

Department of Transportation

# **GAD PROFILING AND PLANNING FOR MARITIME SECTOR AGENCIES**



**Strengthening Maritime Sector Agencies  
through Mainstreaming GAD Perspectives in  
Addressing Organizational Challenges**



***GAD Profiling and Planning for  
Maritime Sector Agencies***

***A Handbook on Utilizing Organization GAD  
Database for Planning, Monitoring and  
Evaluation and Knowledge Management***



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The MSTWG wishes to acknowledge the unwavering support of the top management for allowing this herculean undertaking. Without your commitment, this handbook would not have been possible:

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Special thanks to the consultants, **Ms. Reina P. Olivar**, **Ms. Marichu Buergo** and **Ms. Rosenda G. Sumagaysay** for their invaluable technical assistance in various aspects of the project. Also give thanks to the former DOTr GAD Focal Point Assec. **Dante M. Lantin** and former DOTr GAD TWG head Dir. **Rowena S. Quioge** for their invaluable support in the initiation of Profiling Survey.

## ACRONYMS

<b>CPA</b>	- Cebu Port Authority
<b>CODI</b>	- Committee on Decorum and Investigation of Sexual Harassment Cases
<b>DOTr</b>	- Department of Transportation
<b>FGD</b>	- Focus Group Discussion
<b>GAD</b>	- Gender and Development
<b>GFPS</b>	- GAD Focal Point System
<b>KII</b>	- Key Informant Interview
<b>KM</b>	- Knowledge Management
<b>MARINA</b>	- Maritime Industry Authority
<b>MIS</b>	- Management Information System
<b>MSTWG</b>	- Maritime Sector Technical Working Group
<b>PCG</b>	- Philippine Coast Guard
<b>PPA</b>	- Philippine Ports Authority
<b>PMMA</b>	- Philippine Merchant Marine Academy
<b>SH</b>	- Sexual Harassment

## DEFINITION OF TERMS

**Absences.** State of being away or not being present.

***Breadwinner of the household.*** An individual in one family setting who provides support and maintenance to one or more individuals related or unrelated to him or her.

***CODI.*** Committee on Decorum and Investigation, a group or body mandated to deliberate complaints/cases on sexual harassment.

## DEFINITION OF TERMS

***Domestic violence.*** Violent or aggressive behavior within the home, typically involving emotional, physical, and verbal abuse of a spouse/partner or any member of the household.

***GAD Database.*** Refers to a data structure that stores organized information. In this undertaking, the GAD Database is the collection of information and data gathered from the survey (online, in person and focus group discussion)

***Educational Attainment.*** Refers to the level of education an individual has completed.

***Household.*** Group of family-related individuals and living together under the same roof, sometimes with domestic help; all those who are under the control of one domestic head.

***Informed Consent.*** It is a process of communication between the researcher and the informant that leads to agreement or permission for use of data.

***Management.*** (Top) management is made up of senior-level executives of an organization, or those positions that hold the most responsibility.

***Mental Health.*** *Includes our emotional, psychological, and social well-being. It affects how we think, feel and act. It also helps determine how we handle stress, relate to others, and make decisions.*

***Sexual Harassment.*** (Per RA 7877) Unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

***Stress.*** It is the body's reaction to any change that requires an adjustment or response. The body reacts to these changes with physical, mental, and emotional responses.

## DEFINITION OF TERMS

***Solo Parent.*** any individual who falls under any of the following categories (per RA 8972): (1) A woman who gives birth as a result of rape and other crimes against chastity even without a final conviction of the offender: *Provided*, That the mother keeps and raises the child; (2) Parent left solo or alone with the responsibility of parenthood due to death of spouse; (3) Parent left solo or alone with the responsibility of parenthood while the spouse is detained or is serving sentence for a criminal conviction for at least one (1) year; (4) Parent left solo or alone with the responsibility of parenthood due to physical and/or mental incapacity of spouse as certified by a public medical practitioner; (5) Parent left solo or alone with the responsibility of parenthood due to legal separation or *de facto* separation from spouse for at least one (1) year, as long as he/she is entrusted with the custody of the children; (6) Parent left solo or alone with the responsibility of parenthood due to declaration of nullity or annulment of marriage as decreed by a court or by a church as long as he/she is entrusted with the custody of the children; (7) Parent left solo or alone with the responsibility of parenthood due to abandonment of spouse for at least one (1) year; (8) Unmarried mother/father who has preferred to keep and rear her/his child/children instead of having others care for them or give them up to a welfare institution; (9) Any other person who solely provides parental care and support to a child or children; (10) Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parent.

***Tardiness.*** The habit of being late or delaying arrival.

***Undertime.*** To acquire or come into working time that is less than full time or a required minimum. A time less than the time allotted for the performance of some task or the completion of a program.



## **FOREWORD**

### ***DOTr Secretary***

It has been 9 years since the Department of Transportation (DOTr), then known as the Department of Transportation and Communication (DOTC), identified the impact of gender mainstreaming on the organization and its external clients through the intensive analysis of GAD data, particularly on GAD Budgets and activities.

I am pleased that the current GAD Focal Point System and Technical Working Groups of the Maritime Sector formulated the Handbook on GAD Profiling at the Organization Level, a document produced after years of data gathering, analysis, writeshops, testing and finalization.

I am positive that this Handbook will be a valuable tool that will facilitate gender mainstreaming in the agency. It is a testament of this administration's commitment to advance gender equality and inclusiveness, as contained in the Manifesto of Support of the Maritime Sector.

It is my fervent hope that the DOTr and its sectors will be able to maximize the use of this instrument to further come up with gender sensitive and responsive plans, programs, projects and activities that will provide accessibility and mobility for all.

In this way, transportation will be an enabling tool for the people, not only to lead quality lives but to also fully participate in nation-building.

ARTHUR P. TUGADE  
Secretary



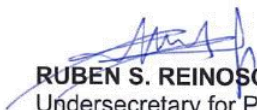
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***Message from DOTr USec  
for Planning and Project Development  
/GAD Focal Point System Chairperson***

I commend the efforts of the Maritime Sector in developing this handbook and adopting it as one of the primary instruments in gender mainstreaming in action plans and strengthening government agencies. It will contribute in conceptualizing and implementing gender responsive plans and programs within your sector. We, the DOTr-Planning and Project Development Office, hope that the results of the surveys and focus group discussions will be beneficial to the DOTr, its Sectoral Offices, and Attached Agencies.

Rest assured that you have our support in your current and future GAD plans and programs. To the agencies and sectors under this Department, we hope for your unending support on our future endeavors.

  
**RUBEN S. REINOSO, JR.**  
Undersecretary for Planning and Project Development  
GAD Focal Point System Chairperson



## ***Message from the CPA General Manager***

I am honored to congratulate the Department of Transportation (DOTr) - Maritime Sector for spearheading the Gender and Development (GAD) Profiling Handbook, an important and timely breakthrough project that provides relevant data and inculcates gender-responsiveness approaches in the workplace, especially in the government agencies.

With this handbook, we can be guided and gain better understanding of the difference between men and women in social and economic dimensions, ensuring an equitable participation and benefit in any developmental plans and programs.

I commend and thank the Department of Transportation and everyone for all the hard work you have poured in to make this project come to its fruition.

The Cebu Port Authority is grateful for this opportunity and to be part of GAD's future initiatives!

A handwritten signature in black ink, appearing to read "Leonilo E. Miole". The signature is fluid and cursive, with a large initial "L" and "M".

