

#### Republic of the Philippines

## Tourism Infrastructure & Enterprise Zone Authority

#### **MEMORANDUM**

FOR

All Sector/Department/Office Heads

All TEZ Flagship/Entity Heads

FROM

The Manager, Administrative Services Department

SUBJECT

Gender and Development (GAD) Webinar Programs for 2nd Semester 2021

DATE

19 July 2021

Relative to the GAD Capability Program of the Authority, please be informed that the following activities have been approved for implementation through online platform (via Zoom):

GAD PROGRAM TITLE	SCHEDULE	TARGET PARTICIPANTS
1. Seminar-Workshop on Gender Analysis using HGDG (Harmonized Gender and Development Guidelines)	11 August 2021 9:00AM – 4:00PM	Technical Employees such as project heads/officers, implementers, program planners who have not attended yet the same program

## **OBJECTIVES:**

To capacitate the technical people on HGDG and be able to mainstream and integrate GAD in their major programs and projects which will increase attribution of GAD Budget, specifically:

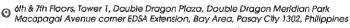
- To develop a basic understanding of gender analysis and its benefits;
- To become familiar with gender analysis tools, approaches and data assessment
- To be able to determine the GAD-responsiveness of a program and project content, implementation and monitoring component
- To be able to assess a project/program using the HGDG as GAD Analysis tool with a purpose of ensuring the gender-responsiveness of programs and projects in the various stages of the project cycle and determine how much of the budget of the program could be attributed to GAD as provided in IMC 2012-01, based on assessment result

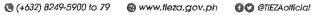
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2. Crafting of CODI Manual	24-25 August 2021	CODI members and
and CODI Orientation	1:00 - 5:00PM	GFPS-TWG members

## **OBJECTIVES:**

To establish internal guidelines and mechanism pursuant to RA 11313\* and CSC revised sexual harassment rules.

\*RA-11312 – known as "Safe Spaces Act" - An Act Defining Gender-Based Sexual Harassment in Streets, Public Spaces, Online, Workplaces, and Educational or Training Institutions, Providing Protective Measures and Prescribing Penalties Therefor"











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3. Gender Responsive	Sept. 8 (Batch 1)	Travel Tax Frontliners
Customer Satisfaction	1:00 - 5:00PM	
(GRCS) Training	Sept. 22 (Batch 2)	Travel Tax Frontliners
	1:00 - 5:00PM	
	Sept. 28 (Batch 3)	Entity Frontliners
	1:00 - 5:00PM	
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#### OBJECTIVES:

- To take the lead in improving the quality customer service across the whole organization and the receiving public clients/customers;
- To provide a high quality public servant professional support for all organizational services;
- To improved and sustain agency support on public service delivery and commitment pursuant to agency's mandate; and

To create and sustain a gender-biased free public service delivery

4. Annual GAD Planning & 05 October 2021 GFPS-T	WG Members
Budgeting Workshop 9:00AM – 4:00PM and alter	nate members

## **OBJECTIVES:**

- To review steps and procedures in preparing a GAD Plan and Budget
- To highlight the elements, processes and procedures for submission, review and endorsement of GAD Plan and Budget and GAD Accomplishment Report to **PCW**
- To Craft the TIEZA's GAD Plan and Budget for CY 2022

5. Gender Fair Language	13 October 2021 1:00	Open to all Officers and
Orientation	to 5:00PM	employees

### **OBIECTIVES:**

- To discuss the basic concepts on gender and GAD perspective and general policy lay-out
- To identify gender issues and GAD concerns through agency environment levelling and advocacy appreciation;
- To assess the roles as stakeholders within the context of the Agency
- To consider GAD learning perspective by understanding and adopting Gender-Fair Language in Work setting

Please register your participation through this link <a href="https://forms.office.com/r/dsLss2cPu3">https://forms.office.com/r/dsLss2cPu3</a> before the scheduled the of the activity, or you may submit the names of your participants to gad@tieza.gov.ph.

Thank you

