



March 14, 2017

Regional Memorandum Circular No. 003 s. 2017

**Amendments to Regional Memorandum Circular No. 001 s. 2016: Guidelines on the Creation and Functions of Pantawid Regional Gender and Development Mainstreaming Working Group**

**1. PURPOSE**

- 1.1. To provide for the enhancement of Regional Memorandum No. 001 s. 2016 or the Guidelines on the Creation and Function of Pantawid Regional Gender and Development Mainstreaming Working Group;
- 1.2. To further strengthen the structure and system of communication in Pantawid and ensure that Gender and Development is mainstreamed in the different areas of the program

**2. POLICY GUIDELINES**

- 2.1. Pursuant to Section 36 of the Magna Carta of Women, there is the need for all government agencies to adopt GAD Mainstreaming Strategy as a strategy to promote women's human rights and eliminate gender discrimination in their system, structures, policies, programs, processes and procedures
- 2.2. Administrative Order no. 5 or the DSWD Guidelines on Gender and Development Mainstreaming provides that in addressing process excellence, the Department shall aim for the enhancement of internal process, systems and strategies that will support GAD mainstreaming and of mechanisms for a gender responsive programs and services

**3. DEFINITION OF TERMS**

- 3.1. Gender and Development (GAD) – refers to the development perspectives and process that is participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices and contends that women are active agents of development, not just passive recipients of development (PCW MC no. 2011-01);

- 3.2. Gender Analysis – refers to a framework to compare the relative advantages and disadvantages faced by women and men in various spheres of life, including the family, workplace, school, community and political system. It also takes into account how class, age, race, ethnicity, culture, social and other factors interact with gender to produce discriminatory results (Joint MC No. 2004-1 of the DBM, NEDA and National Commission on the Role of Filipino Women);
- 3.3. Gender Equality – refers to the principle asserting the equality of men and women and their rights to enjoy equal conditions realizing their full human potentials to contribute to and benefit from the results of development, and with the State recognizing that all human beings are free and equal in dignity and rights (Magna Carta of Women);
- 3.4. GAD Mainstreaming – refers to the strategy for making women's as well as men's concerns and experiences and integral dimension of the design, implementation, monitoring, and evaluation of policies and programs (Magna Carta of Women);
- 3.5. Regional GAD Technical Working Group – a group of people at the Field Office chaired by the Assistant Regional Director for Operations that is tasked to facilitate the implementation of the gender mainstreaming efforts in policies, plans, and programs of the Department at the level of the Field Office;
- 3.6. GAD Plan and Budget – is a systematic approach to gender mainstreaming, carried out by all government instrumentalities, through the annual development and implementation of programs, activities and projects and addressing gender issues and concerns in the organization (PCW MC no. 2011-01)
- 3.7. Pantawid Regional GAD Mainstreaming Working Group – a sub-committee of the existing Regional GAD Technical Working Group which is tasked to ensure that GAD is mainstreamed in all areas of Pantawid and integrated in all activities, processes and procedures being utilized by the Program in Region IV-A

