

**ANNUAL GENDER AND DEVELOPMENT (GAD) ACCOMPLISHMENT REPORT**  
FY 2020

Agency	Department of Science and Technology					Actual GAD Expenditure	25,815,442.22	% of Budget Utilization	181.58	% of GAD Expenditure	28.37
Gender Issue and/or GAD Mandate	Cause of the Gender Issue	GAD Result Statement / GAD Objective	Relevant Agency MFO/PAP	GAD Activity	Output Performance Indicators and Target	Actual Result (Outputs/Outcomes)	Total Agency Approved Budget	Actual Cost Expenditure	Responsible Unit or Office	Remarks	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	
<b>CLIENT-FOCUSED</b>											
Sec. 26 B - IRR of RA 9710 - DOST shall provide technology and training focused on upscaling enterprises and venturing into exports, packaging and labeling, product development, and livelihood capability programs for women potential entrepreneurs and women entrepreneurs	Difficulty of women of entrepreneurs in sustaining and upscaling their enterprises due to lack of technology and training to upscale their enterprises	To create an enabling environment to empower women potential entrepreneurs and women entrepreneurs to sustain and upscale their enterprises	MFO 3: Regional Science and Technology Services	Conduct of technology training for women entrepreneurs and potential women entrepreneurs such as Food Processing, Current Good Manufacturing Practices, Packaging and Labelling	Number of technology trainings/awareness seminars/fora conducted for women entrepreneurs and potential women entrepreneurs - at least 5 technology trainings/seminars/fora conducted for women entrepreneurs and potential women entrepreneurs	<b>245% Accomplishment of Target</b> 49 Technology Trainings/awareness/seminars/fora conducted for women entrepreneurs and potential women entrepreneurs	300,000.00	454524.94	DOST I GFPS RPMO and PSTCs	Completed. See attached list of trainings conducted.	
Sec. 26 B - IRR of RA 9710 - DOST shall provide technology and training focused on upscaling enterprises and venturing into exports, packaging and labeling, product development, and livelihood capability programs for women potential entrepreneurs and women entrepreneurs	Difficulty of women of entrepreneurs in sustaining and upscaling their enterprises due to lack of technology and training to upscale their enterprises	To create an enabling environment to empower women potential entrepreneurs and women entrepreneurs to sustain and upscale their enterprises	MFO 3: Regional Science and Technology Services	Conduct of technology training for the women entrepreneurs including women's groups and disadvantaged communities like HACCP, other food safety aspects, and technology - based enterprise management	Number of technology trainings/seminars/fora conducted for women entrepreneurs and potential women entrepreneurs - at least 10 technology trainings/seminars/fora conducted for women entrepreneurs and potential women entrepreneurs  No. of women-led MSMEs assisted in product packaging and labelling improvement - at least 5 women-led MSMEs assisted in product packaging and labelling improvement						
<b>ORGANIZATION-FOCUSED</b>											
Participation in the annual celebration of the Women's Month in accordance to RA 6949: An Act to Declare March 8 of	To highlight the importance and increase awareness of DOST employees on the role of women in Science and Technology and	To increase awareness and participation of DOST staff and officials in the celebration of the Women's Month	General Administration and Support Services	Participate in the Women's Month Celebration a. PCW-led b. DOST-led c. In cooperation with LGU d. Regional	Number of activities for Women's Month celebration and other GAD-related activities - 3 GAD Activities for Women's Month celebration and other GAD-related activities -	<b>133% Accomplishment of Target</b> 4 activities for National Women's Month Celebration conducted and participated by 100% DOST 1 staff	100,000.00	48,773.00	DOST I	Done. 1. Hanging of Tarpaulins (RO and PSTCs) 2. Distribution of Agency Shirts 3. RAGE-led kick off program at DMMMSU-MLUC 4. Hosting of RGADC Meeting for	