**MR. LEONILO E. MIOLE**

General Manager



## ***Message from the MARINA Administrator***

On behalf of the men and women of the Maritime Industry Authority (MARINA), I convey my warmest congratulations to the DOTr-Maritime Sector for the successful publication of the “GAD Profiling and Planning for Maritime Sector Agencies”. This handbook serves as an effective tool in building a foundation of gender-inclusive organization that promotes equity and diversity among its people. Indeed, this work is aligned with our shared goal of fully embracing an inclusive work culture in the maritime sector wherein employees are treated with utmost respect regardless of their differing gender identities.

With this in place, we can look forward to more gender-responsive programs, projects and activities in the DOTr and in its attached maritime agencies. Together, we shall set sail for the promotion of gender equality and women empowerment not only in our sector, but in the maritime industry as a whole.

Again, congratulations!

**VADM NARCISO A VINGSON JR**  
Officer-in-Charge

A large, stylized handwritten signature in blue ink, written over the printed name and title of the Officer-in-Charge.





## ***Message from the PCG Commandant***

The Philippine Coast Guard of today brings unprecedented opportunities and the equal contribution of men and women in the process of socio-economic and geo-political transformation is magnified.

From its evolution to a multi-mission and humanitarian law enforcement organization, we are proud that the PCG shifts from not only improving the representation and experiences of women in law enforcement administration and operations but also in providing inclusive GAD training opportunities and career development plans free from any form of discrimination.

It is on this thrust that the PCG leadership, through the valuable efforts of Gender and Development, supports the resounding initiatives of the GAD Maritime Sector Technical Working Group in the launching of the Handbook on Utilizing Organization GAD Database for Planning, Monitoring and Evaluation and Knowledge Management for its member-agencies in the Department of Transportation.

As enshrined in RA 9993 and through this Handbook, your PCG will persist in planning its activities, set its priorities, allocate its resources and identify actions and initiatives that are participatory, empowering, equitable and sustainable across various levels.

Congratulations to all!



**MIRAL JOEL S GARCIA PCG, PH.D.,**



## ***Message from the PMMA Superintendent***

Warm greetings!

The Gender and Development (GAD) Maritime Sector spearheaded by the Department of Transportation (DOTr) has gone a long way. The GAD representatives of the different agencies under the DOTr have taken significant steps towards setting and monitoring GAD initiatives towards the achievement of the Maritime Sector's Gender Equality and Women Empowerment (GEWE) goals.

The launching of "A Handbook on Utilizing Organization GAD Database for Planning, Monitoring and Evaluation and knowledge Management" is a significant step towards attaining concrete and bold action in gender mainstreaming across the maritime sector and within each member-agency.

The handbook that serves as the primary reference in the administration of the GAD questionnaire and utilization of the results is a product of numerous brainstorming activities, meetings, and workshops and thus, hereby express my commendation to all who participated and contributed in this worthy endeavor. On our end, as the only educational institution -member of the GAD Maritime Sector, we pledge our continuing support and cooperation to all GAD initiatives.

A snappy salute to the GAD Maritime Sector!

  
**COMMODORE NOEL Y. ABUTAL PMMA**

Superintendent



## ***Message from the PPA General Manager***

My warmest congratulations!

To the women and men of the Department of Transportation Gender and Development Focal Point System most especially to the members of the Maritime Sector Technical Working Group (DOTr-MSTWG) of the Maritime Sector Agencies who spearheaded the preparation and publication of the DOTr “Organization Gender Profiling Questionnaires” handbook.

The passion, dedication and hard work every one of you has contributed to this project cannot be overemphasized. Such effort of the members of the DOTr-MSTWG has paved the way for the achievement of one of the determination of the level of participation of women at all levels of policy making and implementation in the organization and ensure that gender equality gaps are addressed.

Indeed, the Philippines is recognized as the number one country in Asia as far as the promotion of gender quality is concerned because of people like you who continuously support this gender advocacy.

Once again, let me congratulate all of you for this achievement and I am sure you will not rest on this laurel but will continue to inspire others in advocating other milestone projects.

Signed

**ATTY. JAY DANIEL R. SANTIAGO**  
General Manager



***Handbook on Utilizing Organization GAD Database  
for Planning, Monitoring and Evaluation  
and Knowledge Management***

## 1. Background

On November 18, 2015, the Department of Transportation held a Gender and Transportation Summit which was attended by the agencies of the Maritime, Rail and Land Transportation Sectors. This summit produced a Manifesto of Support signed by Maritime Sector Agencies.

True to the Summit Theme: “Accelerating Equitable Development through Inclusive Mobility” which is expressly declared in the Manifesto:

***DEVELOP** a national strategy for promoting increased participation of women in the maritime sector, such as but not limited to the seafaring profession, port and shipyard operations and management by convening high level fora that will address gender issues.*

To concretize the provision, the MSTWG has taken “concrete steps in the development, integration and implementation of action plan”<sup>1</sup> by developing this handbook and adopting it as one of the primary instruments in gender mainstreaming in action plans and strengthening agencies. This handbook embodies the commitment to GAD of the Maritime Sector agencies manifested four years ago.

## 2. Objectives.

Primarily, the survey instrument was developed:

- a. To determine organization-related challenges affecting the productivity of Maritime Sector Agency employees using the GAD database;
- b. To utilize the GAD Profile Results as basis in enhancing plans and programs addressing employees’ concerns; and
- c. To identify interventions to address issues identified to improve productivity and strengthen Maritime Sector Agencies

<sup>1</sup>Manifesto of Support for Gender and Development

The analysis of survey results would also facilitate the GAD Focal Point System and Human Resource Units of the Maritime Sector develop the following specific outputs:

- a. Action Plans. Issues that are work and gender-related are converted to action plans.
- b. Knowledge Products. Highlights of the survey may be converted to knowledge products (i.e. infographics on situationer on employees of the Maritime Sector) and aid in decision making; and

Organizational GAD Database. The database will be updated, monitored and assessed by the agency.

### 3. Major Stakeholders.

This undertaking covers data-gathering, analysis; validation of results; presentation of proposed action plans to the management and informants; mainstreaming of action plans in regular plans; implementation; monitoring and evaluation; gathering and packaging of lessons learned and good practices; and development and distribution of knowledge products. Given this range of sub-activities, the following major stakeholders are identified in relation to the activities, targets, outputs, decision-making, among others.

- a. **Informants.** Informants are the respondents to the survey, whether it is administered online or through key-informant interview or focus group discussion. The survey participants are DOTr attached agencies under maritime sector, which consist of Cebu Port Authority (CPA), Philippine Coast Guard (PCG), Maritime Industry Authority (MARINA), Philippine Merchant Marine Academy (PMMA), and Philippine Ports Authority (PPA). Ideally, all employees should participate.
- b. **Management.** Management includes the Heads of agencies, GAD Focal Point System (GFPS) Executive Committee Chair, Department/Division Heads or executives that have the authority to legitimize change or that can serve as sponsors of change.

- c. **Users.** Users include groups of professionals that directly make use of the survey results for planning and knowledge management (KM) purposes. In this undertaking, the users are a) GFPS; b) Human Resource Unit; and c) Management.
- d. **Beneficiaries.** In the general sense, it is the agency that is the recipient of all improvements in the system, policy and process interventions. Specifically, direct beneficiaries are employees of the participating agencies since it is their issues, work and gender-related, that will be attempted to be addressed.

#### 4. **Components of the Organization GAD Profiling Instrument:**

The GAD Profiling Research/data gathering has two components: 1. Survey and 2. Focus Group discussion.

