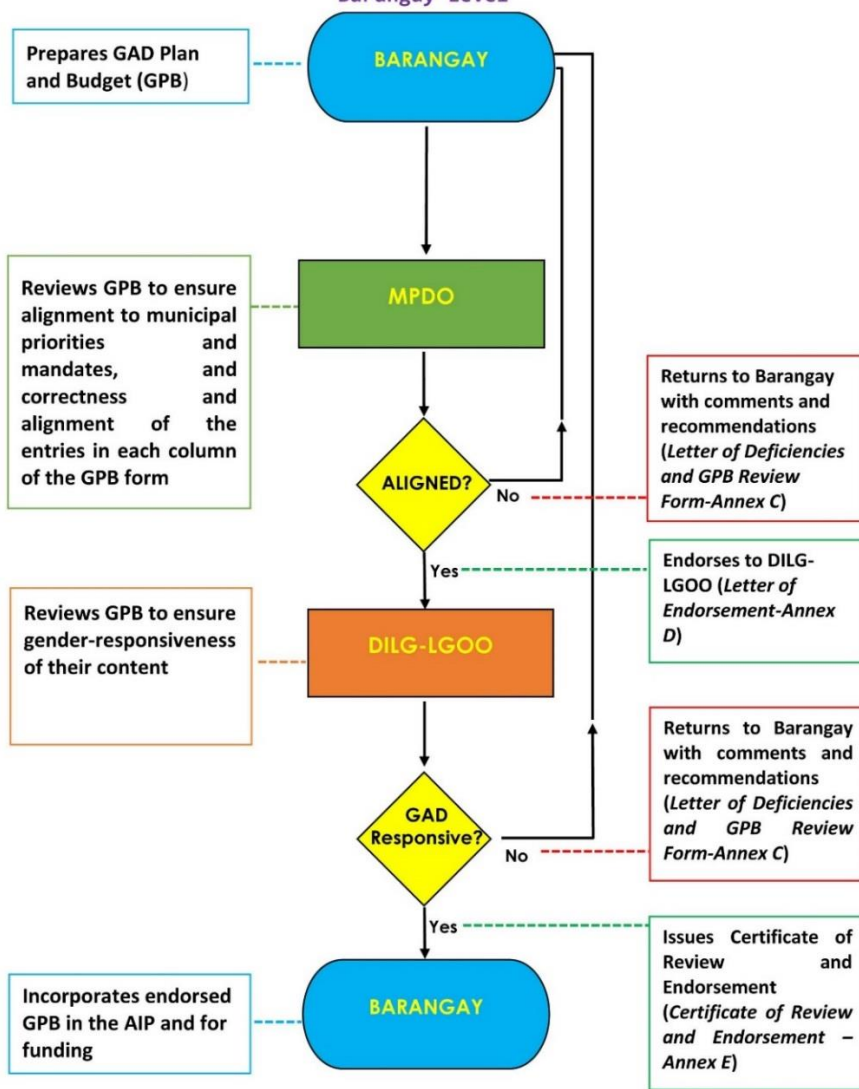
The GPB and AR Template for barangay level is much easier to accomplish compared to P/C/M level.

The review of the barangay GPB and GAD AR should be strictly guided by the steps, processes and parameters discussed in this handbook and the provisions of JMC 2015-01 . Reviewers for the Barangay GAD Plan and Budget and GAD AR should apply the guide questions that is applicable to their level.