Gender Issue and/or GAD Mandate (1)	Cause of the Gender Issue (2)	GAD Result Statement / GAD Objective (3)	Relevant Agency MFO/PAP (4)	GAD Activity (5)	Output Performance Indicators and Target (6)	Actual Result (Outputs/Outcomes) (7)	Total Agency Approved Budget (8)	Actual Cost Expenditure (9)	Responsible Unit or Office (10)	Remarks (11)
Every Year as a Working Special holiday to be known as National Women's Day.	change the conservative mindsets pertaining stereotype roles of women			Celebration spearheaded by the Regional GAD Council	participated by at least 75% DOST I staff					the National Women's Month Celebration (GAD Convention)  *4 Regional Activities were cancelled due to the pandemic.
Participation in the Annual 18-Day Campaign To End Violence Against Women (VAW) as mandated in RA 10398: National Consciousness Day for the Elimination of Violence Against Women and Children	To highlight the importance and increase awareness of DOST employees on the role of women in Science and Technology.	To ensure support and active participation of DOST Officials and employees in the activities for the Annual 18-Day Campaign	General Administration and Support Services	Participate in the 18-Day Campaign to End VAW as led by PCW and other activities suggested in view of the campaign like hanging of streamers and distribution of IEC materials on VAW	Number of activities conducted in support to the campaign - at least 1 activity conducted  number of DOST I staff who participated in the campaign - at least 50% of DOST I staff participated	<b>900% Accomplishments of targets</b> 9 activities conducted in support to the campaign	20,000.00	66,524.00	DOST I	Done. <b>DOST I-conducted activities</b> 1. Orientation on RA 9262 and RA 11313- December 1, 2020 2. Orientation on RA 7877 - December 7, 2020 3. Orientation on RA 9208 and RA 9231 - December 11, 2020 4. Hanging of Tarpaulin (RO and PSTCs) 5. Distribution of IEC Materials 6. Orange your icons  <b>Participation to RAGE and RGADC</b> 1. Hosting of RAGE Kick-off program 2. RGADC Kick-off program 3. RAGE Culmination Activity
Some employees including the newly-hired employees have low level or limited appreciation of GAD concepts and principles	Lack of opportunities of employees to attend relevant GAD trainings	To strengthen and increase level of appreciation / understanding on GAD concepts and principles	General Administration and Support Services	Conduct capacity building activity on GAD like Gender Sensitivity Training	Number of capacity building for newly hired DOST I staff - at least 1 capacity building	<b>300% Accomplishments of targets</b> 3 capacity building activities conducted	10,000.00	22,673.00	DOST I	Done. 1. Understanding Gender Sensitivity Concepts - October 14, 2020 2. Gender Issues and Impact of covid-19 to MSMEs - October 26, 2020 3. Orientation of new staff on Basic GAD concepts - February 19, 2020
Establishment / maintenance of GAD Database/ Webpage/ Corner and other gender-related activities	Continuous HR support on maintaining the sex-disaggregated and other relevant information database	To maintain GDB as basis for gender analysis and promote GAD in the agency	MFO 3: Regional Science and Technology Services	Setting up of GAD webpage in the agency website	GAD webpage in the website maintained	GAD Website maintained	2,000.00	331,826.82	DOST I GFPS and MIS	Done. Microsoft Office 365 Subscription
Establishment / maintenance of GAD Database/ Webpage/ Corner and other gender-related activities	Continuous HR support on maintaining the sex-disaggregated and other relevant information database	To maintain GDB as basis for gender analysis and promote GAD in the agency	MFO 3: Regional Science and Technology Services	Setting up a GAD corner	Number of GAD corner maintained - 1 GAD corner upgraded and updated	1 GAD corner updated and maintained	5,000.00	0.00	DOST I GFPS	Done.
Limited utilization of sex-disaggregated data to use as basis to surface	Collection and updating of sex disaggregated data is not regularly done	Institutionalization of GAD Database Sex-Disaggregated Data as one of the	General Administration and Support Services	Collection of data on males and females workers at DOST, cooperators and	Sex disaggregated data on staff, cooperators and trainings collected	SDD collected on staff, cooperators and trainings	5,000.00	0.00	DOST I GFPS	Done.

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gender issues of the agency		four essential elements of GAD Planning and Budgeting as stipulated in PCW-NEDA-DBM Joint Circular No. 2012-01: Guidelines for the Preparation of the Annual GPBs and GAD ARs to implement the MCW		other relevant data and conduct of relevant trainings or orientation on the importance of gender statistics						
Lack of capacity of GFPS members of DOST Regional Offices and employees to facilitate gender mainstreaming	Limited access to trainings / capacity building activities on GAD	To fully capacitate the GFPS members of DOST Regional Offices to facilitate gender mainstreaming in the their respective region	MFO 3: Regional Science and Technology Services	Conduct of capacity building activities on GAD to enhance the skills of GFPS members of DOST Regional Offices on gender mainstreaming	Benchmarking of Model GAD agencies in DOST	2 Benchmarking of Model GAD agencies conducted via video conferencing	20,000.00	6,250.00	DOST I GFPS	Done. 1. DOST - CAR 2. DOST VII Conducted last October 22, 2020
Low level awareness among S&T stakeholders in the region on gender and development	Lack of IEC activities to ensure that GAD related information and materials are disseminated	To provide information and updates relative to gender and development programs, and other GAD issues	General Administration and Support Services	Develop and disseminate IEC advocacy materials on GAD and other related activities	Number of leaflets / bookmarks printed - at least 250 pcs for VAWC printed and distributed	152% Accomplishments of targets 380 pcs of leaflets printed and distributed for VAWC	3,500.00	0.00	DOST I GFPS	Done. 1. RA 9262 2. RA 7877 3. RA 8353 4. RA 9208  Utilized available office supplies.
Limited workforce to focus on Gender Mainstreaming efforts of the agency.	Multiple priorities of the GFPS of DOST Central Office and its regional offices make it difficult to coordinate and regularly monitor implementation of GAD programs	To ensure that GFPS members have assistance in coordinating and monitoring implementation of GAD programs of the regions	General Administration and Support Services	Strengthening of the GAD Focal Point System by hiring personnel to assist GFPS in overseeing monitoring GAD-related activities of the agency and maintenance of GAD Information System including support to the GREAT Women Project 2	Number of personnel hired - 1 personnel hired	1 personnel hired	269,539.20	281,612.78	DOST I	Done. The Project Staff's salary was increased to 24,262.80 for second semester of 2020
Absence of an internal rewards and incentive system within the region to recognize and motivate GFPS	Lack of knowledge ad appreciation of DOST employees on GAD	To enhance organizational effectiveness by using rewards and incentives in promoting gender-	MFO 3: Regional Science and Technology Services	Incorporation of reward and incentive system to facilitate institutionalization of gender-mainstreaming in the agency (e.g.	Number of awards given - at least 5 awards	360% Accomplishments of targets 18 awards given to GFPS members and PSTC-alternates	12,000.00	8,550.00	DOST I and PRAISE Committee	Done.

