



# Calamba Water District

Lakeview Subdivision, Halang, Calamba City, Laguna  
Tel. Nos. 545-1614; 545-2863; 545-2728; 545-7895; Fax No. 545-9752  
www.cwd.com.ph  
ISO Certificate Registration No. PHP QMS 21 93 0047



## OFFICE OF THE GENERAL MANAGER

### MEMORANDUM CIRCULAR NO. 2022-013

**TO :** ALL OFFICERS AND EMPLOYEES

**SUBJECT :** GENDER AND DEVELOPMENT (GAD) GUIDELINES

**DATE :** February 8, 2022

This is to formally disseminate and inform all employees and officers concerning guidelines of the Gender and Development (GAD) in accordance with the provisions of Memorandum Circular No. 2011-01 dated October 21, 2011 from the Office of the President Philippine Commission on Women and Section 36-b of Republic Act (RA) No. 9710 also known as the Magna Carta of Women (MCW) that mandates all government agencies to establish and institutionalize the Gender and Development (GAD) Focal Point Systems (GFPS) and mainstream gender perspective within the policies, plans and programs, as follows:

#### **GENERAL GUIDELINES**

- a. The heads of agencies shall issue appropriate directives to institutionalize the creation of the GFPS in their respective agencies;
- b. Agencies with existing GFPS or similar mechanisms shall reconstitute and strengthen said mechanisms based on the provisions of RA 9710, its IRR and this Memorandum Circular;
- c. The tasks and functions of the members of the GFPS shall form part of their regular key result areas and work plans and shall be given due consideration during performance evaluation;
- d. Agencies shall develop GAD capacity development programs that support continuing gender education, updating and enhancing skills customized according to the functions of the GFPS, to be integrated in the regular agency Human Resource Development Plan. These capacity development programs may include gender sensitivity, gender analysis, gender-responsive planning and budgeting and gender audit, among others;
- e. Agencies shall conduct periodic monitoring and evaluation of their GFPS and shall undertake measures to address possible issues hindering the performance of their functions in accordance with the MCW and other GAD-related laws, policies and plans; and
- f. Funds shall be allocated for programs, activities and projects to support the organization, management and operations of the GFPS, to be charged to the agency's GAD budget.



## SPECIFIC GUIDELINES

- a. Structure and Composition of the GFPS
  - i. The GFPS shall be composed of the Agency Head and Executive Committee (ExeCom), and a Technical Working Group (TWG). The head of agency may designate an Undersecretary or its equivalent to head the GFPS Executive Committee. The existing executive committee or its equivalent highest policy making body may concurrently serve as the GFPS executive committee. In this case, the head of agency may designate an alternate Chair. The Technical Working Group (TWG) may be chaired by a member of the ExeCom; or the head of the agency may designate a Chair outside of the ExeCom. The TWG shall be composed of representatives from various divisions or offices from both operations and support units within the agency, such as but not limited to planning, finance, human resource, senior technical officer from each bureau/division/office and where feasible, the statistics and management information office and/or whichever is applicable in the organization. The Technical Working Group may designate a secretariat.
  - ii. The structure and composition of the GAD Focal Point System may be modified based on the organizational structure of the agency or office. When necessary, the membership may be reconstituted in accordance with item (a) above.
  - iii. Regional Offices, bureaus and attached agencies may follow the structure of their mother agency or have a modified structure, which may, at a minimum, be composed of a TWG headed by a director or its equivalent.

## FUNCTIONS OF THE GAD FOCAL POINT SYSTEM

The GFPS shall perform the following functions:

- i. Lead in mainstreaming gender perspective in agency/department policies, plans and programs. In the process, they shall ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures of the agency based on the priority needs and concerns of constituencies and employees and the formulation of recommendations including their implementation;
- ii. Assist in the formulation of new policies such as the GAD Code in advancing women's status, such as in the case of LGUs;
- iii. Lead in setting up appropriate systems and mechanisms to ensure the generation, processing, review and updating of sex-disaggregated data or GAD database to serve as basis in performance-based gender responsive planning;



