

Instructions:

1. The duly authorized personnel of the agency/institution must fill out this form. Do not leave any fields blank. Write N/A for items that are not applicable.
2. RGADC TWG Focal Person to contact in case the agency/institution has questions for clarifications in accomplishing/completing the form.
3. Collection of this data is solely for the purpose of this form and subject to the provisions of Data Privacy Act of 2012.

Glossary of Terms

GAD Plan and Budget -a two-year **Plan** which aims to put into place effective mechanisms and measures for gender mainstreaming throughout COA. It spells out the issues and concerns on gender, establishes strategies and instruments with reachable targets for the Focal Point.

GAD Accomplishment Report- an annual accomplishment to implement programs/projects activities addressing gender issues.

GAD Code -a local legislation that consolidates local ordinances related to women and gender equality and which guides LGUs in identifying local policies, plans and programs to address gender issues.

GAD Agenda - refers to the agency's strategic framework and plan for gender mainstreaming and achieving gender equality and women's empowerment outcomes.

Gender and Development (GAD) Focal Point Systems (GFPS)- is one of the institutional mechanisms that will ensure gender mainstreaming in government offices, its attached agencies and local government units (LGUs).

GAD Database- is an organized GAD information and data stored in a computer system.

GAD Policy- marked a shift from targeted interventions in selected sectors, mainly the social sectors, to a gender mainstreaming approach recognizing gender as a cross-cutting issue influencing all development activities.



GAD Mechanisms Profiling Form and Inventory of GAD Policies

RGADC MIMAROPA recognizes the need to map and profile the established GAD mechanisms in the region and to maintain an inventory of GAD policies in order to accelerate gender mainstreaming in MIMAROPA. Kindly accomplish this questionnaire thoroughly for the committee to have a complete and updated data to assess the GAD mainstreaming efforts in the region and to provide the necessary technical assistance to its agency and LGU members.

Rest assured that your responses would be treated with utmost confidentiality.

I. GENERAL INFORMATION				
Type of Agency/Office: (Please check.)				
<input type="checkbox"/> National Government Agency (NGA)	<input type="checkbox"/> Local Government Unit (LGU)			
<input type="checkbox"/> Regional Line Agency (RLA)	<input type="checkbox"/> Provincial			
<input type="checkbox"/> State Universities and Colleges (SUC)	<input type="checkbox"/> City			
<input type="checkbox"/> Government-Owned and Controlled Corporation (GOCC)	<input type="checkbox"/> Municipal			
Name of Agency:		Complete Address:		
Telephone Number:	Fax Number:	E-mail Address:		
Name of Head of Agency:			Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	
II. GAD PLANS AND BUDGET (GPB) AND GAD ACCOMPLISHMENT REPORT (AR)				
1. Does your agency/office prepare and implement annual GAD Plan and Budget (GPB)?				
<input type="checkbox"/> Yes				
<input type="checkbox"/> No. Why not? _____				
2. What is the status of the agency/office GPB submission in the previous years?				
GAD Plan and Budget Endorsed? (Please check the box that corresponds to your answer)	2018	2019	2020	2021
Yes				
No				
3. What are the common issues you encountered in the preparation of your GPB? Please specify. _____				

4. What are the common issues you encountered in the submission of your GPB? Please specify. _____				

5. Does your agency/office monitor the implementation of your GAD Plan?				
<input type="checkbox"/> Yes				
<input type="checkbox"/> No. Why not? _____				

6. Does your agency prepare/submit your GAD AR?

Yes
 No. Why not? _____

7. What is the status of your agency/office GAD AR submission in the previous years?

GAD AR Accepted? (Please check the box that corresponds to your answer)	2018	2019	2020
Accepted			
Under review for approval			
Not submitted			

8. What are the common issues you encountered in the preparation of the agency/office's GAD AR? Please specify.

9. What are the common issues you encountered in the submission of agency/office's GAD AR? Please specify.

III. GAD CODE AND AGENDA

For LGUs

1. Does your LGU have a GAD Code?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, when was the GAD Code approved?				
If no, do you have any plans indicated in the current GPB regarding formulation of GAD Code?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

2. Does your LGU have GAD Agenda?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, when was the GAD Agenda approved?				
If no, do you have any plans indicated in the 2021 GPB regarding formulation of GAD Agenda?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

For RLAs, SUCs, and GOCCs

3. Does your agency/office have GAD Agenda?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, when was the GAD Agenda approved?				
If no, do you have any plans indicated in the 2021 GPB regarding formulation of GAD Agenda?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

IV. GAD FOCAL POINT SYSTEM (GFPS)

1. Does your agency/office have GFPS?

Yes. If yes, please specify the date when the GFPS was created: _____
 No.

2. Have you reconstituted your GFPS?

Yes. If yes, please specify what is the basis for reconstitution: _____

 No.

3. For LGUs, do you have a GAD office? *A GAD Office is an office or unit within an LGU that is tasked to coordinate, plan and monitor gender mainstreaming activities in the LGU. An LGU may establish a GAD Office depending on its needs, capacity and resources. However, once established, the GAD Office shall be under the office of the LCE.*

Yes. If yes, please specify the date when the GAD office was established: _____

No.