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members to implement gender mainstreaming programs		responsiveness in the agency		incorporation of gender-sensitive language in the QMS) though drafting of policy and revision of ISO documents						
Absence of a facilities to support practical gender needs of women employees of DOST (e.g. lactation center and child minding facility	The need to support practical gender needs of women employees of DOST was not given a priority	To provide access to the needed facilities of women employees	General Administration and Support Services	Establishment of child minding facility for staff with children age 5 years below	1 GAD-related support facility established	<b>100% Accomplishments of targets</b> 1 facility Established	100,000.00	25,000.00	DOST I	Done. Lactation Station located in the S&T LRC was established.
Lack of information regarding reproductive diseases of men and women employees of Regional Offices	Limited opportunities to orient DOST employees in the Regional Offices on reproductive health diseases	To ensure that the employees of DOST are provided with relevant information regarding reproductive diseases that may affect the performance of their professional duties	General Administration and Support Services	Conduct orientation on breast, cervical and prostate for DOST 1 staff	Number of DOST 1 staff participated in the orientation - at least 75% of DOST 1 staff	<b>100% Accomplishments of targets</b> 1 Orientation via videoconferencing was conducted and participated by 80% DOST 1 staff	40,000.00	6,875.00	DOST I	Done. Prostate, Breast and Cervical Problems Awareness - December 15, 2020
<b>ATTRIBUTED PROGRAM</b>										
			Small Enterprise Technology Upgrading Program				13,330,000.00	24,562,832.68		CY 2020 GAD Score is <b>15.92</b> (See attached GAD Checklist - PIMME)  CY 2020 Actual SETUP Expenditure - Php 30,857,830.00
<b>TOTAL</b>										
Prepared by:  MAUREEN HEIDI L. PEREZ project Assistant II			Reviewed by:  RACQUEL M. ESPIRITU ARD for Technical Services		Approved by:  ARMANDO Q. GANAL Regional Director		Date:  02 February 2021 MO/DAY/YR			

**TECHNOLOGY TRAININGS/SEMINARS**  
**CY 2020**

PROVINCE		ACTUAL TRAINING									REMARKS	
		DATE	Venue	Budget	TITLE	No. of Participants			No. of Firms	NAME OF TRAINOR/ AFFILIATION		
						M	F	Total				
ILOCOS NORTE	1	February 20, 2020	PSTC-Ilocos Norte	11,500.00	Training on Food Safety/cGMP	11	12	23	8	Hero D. Galangam(DOST I-RSTL)		
	2	March 11, 2020	PSTC-Ilocos Norte	-	Training on 5S	8	12	20	3	Jonathan M. Viernes (DOST-I-PSTC Ilocos Norte)		
	3	September 24, 2020	Gaang Barangay Hall, Currimao, Ilocos Norte	12,251.67	Training on Fish Processing	6	15	21	3	Prof. Fairie Ann Domingo/ Prof. Judelyn Mandac, MMSU		
	4	October 22, 2020	City Agricultural Office, Laoag City, Ilocos Norte	12,260.20	Training on Chili Processing	3	25	28	0	Dr. Teresita Pablo/MMSU		
	5	October 30, 2020	PSTC Ilocos Norte Webinar via Microsoft Teams	25,500.00	Training on Aquaponics for Urban Communities	295	274	569	0	Dr. Chito F. Sace		
	6	December 17-18, 2020	Divine Word College of Laoag, Laoag City, Ilocos Norte	8,000.00	Training on Bread and Pastries	36	4	40	0	Prof. Fairie Anne Domingo/Prof. Judelyn Mandac/MMSU		
ILOCOS SUR	7	July 14-15, 2020	Liquid Gold Honeybee Farm, Sinait, Ilocos Sur	66,600.00	Training on Honeybee Culture	22	9	31	5	Dr. Maxima C. Ines, Liquid Gold Honeybee Farm		
	8	October 27, 2020	Brgy. Conconig East, Sta. Lucia, Ilocos Sur	35,000.00	Training on Peanut Processing	1	33	34	0	Leonida F. Bides/ISPSC-Santiago		
	9	November 10, 2020	via Microsoft Teams	-	Webinar on Textured Vegetable Protein (TVP) Enhanced Meat Processing	17	23	40	6	Ms. Annalie L. Rosales, DOST1-RSTL		
LA UNION	10	January 30, 2020	Lutheran's Church, Brgy. Sasaba, Santol, La Union	7,000.00	Seminar on Good Manufacturing Practices	15	2	17	1	Decth1180 P. Libunao/DOST I-RSTL		
	11	January 31, 2020			Training on Coffee Postharvest Handling and Processin	12	4	16		Engr. Jordan L. Abad/DOST I		
	12	February 6, 2020	Burgos Pantawid Leaders Association, Burgos, La Union	6,000.00	Loaf Bread Making	3	11	14	1	Mr. Juanito Baclayan/Tiinapay Along The Riles		
	13	August 18-19, 2020	Brgy. Dagup, Bagulin, La Union	9,546.75	Training on Bignay Wine & Ready to Drink Juice Processing cum cGMP	3	9	12	2	Princess P. Abuan, DOST-I		
	14	September 1-2, 2020	Tubao Municipal Hall, Tubao, La Union	8,746.16	Awareness Seminar on Current Good Manufacturing Practices with Emphasis to Food Safety & Skills Training on Ube Wine and Ube Chips Processing	3	11	14	2	Princess P. Abuan, DOST-I		
	15	November 11, 2020	Bacnotan, La Union	c/o LGU	Seminar on GMP, P&L and Training on Sugarcane Wine Making	14	9	23	0	Ms. Princess P. Abuan, Hero D. Galangam/DOST-1		
	16	January 31, 2020	2nd floor, PESO-Pangasinan, Lingayen, Pangasinan		Green Productivity and Productivity-Based Incentive Schemes Training cum Employees' Compensation Program Seminar for Food Industry	12	13	25	19	Dexter Junio Dupagan/Employees' Compensation Commission, Virginia Imelda M. Salvador/Regional Tripartite Wages & Productivity		

