



Gender and Development (GAD) Mechanisms Profiling and Inventory of GAD Policies Form

The MIMAROPA Regional Gender and Development Committee (RGADC) recognizes the need to map and profile the established GAD mechanisms and to maintain an inventory of GAD policies in order to accelerate gender mainstreaming in the region. 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 local government unit (LGU) members.

INSTRUCTIONS

1. The duly authorized personnel of the agency/institution must fill out this form.
2. Do not leave any fields blank.
3. Write N/A for items that are not applicable.

GLOSSARY OF TERMS

Gender and Development Accomplishment Report (GAD AR) - an annual accomplishment report on the implementation of programs, projects and activities to address gender issues.

Gender and Development (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) Code - a local legislation that consolidates local ordinances related to women and gender equality and that guides agency/institution in identifying local policies, plans, and programs to address gender issues.

Gender and Development (GAD) Database - an organized GAD information and data stored in a computer system.

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

Gender and Development (GAD) Plan and Budget - a systematically designed set of programs, activities, and projects with clear objectives for addressing gender issues carried out by the agency/institution over a given period of time. It is an integral part of the agency's/institution's annual development plan.

Contact Information in case of questions in accomplishing/completing the form:

Mr. Emerson Kim J. Lineses

RGADC Secretary and Chief of Development Research Division, NEDA MIMAROPA
drdneda4b@gmail.com

Date Collection and Treatment

Collected information through this form shall be treated with utmost confidentiality. Disclosure of any information other than for the purpose of profiling and inventory for GAD policies shall not be made. Storage of the said information shall be subject to the provisions of Data Privacy Act of 2012.

I. GENERAL INFORMATION

Type of Agency/Office: (Please check.)

<input checked="" 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/Institution: Department of Social Welfare and Development - MIMAROPA	Complete Address: 1680 F.T. Benitez St. cor. Gen. Malvar, Malate, Manila
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Telephone Number: 5336-8107	Fax Number:	E-mail Address: fo4b@dswd.gov.ph
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Name of Agency Head/Local Chief Executive: FERNANDO R. DE VILLA JR., CESO III	Sex: <input type="checkbox"/> Female <input checked="" type="checkbox"/> Male
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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)?

Yes
 No. Why not? _____

2. What is the status of the agency/office GPB submission in the previous years?
(Please check the box that corresponds to your answer)?

GPB Submitted? (Please check the box that corresponds to your answer)	2018	2019	2020
Endorsed	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Under review for approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not submitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. What are the common issues you encountered in the preparation of your GPB?
Please specify. In light of the COVID 19 pandemic, some of the activities and projects in relation to Gender and Development has been postponed thus necessary revisions and amendment has been made to adapt to the changes. Majority of the Pantawid GAD Activities were conducted through fund augmentation from partner LGUs and savings from the different programs/divisions thus the need to find fund which can GAD be attributed.

4. What are the common issues you encountered in the submission of your GPB?
Please specify. No feedback received from the concerned Bureau regarding the submission. The feedback shall then be used to improve GAD budgeting in the Office.

5. Does your agency/office monitor the implementation of your GAD Plan?

Yes
 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's/office's GAD AR? Please specify. Not 100% of programs and services databases provide sex-disaggregated data of their served clients. The templates and databases used by programs like SLP, SFP and SocPen still do not reflect the SDD, hence it is recommended to review existing templates and forms for possible enhancements in order to ensure that SDD is being monitored and captured in reports.

9. What are the common issues you encountered in the submission of your agency's/office's GAD AR? Please specify. No feedback received from the concerned Bureau regarding the submission. The feedback shall then be used to improve and enhancement of GAD Accomplishment Report

III. GAD CODE AND AGENDA

For LGUs

1. Does your LGU have a GAD Code?	<input checked="" 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 checked="" 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 current 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 checked="" 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 current 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: 2012 thru the issuance of Special Order 2291

No.

2. Have you recently reconstituted your GFPS?

Yes. If yes, please specify what the basis for reconstitution is: Amendment of the members and change of Chairpersonship. The technical roles and functions have been retained

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

Technical Working Group						
Purificacion R. Arriola	Female	SWO V – DSWD RGAD-TWG Chairperson/Assistant Regional Director for Operations	1 year	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	a. Orientation on Basic GAD concepts b. Gender Sensitivity Training c. Gender Analysis Training d. Training on the Use of Analysis Tools e. GAD Planning and Budgeting f. Training Orientation on Gender Mainstreaming g. Other related GAD trainings attended. Please specify:
Angelique Lorraine Sumera	Female	PDO II – GAD Focal Pantawid Pamilyang Pilipino Program	2 years	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	h. Orientation on Basic GAD concepts i. Gender Sensitivity Training j. Gender Analysis Training k. Training on the Use of Analysis Tools l. GAD Planning and Budgeting m. Training Orientation on Gender Mainstreaming n. Other related GAD trainings attended. Please specify:
Geneliza Q. Gabilan	Female	SWO IV - OIC Division Chief/Disaster Response Management Division	4 years	<input type="checkbox"/>	<input type="checkbox"/>	a. Orientation on Basic GAD concepts b. Gender Sensitivity Training c. Gender Analysis Training d. Training on the Use of Analysis Tools e. GAD Planning and Budgeting f. Training Orientation on Gender Mainstreaming g. Other related GAD trainings attended. Please specify:

Jacqueline C. Duma	Female	SWO II - Promotive Service Division - KALAHI CIDSS	3 years	<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Gender Sensitivity Training <input type="checkbox"/> c. Gender Analysis Training <input checked="" type="checkbox"/> d. Training on the Use of Analysis Tools <input checked="" type="checkbox"/> e. GAD Planning and Budgeting <input checked="" type="checkbox"/> f. Training Orientation on Gender Mainstreaming <input type="checkbox"/> g. Other related GAD trainings attended. Please specify:
Monina D. Pechon	Female	SWO II - PSD- MYC	2 years	<input checked="" type="checkbox"/> a. Orientation on Basic GAD concepts <input checked="" type="checkbox"/> b. Gender Sensitivity Training <input type="checkbox"/> c. Gender Analysis Training <input type="checkbox"/> d. Training on the Use of Analysis Tools <input type="checkbox"/> e. GAD Planning and Budgeting <input checked="" type="checkbox"/> f. Training Orientation on Gender Mainstreaming <input type="checkbox"/> g. Other related GAD trainings attended. Please specify:
Maricel F. De la Vega-Urdas	Female	SWO III - Protective Services Division (PSD)	3 years	<input checked="" type="checkbox"/> a. Orientation on Basic GAD concepts <input checked="" type="checkbox"/> b. Gender Sensitivity Training <input type="checkbox"/> c. Gender Analysis Training <input type="checkbox"/> d. Training on the Use of Analysis Tools <input type="checkbox"/> e. GAD Planning and Budgeting <input type="checkbox"/> f. Training Orientation on Gender Mainstreaming
Josephine B. Macalagay	Female	SWO III - Social Technology Unit	7 years	<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Gender Sensitivity Training <input checked="" type="checkbox"/> c. Gender Analysis Training <input checked="" type="checkbox"/> d. Training on the Use of Analysis Tools <input checked="" type="checkbox"/> e. GAD Planning and Budgeting <input checked="" type="checkbox"/> f. Training Orientation on Gender Mainstreaming

				<input type="checkbox"/> g. Other related GAD trainings attended. Please specify:
Harvy Calabio	Male	AO V – Administrative Division	3 years	<input checked="" type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Gender Sensitivity Training <input type="checkbox"/> c. Gender Analysis Training <input type="checkbox"/> d. Training on the Use of Analysis Tools <input type="checkbox"/> e. GAD Planning and Budgeting <input type="checkbox"/> f. Training Orientation on Gender Mainstreaming <input type="checkbox"/> g. Other related GAD trainings attended. Please specify:
Marites Pones	Female	PDO II – Sustainable Livelihood Program	4 years	<input checked="" type="checkbox"/> a. Orientation on Basic GAD concepts <input checked="" type="checkbox"/> b. Gender Sensitivity Training <input checked="" type="checkbox"/> c. Gender Analysis Training <input type="checkbox"/> d. Training on the Use of Analysis Tools <input type="checkbox"/> e. GAD Planning and Budgeting <input type="checkbox"/> f. Training Orientation on Gender Mainstreaming <input type="checkbox"/> g. Other related GAD trainings attended. Please specify:
				<input type="checkbox"/> h. Orientation on Basic GAD concepts <input type="checkbox"/> i. Gender Sensitivity Training <input type="checkbox"/> j. Gender Analysis Training <input type="checkbox"/> k. Training on the Use of Analysis Tools <input type="checkbox"/> l. GAD Planning and Budgeting <input type="checkbox"/> m. Training Orientation on Gender Mainstreaming