##### 1. **SURVEY COMPONENT.**

Under the survey component, questionnaire consists of six (6) parts, specifically;

- 1. Respondent's profile
- 2. Household-related information
- 3. Work-related information
- 4. Work practices/conditions
- 5. Membership organization
- 6. Other information

The series of questions under each part are simplified and interrelated. A section on Definition of terms is provided to clarify terms which may not be familiar to respondents.

The following are the highlights of the survey instrument:

##### **A. Respondent's Profile**

This section represents the respondents' profile in terms of their name, position, sex, age, civil status, residence, level of education,



employment level and status, and monthly income (See Table 1. Respondents' Profile). The expected data will be shown in frequencies and percentage.

<b>Table 1. RESPONDENT'S PROFILE</b>	
1. Name	8. Educational attainment
2. Position	9. Employment level/Salary Grade
3. Sex	10. Gross monthly salary
4. Age	11. Employment status
5. Civil status	12. Reasons for being non-organic to the office
6. Religion	
7. Residence	

## **B. Household-Related Information**

Household information is significant since it helps establish the issues of employees at the household level (See Table 2. Household-Related Information).

<b>Table 2. HOUSEHOLD-RELATED INFORMATION</b>	
1. Breadwinner of the household	5. Number of people in the family including the respondent
2. Employment of Spouse	5.1 Number of other members of the family
2.1 Place of work of Spouse	5.2 Number of house help
2.2 Source of Income of Spouse	5.3 Total number of persons within the household
2.3 Gross monthly income of Spouse	6. Number of earning children within the household
3. Number of children	6.1 Number of other earning members within the household
4. Age of children living in the household	

## C. Work-Related Information

This part captures informant's issues related to work (See Table 3. Work-Related Information).

Table 3. WORK-RELATED INFORMATION	
1. Respondent's place of work 1.1 Mode of Transportation to and from the workplace (vice-versa) 1.2 Time spent for travel to and from the workplace 1.3 Daily Cost of transportation to and from the workplace	7. GAD-related trainings attended
2. Years of service in the agency	8. Level of Satisfaction on Management Level of gender awareness/sensitivity
3. Number of times respondent was promoted	9. Personal experience in sexual harassment
4. Attendance to any international and local training/ seminar/ workshop related to your work the past 5 years	10. Personal experience in domestic violence
5. Attendance to international and local conferences/ meetings in the past 3 years	11. Impact of domestic violence and sexual harassment to work performance
6. Level of Satisfaction with Management	12. Awareness on Committee on Decorum and Investigation (CODI) of Sexual Harassment Cases
	13. Assistance of CODI
	14. Level of Satisfaction on the CODI Assistance
	15. Support-seeking behavior on domestic violence

## D. Work Practices/Conditions

This part captures work practices and conditions in the work place (See Table 4. Work Practices /Conditions).

Table 4. WORK PRACTICES/CONDITIONS	
1. Awareness of Leave privileges with pay	8. Availment of loans
2. Presence of certain facilities	9. Reasons for Availment of Loans
3. Usual number of absences incurred in a month	10. Presence of financial assistance
4. Frequency of tardiness in a month	11. Perception on stress experienced
5. Frequency of undertime in a month	12. Perceived causes of stress
6. Current sickness	13. Reasons for absences, tardiness
7. Presence and Utilization of Facilities (i.e. Child-minding stations, lactation stations,	14. Stress management/stress coping mechanisms

### E. Membership Organizations

This part covers data on the informants' membership in the organization/agency, community, among others (See Table 5. Member-

Table 5. MEMBERSHIP ORGANIZATIONS	
1. Office (union, etc.)	
2. Community	
3. Religious	
4. Other organizations	

### F. Other Personal Information

This part covers personal skills, hobbies, allergies of the individual and other information that may be important to consider (See Table 6. Other Information).

Table 6. OTHER PERSONAL INFORMATION	
1. Skills	
2. Hobbies	
3. Allergies	

- G. Kindly Give Suggestions Not Covered in The Survey Indicators but Will Contribute in Improving This Survey.**

Table 7. SUGGESTIONS

- H. Other Concerns**

Table 8. OTHER CONCERNS

## **2. FOCUS GROUP DISCUSSION (FGD) COMPONENT.**

The other component of the data gathering is the qualitative component through focus group discussion/s. It is conducted after the survey results have been analyzed. The FGD is conducted for two reasons:

To substantiate and/or to give depth to the quantitative results (or the story behind the numbers); and

To clarify previous responses generated in the survey

Table 9. FOCUS GROUP DISCUSSION QUESTIONS
<ol style="list-style-type: none"><li>1. On personal-/work-related problems affecting work performance. What specific problems do you have that affect your productivity and need to be addressed? Please explain.<ol style="list-style-type: none"><li>a. Do you suffer from any health-related problem? How does this affect your work?</li><li>b. Do you experience stress due to the following? How and How does it affect your work?<ol style="list-style-type: none"><li>I. Family</li><li>II. Work<ol style="list-style-type: none"><li>1. Work-Home Distance</li><li>2. Work Load</li><li>3. Co-worker</li></ol></li></ol></li></ol></li></ol>

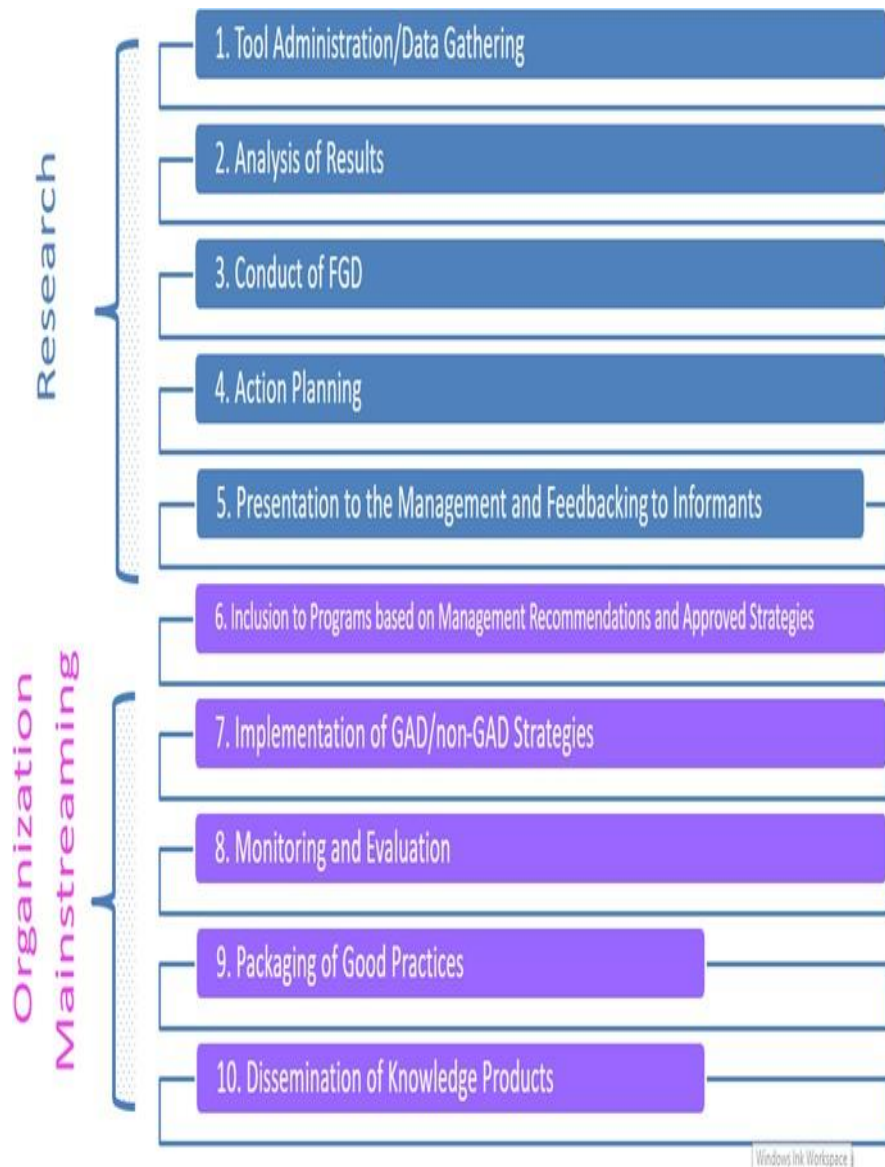
Table 9. FOCUS GROUP DISCUSSION QUESTIONS	
4. Supervisor	
2.	On GAD Trainings attended. in what ways have knowledge been applied in personal and professional life?
3.	On Sexual Harassment. have you ever experienced SH? How? What did you do? Did you report to the CODI? Why? Why not? Were you satisfied with how the case was handled? What was the outcome?
4.	On Solo Parents.
a.	If respondent is a solo parent: Do you experience difficulty at work being a solo-parent? What are your recommendations? Do you have Solo Parent ID? Have you ever availed the solo parent leave? Why or why not?
b.	If respondent is not a solo parent: What observations do you have on solo parents' struggles and challenges in the workplace? What are your recommendations?
5.	On Lesbian, Gays, Bisexuals, Transgenders (LGBT).
a.	Have you experienced or do you know any LGBT coworker who has experienced harassment based on her/his gender identity and expression?
b.	What intervention/s done were you aware of?

