

MEMORANDUM CIRCULAR NO. 2021-01

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

SUBJECT: Submission of FY 2020 GAD Accomplishment Report

DATE: 20 January 2021

- 1.0 All line departments, constitutional bodies, judicial and legislative bodies, attached agencies/bureaus, other executive offices (OEOs) and government-owned and/or – controlled corporations (GOCCs) shall submit their consolidated FY 2020 GAD Accomplishment Reports (ARs) to PCW through the PCW Gender Mainstreaming Monitoring System (GMMS) on or before the following dates:

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| 26 February 2021 | Deadline of state universities and colleges (SUCs) for the encoding and submission of FY 2020 GAD AR through the GMMS, for review of Commission on Higher Education (CHED) regional offices |
| 5 March 2021 | Deadline of encoding and submission to PCW of FY 2020 GAD AR of the following through GMMS: <ul style="list-style-type: none"> a. Constitutional bodies b. Legislative and judicial bodies c. Office of the President d. Office of the Vice-President e. Other Executive Offices (OEOs) |
| 12 March 2021 | Deadline of encoding and submission to PCW of FY 2020 GAD AR of executive departments and their attached agencies through GMMS. |
| 19 March 2021 | Deadline of encoding and submission to PCW of FY 2020 GAD AR of government-owned and -controlled corporations (GOCCs) through the GMMS |

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| 26 March 2021 | Deadline for CHED regional offices to submit to PCW the reviewed FY 2020 GAD AR of SUCs through the GMMS |

- 2.0 For SUCs, their GAD ARs that have been submitted through the GMMS shall first be reviewed by the concerned CHED regional office. Once the GAD AR has been reviewed, the CHED regional office shall submit the GAD AR to PCW.
- 3.0 In line with the goal of transitioning from an output-based to a results-based approach to GAD planning and budgeting, the following GMMS Version 3 pilot agencies shall prepare their FY 2020 GAD AR using the revised GAD AR form:
- 3.1. Bureau of Fisheries and Aquatic Resources
 - 3.2. Commission on Higher Education
 - 3.3. Department of Agriculture
 - 3.4. Department of National Defense
 - 3.5. Department of Social Welfare and Development
 - 3.6. Department of Trade and Industry
 - 3.7. Development Bank of the Philippines
 - 3.8. Government Service Insurance System
 - 3.9. Land Bank of the Philippines
 - 3.10. National Economic and Development Authority
 - 3.11. Philippine Carabao Center
 - 3.12. Philippine Center for Postharvest Development and Mechanization
 - 3.13. Philippine Rice Research Institute
 - 3.14. Technical Education and Skills Development Authority

The submission of FY 2020 GAD ARs of pilot agencies shall be coursed through the GMMS Version 3 with URL: <http://13.67.56.234/> following the submission schedule in Section 1.0.

- 4.0 Considering that the GAD AR shall be consolidated by agency, the GAD expenditure of a regional office or a constituent unit may not necessarily reach 5% of its approved total annual budget for as long as the agency as a whole meets the minimum 5% GAD expenditure based on the agency's total budget appropriations.
- 5.0 To attribute the expenditure of a major agency program/project to GAD in the FY 2019 GAD AR, agencies shall accomplish the Harmonized Gender and Development Guidelines (HGDG) Project Implementation and Management, and Monitoring and Evaluation (PIMME) checklist (HGDG Boxes 16 & 17) or the Facility Implementation, Management, and Monitoring and Evaluation (FIMME) checklist (HGDG Box F2), whichever is applicable, to assess the gender-responsiveness of the implementation of the program/project.
- 5.1. In accomplishing the HGDG PIMME or FIMME checklist, agencies shall fill-out the Remarks column of the HGDG checklist for items in which the agency answered "yes" or "partly yes," and indicate the relevant means of verification (MOV) to facilitate the validation of the HGDG score.

- 5.2. The score in the HGDG assessment shall be the basis in determining the actual cost/expenditure that can be attributed to GAD and reflected in the GAD AR. The percentage score of the program/project in the HGDG PIMME/FIMME assessment shall correspond to the percentage of the expenditure of the agency's major program/project that may be attributed to the GAD: Provided, that programs/projects with HGDG PIMME/FIMME scores below 4.0 shall not be eligible for attribution. The formula shall be as follows:

$$\frac{\text{HGDG PIMME/FIMME Score}}{\text{Total HGDG Points}} \times 100\% = \% \text{ of annual program expenditure attributable to GAD}$$

(% of annual program expenditure attributable to GAD) x (annual program expenditure) = amount attributable to GAD in the AR)

e.g. $\frac{16.5}{20} \times 100\% = 82.5\%$

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$82.5\% \times \text{Php } 50 \text{ million} = \text{Php } 41,250,000.00$

- 5.3. PDF copies of the results of HGDG PIMME/FIMME checklist, the program/project brief and accomplishment report; details of expenditure; as well as the relevant MOVs for the agency self-rating, such as attendance sheets, monitoring tools, or list of sex-disaggregated data or gender statistics have been used and/or collected, among others, shall be attached to the agency's GAD AR submission.
- 6.0 Agencies are also requested to attach narrative reports which could include good practices and testimonies of their GAD accomplishments in their GAD ARs using the attachment facility (Column 11) of the GMMS.
- 7.0 FY 2020 GAD ARs submitted to PCW shall be authenticated by the GMMS with a barcode. Concerned agencies shall print the GMMS-authenticated GAD AR for signature of their agency head and submit signed copies to PCW and their respective COA Audit Team.
- 8.0 PCW shall review and, as necessary, provide feedback and recommendations to improve implementation of GAD programs, activities, and projects. For clarification, as provided in PCW-NEDA-DBM Joint Circular 2012-01, the PCW does not endorse GAD ARs unlike the GAD Plans and Budgets. Section 10.0 of said Joint Circular provides for the submission of annual GAD ARs by national government agencies, which shall be the basis of PCW in preparing the annual GAD Budget Report.
- 9.0 For guidance and appropriate action.

SANDRA S. MONTANO

Chairperson 

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