



MEMORANDUM CIRCULAR NO. 2015-04

TO: All Heads of Executive Departments, Agencies, Bureaus, Offices, State Universities and Colleges (SUCs), Government Owned and/or Controlled Corporations (GOCCs), Legislative and Judiciary Branches, Constitutional Bodies, Other Government Instrumentalities and All Others Concerned

SUBJECT: **Preparation and Online Submission of FY 2017 Gender and Development (GAD) Plans and Budgets and FY 2015 GAD Accomplishment Reports and Other Matters**

DATE: 30 September 2015

A. Preparation and Submission of FY 2017 GAD Plans and Budgets (GPBs) and FY 2015 GAD Accomplishment Reports (GAD ARs)

In accordance with Section 36 of the Magna Carta of Women (MCW) and the guidelines set under Joint Circular 2012-01 issued by the Philippine Commission on Women (PCW), the National Economic and Development Authority (NEDA) and the Department of Budget and Management (DBM), the PCW calls on all government agencies for the early preparation and submission of their FY 2017 GPB and FY 2015 GAD AR.

The submission, review and endorsement of GPBs and GAD ARs shall be coursed through the Gender Mainstreaming Monitoring System (GMMS), the PCW online system for managing GAD profiles, GPBs and GAD ARs, as well as for generating GAD-related reports.

As such, in the preparation and submission of the FY 2017 GPB and FY 2015 GAD AR, agencies shall observe the following:

1. The gender issues and corresponding GAD programs, activities and projects (PAPs) to be included in the GPB should be within the context of the agency's mandates. In identifying gender issues and corresponding GAD PAPs, agencies shall include those that directly respond to mandates provided in relevant provisions of the MCW, the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), the Beijing Platform for Action (BPfA), the Philippine Plan for Gender-Responsive Development (PPGD), 1995-2025, and other gender- or women-focused laws, policies and plans of government. For National Steering Committee on Women, Peace and Security (NSCWPS) member agencies and implementing agencies of the *Payapa at Masaganang Pamayanan* (PAMANA) program, the preparation of their GPBs and GAD ARs shall also be guided by the PCW-OPAPP Joint Circular 2014-01 on the integration of women, peace and security PAPs in the GPB;
2. Attached agencies/bureaus/GOCCs and regional offices shall submit their GPBs and GAD ARs to their line departments or central offices for review. In the case of SUCs,

3. their GPBs shall be submitted to and reviewed by the regional offices of the Commission on Higher Education (CHED). The review shall focus on the alignment of the GPB with the overall GAD agenda/framework set by the line department or central office, as well as the correctness or alignment of entries in each column of the GPB. Once the GPB and GAD AR are acceptable to the line department or central office, it shall submit these to PCW for review and endorsement;
4. Central offices of line departments, other executive offices (OEOs), constitutional bodies, and GOCCs or other government instrumentalities not attached to any line department or office shall submit their GPBs and GAD ARs directly to PCW for review and endorsement.
5. Regional offices are required to consolidate and integrate the gender issues and corresponding PAPs of their constituent units (i.e., district and field offices) in their GPBs and GAD ARs to be submitted to and reviewed by their central offices. PCW shall not review GPBs and GAD ARs of government units lower than regional offices;
6. The preparation of GPBs and GAD ARs of GOCCs shall be in accordance with their budget cycle. The cost of implementing GAD PAPs in the GPB to address the gender issues of the GOCC and its clients/beneficiaries shall be sourced from the GOCC's corporate operating budget and other fund sources coming from government;
7. Agencies may attribute a portion or the whole budget/expenditure of the agency's major program/s or project/s to the GAD budget/expenditure using the Harmonized Gender and Development Guidelines (HGDG) tool. Agencies that will attributed funds of agency major program/project to GAD shall observe the following rules:
 - a. In the preparation of the FY 2017 GPB, major program/s or project/s that the agency would like to attribute to the GAD budget shall be subjected to the HGDG test using the appropriate design checklist (HGDG Boxes 9-15, 18-23), the funding facilities checklist (HGDG Box F1) or the generic checklist (HGDG Box 7a). This is to determine the level of gender-responsiveness of the program/project and the corresponding percentage of its annual budget that may be attributed to the GAD budget. The administration of the HGDG tool and the attribution to the GAD budget shall be done by the agency or office responsible for reporting the utilization of the program's or project's fund.
 - b. In the preparation of the FY 2015 GAD AR, the HGDG Project Implementation and Management, and Monitoring and Evaluation (PIMME) checklist (HGDG Boxes 16&17) or the Facility Implementation, Management, and Monitoring and Evaluation checklist (HGDG Box F2) shall be used in assessing the gender-responsiveness of the major agency program/project based on its accomplishment report. The PIMME score shall be the basis in determining the actual cost/expenditure that can be attributed to GAD and reflected in the GAD AR.