## 5. Major Steps: From Data Gathering to Organization Mainstreaming

To ensure that the survey results are put to good use and results are sustained, Table 10 below presents major steps of this undertaking, classified under two phases:

- Research/data gathering phase of the previous pages; and
- Organization Mainstreaming Phase which covers utilization of results for end-users (GFPS, HR practitioners, Management and Knowledge Workers).

**Table 10. FROM DATA GATHERING TO ORGANIZATION  
MAINSTREAMING**



**Part I. Administration/Data Gathering (1 hour-online and administered)**

The survey is strictly confidential. Neither the respondents name nor the agency shall be associated with the responses and shall be used in combination with those of other responses.

The length of administration of the survey varies depending on the size of informants. The administration can be run in two modes: 1) online survey; and 2) one-on-one interview/key informant interview (KII) or administered. Item 2 was identified as a strategy to address internet connectivity issues.

The Human Resources (HR), with the support of the GAD Focal Point System, will lead the administration. HR and Management Information System (MIS) staff will undergo orientation on the tool before conducting the actual administration. The HR will also ensure that the supervisor/s and concerned staff have been properly informed of their participation to the data gathering. A sample letter has been provided in the Annex Page (See Annex Page\_).

<b>Table 11. PROTOCOL IN ADMINISTERING THE QUESTIONNAIRE (ONLINE, IN PERSON/KII OR VIA FGD)</b>
<ol style="list-style-type: none"><li>1. Introduce yourself, the tool and purpose of the questionnaire.</li><li>2. Explain the Informed Consent and have the respondent sign the form.</li><li>3. Explain that all answers will be treated with utmost confidentiality and their responses will, not in any way, be used against them.</li><li>4. Read the questions and allow respondents to think then give their answers. You may give explanations if any of the respondents does not understand the question.</li><li>5. In closing, inform the respondent that the consolidated responses will be reviewed and will be used for planning purposes. The results will be shared back to them as well.</li><li>6. Thank the respondent for his/her time to participate.</li></ol>

## **Part II. Analysis of Results (4 weeks)**

This phase is one of the most crucial sub-activities. This is the part that draws out the issues of women and men as individuals performing gender roles and employees. This part is the agency's passport to planning drawing board.

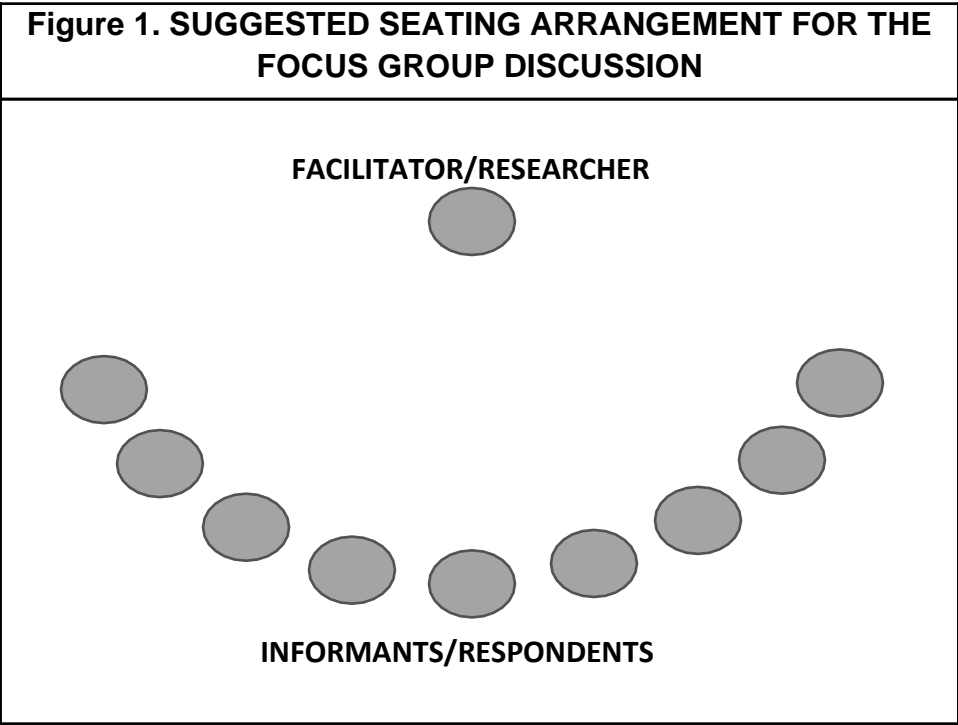
1. Get the total number of respondents and total respondents as to sex;
2. For each type of question, make a summary of responses (i.e greater (>) or lesser (<) using sex as the primary indicator. Combine relevant indicators to draw out more specific situations.
3. List down significant gender issues by analyzing the quantitative results takings;
4. Analyze the results. Issues could be gender related or human resources-related. Prepare appropriate conclusion statement and recommendation based on analysis of results

## **Part III. Conduct of Focus Group Discussion (FGD) (1-2 hour/s)**

A Focus Group Discussion (FGD) allows the researcher to solicit the participant/s' stories to give depth to the quantitative results. It adds substance or contexts to the frequency or the numbers generated from the survey.

It is expected that the researcher shall have read and internalized the quantitative results and FGD Questions (See Table 7) before administering them and should also observe the tips mentioned on Table 9. Record keeping materials and instruments should also be prepared. The researcher must always see to it that the FGD is conducted at the most convenient time and place for the respondents. The supervisor/s and informant shall have been informed of the participation to the data gathering. A sample letter is available in the Annex Page (See Annex 45).





**Part IV. Action Planning**

This part addresses the issues identified in Part 2 or Analysis of Results and Review of FGD Highlights. HR and GFPS may use the template in Table 12.