#### 4. GENERAL GUIDELINES

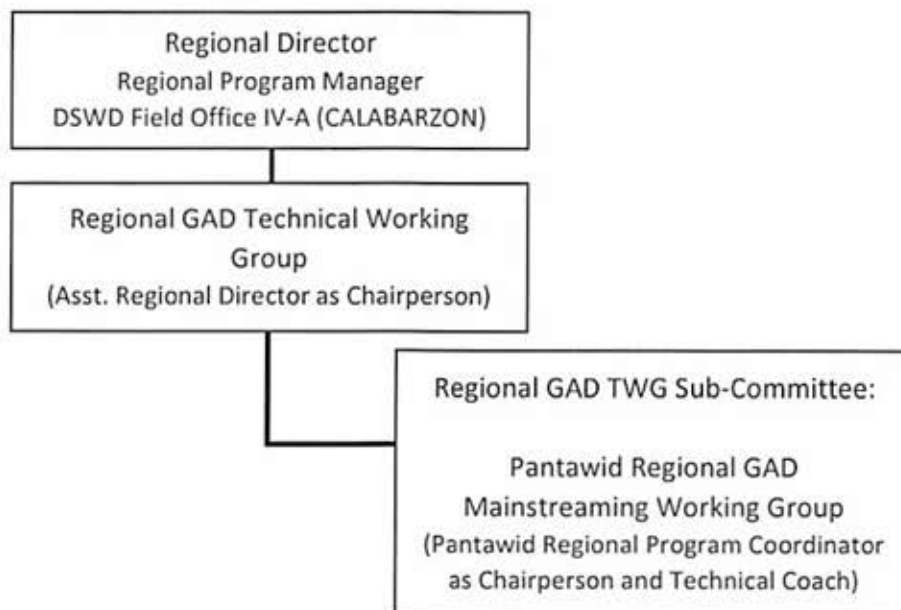
- 4.1. The Pantawid Regional GAD Mainstreaming Working Group shall be a sub-committee of the Regional Gender and Development Technical Working Group.
- 4.2. (\*\*)*Pantawid Regional GAD Mainstreaming Working Group shall take the lead in developing strategies to develop new mechanisms and/or improve existing mechanisms of the program for the achievement of the twin goal: Gender Equality and Women Empowerment.*
- 4.3. The tasks and functions of the members of the Pantawid Regional GAD Mainstreaming Working Group shall form part of their regular key result areas and work plans and shall be given due consideration during performance evaluation;

- 4.4. Pantawid Pamilyang Pilipino Program Field Office IV-A shall develop a ladderized capability building plan and programs that support gender education, updating and enhancing skills customized according to function of the PRGAD Mainstreaming Working Group;
- 4.5. GAD related activities aimed at achieving gender equality and empowerment of women which include but are not limited to advocacy campaigns, trainings and capacity development programs, GAD assessment and focus group discussion initiated by the PRGAD Mainstreaming Working Group shall form part of the Work and Financial Plan of Pantawid for the Field Office.

## 5. SPECIFIC GUIDELINES

### 5.1. Structure and Composition

- a. (\*)The PRGAD Mainstreaming Working Group shall be composed of the Pantawid Regional Program Coordinator as the Overall Chair and Technical Coach; Pantawid Regional Gender and Development Focal Person as the Deputy Chair; a Pantawid Regional Monitoring and Evaluation Officer as the Secretariat with the Pantawid Institutional Partnership Development Officer of Supply Side and Local Government Unit; Regional Compliance Verification Officer; one (1) Social Welfare Officer 3 or Pantawid Provincial Staff, and one (1) Provincial Monitoring and Evaluation Officer per Provincial Operations Office as members.
- b. (\*\*)The Social Welfare Officer III or the Pantawid Provincial Officer duly selected by the Provincial Link shall serve as the Provincial GAD Point Person.
- c. (\*\*)Other Regional Officers may serve as members if the need for their functions in the group arises.