PDF copies of the results of HGDG test/s and other supporting documents (e.g., project brief, project reports, monitoring and evaluation framework or attendance sheets of stakeholder consultations) shall be attached to the agency's GPB and/or

GAD AR submission/s. Agencies are advised to refer to Joint Circular 2012-01 for more details on the process of attribution;

8. Timelines for the preparation and submission of GPBs and GAD ARs:

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| October 01-15, 2015 | Line departments and central offices, upon receipt of this Joint Memorandum Circular, shall notify their attached agencies, GOCCs, bureaus and/or regional offices of the start of the preparation and the deadline of the online submission of their FY 2017 GPB and FY 2015 GAD AR to the central office. |
| October 16 – December 31, 2015 | Attached agencies, bureaus and regional offices prepare and submit their annual GPBs and GAD ARs to be reviewed by their respective line departments or central offices. Line departments and other government agencies/instrumentalities not attached to any line department or office prepare and submit their annual GPBs and GAD ARs directly to PCW. |
| January 01-29, 2016 | Line departments or central agencies review GPBs and GAD ARs of their constituent units; transmit comments, if needed; and forward reviewed GPBs and GAD ARs to PCW. |
| February 01, 2016 | Deadline of submission of all GPBs and GAD ARs to PCW through the GMMS. |

9. PCW reviewed and endorsed GPBs shall be authenticated by the GMMS with a barcode. Concerned agencies shall print the endorsed GPB for signature of their agency head and submit the scanned signed copy of GPB to PCW. Concerned agencies shall include their PCW endorsed GPB and reviewed GAD AR in their budget proposals to DBM;

10. Agencies are encouraged to read the full text of PCW-NEDA-DBM Joint Circular 2012-01 for additional information on the process of preparation and submission of GPBs and GAD ARs.

B. Agency Requirements for the Online Submission of GPBs and GAD ARs through the GMMS

1. In view of the online submission, review and endorsement of GPBs and GAD ARs through the GMMS, all agencies shall create or update their user account/s to the GMMS for the online submission of FY 2017 GPBs and FY 2015 GAD ARs by downloading and submitting to PCW the filled-out registration form found at the website
PCW

(http://www.pcw.gov.ph/sites/default/files/documents/events/2014/October/webmaster/form_gmms_nga_roster_system_users.docx). Line departments and central offices shall be responsible for ensuring that their attached agencies/bureaus/GOCCs and/or regional offices shall also create or update their GMMS accounts by including the GMMS registration form in the notice they will issue to their constituent units for the preparation of FY 2017 GPB and FY 2015 GAD AR.

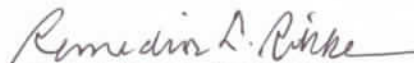
2. Agencies shall assign a member/s of their GFPS who is/are familiar with the GAD planning and budgeting process to serve as their **GMMS focal person/s (FP)**. She/He shall be responsible for (a) maintaining the agency GAD profile in the GMMS and (b) encoding and submitting the GPB and GAD AR of the agency through the GMMS.
3. In the case of line departments and central offices with constituent units, they shall also assign GFPS member/s who shall serve as GMMS reviewer/s and endorser/s of GPBs and GAD ARs of their constituent units (i.e., attached agency/ bureau and/or regional office). The **GMMS reviewer** shall receive an e-mail notice from the System once a constituent unit submits its GPB and GAD AR through it. She/He shall be given access to review and input her/his comments to the GPBs and GAD ARs of the agency's constituent units based on the parameters set in paragraph A.2. The **GMMS endorser**, on the other hand, is the account user who shall authorize the transmittal of reviewed GPBs and GAD ARs of constituent units for the next level of review in the GMMS.
4. An agency may opt to assign a GFPS member to be the account holder of one or more functions (i.e., as both GMMS reviewer and endorser).
5. GMMS focal persons, reviewers and endorsers must familiarize themselves with the system. GMMS instructional materials may be accessed through the PCW website with address <http://www.pcw.gov.ph/gmms>.
6. To further clarify the GMMS process, the PCW shall be conducting orientation on the GMMS. Line departments and central offices shall be responsible for coordinating the synchronized conduct of the GMMS orientation for its offices and attached agencies. As such, the line department or central office shall also indicate in the above registration form the date when its identified GMMS users, as well as those of its constituent units will undergo the orientation.
7. PCW shall conduct orientations for GMMS users in batches of 25 at the PCW Office in San Miguel, Manila on October 06, 13, and 27 and November 3, 2015. Orientation sessions in PCW will be held from 9:00 a.m. to 5:00 p.m.
8. Alternatively, agencies may request a separate orientation if the number of participants exceeds 25. Agencies may have the orientation in their office or in a suitable venue subject to the availability of PCW resource person(s).
9. GMMS orientation participants are required to bring their own laptops for the hands-on exercises. The laptops should have the latest Mozilla Firefox or Google Chrome installed.

10. Expenses for the participation to or conduct of the GMMS orientation may be charged to the agency's GAD budget. The resource person/s for the orientation sessions will be provided by PCW free of charge.
11. For confirmation of GMMS orientation schedules or other GMMS-related queries, agencies may contact Ms. Gladys Esquibal, Mr. Nico Natividad or Mr. Robert Romero at telephone numbers 7351653 or 7354767 loc. 117 or email address: sysadmin@pcw.gov.ph. Orientation schedules and available slots will also be posted at the GMMS webpage of the PCW website. Please confirm your orientation schedule since PCW will not accept walk-in participants.

C. Conduct of the GAD Budget Forum

1. For further guidance on the GAD planning and budgeting process, agencies are reminded and strongly urged to attend the GAD Budget Forum that PCW will conduct on November 4 and 5, 2015 at a venue to be announced later.
2. Advisories on the Forum will be uploaded at the PCW website with address www.pcw.gov.ph, for details.

For guidance and appropriate action.


REMEDIOS I. RIKKEN
Chairperson