				<input type="checkbox"/> n. Other related GAD trainings attended. Please specify:
Herbert Rodrigo	Male	AO V – Finance Management Division	5 years	<input checked="" type="checkbox"/> a. Orientation on Basic GAD concepts <input checked="" type="checkbox"/> b. Gender Sensitivity Training <input type="checkbox"/> c. Gender Analysis Training <input type="checkbox"/> d. Training on the Use of Analysis Tools <input type="checkbox"/> e. GAD Planning and Budgeting <input type="checkbox"/> f. Training Orientation on Gender Mainstreaming <input type="checkbox"/> g. Other related GAD trainings attended. Please specify:
Secretariat				
Laurenz Edward C. Catangay	Male	PLO I – Policy and Plans Division	2 months	<input type="checkbox"/> a. Orientation on Basic GAD concepts <input type="checkbox"/> b. Gender Sensitivity Training <input type="checkbox"/> c. Gender Analysis Training <input type="checkbox"/> d. Training on the Use of Analysis Tools <input type="checkbox"/> e. GAD Planning and Budgeting <input type="checkbox"/> f. Training Orientation on Gender Mainstreaming <input type="checkbox"/> g. Other related GAD trainings attended. Please specify:
Roselle G. Hermano	Female	PLO III – Policy and Plans Division	1 year	<input checked="" type="checkbox"/> a. Orientation on Basic GAD concepts <input checked="" type="checkbox"/> b. Gender Sensitivity Training <input checked="" type="checkbox"/> c. Gender Analysis Training <input checked="" type="checkbox"/> d. Training on the Use of Analysis Tools <input checked="" type="checkbox"/> e. GAD Planning and Budgeting <input checked="" type="checkbox"/> f. Training Orientation on Gender Mainstreaming

				<input type="checkbox"/>	g. Other related GAD trainings attended. Please specify:
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5. What is the level of your GFPS functionality?

<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

- a. Established
- b. Functional
- 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. Gender Based Violence Database	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No. of consolidated reports across the region
2. Program Implementation and Management System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No. of women employed
3. Geo-tagging Web App	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number of women leadership position
4. Harmonized Planning, Monitoring and Evaluation System	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number of minors travelling abroad issued with travel clearance

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's/office's 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 has 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

<input type="checkbox"/>	Practical/Strategic Gender Needs
<input type="checkbox"/>	Gender Equality and Women's Empowerment Framework (GEWEF)
<input checked="" type="checkbox"/>	Harmonized Gender & Development Guideline (HGDG)
<input type="checkbox"/>	Gender-Responsive LGU Ka Ba? (GeRLKa Ba?)
<input checked="" type="checkbox"/>	Gender Mainstreaming and Evaluation Framework (GMEF)
<input type="checkbox"/>	Participatory Gender Audit
<input type="checkbox"/>	Gender Impact Assessment
<input type="checkbox"/>	Others, please specify. _____
<input type="checkbox"/>	_____

No. What tools do you use? _____

VI. EXISTING GAD POLICIES

1. **Does your agency/office have the following GAD-related policies?**
 (*a. resolutions, b. ordinances, and c. special orders.)
 Please check all that applies and attach a copy of each GAD-related policy.

GAD-Related Policies	Full Title of Policy	Date of Enactment	Date of Implementation	Type of Policy*
<input checked="" type="checkbox"/> Creation and/or Strengthening of the GFPS	AO 5, s.2012 DSWD Guidelines on Gender and Development (GAD) Mainstreaming AO 012, s.2012 Reconstitution of the Field Office GAD Technical Working Group (TWG) as an Addendum to AO No. 15 "DSWD Guidelines on Gender and Development (GAD) Mainstreaming" Composition of Field Office MIMAROPA TWG on GAD	2012	2012	Administrative Order Special Order
<input checked="" type="checkbox"/> Creation of Committee on Decorum and Investigation (CODI) for Sexual Harassment Cases	Regional Special Order No. 245 s. 2021 and No. 0058 s. 2021 of Committee on Decorum and	2020	2020	Special Order

	Investigation (CODI) on Sexual Harassment Cases			
___ Establishment and Maintenance of a GAD Database				
___ GAD Code	AO 005, s.2012 DSWD Guidelines on Gender and Development (GAD) Mainstreaming	2012	2012	Administrative Order
___ Reproductive Health (RH) Code				
___ Establishment of Violence Against Women (VAW) Desk	Guidelines on the Institutionalization of Gender Responsive Case Management (GRCM) as a practice Model in Handling Violence Against Women (VAW) cases	2012	2012	Administrative Order
___ Gender-Responsive Revenue/Incentive Code	Regional Special Order No. 245 s. 2020 & 0058 s. 2021 Amendment on the membership of the Committee on Decorum and Investigation (CODI) on Sexual Harassment Cases	2020		Special Order
___ Policies on Women Economic Empowerment	MC 007, s.2011 Gender Mainstreaming in the KALAHYON-CIDSS Project	2011	2011	Memorandum Circular
___ Policy on the use of gender-fair or gender-sensitive communication	Adoption of CSC MC No.12 s. 2005	2005	2005	Memorandum Circular
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
GAD Agenda	AO 019, s. 2020: Adopting the Department of Social Welfare and Development (DSWD) Gender and Development (GAD) Agenda 2020-2025	2020	2020

None.

Accomplished by: JOSEPHINE B. MACALAGAY **Date Accomplished:** August 4, 2021

Office: Department of Social Welfare and Development **Position/Designation:** Social Welfare Officer III

Sex: Female Male **Telephone/Mobile Number:** **E-mail Address:** jbmacalagay@dswd.gov.ph

Certified and Endorsed By:

FERNANDO R. DE VILLA JR., CESO III

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.