PROVINCE		ACTUAL TRAINING								NAME OF TRAINOR/ AFFILIATION	REMARKS		
		DATE	Venue	Budget	TITLE	No. of Participants			No. of Firms				
						M	F	Total					
PANGASINAN	17	February 7, 2020	El Jardine, Lingayen, Pangasinan	6,000.00	Lean Management and Productivity-Based Incentive Schemes Training cum Employees' Compensation Program Seminar for Food Industry	10	11	21	17	Dexter Junio Dupagan/Employees' Compensation Commission, Virginia Imelda M. Salvador/Regional Tripartite Wages & Productivity, Atty. Romina B. Cabrillos/Regional Tripartite Wages & Productivity			
	18	February 11-13, 2020	MVC Techno Demo Farm, Tangcarang, Alaminos City, Pangasinan	16,000.00	Training on Dual Drum Composting Technologies	63	12	75	0	Marcelino M. Prudencio, Gelito Joseph M. Sikat, Benjamin A. Santos/DOST-ITDI			
	19	February 14, 2020	MVC Techno Demo Farm, Tangcarang, Alaminos City, Pan	18,550.00	Training on Squash Value-Adding Processes	8	28	36	6	Meryl A. Bernardino			
	20	March 2, 2020	Brgy. Sampaloc, Bolinao, Pangasinan	7,219.00	Training on Oyster Mushroom Value-adding Processes	9	7	16	1	Rez Dauz/Mamarlao MPC			
	21	March 4-5, 2020	Anda Training Center, Anda, Pangasinan	-	Training-Workshop on Waste Analysis and Characterization Study (WACS)	23	2	25	0	Dr. Myra Tansengco, Engr. Joven Barcelo/Rose Ann Bonto,/ITDI			
	22	July 29-30, 2020	PSU-DOST1 Food Innovation Center, PSU-Bayambang Campus, Bayambang, Pangasinan	10,550.00	Profitable Squash Processing Business Ideas and Opportunities	5	35	40	9	Dr. Wilma M. De Vera, Ms. Veronica C. Austria, Mr. Cyril John A. Domingo/PSU, Ms. Meryl A. Bernardino/PSU-DOST1 FIC			
	23	September 22, 2020	Maawi Covered Court, Brgy. Maawi, Alaminos City, Pangasinan	-	Technology Training on Moulder and Candle Making	10	22	32	4	Mr. Norberto R. de Vera, Shelflex Candle Proprietor			
CEST	24	March 5-6, 2020	Brgy. Licungan, Sugpon, Ilocos Sur	31,050.00	Training on Primary and Secondary Processing of Coffee and Demo Operation of Coffee Dehuller Machine	10	3	13	1	Engr. Jordan L. Abad/DOST I			
	25	July 7, 2020	Dumalneg, Ilocos Norte	-	Training on DOST PINOY for New Health Workforce of Dumalneg cum MRP Phase II Launching	0	10	10	3	Mr. Jordan L. Abad, Mr. John Oliver E. de Vera, Ms. Edith Indongsan/ DOST-1			
	26	August 26, 2020	Poblacion, Alilem, Ilocos Sur	-	Webinar Series and Hands-on Making of Bamboo Face Shield	4	6	10	1	FPRDI			
	27	November 10-12, 2020	Municipal Auditorium, Dumalneg, Ilocos Norte	85,590.00	Panagabel: A Training on Thera-Loom-Weaving	0	43	43	0	Mr. Lawrence A. Eclarin/I Leonila Y. Rico/MMSU			
	28	July 22, 2020	via Microsoft Teams		DOST1 Food Safety e-series Course: 5S of Good Housekeeping	21	50	71	33	Ms. Annalie L. Rosales, DOST1-RSTL			
	29	July 23, 2020	via Microsoft Teams		DOST1 Food Safety e-series Course: Food Safety Awareness	39	56	95	34	Ms. Cyrille Ann B. Manalon, DOST 1-RSTL			
	30	July 29, 2020	via Microsoft Teams		DOST1 Food Safety e-series Course: GMP Awareness	18	25	43	23	Mr. Hero D. Galamgam, DOST 1-RSTL			
	31	July 30, 2020	via Microsoft Teams		DOST1 Food Safety e-series Course: HALAL Awareness	21	28	49	27	Mr. Deeth-1180 P. Libunao/DOST 1-RSTL, Ms. Jara G. Acoon/DOST-1			