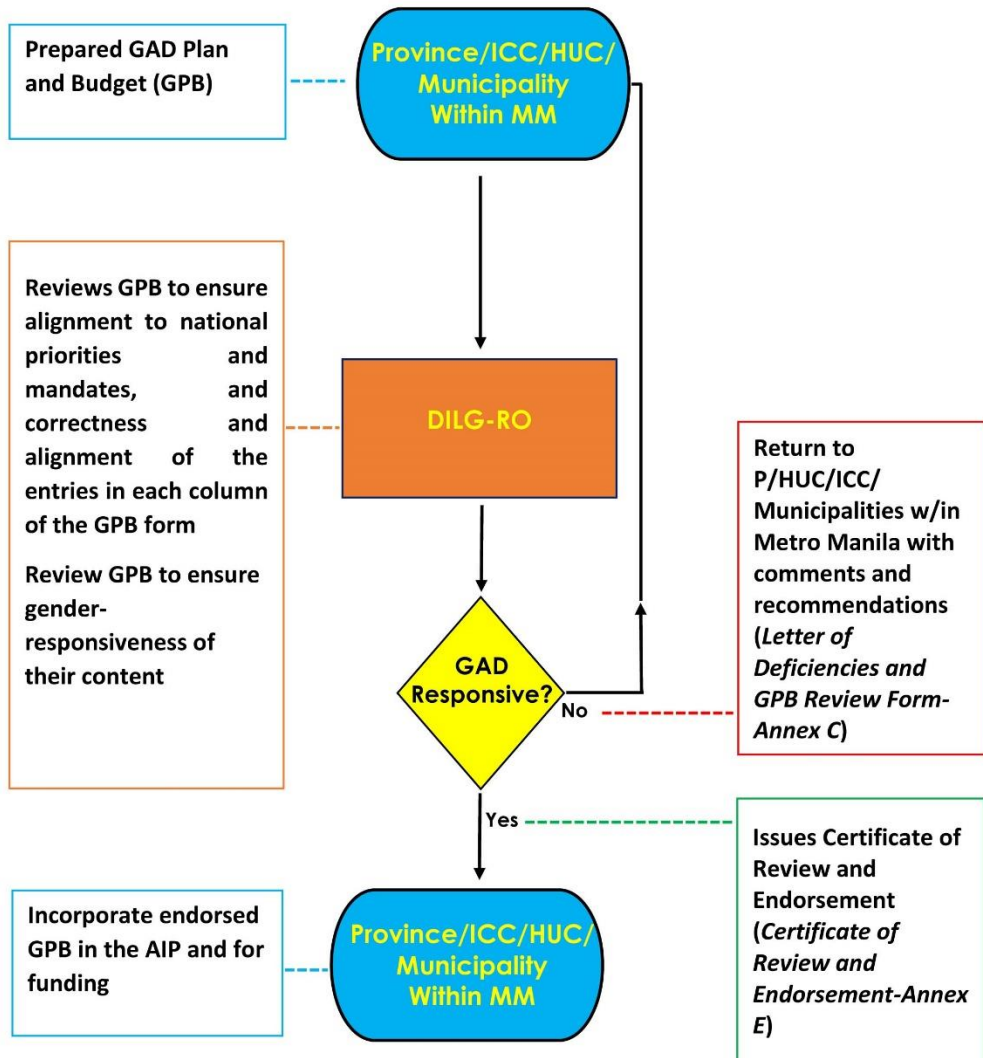
ANNEX A

Flow Chart on the review of LGUs GAD Plan and Budget

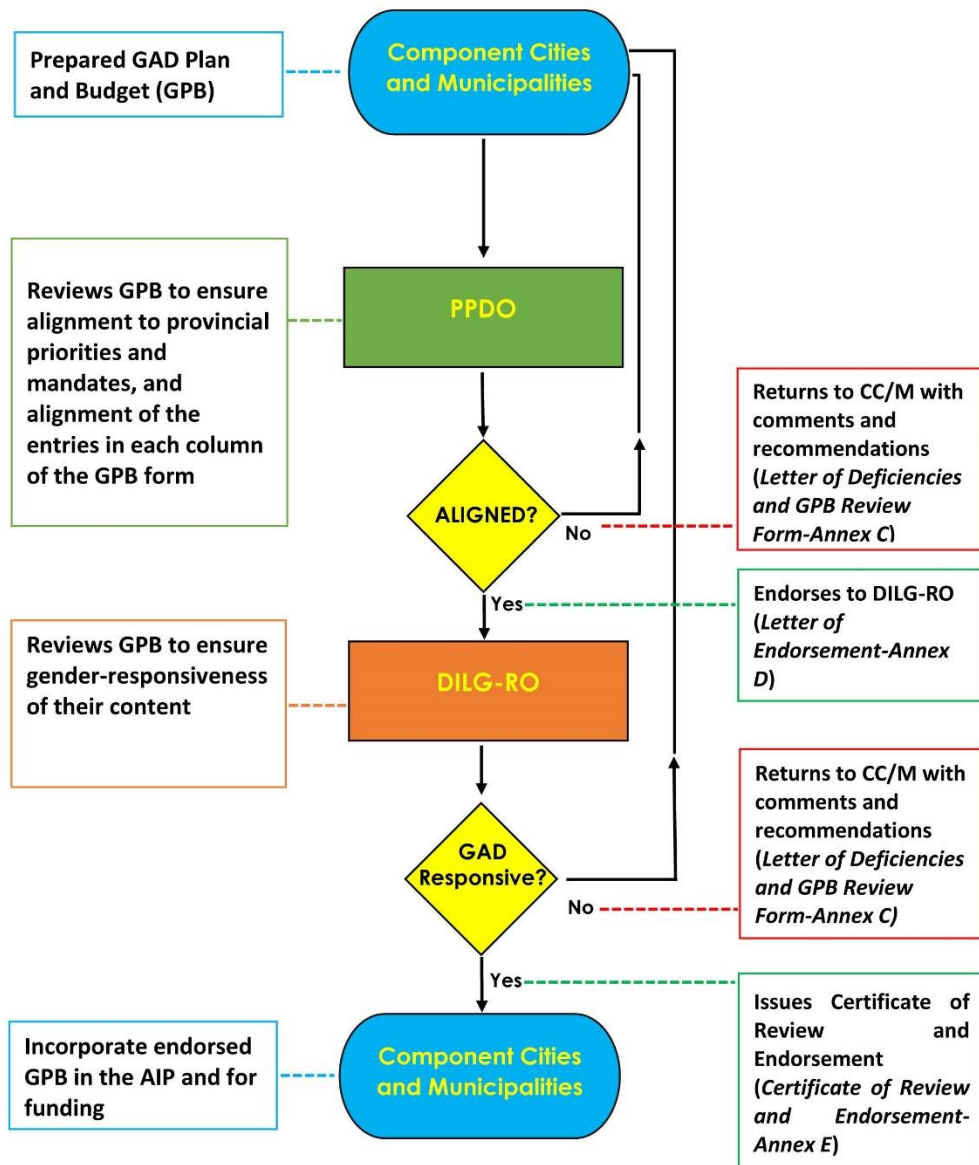
SUBMISSION, REVIEW AND APPROVAL OF GAD PLANS AND BUDGET Barangay Level



SUBMISSION, REVIEW AND APPROVAL OF GAD PLANS AND BUDGET
-PROVINCE/HUC/ICC AND MUNICIPALITIES IN METRO MANILA LEVEL



SUBMISSION, REVIEW AND APPROVAL OF GAD PLANS AND BUDGET
COMPONENT CITY/MUNICIPALITY LEVEL



ANNEX B

Sample template letter of review from the Municipal/City/Provincial Planning Office
(If the GPB is not compliant with the six items of the checklist for LGU's review).

Date: _____

Hon. _____

Dear _____:

This Office acknowledges receipt of the _____ GAD Plan and Budget (GPB). We, however, defer endorsement of the same to the DILG Office due to the following general observations and recommendations:

1. Please use the correct format/template of the GAD Plan and Budget (GPB) as required by the law;
2. Attach your FY _____ GAD plan and Budget is accompanied by their GAD Accomplishment Report (AR);
3. Total budget is not reflected in your GAD Plan and Budget ;
4. The GPB and GAD AR are not duly signed by concerned authorities/officials
5. Activities in the your GAD Plan and Budget is not aligned with Municipal/City/Provincial priorities/plans

Following the provisions of JMC _____ : Guidelines on the Localization of Magna Carta of Women, please revise and comply with said observations/recommendations and submit your GAD plan and budget not later than _____ for review and submission to DILG.

Very truly yours,

C/M/Prov D Coordinator

ANNEX C

Sample template letter of review and endorsement from the Municipal/City/Provincial Planning Office

Date: _____

Dear _____:

This is in reference to the ___ GAD Plan and Budget and GAD Accomplishment Report of _____.

Pleased be informed that per review of this Office, the _____ (LGU) is in compliant with the following:

1. Format/template of the GAD Plan and Budget (GPB) as required by the law;
2. Submission of the GAD plan and Budget is accompanied by their GAD Accomplishment Report (AR);
3. Total LGU budget is reflected;
4. Total GAD Budget is computed;
5. GPB and GAD AR are duly signed by concerned authorities/officials; and
6. Alignment of GAD Plan and Budget PPAs with Municipal/City/Provincial priorities/plans

Following the provisions of JMC _____ : Guidelines on Localization of Magna Carta of Women, we are forwarding to your office the FY _____ GAD plan and Budget of _____(LGU) for your review and issuance of endorsement to incorporate the said GPB to their Annual Investment Program and Annual Budget.