Table 12. ACTION PLAN TEMPLATE				
Issue (for HR-related)	Proposed Activity	Target Outputs and Period	Budget	Responsible Person
Gender Issue	Proposed Activity	Target Outputs and Period	Budget	Responsible Person

## **Part V. Presentation to the Management and Feedbacking to Informants**

### **A. Presentation to the Management**

To ensure that the members of the management are informed of the results, it is important that a venue to present the highlights of the results and proposed action plans is secured. Using the action plan template on Table 12, the researchers must secure the approval of the proposed action plan and additional directives, if any. Such approval and/or directives must be properly documented. Doing so generates support from the management and ensures sustainability of efforts.

### **B. Feedbacking to Informants**

This procedure applies to all staff of the agency. It enumerates the steps undertaken in disseminating to the informants the action plans of the agency in relation to the data gathered through survey and FGD.

In the context of this profiling initiative, feedback/feedbacking is the opportunity to inform the participants of the consolidated results of issues and strategies that have been approved by the management and directives from the management. The accomplished Template 10 may be used for the updating/feedbacking.

## **Part VI. Mainstreaming Strategies based on Management Recommendations and Approved Activities**

Following the recommendations coming from the management and approved strategies by the management, these must be integrated in the organization/agency's plans and commitments to ensure that these will be implemented and will be allocated with resources (staff and budget).

Strategies emanating from the series may either be charged to the GAD Budget and Human Resources Budget. Since this is a GAD Focal Point System-Human Resources initiative, the two parties are in a better position to identify which ones may be charged to the GAD Budget and HR

## Part VII. Implementation of Strategies

The Responsible Unit mentioned in Table 12 is the one responsible in implementing the activity identified in the Action Plan. Activities may be charged to the GAD Budget. To track the implementation, the Responsible Unit may also utilize this template:

Table 13. MONITORING TEMPLATE						
Issue (for HR-related)	Proposed Activity	Target Outputs and Period	Actual Outputs	Budget	Actual Cost	Remarks/ Variance
Gender Issue	Proposed Activity	Target Outputs and Period	Actual Outputs	Budget	Actual Cost	Remarks/ Variance

## Part VIII. Monitoring and Evaluation (Quarterly)

Monitoring and Evaluation is a process that helps improve performance and ensure the achievement of the desired results. Its goal is to improve current and future management of outputs, outcomes and impact. It is mainly used to assess the performance of projects and programs set and implemented by the Office.

The Maritime Sector Technical Working Group (MSTWG) will monitor both the positive and negative impacts of the project/programs in the organization of the office/agency.

Each maritime agency will submit an accomplishment report based on the submitted GAD Plans and Programs every end of the quarter (2nd week of March, June, September, December). The DOTr-MSTWG will also conduct a quarterly inspection/ checking of the identified projects/ programs and to propose modification of interventions, as may be deemed necessary.

Here are some techniques on the conduct of monitoring:

- a. Conduct observation
- b. Evaluate quarterly report based on submitted GAD Plan and Budget
- c. Verify report through interview/inspection
- d. Map the timelines of activities
- e. Plan the actions to be made

Baseline measuring before and after the change

Table 13 also presents a monitoring template, which is a derivative of the Action Plan template presented in Table 13. Since GAD-related activities and budgets are likely to have been included in the agency GAD Plan, it is the responsibility of the Monitoring Team to update the GAD Accomplishment Report of the actual outputs generated during the monitoring. Template 13 may be used by the Monitoring Team as well.

Table 13. MONITORING TEMPLATE						
Issue (for HR-related)	Proposed Activity	Target Outputs and Period	Actual Outputs	Budget	Actual Cost	Remarks/ Variance
Gender Issue	Proposed Activity	Target Outputs and Period	Actual Outputs	Budget	Actual Cost	Remarks/ Variance

## **Part IX. Packaging Good Practices for Knowledge Management Purposes**

To sustain the gains of this initiative of the DOTr Maritime Sector, outputs and outcomes from the strategies and lessons learned from the implementation of the activities will be documented, particularly the good practices. Results may also be translated in various forms such as infographics.

## **Part X. Knowledge Product Dissemination**

Distribution of the said coffee table book will form part of the communication plans of participating agencies. The knowledge product may also be shared via several platforms as a topic for discussion in roundtable discussions/fora or as a give-away item in major events such as agency anniversaries, Women's Month Celebration; Maritime Week Celebration, among others (to highlight results of gender mainstreaming at the organization level).

## **ANNEXES**

## I. THE SURVEY INSTRUMENT

### A. RESPONDENT'S PROFILE:

1. Name : \_\_\_\_\_

2. Position/Rank: \_\_\_\_\_

3. Age :

- ☐ 20-30 years old    ☐ 31-40 years old  
☐ 41-50 years old    ☐ 51-60 years old    ☐ 61 years old and

above

4. Sex :

- ☐ Male    ☐ Female

5. Civil Status :

- ☐ Single    ☐ Married    ☐ Widow/er  
☐ Solo Parent    ☐ Separated

6. Religion : \_\_\_\_\_

7. Residence:

- ☐ Metro Manila    Specify where in MM: \_\_\_\_\_  
☐ Province    Specify what province: \_\_\_\_\_

8. Highest Education Attained:

- ☐ Doctorate Degree: Specify program \_\_\_\_\_  
☐ Master's Degree: Specify program \_\_\_\_\_  
☐ College Graduate: Specify course \_\_\_\_\_  
☐ Undergraduate: Specify course/year: \_\_\_\_\_  
☐ Vocational/Technical: Specify course: \_\_\_\_\_  
☐ Secondary School

**9. Employment Level / Salary Level:**

- ☐ Executive/Managerial SG 26-30 (CAPT – ADM)
- ☐ Supervisory SG 18-25 (LTJG - CDR)
- ☐ Technical SG 10-17 (ENS – CCGM)
- ☐ Administrative/Clerical SG 9 and Below

**10. Gross Monthly Salary (including allowance/s):**

- ☐ Above P150,000.00
- ☐ P149,000.00 – P100,000.00
- ☐ P99,000.00 – P50,000.00
- ☐ P49, 000.00 - P20,000.00
- ☐ Below P20, 000.00

**11. Employment Status :**

- ☐ Presidential Appointee
- ☐ Permanent
- ☐ Temporary
- ☐ Co-Terminus
- ☐ Contractual
- ☐ Casual
- ☐ Job Order
- ☐ Re-Enlistment
- ☐ Technical Assistant / Consultant

**12. Reasons for being Temporary/Contractual/JO/casual:**

- ☐ Lack of vacancy (Permanent)
- ☐ Limited units/credential required for the board exam
- ☐ No CS eligibility
- ☐ Others, please cite: \_\_\_\_\_



**B. HOUSEHOLD-RELATED INFORMATION**

**1. Are you the Breadwinner of the Household?**

☐ Yes ☐ No

**2. Is your spouse employed?**

☐ Yes ☐ No ☐ Not Applicable (NA)

**(if the answer is NO proceed to number 3; if NA, proceed to number 5)**

**1. Place of work:**

☐ Metro Manila Specify where: \_\_\_\_\_  
☐ Province Specify where: \_\_\_\_\_  
☐ Abroad Specify where: \_\_\_\_\_

**2. Source of Income of your spouse:**

☐ Government Employee ☐ Self-Employed  
☐ Private Employee

**3. Gross Monthly Salary of your spouse (including allowance/s):**

☐ More than P300,000.00 ☐ P299,000.00 - 250,000.00  
☐ P249,000.00 – 200, 000.00 ☐ P199,000.00 – 150,000.00  
☐ P149,000.00 – 100, 000.00 ☐ P99,000.00 – 50,000.00  
☐ P49,000.00 – 20, 000.00 ☐ below P20,000.00

