

Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

REGIONAL OFFICE NO. I



09 February 2022



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DR. DIANA L. IGNACIO

Assistant Secretary for HRMMSSC and OIC, GAD and Regional Support Service
Department of Science and Technology
General Santos Avenue, Bicutan, Taguig City

THRU: MS. MARIA FE B. SINGSON
Supervising Science Research Specialist

Dear ASec Ignacio:

Greetings!

We are respectfully submitting our agency's 2021 Gender and Development (GAD) Accomplishment Report. Attached are the 2021 PIMME and 2021 SETUP Narrative Report for your reference.

Thank you.

Very truly yours,

Boles
ARMANDO Q. GANAL
Regional Director and
Chair, GAD Focal Point System, DOST RO 1

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AQG/RME/mjp

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Postal Address: DMMMSU-MLU Campus, P.O. Box 117
City of San Fernando, 2500 La Union

Telefax No.: (072) 888-3399

Email Address: mail@region1.dost.gov.ph
Website: http://region1.dost.gov.ph

Mobile Nos.: 0998-962-0232 (SMART)
0917-840-8695 (GLOBE)

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ANNUAL GENDER AND DEVELOPMENT (GAD) ACCOMPLISHMENT REPORT
FY 2021

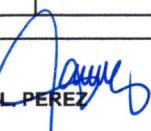
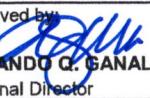
Agency	Department of Science and Technology					Actual GAD Expenditure	30,875,119.37				
Total GAA of Agency	128,725,000.00					% of Budget Utilization	190.47				
Approved GAD Budget	16,210,103.12					% of GAD Expenditure	23.99				
Gender Issue and/or GAD Mandate (1)	Cause of the Gender Issue (2)	GAD 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)	
CLIENT-FOCUSED											
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	Women entrepreneurs, women's group and disadvantaged communities have difficulty in sustaining and upscaling enterprises due to lack of technology and traininG.	To provide women entrepreneurs, women's group and disadvantaged communities technical assistance to sustain and upscale their enterprises.	MFO: Regional Science and Technology Services	Provision of scientific and technical assistance to MSMEs, women entrepreneurs including women's group and disadvantaged communities	Number of women entrepreneurs, women's group and disadvantaged communities trained online - at least 5 women entrepreneurs, women's group and disadvantaged communities trained online	1280% Accomplishment 64 women entrepreneurs, women groups and disadvantage communities trained online	250,000.00	256,195.20	DOST 1 GFPS, RPMO and PSTCs	Done. Provision of online trainings to beneficiaries are giving them chances of gaining more knowledge and skills in upscaling their enterprises regardless of the restrictions brought by the pandemic.	
ORGANIZATION-FOCUSED											
Participation in the Annual Women's Month Celebration as per RA 6949 or the National Womens Month Celebration	To highlight the importance and increase awareness of DOST employees on the role of women in Science and Technology and change the conservative mindsets pertaining stereotype roles of women.	To increase awareness and participation of DOST staff and officials in the celebration of the	MFO: General Administration and Support services.	Participate in the Online Women's Month Celebration: a PCW-led, b. DOST-led, c. In cooperation with LGU, d. Regional Cooperation	Number of activities conducted in celebration of Women's Month - 3 GAD activities conducted No. of DOST-led Women's Month Celebration activities participated online - 1 DOST-led Women's Month Celebration activities participated online No. of Women's Month Celebration activities participated online - 2 Women's Month Celebration participated online	533% Accomplishment 16 GAD Activities conducted by DOST 1 100% Accomplishment 1 DOST-led Women's Month Celebration activity participated 150% Accomplishment 4 Women's Month Celebration participated online	100,000.00	97,819.75	DOST 1	Done. DOST 1 Activities 1.Kick-Off Activity – Techno Presensya with DZAG Radio Pilipinas Ago (March 1, 2021) 2.International Women's Day – PRIME HRM Bronze Award Celebration / Re-Certification of ISO 9001:2015 / Launching of RSTL Services (March 8, 2021 AM) 3.Webinar on Women in Science Leadership (March 8, 2021 PM) Male – 4, Female-26, Prefer not to Say - 15 4.Webinar on COVID-19 Vaccine (March 11, 2021) Male – 57, Female – 89 5.Webinar on 7S of Good Housekeeping: Setting the Pathway to a Safe and Healthy Workplace in the Period of Pandemic (March 15, 2021) Male – 184, Female-259, Prefer not to Say – 2 6.TechTalk Webinar on the Promotion of	