PROVINCE		ACTUAL TRAINING									REMARKS	
		DATE	Venue	Budget	TITLE	No. of Participants			No. of Firms	NAME OF TRAINOR/ AFFILIATION		
						M	F	Total				
REGIONAL OFFICE	32	August 5, 2020	via Microsoft Teams	16,600.90	DOST1 Food Safety e-series Course: Food Fraud and Defense Awareness	41	17	58	39	Mr. Decth-1180 P. Libunao, DOST 1-RSTL		
	33	August 6, 2020	via Microsoft Teams		DOST1 Food Safety e-series Course: GMP Documentation and SSOP	31	17	48	29	Mr. Hero D. Galamgam; Ms. Annalie L. Rosales/DOST 1-RSTL		
	34	August 12, 2020	via Microsoft Teams		DOST1 Food Safety e-series Course: Packaging and Labeling Awareness	19	36	55	25	Mr. Michael John C. Maquiling/DOST-1		
	35	August 13, 2020	via Microsoft Teams		DOST1 Food Safety e-series Course: Mandatory Labeling Requirements	22	27	49	19	Mr. Michael John C. Maquiling/DOST-1		
	36	August 19, 2020	via Microsoft Teams		DOST1 Food Safety e-series Course: FDA Licensing	16	27	43	21	Ms. Princess P. Abuan/DOST-1		
	37	August 20, 2020	via Microsoft Teams		DOST1 Food Safety e-series Course: Hazard Analysis and Critical Control Point(HACCP)	15	34	49	22	Mr. Decth-1180 P. Libunao/DOST 1-RSTL		
	38	October 12, 2020	via Microsoft Teams	52,405.00	5s of Good Housekeeping	223	111	334	100	Ms. Annalie L. Rosales, DOST1-RSTL		
	39	October 12, 2020	via Microsoft Teams		Food Safety and GMP	181	67	248	81	Ms. Cyrille Ann B. Manalon/ Hero D. Galamgam - DOST 1-RSTL		
	40	October 13, 2020	via Microsoft Teams		Workplace and Food Manufacturing Disinfection	215	116	331	149	Mr. Racky Doctor/Long Live Pharma		
	41	October 13, 2020	via Microsoft Teams		GMP DocumentationSSOp	181	85	266	105	Ms. Annalie L. Rosales/ Hero D. Galamgam - DOST 1-RSTL		
	42	October 14, 2020	via Microsoft Teams		Food fraud and Food Defense	254	119	373	163	Mr. Decth-1180 P. Libunao/DOST 1-RSTL		
	43	October 15, 2020	via Microsoft Teams		Packaging and Labelling	98	182	280	110	Mr. Michael John C. Maquiling/DOST-1		
	44	October 15, 2020	via Microsoft Teams		Mandatory Labelling Requirements	33	138	171	34	Mr. Michael John C. Maquiling/DOST-1		
	45	October 16, 2020	via Microsoft Teams		FDA Licensing	88	216	304	108	Maria Luisa Aquilizan/FDA		
	46	October 16, 2020	via Microsoft Teams		Hazard Analysis and Critical Control Point (HACCP)	107	261	368	120	Mr. Decth-1180 P. Libunao/DOST 1-RSTL		
	47	October 19, 2020	via Microsoft Teams		Food innovation and Development	119	276	395	139	Meryl Bernardino/PSU-DOST FIC		
	48	October 19, 2020	via Microsoft Teams		Guide to Microbusiness in the Philippines:Barangay Microbusiness Enterprise	38	141	179	11	Michelel de Jesus/Michelle Villanueva/DTI		
<b>GRAND TOTAL</b>				8,155.26	Halal Requirement and Certification	147	240	387	167	Norodin Kuit	-	
				454,524.94		2530	2914	5444	1651			

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## GAD CHECKLISTS FOR PROJECT IMPLEMENTATION AND MANAGEMENT, AND MONITORING AND EVALUATION

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### PROJECT IMPLEMENTATION AND MANAGEMENT

At the implementation stage of a project, the executing agency or the project management office (PMO) holds the key to the achievement of GAD or gender equality results, since it interprets and implements the gender equality strategies and plans identified in the proposed project. However, programs and projects have a finite life. The sustainability of changes that they introduce or foster generally depends on how well the change agenda have been incorporated into the mainstream concerns of the government agency, office, or unit, and on what capacities are developed within the agency to manage the change. This also holds for GAD efforts of programs or projects. The focus at this stage must therefore be on both the management of the project and the participation of the implementing government agency or unit.

In connection with project management, GAD concerns revolve around the following:

- ↳ Support of project leadership, which confers high priority on gender equality goals and facilitates the commitment and release of project resources for gender equality activities
  - ↳ Commitment and technical competence of the project management staff to undertake or implement the project's gender equality strategy
  - ↳ Willingness of the project to tap external GAD expertise to develop internal GAD capacity
  - ↳ Enforcement of procedures and processes that promote women's participation in project activities and benefits
- The development of commitment and capacity must not be limited to the project management staff members, since many of them are contractual or nonregular personnel of the implementing government agency or unit. To ensure that the gender equality initiatives and results continue even after the end of the project, the following issues of agency participation need to be addressed:
- ↳ Involvement of regular agency personnel in the implementation of gender equality activities
  - ↳ Development of the capacity of agency officials and personnel for undertaking GAD initiatives
  - ↳ Institutionalization of the project GAD strategies through their incorporation into the agency's GAD action plans

### PROJECT MONITORING AND EVALUATION

Apart from checking on project management, the progress and performance of projects is periodically assessed as part of project monitoring. Meanwhile, project evaluation generally takes place at the end of the project, although a midterm evaluation is generally conducted in

projects that have run for three years or more. Monitoring and evaluation aims to ascertain the project's success in achieving its targets and goals, assess practices and processes, and cull important lessons from the experiences and problems encountered by the project. A menu of sample GAD monitoring indicators is provided in appendix C.