**3. Number of children:**

☐ None ☐ 1 ☐ 2 ☐ 3 ☐ 4 or more

**4. Ages of Children living in your household:**

☐ 0-3 years old ☐ 13-18 years old  
☐ 4-6 years old ☐ 19 years old & above  
☐ 7-12 years old ☐ Not Applicable (N/A)

**5. Number of people living in your household:**

**1. Own Family including yourself**

☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5 or more

**2. Other family unit**

☐ 0      ☐ 1      ☐ 2      ☐ 3      ☐ 4 or more

**3. Househelp**

☐ 0      ☐ 1      ☐ 2      ☐ 3      ☐ 4 or more

**4. Total number of persons in your household:**

☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5 or more

**6. Number of earning Children in your household**

☐ 0      ☐ 1-2      ☐ 3-4      ☐ 5 or more

**7. Other earning members within the household**

☐ 0      ☐ 1-2      ☐ 3-4      ☐ 5 or more

## **C. WORK-RELATED RELATED INFORMATION**

### **1. Your place of work:**

- ☐ Metro Manila      Specify where in MM: \_\_\_\_\_
- ☐ Province      Specify what province: \_\_\_\_\_

### **1. Mode of transportation, going to work and vice versa:**

- ☐ Public Utility Jeep (PUJ)
- ☐ Public Utility Bus (PUB)
- ☐ Utility Vehicle Express (UV Express)
- ☐ Government Vehicle (Shuttle Service)
- ☐ Government Vehicle (Issued Service)
- ☐ Motorcycle taxi
- ☐ Taxi
- ☐ Tricycle
- ☐ GRAB
- ☐ Metro train
- ☐ Private Vehicle (Own car)

### **2. Travel time from home to work including Traffic (not including fieldwork)**

- ☐ 30 minutes to 1 hour
- ☐ 1 hour to 2 hours
- ☐ 2 hours to 3 hours
- ☐ 4 hours or more

### **3. Travel time from work to home including traffic (not including fieldwork)**

- ☐ 30 minutes to 1 hour
- ☐ 1 hour to 2 hours
- ☐ 2 hours to 3 hours
- ☐ 4 hours or more

**4. Amount spent for transportation fare (per day) going to work and vice versa:**

- |                                       |   |
|---------------------------------------|---|
| <input type="radio"/> 0 to 25 pesos   | <input type="radio"/> 101 to 125 pesos  |
| <input type="radio"/> 26 to 50 pesos  | <input type="radio"/> 126 to 150 pesos  |
| <input type="radio"/> 51 to 75 pesos  | <input type="radio"/> 151 to 175 pesos  |
| <input type="radio"/> 75 to 100 pesos | <input type="radio"/> 176 pesos or more |

**2. Years of service in your agency:**

- |                                  |                                   |                                   |
|----------------------------------|-----------------------------------|-----------------------------------|
| <input type="radio"/> 0-5 years  | <input type="radio"/> 11-15 years | <input type="radio"/> 21-30 years |
| <input type="radio"/> 6-10 years | <input type="radio"/> 16-20 years | <input type="radio"/> 31 & above  |

**3. Number of times you have been promoted:**

- ☐ 0      ☐ 1      ☐ 2      ☐ 3      ☐ 4 or more

**4. Attendance to any INTERNATIONAL trainings/seminars/workshops related to your work:**

- ☐ Yes      ☐ No

**1. If yes, how often?**

- |                                  |                                   |                                  |
|----------------------------------|-----------------------------------|----------------------------------|
| <input type="radio"/> 1-5 times  | <input type="radio"/> 11-15 times | <input type="radio"/> 21 & Above |
| <input type="radio"/> 6-10 times | <input type="radio"/> 16-20 times |                                  |

**2. If no, why?**

- |   |                                       |
|---|---------------------------------------|
| <input type="radio"/> Not interested                | <input type="radio"/> Favoritism      |
| <input type="radio"/> No budget                     | <input type="radio"/> Personal reason |
| <input type="radio"/> Health Reason                 | <input type="radio"/> No opportunity  |
| <input type="radio"/> Management Decision           |                                       |
| <input type="radio"/> Others, please specify: _____ |                                       |

**5. Attendance to any LOCAL trainings/seminars/workshops related to your work in the past 5 year:**

- ☐ Yes      ☐ No

**1. If yes, how often:**

- |                                  |                                   |                                  |
|----------------------------------|-----------------------------------|----------------------------------|
| <input type="radio"/> 1-5 times  | <input type="radio"/> 11-15 times | <input type="radio"/> 21 & Above |
| <input type="radio"/> 6-10 times | <input type="radio"/> 16-20 times |                                  |

**2. If no, why?**

- |   |                                       |
|---|---------------------------------------|
| <input type="radio"/> Not interested                | <input type="radio"/> Favoritism      |
| <input type="radio"/> No budget                     | <input type="radio"/> Personal reason |
| <input type="radio"/> Health Reason                 | <input type="radio"/> No opportunity  |
| <input type="radio"/> Management Decision           |                                       |
| <input type="radio"/> Others, please specify: _____ |                                       |

**6. Attendance to any INTERNATIONAL conferences/meetings:**

- ☐ Yes                      ☐ No

**1. If yes, how often?**

- |                                  |                                   |                                  |
|----------------------------------|-----------------------------------|----------------------------------|
| <input type="radio"/> 1-5 times  | <input type="radio"/> 11-15 times | <input type="radio"/> 21 & Above |
| <input type="radio"/> 6-10 times | <input type="radio"/> 16-20 times |                                  |

**2. If no, why?**

- |   |                                       |
|---|---------------------------------------|
| <input type="radio"/> Not interested                | <input type="radio"/> Favoritism      |
| <input type="radio"/> No budget                     | <input type="radio"/> Personal reason |
| <input type="radio"/> Health Reason                 | <input type="radio"/> No opportunity  |
| <input type="radio"/> Management Decision           |                                       |
| <input type="radio"/> Others, please specify: _____ |                                       |

**7. Attendance to any LOCAL conferences/meetings in the past 3 years:**

- ☐ Yes                      ☐ No

**1. If yes, how often?**

- |                                  |                                   |                                  |
|----------------------------------|-----------------------------------|----------------------------------|
| <input type="radio"/> 1-5 times  | <input type="radio"/> 11-15 times | <input type="radio"/> 21 & Above |
| <input type="radio"/> 6-10 times | <input type="radio"/> 16-20 times |                                  |

**2. If no, why?**

- |   |                                       |
|---|---------------------------------------|
| <input type="radio"/> Not interested                | <input type="radio"/> Favoritism      |
| <input type="radio"/> No budget                     | <input type="radio"/> Personal reason |
| <input type="radio"/> Health Reason                 | <input type="radio"/> No opportunity  |
| <input type="radio"/> Management Decision           |                                       |
| <input type="radio"/> Others, please specify: _____ |                                       |

8. Rate your level of satisfaction with the Head of your Agency from 1 to 5, with 5 being the highest:

1. In terms of Technical Expertise

☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5

1. Kindly state your reason:

---

3. In terms of People Relations/Management

☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5

1. Kindly state your reason:

---

4. In terms of Transparency/Accountability/Integrity

☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5

1. Kindly state your reason:

---

6. In terms of Gender and Development

☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5

1. Kindly state your reason:

---

9. GAD - Related Training attended:

- |   |   |
|---|---|
| <input type="checkbox"/> Gender Sensitivity Training  | <input type="checkbox"/> Gender Audit             |
| <input type="checkbox"/> Gender Mainstreaming Seminar | <input type="checkbox"/> Gender Analysis Training |
| <input type="checkbox"/> GAD Planning and Budgeting   | <input type="checkbox"/> None                     |
| <input type="checkbox"/> Laws on Women (VAWC, etc.)   |   |
| <input type="checkbox"/> Others, please specify _____ |   |