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(\*) Enhanced Provisions

(\*\*) New Provisions

This RMC is patterned after PCW MC 2011-01

## 5.2. Functions of the Pantawid Regional GAD Mainstreaming Working Group

- i. PRGAD Mainstreaming Working Group shall lead in mainstreaming GAD perspective in Pantawid implementation at the RPMO, POO and C/MOO levels. It shall ensure gender-responsiveness of systems, policies, processes and procedures of the program based on the priority needs and concerns of the staff, partner-beneficiaries and other stakeholders and the formulation of recommendation.
- ii. PRGAD Mainstreaming Working Group shall ensure the generation, processing, review and updating of sex-disaggregated database to be utilized for gender analysis and serve as basis in gender responsive planning.
- iii. PRGAD Mainstreaming Working Group shall coordinate efforts and advocate for the integration of GAD perspectives in the different Pantawid Program Areas.
- iv. PRGAD Mainstreaming Working Group shall facilitate the preparation of the annual Pantawid Regional GAD Plan and Budget in response to the identified gender issues and concerns encountered during the implementation of the Program in CALABARZON. The PRGAD Mainstreaming group shall also be responsible in submitting the Pantawid GAD Plan and Budget to the Regional GAD Technical Working Group Secretariat for consolidation.
- v. PRGAD Mainstreaming Working Group shall monitor and evaluate the implementation of policies, activities, interventions, processes, mechanisms and procedures of Pantawid CALABARZON in line with the identified GAD Key Result Areas.
- vi. PRGAD Mainstreaming Working Group shall ensure that all staff members are capacitated on GAD. In line with this, PRGAD Mainstreaming Working Group shall provide technical assistance to Pantawid staff and other stakeholders whenever deemed necessary.
- vii. PRGAD Mainstreaming Working Group shall advocate for the realization and attainment of gender equality and empowerment of women in the household, at the workplace and in the community at all times.

## 5.3. Roles and Responsibilities

### a. The Overall Chair and Technical Coach shall:

- i. The lead person in advancing strategies to support GAD Mainstreaming in the implementation of the program. He or she shall

guide, mentor, coach and set directions to the members of the PRGAD Mainstreaming Working Group; and

- ii. Recommend for approval the GAD Plan and Budget of Pantawid and ensure the implementation of the approved plan.

**b. The Deputy Chair shall:**

- i. Give updates on Gender and Development and provide technical inputs to the group. He or she shall monitor the implementation of GAD-related activities and projects and formulate recommendations;
- ii. Collect, analyse and consolidate GAD reports and other gender related information needed to strengthen GAD mainstreaming;
- iii. Facilitate the formulation of annual GAD Plan and Budget and the implementation of the activities reflected in the Pantawid GPB;
- iv. Prepare and submit GAD accomplishment report to the PRGAD Mainstreaming Working Group Chair for endorsement to the RGAD Technical Working Group.

**c. The Secretariat shall:**

- i. Give the PRGAD Mainstreaming Working Group copies of agreements, memoranda, circulars and the like which are pertaining to GAD or which are GAD-related;
- ii. Update members on schedule of GAD-related activities such as but not limited to meetings, training, orientation and capability building activities, advocacy campaign and policy reviews;
- iii. Ensure safekeeping and maintenance of GAD database and other GAD-related information. He or she shall include these pieces of information to the overall Pantawid report and accomplishment.

**d. The members shall:**

- i. Participate in annual Pantawid GAD Planning and Budgeting, regular meeting and other GAD-related activities;
- ii. Ensure that GAD is mainstreamed in all the activities, interventions, and processes at the field level through various and context-specific strategies.
- iii. Assist in capacity development of and provide technical assistance to City/Municipal Links and other staff and other stakeholders of the program;

- iv. Give inputs and recommendations that support furtherance of GAD Mainstreaming initiatives of Pantawid in Region IV-A.

**e. (\*\*)The Provincial GAD Point Person shall:**

- i. Develop and employ strategies to effectively mainstream Gender and Development at the provincial level;
- ii. Propose innovations that could strengthen the existing GAD mechanisms to the Provincial and Regional Operations;
- iii. Review GAD reportorial requirements before their submission to the Regional Program Management Office.

**6. The Regional GAD Technical Working Group shall:**

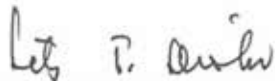
- 6.1. Serve as the monitoring body and oversight of the Pantawid Regional GAD Mainstreaming Working Group;
- 6.2. Support the capacity development of the Pantawid Regional GAD Mainstreaming Working Group through technical assistance and capability building activities.

**7. REPEALING CLAUSE**

Provisions of Regional Memorandum Circular 001 s. 2016 inconsistent with these memorandum circular are hereby modified and amended.

**8. EFFECTIVITY**

The implementation of these guidelines shall take effect immediately.



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