The harmonized GAD checklist for project monitoring and evaluation in this manual supplements the Regional Project Monitoring and Evaluation System (RPMES) of NEDA. Of special relevance is the gender-responsive RPMES manual that was developed and tested in Caraga Region, which contains, among others, a set of procedures for monitoring the gender-responsiveness of projects (see sidebar) that is useful for implementing the GAD checklist.

Project evaluation must assess the accomplishments of the project vis-à-vis the GAD or gender equality goals and targets it has set up for itself, the anticipated and unanticipated results (at output and outcome levels), and the process through which the results are achieved. The monitoring and evaluation activity is often participative and consultative, involving not only the implementing agency and project management office but also the key women and men affected or benefited by the project. Monitoring and evaluation exercises generally yield lessons for future activities that a project, agency, or donor may undertake to ensure the sustainability not only of initiatives but also of gender equality and women's empowerment results. The rating system suggested in this second edition of the *Harmonized GAD Guidelines* also helps in identifying programs or projects from which "useful practices" may be highlighted and shared, as it demonstrates how gender equality and women's empowerment ideals can be fulfilled.

#### **Procedures for Monitoring the Gender-responsiveness of Projects**

- a. Obtain basic information on the project from the approved project proposal, initial project report, and other related documents and from the project implementers to develop the GAD profile of the project.
- b. Identify the relevant and applicable GAD indicators from the list found in Annex II of this manual which will be used in monitoring and assessing the accomplishments of the project.
- c. Identify the quarterly GAD accomplishments of the project by reviewing progress report/s and consulting with the implementing agencies.
- d. Validate the accomplishments through conduct of site visits and interview with women and men project participants/beneficiaries.
- e. Assess and analyze the project accomplishments vis-à-vis the indicators and the women's empowerment and gender equality framework. The analysis must consider the level of empowerment equality being addressed by the project and the ability of the project to contribute to the achievement of each level of the GEWEF. To specifically evaluate the contribution of the project on the level of Control, a focused group discussion shall be done by the PMC [project monitoring committee] with the women and men beneficiaries at the end of the project.
- f. Provide recommendations on the areas for improvement to make the project gender-responsive or more gender-responsive. Discuss these recommendations with the implementing agencies as inputs for their enhancement of the project and/or submit these recommendations to the higher committees for appropriate action/s.

Source: NEDA-Caraga, "Regional Project Monitoring and Evaluation System (RPMES): A Gender-Responsive Operations Manual," n.d. pp. 34-35.

#### GUIDE FOR ACCOMPLISHING THE CHECKLISTS

Box 16 contains four core elements for a gender-responsive project management and implementation, while box 17 presents the checklist for project monitoring and evaluation. Project monitors and evaluators must assess the degree to which the project meets each requirement at each of the two stages of the project cycle. The guides for accomplishing the two checklists and interpreting the total GAD score are provided below. **The score for the question and the element must be entered in the relevant column in the checklists.**

##### Guide for accomplishing box 16?

1. Put a check  in the appropriate cell (2a to 2c) under "Response" to signify the degree to which a project has complied with the GAD element: under col. 2a if nothing has been done; under col. 2b if an element, item, or question has been partly done or answered; and under col. 2c if an element, item, or question has not been fully complied with.
2. The "partly yes" response is relevant in the following:
  - a. For *Element 1.0*, there are project managers or decision makers who are not supportive of GAD (Q1.1), or there is some, but limited, GAD expertise to ensure that all project contracts or efforts will contain or reflect relevant GAD concerns (Q1.2).
  - b. For *Element 2.0*, only a few members of the project staff have competence to integrate GAD in the project (Q2.1) and project policy has little to do with the presence of women in the implementation team (Q2.2) or the internal or external evaluation teams (Q2.3).
  - c. For *Element 3.0*, there is token, not consistent, participation of relevant Philippine government agency or agencies in project GAD activities (Q3.1); or some mention is made of the project's GAD activities or plans in the agency's GAD plan (Q3.2).
  - d. For *Element 4.0*, there is some, mostly token, mention of GAD concerns or initiatives in project documents, often in a separate GAD section, not in the rest of the document (Q4.1); there is a mention of GAD initiatives but no coherent strategy for integrating GAD into the project (Q4.2); there is a budget for one (token) GAD activity (Q4.3); or involvement of men and women in various phases of subprojects or components supported by the project are limited to the project staff or agency personnel (Q4.4).
3. The response (and score) for an element will be determined as follows:
  - a. "No" to all the items in each element means a "no" (with the associated "0" score) to the element or requirement.
  - b. "Yes" to all the questions under an element means a "yes" (and a "2" score).
  - c. A "no" or "partly yes" to at least one question under an element means "partly yes" to the element. The score for the element is the sum of the scores for its items or questions that falls short of the maximum "2.0."
4. To get the total GAD rating, add all the scores of the elements (the figures in the thickly bordered cells). The maximum score is "8," but a project may be considered as having a gender-sensitive management if it scores at least a "1" in each of the elements, for a minimum total of 4 points. A score lower than "2" in an element indicates that the project needs to improve its performance in that area.