- iv. Coordinate efforts of different divisions, offices, units of the agency and advocate for the integration of GAD perspectives in all their systems and processes;
- v. Spearhead the preparation of the agency annual performance-based GAD Plans, Programs and Budget in response to gender issues of their constituencies and clients and in the context of their agency mandate, and consolidate the same following the format and procedure prescribed by the PCW, DBM and NEDA in the Joint Circular 2012-1. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of the department/agency, and as needed, in responding to PCW's comments or requests for additional information.
- vi. Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs and Budget;
- vii. Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that maybe required under the MCW;
- viii. Strengthen the external link with other agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various levels of governance;
- ix. Promote and actively pursue the participation of women and gender advocates, other civil society groups and private organizations in the various stages of the development planning cycle, giving special attention to the marginalized sectors; and
- x. Ensure that all personnel of the agency including the finance officers (e.g. accountant, budget officer, auditors) are capacitated on GAD. Along this line, the GFPS will recommend and plan an appropriate capacity development program on gender and development for its employees as part of and implemented under its regular human resource development program.

## **ROLES AND RESPONSIBILITIES**

### **The GFPS Chairperson or Head of Agency shall:**

- i. Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems and procedures of the agency including the creation, strengthening, modification or reconstitution of the GFPS; and
- ii. Approve the GAD Plan, Program and Budget of the agency as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation.

### **A. The Executive Committee shall:**

- i. Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and agency's GAD mainstreaming activities;
- ii. Direct the identification of GAD strategies, programs, activities and projects based on the results of the gender audit, gender analysis and according to the



identified priorities of the agency in response to the gender issues faced by its clients and employees;

- iii. Ensure the timely submission of the agency GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to DBM;
- iv. Ensure the effective and efficient implementation of the agency GAD programs, activities and projects and the judicious utilization of the GAD Budget;
- v. Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
- vi. Recommend approval of agency GAD Plans and Budgets and GAD ARs; and
- vii. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members.

**B. The Technical Working Group (TWG) or Secretariat shall perform the following function for a term of three (3) years:**

- i. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
- ii. Formulate agency GAD Plans, Programs and Budget in response to the gender gaps and issues faced by their clients and constituencies, women and men employees, following the conduct of a gender audit, gender analysis, and/or review of sex disaggregated data;
- iii. Assist in the capacity development of and provide technical assistance to the agency, and as needed, to officers in the other offices or units. In this regard, the TWG shall work with the human resource development office on the development and implementation of an appropriate capacity development program on gender equality and women's empowerment for its employees, and as requested or deemed necessary, for other offices under the Department or Agency, as the case may be;
- iv. Coordinate with the various units of the agency including its regional and attached agencies and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS of the central agency shall coordinate with the GFPS of its attached agencies, bureaus and regional offices especially on the preparation, consolidation and submission of GAD Plans and Budgets;
- v. Lead the conduct of advocacy activities and the development of information, education, and communication (IEC) materials to ensure critical support of agency officials, staff and relevant stakeholders to the activities of the GFPS and GAD mainstreaming activities;
- vi. Monitor the implementation of GAD-related programs, activities and projects in their respective offices and suggest corrective measures to improve



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- implementation of GAD Programs, Activities and Projects (PAPs) and GFPS activities;
- vii. Prepare and consolidate agency GAD accomplishment reports; and viii. Provide regular updates and recommendations to the head of agency or ExeCom on the activities of the GFPS and the progress of agency GAD mainstreaming activities based on the feedback and reports of the various units of the agency.
  - viii. The Secretariat shall provide administrative support to the GFPS, document GAD activities and minutes of meeting, assist in the preparation of GAD plan and accomplishment reports and in the conduct of GAD activities, programs and projects.
  - ix. The Project Implementation and Management, Monitoring and Evaluation Team shall monitor and evaluation of all GAD Programs, Projects and Activities (PPAs).

For your information and reference.

  
**MR. EXEQUIEL A. AGUILAR, JR.**  
 General Manager A

Received by:

Administrative Dept. *A* 2/9/22 2:18  
 Commercial Dept. *DN* 2/9/22 2:16  
 Finance Dept. *SR* 2/9/22 2:27  
 Operations Dept. *Lo-R* 2/9/22  
 Technical Services Dept. *gls* 2/9/22

Cc:

Office of the Board *jon* 2/9/22 2:10am  
 NLM-CWD *jon* 2/9/22  
 Record Section  
 GAD Committee *J for* 2/9/22