10. Rate your level of gender awareness/sensitivity from 1 to 5, with 5 being the highest:

☐ 1      ☐ 2      ☐ 3      ☐ 4      ☐ 5

**11. Have you personally experienced sexual harassment?**

☐ Yes

☐ No

**1. If yes, did you ever seek assistance of the Committee on Decorum Investigation (CODI)?**

☐ Yes

☐ No

(Note: if No, go to Question No. 11.3)

**2. If yes, are you satisfied with the way they handled the case?**

☐ Yes, cite your reason: \_\_\_\_\_

☐ No, cite your reason: \_\_\_\_\_

**3. Reason for not availing CODI:**

☐ Not familiar with CODI

☐ No functional CODI

☐ No CODI

☐ Others, please identify \_\_\_\_\_

**12. Have you personally experienced domestic violence?**

☐ Yes

☐ No

**1. If yes, did you ever seek help?**

☐ Yes

☐ No

(Note: if No, go to Question No. 12.3)

**2. If yes, with whom?**

☐ Immediate family

☐ Friends/ co-workers

☐ Women's Desk (Municipal Level)

☐ Barangay

☐ Courts

☐ Others, please identify \_\_\_\_\_

**3. If no, reason for not seeking help:**

\_\_\_\_\_

**13. Is your work performance affected by these domestic violence and sexual harassment?**

☐ Yes

☐ No

**1. If YES, kindly state your reason?**

---



## **D. WORK PRACTICES / CONDITIONS**

### **1. Are you aware of the following Leave privileges with pay?**

- ☐ Vacation Leave /Rest & Recreation Break
- ☐ Maternity Leave (Expanded)
- ☐ Gynecological Leave
- ☐ Sick Leave
- ☐ Paternity Leave
- ☐ Study Leave/Academic/Scholarship Leave
- ☐ Christmas/New Year's Break
- ☐ Forced Leave/Mandatory Leave
- ☐ Special Privilege Leave
- ☐ Solo Parent Leave
- ☐ Battered Women's Leave
- ☐ None
- ☐ Others, please specify \_\_\_\_\_

### **1. Have you ever availed the following leaves with pay?**

- ☐ Vacation Leave /Rest & Recreation Break
- ☐ Maternity Leave (Expanded)
- ☐ Gynecological Leave
- ☐ Sick Leave
- ☐ Paternity Leave
- ☐ Study Leave/Academic/Scholarship Leave
- ☐ Christmas/New Year's Break
- ☐ Forced Leave/Mandatory Leave
- ☐ Special Privilege Leave
- ☐ Solo Parent Leave
- ☐ Battered Women's Leave
- ☐ None
- ☐ Others, please specify \_\_\_\_\_

**2. Usual number of absences incurred in a month:**

- ☐ 0                      ☐ 5 - 6 days                      ☐ 11 or more  
☐ 1 - 2 days                      ☐ 7- 8 days  
☐ 3 - 4 days                      ☐ 9 - 10 days

**1. Usual reason of ABSENCES:**

**2. Health**

- ☐ Schedule for dialysis  
☐ Medical check-up  
☐ Others please cite: \_\_\_\_\_

**2. Family (Immediate)**

- ☐ Attendance to a family member for health reasons  
☐ Attendance to children's needs/activities  
☐ Leisure  
☐ Others please cite: \_\_\_\_\_

**3. Inter-personal office relations**

- ☐ Co-worker  
☐ Supervisor  
☐ Others please cite: \_\_\_\_\_

**3. Usual number of tardiness incurred in a month:**

- ☐ 0                      ☐ 5 - 6 days                      ☐ 11 or more  
☐ 1 - 2 days                      ☐ 7- 8 days  
☐ 3 - 4 days                      ☐ 9 - 10 days

**1. Usual reason of TARDINESS:**

**2. Health**

- ☐ Schedule for dialysis  
☐ Medical check-up  
☐ Others please cite: \_\_\_\_\_

**2. Family (Immediate)**

- ☐ Attendance to a family member for health reasons
- ☐ Attendance to children's needs/activities
- ☐ Leisure
- ☐ Others please cite: \_\_\_\_\_

**3. Inter-personal office relations**

- ☐ Co-worker
- ☐ Supervisor
- ☐ Others please cite: \_\_\_\_\_

**4. Usual number of undertime incurred in a month:**

- ☐ 0
- ☐ 1 - 2 days
- ☐ 3 - 4 days
- ☐ 5 - 6 days
- ☐ 7- 8 days
- ☐ 9 - 10 days
- ☐ 11 or more

**1. Usual reason of UNDERTIME:**

**2. Health**

- ☐ Schedule for dialysis
- ☐ Medical check-up
- ☐ Others please cite: \_\_\_\_\_

**2. Family (Immediate)**

- ☐ Attendance to a family member for health reasons
- ☐ Attendance to children's needs/activities
- ☐ Leisure
- ☐ Others please cite: \_\_\_\_\_

**3. Inter-personal office relations**

- ☐ Co-worker
- ☐ Supervisor
- ☐ Others please cite: \_\_\_\_\_

**5. Does your organization provide Nursing Room/Lactation Station facilities?**

☐ Yes

☐ No

**1. Have you ever utilized the facility?**

☐ Yes

☐ No

**2. If YES, are you satisfied?**

☐ Yes, kindly state your reasons? \_\_\_\_\_

☐ No, kindly state your reasons? \_\_\_\_\_

**3. If NO, reason of not utilizing the facility:**

☐ I don't need the facility

☐ No time to use

☐ Facility is sub-standard

☐ Others, please cite: \_\_\_\_\_

**6. Does your organization provide Day Care/Kiddie Room/Child Minding facilities?**

☐ Yes

☐ No

**1. Have you ever utilized the facility?**

☐ Yes

☐ No

**2. If YES, are you satisfied?**

☐ Yes, kindly state your reasons? \_\_\_\_\_

☐ No, kindly state your reasons? \_\_\_\_\_

**3. If NO, reason of not utilizing the facility:**

☐ I don't need the facility

☐ No time to use

☐ Facility is sub-standard

☐ Others, please cite: \_\_\_\_\_

**7. Does your organization provide Prayer Room facilities?**

☐ Yes

☐ No

**1. Have you ever utilized the facility?**

☐ Yes

☐ No

**2. If YES, are you satisfied?**

☐ Yes, kindly state your reasons? \_\_\_\_\_

☐ No, kindly state your reasons? \_\_\_\_\_

**3. If NO, reason of not utilizing the facility:**

☐ I don't need the facility

☐ No time to use

☐ Facility is sub-standard

☐ Others, please cite: \_\_\_\_\_

**8. Does your organization provide Medical or Dental Clinic?**

☐ Yes

☐ No

**1. Have you ever utilized the facility?**

☐ Yes

☐ No

**2. If YES, are you satisfied?**

☐ Yes, kindly state your reasons? \_\_\_\_\_

☐ No, kindly state your reasons? \_\_\_\_\_

**3. If NO, reason of not utilizing the facility:**

☐ I don't need the facility

☐ No time to use

☐ Facility is sub-standard

☐ Others, please cite: \_\_\_\_\_

**9. Does your organization provide Recreation facilities (i.e. gym, wellness center, etc.)?**

☐ Yes

☐ No

**1. Have you ever utilized the facility?**

☐ Yes

☐ No

**2. If YES, are you satisfied?**

☐ Yes, kindly state your reasons? \_\_\_\_\_

☐ No, kindly state your reasons? \_\_\_\_\_

**3. If NO, reason of not utilizing the facility:**

☐ I don't need the facility

☐ No time to use

☐ Facility is sub-standard

**10. Other available facility for employee:**

\_\_\_\_\_

**11. Have you availed loans from any of the following?**

☐ GSIS

☐ Pag-ibig

☐ PCG/SLAI

☐ SSS

☐ Cooperative /s

☐ AFPMBAI

☐ Loan Shark or 5/6

☐ PNCGPPAI

☐ None

☐ Others, please specify: \_\_\_\_\_

**1. Reasons for availing:**

☐ Housing

☐ Education (Personal)