**Box 16. GAD checklist for project management and implementation**

Element and guide question (col. 1)	Response (col. 2)			Score for the item or element (col. 3)
	No (2a)	Partly yes (2b)	Yes (2c)	
<b>1.0 Supportive project management</b> (max score: 2; for each item, 1.0)				<b>1.5</b>
1.1 Is the project leadership (project steering / advisory committee or management) supportive of GAD or gender equality goals? For instance, has it mobilized adequate resources to support strategies that address gender issues or constraints to women's and men's participation during project implementation? (possible scores: 0, 0.5, 1.0)	/			<b>1.0</b>
2.2 Has adequate gender expertise been made available throughout the project? For example, are gender issues adequately addressed in the project management contract and scope of services? (possible scores: 0, 0.5, 1.0)	/			<b>0.5</b>
<b>2.0 Technically competent staff or consultants</b> (max score: 2; for each item, 0.67)				<b>1.67</b>
2.1 Are the project staff members technically prepared to promote gender equality or integrate GAD in their respective positions/locations? OR, is there an individual or group responsible for promoting gender equality in the project? OR, has the project tapped local gender experts to assist its staff/ partners in integrating gender equality in their activities or in project operations? (possible scores: 0, 0.33, 0.67)	/			<b>0.67</b>
2.2 Does the project require the presence of women and men in the project implementation team? (possible scores: 0, 0.33, 0.67)	/			<b>0.67</b>
2.3 Does project require its monitoring and evaluation team (personnel or consultants) to have technical competence for GAD evaluation? (possible scores: 0, 0.33, 0.67)	/			<b>0.33</b>
<b>3.0 Committed Philippine government agency</b> (max score: 2; for each item, 1)				<b>2.0</b>
3.1 Are regular agency personnel involved in implementing project GAD initiatives? OR, are agency officials or personnel participating in GAD training sponsored by the project? (possible scores: 0, 0.5, 1.0)	/			<b>1.0</b>
3.2 Has the agency included the project's GAD efforts in its GAD plans? (possible scores: 0, 0.5, 1.0)	/			<b>1.0</b>
<b>4.0 GAD implementation processes and procedures</b> (max score: 2; for each item, 0.5)				<b>1.0</b>
4.1 Do project implementation documents incorporate a discussion of GAD concerns? IF APPLICABLE: Are subproject proposals required to have explicit GAD objectives and to have been supported by gender analysis? (possible scores: 0, 0.25, 0.50)	/			<b>0</b>
4.2 Does the project have an operational GAD strategy? Alternatively, has the project been effective in integrating GAD into the development activity? (possible scores: 0, 0.25, 0.50)	/			<b>0</b>
4.3 Does the project have a budget for activities that will build capacities for doing GAD tasks (gender analysis, monitoring, etc.) (possible scores: 0, 0.25, 0.50)	/			<b>0.5</b>
4.4 Does the project involve women and men in various phases of subprojects? (possible scores: 0, 0.25, 0.50)	/			<b>0.5</b>
<b>TOTAL GAD SCORE - PROJECT MANAGEMENT</b>				<b>6.17</b>

#### **Guide for accomplishing box 17**

1. Put a check  in the appropriate cell (2a to 2c) under "Response" to signify the degree to which a project has complied with the GAD element: under col. 2a if nothing has been done; under col. 2b if an element, item, or question has been partly done or answered; and under col. 2c if an element, item, or question has been fully complied with.
2. The "partly yes" response is relevant in the following:
  - a. For *Element 1.0*, the project has taken gender equality or GAD outcome or output (Q1.1) or uses GAD indicators in only a few activities, inputs, or outputs (Q1.2). The two instances suggest that GAD has not been integrated into the project monitoring system.
  - b. For *Element 2.0*, there is taken study of GAD or monitoring of GAD impact is limited to only one level of women's empowerment and gender equality, that is, welfare, access, conscientization, participation, or control (Q2.1); classification of data by sex has been done in only one or two of the GAD areas cited (Q2.2); there is limited mention of GAD information in the GAD section of project reports (Q2.3); or when information are reported to higher levels of the project or agency, many of the data classified by sex at the field level have been lost or have become total figures for women and men (Q2.4).
  - c. For *Element 3.0*, not all the improved welfare or status targets are being or have been met (Q3.1); or some or a little capacity to implement gender-sensitive projects has been developed in the implementing agency (Q3.2).
  - d. For *Element 4.0*, there is little awareness within the project of the gender-related effects of the manner of project implementation; thus, very little action has been taken to address the negative gender effects.
  - e. For *Element 5.0*, there is some, mostly token, mention of GAD concerns or initiatives in project documents, often in a separate GAD section, not incorporated in the entire document (Q4.1); there is a mention of GAD initiatives but no coherent strategy for integrating GAD in the project (Q4.2); there is a budget for one (token) GAD activity (Q4.3); or the involvement of men and women in various phases of subprojects or components supported by the project are limited to the project staff or agency personnel (Q4.4).
3. The response (and score) for an element will be determined as follows:
  - a. "No" to all the items in each element means a "no" (with the associated "0" score) to the element or requirement.
  - b. "Yes" to all the questions under an element means a "yes" (and a "2" score).
  - c. A "no" or "partly yes" to at least one question under an element means "partly yes" to the element. The score for the element is the sum of the scores for its items or questions that falls short of the maximum "2.0."
4. To get the total GAD rating for project M&E, add all the scores of the elements (the figures in the thickly bordered cells). The maximum score for project M&E is "12"
5. Add the score for box 16 to the score for project M&E to come up with the total rating for the project implementation phase.