4. Profile of GFPS members (Use additional sheet/s if necessary)

Name of the GFPS Officers and Members	Sex	Position in the agency and Division/Unit/Section	No. of Years Holding the Designation in GFPS	GAD-Related Trainings Attended in the Last Three Years
Executive Committee				
				<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting <input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify
				<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting <input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify
				<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting <input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify
				<input type="checkbox"/> Related training attended in the last three years <input type="checkbox"/> a. Orientation on Basic GAD concepts

				<input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting <input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify.
				<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting <input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify.
				<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting <input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify.
				<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting <input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify.
				<input type="checkbox"/> Related training attended in the last three years

				<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting <input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify
Technical Working Group				
				<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting <input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify
				<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting <input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify
				<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting <input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify

				<input type="checkbox"/> Related training attended in the last three years <input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting <input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify
Secretariat				
				<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting <input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify
				<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting <input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify
				<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting

				<input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify
				<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Orientation on Basic GAD concepts <input type="checkbox"/> c. Gender Sensitivity Training <input type="checkbox"/> d. Gender Analysis Training <input type="checkbox"/> e. Training on the Use of Analysis Tools <input type="checkbox"/> f. GAD Planning and Budgeting <input type="checkbox"/> g. Training Orientation on Gender Mainstreaming <input type="checkbox"/> h. Other related GAD trainings attended. Please specify

5. What is the level of your GFPS functionality?

- | | |
|--------------------------|---------------------|
| <input type="checkbox"/> | a. Established |
| <input type="checkbox"/> | b. Functional |
| <input type="checkbox"/> | c. Fully-functional |

V. GAD DATABASE

1. Does your agency/office have a GAD database?

Yes.
 No. If no, why not? _____

2. What type of database does your agency/office maintain? Please specify. Use additional sheet if necessary.

Database	Are the data disaggregated by sex?		Sample data or indicators (i.e. average family income of household head by sex)
	YES	NO	
1.			
2.			
3.			
4.			
5.			
6.			

3. Does your agency/office use these data as basis for gender-responsive planning, programming and policy formulation?

Yes.
 No. If no, what are your agency/office bases for planning, programming and policy formulation? _____

4. Does your agency/office use or apply gender analysis tools in identifying gender issues, conduct of sector specific analysis, planning and monitoring and evaluating programs, activities and projects (PAPs) and in developing policies?

Yes. Please check Gender Analysis (GA) tools that your agency/office have used or applied?

- Gender Roles Framework/ Triple Roles Framework
- 24- hour profile (gender-based activity profile)/ Histogram/ Timeline
- Access and Control Matrix
- Resource & Benefits Profile/ Resource Analysis
- Social Relations Framework & Social Mapping
- Practical/Strategic Gender Needs

- Gender Equality and Women's Empowerment Framework (GEWEF)
- Harmonized Gender & Development Guideline (HGDG)
- Gender-Responsive LGU Ka Ba? (GeRLKa Ba?)
- Gender Mainstreaming and Evaluation Framework (GMEF)
- Participatory Gender Audit
- Gender Impact Assessment
- Others, please specify. _____
- _____

No. What tools do you use? _____

VI. EXISTING GAD POLICIES

1. Does your agency/office have the following GAD-related policies?
Please check all that applies and attach a copy of each GAD-related policy.

GAD-Related Policies	Full Title of Policy (if any)	Date of Enactment	Date of Implementation
<input type="checkbox"/> Creation and/or Strengthening of the GFPS			
<input type="checkbox"/> Creation of Committee on Decorum and Investigation (CODI) for Sexual Harassment Cases			
<input type="checkbox"/> Establishment and Maintenance of a GAD Database			
<input type="checkbox"/> GAD Code			
<input type="checkbox"/> Reproductive Health (RH) Code			
<input type="checkbox"/> Establishment of Violence Against Women (VAW) Desk			
<input type="checkbox"/> Gender-Responsive Revenue/Incentive Code			
<input type="checkbox"/> Policies on Women Economic Empowerment			
<input type="checkbox"/> Policy on the use of gender-fair or gender-sensitive communication.			

<input type="checkbox"/> Use Gender-fair and Gender-sensitive communication			
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2. Does your agency/office have other GAD-related policies that were not mentioned in the list above?

Yes. If Yes, please specify the details in the table below: (Please attach copy/ies.)

Other GAD-Related Policies	Full Title of Policy (if any)	Date of Enactment	Date of Implementation

None.

Accomplished by:	Date Accomplished:
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Office:	Position/Designation:
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Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	Telephone/Mobile Number:	E-mail Address:
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Certified and Endorsed By: (Signature above printed name of the Head of Agency/Office)
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Date Signed:

By submitting this profile form, it is understood that the individuals mentioned in this form have already provided their consent to share their information with the RGADC and are aware of their rights as data subjects in accordance to Republic Act 10173 or the Data Privacy Act of 2012.