☐ Leisure

☐ Education (Family members)

☐ Health/Hospitalization

☐ Payment for existing loan/s

☐ Business

☐ Others, please identify: \_\_\_\_\_

**12. Is there a financial assistance available in your organization?**

☐ Yes

☐ No

**1. If yes, identify:**

☐ Company/Organization

☐ Employee Union

☐ Employee Association

☐ Others, please specify: \_\_\_\_\_

**2. Have you ever been a beneficiary of this financial assistance?**

☐ Yes

☐ No

**13. Have you ever experienced negative stress?**

☐ Yes

☐ No

**1. If Yes, what are the causes?**

☐ Family

☐ Financial

☐ Work Environment

☐ Work-home distance

☐ Supervisor/Manager

☐ Co-worker

☐ Workload

☐ Access to Internet

☐ Relationship with family members

☐ Delayed compensation

☐ Health of family members (to include members with special needs)

☐ Others, please identify \_\_\_\_\_

**2. How do you manage stress?**

☐ Sleeping

☐ Recreation with family

☐ Food

☐ Online recreation/social media

☐ Alcohol

☐ Movies

☐ Socialization

☐ Online (i.e. Blogging, vlogging)

☐ Health and wellness (salon, yoga, gym etc.)

☐ Hobbies (i.e. shopping, cooking, travel, sports, gardening)

☐ Health of family members (to include members with special needs)

☐ Others, please identify \_\_\_\_\_

**14. Current Sickness:**

**1. Lifestyle:**

- ☐ Cardiovascular diseases      ☐ Musculoskeletal  
☐ Stroke      ☐ Diabetes  
☐ Cancer  
☐ Chronic Obstructive Pulmonary Disease  
☐ None  
☐ Others, please identify \_\_\_\_\_

**2. Genetic/Congenital:**

- ☐ Asthma      ☐ Cancer      ☐ Allergies      ☐ None  
☐ Others, please identify \_\_\_\_\_

**3. Work-related:**

- ☐ Asthma      ☐ Psoriasis  
☐ Vision      ☐ Hypertension  
☐ Urinary Tract Infection (UTI)  
☐ Polycystic Ovary Syndrome (PCOS)  
☐ None  
☐ Others, please identify \_\_\_\_\_

**15. Mental Health:**

- ☐ Yes      ☐ No

**1. If yes, did you ever seek professional help?**

- ☐ Yes  
☐ No, kindly state your reasons \_\_\_\_\_

**2. If yes, did you have or are you taking medication/attending counselling?**

- ☐ Yes  
☐ No, kindly state your reasons \_\_\_\_\_



## **E. MEMBERSHIP ORGANIZATIONS**

### **1. Office (union, etc.)**

☐ Yes

☐ No

#### **1. If yes, identify position:**

☐ Officer

☐ Member

### **2. Community**

☐ Yes

☐ No

#### **1. If yes, identify position:**

☐ Officer

☐ Member

### **3. Religious**

☐ Yes

☐ No

#### **1. If yes, identify position:**

☐ Officer

☐ Member

### **4. Other membership organizations: \_\_\_\_\_**

## **F. OTHER PERSONAL INFORMATION**

**1. Skills:** \_\_\_\_\_

**2. Hobbies:** \_\_\_\_\_

**3. Allergies:** \_\_\_\_\_

**G. SUGGESTIONS**

1. Kindly give your suggestions not covered in the survey indicators but will contribute in improving of this survey.

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**H. OTHER CONCERNS**

1. Kindly give your other concerns relative to your organization.

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## II. INFORMED CONSENT WAIVER

*I confirm that I have read and understood the information about the project as explained by the researchers. I confirm that I have had the opportunity to ask questions and the researchers have answered any questions about the study to my satisfaction. I understand that my participation is voluntary and that I am free to withdraw from the project at any time, without having to give a reason and without any consequences. I understand that any information recorded in the questionnaire will remain confidential and no information that identifies me will be made publicly available. I consent to use of the data in research, publications, sharing and archiving as explained by the researchers.*

***I agree to take part in the study.***

---

Name and Signature of Respondent

---

Date

## REFERENCES

### Online

1. <https://my.clevelandclinic.org/health/articles/11874-stress> accessed on December 5, 2019.
2. [https://www.lawphil.net/statutes/repacts/ra2000/ra\\_8972\\_2000.html](https://www.lawphil.net/statutes/repacts/ra2000/ra_8972_2000.html) accessed on December 5, 2019.
3. <https://pcw.gov.ph/law/republic-act-7877> accessed on December 5, 2019.
4. <https://www.oracle.com/database/what-is-database.html> accessed on December 5, 2019.

## SAMPLE LETTERS

### SUPERVISOR'S APPROVAL FOR INFORMANT'S PARTICIPATION TO DATA GATHERING

Dear (Name of Supervisor),

In line with our commitment to improving our organizational operations and in cognizance with the Maritime Sector Manifesto of Support for Gender and Development signed by the Heads of DOTr and Maritime Sector Agencies in November 2014, we are implementing a GAD Profiling Research to generate our GAD Database. The GAD Database will be analyzed to identify issues and challenges to be used for planning purposes.

We would like to request the following staff to partake in the data gathering on\_\_\_\_\_, at\_.

Administered	
Name	Unit
On-line	
Name	Unit

The interview/online survey will take not more than an hour. The respondent will be asked to sign an **informed consent** waiver before the survey. May we also cite that our interviewers underwent a briefing on the administration of the tool. Rest assured that we will deal with the information gathered with utmost confidentiality.

Thank you in anticipation of your approval.

Respectfully,

\_\_\_\_\_

Response:

Unit: \_\_\_\_\_

This activity is hereby (pls. check appropriate response):

\_\_\_\_Approved

\_\_\_\_Disapproved

\_\_\_\_\_

**Name of Supervisor**

**Date:** \_\_\_\_\_

## SUPERVISOR'S APPROVAL FOR INFORMANT'S PARTICIPATION TO FOCUS GROUP DISCUSSION

Dear (Name of Supervisor),

We thank you for allowing your staff to participate in the 1<sup>st</sup> level data gathering which was held at\_\_\_\_ on\_\_\_\_\_. To enable us sharpen our analysis on initial results, we would like to conduct a focus group discussion with the following staff on\_\_\_\_\_, at\_.

Name	Unit

The FGD will take not more than an hour. The respondent will be asked to sign an **informed consent** waiver before the FGD. May we also cite that our facilitators underwent a briefing on the conduct of the data gathering. Rest assured that we will deal with the information gathered with utmost confidentiality.

Thank you in anticipation of your approval.

Respectfully,

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Response:

Unit: \_\_\_\_\_

This activity is hereby (pls. check appropriate response):

\_\_\_\_Approved

\_\_\_\_Disapproved

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**Name of Supervisor**

**Date:** \_\_\_\_\_

## **ACTION PHOTOS**