Very truly yours,

C/M/Prov PD Coordinator

ANNEX D

CERTIFICATE OF REVIEW AND ENDORSEMENT TEMPLATE

This is to certify that the GAD Plan and Budget (GPB) for Calendar Year _____ of LGU _____ has been reviewed and was found fully compliant in form and contents with the provisions of the JMC _____: Guidelines on the Localization of the Magna Carta of Women (MCW).

Thus, said GPB of LGU _____ is hereby officially endorsed for incorporation in the Province/City/Municipality's Annual Plans and Budgets.

Issued this _____ day of _____, 2016 at the Office of the

Signed by:

RD/PD/CD/CLGOO/MLGOO

Note: This template was introduced/used by DILG Region 6

Annex E: Sample Template Letter of Deficiencies and GPB Review Form

Date: _____

HON. _____

Thru: **PD/CD** _____
DILG-Field Office

Dear **Mayor** _____:

This Office acknowledges receipt of the FY ____ GAD Plan and Budget (GPB) of your LGU. We, however, defer endorsement of the same due to the following general observations and recommendations:

1. The statutory requirement of at least 5% of the LGU's annual general appropriations for GAD programs, projects and activities (PPAs) should be met.
2. Kindly review and ensure that entries from columns one to nine of GPB are congruent and related to each other. Also, some of the items in the GPB may be undertaken by the LGU but may not necessarily be in your FY 2015 GPB.
3. Some of the GAD objectives, activities, targets and performance indicators are for enhancement to better articulate the responses to the identified gender issues and/or its causes.
4. To surface gender issues pertaining to the women and children, we recommend gathering and analysis of sex-disaggregated data.
5. There are activities with performance indicators that need baseline data. As such, kindly attach the necessary supporting documents.
6. In enhancing your GPB please ensure that gender issues and causes should be clearly articulated, as these are the bases in the formulation of entries in the succeeding columns of the LGU GPB.
7. Kindly state if the issues are client or organizational - focused.
8. There are rows that are not filled-out. Kindly provide the needed information or at least merge the entries with the same issues, causes, objectives and relevant PPAs.

9. Kindly spell-out all acronyms to make your GAD Plan and Budget more user-friendly.
10. Please attach GAD Accomplishment Report for FY _____.
11. For guidance in enhancing your GPB and GAD Accomplishment Report, kindly refer to JMC_____ Guidelines on the Localization of Magna Carta of Women.

Specific Observations and Recommendations: (Example Only)

Section	Observation & Recommendation
Page 1	<ul style="list-style-type: none">Kindly state the Total Budget of LGU and Total GAD Budget.
Row 1	<ul style="list-style-type: none">Column 1: Please specify the gender issues identified in the work place.Column 2: There is ambiguity in the cause of the gender issue; it does not support the issue at hand directly.Column 3: GAD objective is not consistent with the gender issue.
Row 2	<p><u>Conduct of Orientation on the Right of Women</u></p> <ul style="list-style-type: none">Columns 6: Performance Indicator should contain the qualitative or quantitative measurement such as presence or absence of, number of, percentage of, etc. Thus, the LGU can consider "Number of participants" as an indicator.Column 5: Kindly enumerate the activities to be undertaken during the Women's Month Celebration with corresponding performance indicators and targets for columns 6 and 7.

In consultation with your GFPS, we strongly urge your LGU to please comply with the indicated deficiencies within two (2) weeks after receipt of this letter or as soon as possible to give us time to review and issuance of Certificate of Endorsement.

Very truly yours,

RD/PD/CD/CLGOO/MLGOO

Note: This template was introduced/used by DILG Region 3

ADVISORY BOARD

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PHOTO GALLERY



CONSULTATION WORKSHOP: GUIDELINES ON THE REVIEW OF THE LGU'S GAD PLAN AND BUDGET

OVERVIEW OF THE ACTIVITY

April 24, 2015
La Breza Hotel,
155 Mother Ignacia Avenue, Quezon City







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

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EDSA corner Quezon Avenue, Quezon City

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