**Box 17. GAD checklist for project monitoring and evaluation**

Element and guide question (col. 1)	Response (col. 2)		Total score for the element (col. 3)
	No (2a)	Partly yes (2b)	
<b>1.0 Project monitoring system being used by the project includes indicators that measure gender differences in outputs, results, and outcomes.</b> (max score: 2; for each item, 1)			<b>1.0</b>
1.1 Does the project require gender-sensitive outputs and outcomes? (possible scores: 0, 0.5, 1.0)	/		0.5
1.2 Does the project monitor its activities, inputs, outputs, and results using GAD or gender equality indicators? (possible scores: 0, 0.5, 1.0)	/		0.5
<b>2.0 Project database includes sex-disaggregated and gender-related information.</b> (max score: 2; for each item, 0.5)			<b>1.75</b>
2.1 Does the project support studies to assess gender issues and impacts? OR, have sex-disaggregated data been collected on the project's impact on women and men in connection with welfare, access to resources and benefits, awareness or consciousness raising, participation, and control? (possible scores: 0, 0.25, 0.50)	/		0.5
2.2 Have sex-disaggregated data been collected on the distribution of project resources to women and men, and on the participation of women and men in project activities and in decision making? IF APPLICABLE: Does the project require its subprojects to include sex-disaggregated data in their reports? (possible scores: 0, 0.25, 0.50)	/		0.5
2.3 Do project and subproject reports include sex-disaggregated data or cover gender equality or CAD concerns, initiatives, and results (that is, information on gender issues and how these are addressed)? (possible scores: 0, 0.25, 0.50)	/		0.5
2.4 Are sex-disaggregated data being "rolled up" from the field to the national level? (possible scores: 0, 0.25, 0.50)	/		0.25
<b>3.0 Gender equality and women's empowerment targets are being met.</b> (max score: 4)			<b>4.0</b>
3.1 Has women's welfare and status been improved as a result of the project? (possible scores: 0, 1.0, 2.0)	/		2.0
Examples of indicators:	<ul style="list-style-type: none"> <li>• The project has helped in raising the education levels and health status of disadvantaged groups of women.</li> <li>• Women's access to productive resources, employment opportunities, and political and legal status has improved.</li> <li>• The project has created new opportunities or roles for women and men.</li> <li>• Men and women have been sensitized to gender issues and women's human rights.</li> <li>• The project has supported or instituted strategies to overcome any adverse effects on women.</li> </ul>		

Element and guide question (col. 1)	Response (col. 2)			Total score for the element (col. 3)
	No (2a)	Partly yes (2b)	Yes (2c)	
• The project has introduced follow-up activities to promote the sustainability of its gender equality results.				
• There are project initiatives to ensure that improvements in the status of women and girls will be sustained and supported after project completion.				
3.2 Has the project helped in developing the capacity of the implementing agency for implementing gender-sensitive projects? (possible scores: 0, 1.0, 2.0)			/ 2.0	
<b>4.0 Project addresses gender issues arising from or during its implementation.</b> (possible scores: 0, 1.0, 2.0) Has the project responded to gender issues that were identified during project implementation or M&E? OR: Has the project addressed gender issues arising from its implementation?		/ 1.0	1.0	
Examples of gender issues:				
• Negative effects on the gender relationship as a result of new roles or resources created for women				
• Additional workloads for women and men				
• Displacement of women by men				
• Loss of access to resources because of project rules				
<b>5.0 Participatory monitoring and evaluation processes</b> (max score: 2; for each item, 1)			2.0	
5.1 Does the project involve or consult woman and man implementors during project monitoring and evaluation? Does it involve woman and man beneficiaries? (possible scores: 0, 0.5, 1.0)		/ 1.0	1.0	
5.2 Have women and men been involved in or consulted on the assessment of the gender impacts of the project? (possible scores: 0, 0.5, 1.0)		/ 1.0	1.0	
TOTAL GAD SCORE - MONITORING AND EVALUATION			9.75	
TOTAL GAD SCORE - PROJECT MANAGEMENT (from box 16)			6.17	
<b>TOTAL GAD SCORE -PROJECT IMPLEMENTATION</b>			<b>15.92</b>	

#### **Interpretation of the GAD score**

- 0 - 3.9 GAD is invisible in the project (proposal is returned).
- 4.0 - 7.9 Proposed project has **promising GAD prospects** (proposal earns a "conditional pass," pending identification of gender issues and strategies and activities to address these, and inclusion of the collection of sex-disaggregated data in the monitoring and evaluation plan).
- 8.0 - 14.9 Proposed project is **gender-sensitive** (proposal passes the GAD test).
- 15.0 - 20.0 Proposed project is **gender-responsive** (proponent is commended).