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)
					Number of employees participated in the WMC spearheaded by the region - at least 60 employees participated in the WMC spearheaded by the region	163.33 Accomplishment 98 employees participated in the WMC spearheaded by DOST 1				Matured-DOST-generated and Funded Technologies (March 17, 2021) Male – 38, Female-11, Prefer not to Say – 27 7.Training on Ube Processing (March 18, 2021) Male – 57, Female – 57 8.Serbisya para kay Juan at Juana ng DOST 1 (March 22, 2021) Male – 14, Female-37, Prefer not to Say – 1 9.Training Workshop on News and Feature Writing (March 23, 2021) Male – 11, Female-28 10.Pagkilala kay Juan at Juana ng DOST 1 11.Culminating Activity - Techno Presensya with DZAG Radio Pilipinas Agoo (March 29, 2021) 12.Distribution of advocacy materials (shirts, alcohol spray bottles and facemasks); 13.Hanging of advocacy streamers; 14.Posting of NWMC Banner photo at FB page and website; 15.Purple Mondays; and 16.Halal Assurance and Management System e-Series Course (March 17-19, 2021) Participation to other NWMC Activities 1.1st Virtual Ilocos GAD Convention (March 25-26, 2021) 2.DOST GAD Luzon Cluster (March 23, 2021) 3.Webinar organized by DOST CO (March 30, 2021)
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	Need to continually raise the awareness of DOST employees on the vigilance of ending violence against women and children	To ensure support and active participation of DOST Officials and employees in the activities for the Annual 18-Day Campaign to End VAW	MFO: Regional Science and Technology 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 employees attended an activity in support of the 18-Day Campaign to End VAW - 60 employees attended an activity in support of the 18-day Campaign to End VAW Number of activities in support of the 18-Day Campaign to End VAW participated at least 2 activities in support of the 18-day Campaign to End VAW participated Number of IEC materials on VAW produced and posted - 2 IEC materials (articles posted in official social media accounts) on VAW produced and posted	350% Accomplishment 7 activities conducted in support to the campaign 155% Accomplishment 93 employees participated in the activities in support to the campaign 200% Accomplishment 4 IEC materials produced and posted in the Official GAD FB Page of DOST 1	32,500.00	87,720.00	DOST 1	Doe. DOST 1 Activities 1.Sabayang Pagbigkas Challenge 2.Photo Contest 3.Orange your icons / use of the 18-day campaign to End VAW Facebook Profile Frame 4.Launching of the DOST 1 GAD Facebook Page as Kick-Off Activity 5.Participation in the online campaign thread about the observance of the campaign in social media accounts using hashtags: #VAWfreePH #FilipinoMarespeto, #SafeSpacesKasaliTayo 6.Hanging of Tarpaulins in Regional Office and PSTCs 7.Distribution of Advocacy and IEC Materials on VAW to DOST 1 staff Participation to other Campaign Activities 1.Kick-off program led by RGADC and RAGE; 2.Culminating activity led by RGADC and RAGE 3.Verdict film viewing c/o DOST-STII

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Absence of an internal rewards and incentive system in DOST Central Office and Regional Offices to recognize and motivate GFPS members to implement gender mainstreaming activities	Lack of knowledge and appreciation of DOST employees on GAD	To enhance organizational effectiveness by using rewards and incentives in promoting gender responsiveness in the agency as provided under the Magna Carta of Women	MFO: Regional Science and Technology Service	Incorporation of rewards and incentive system to facilitate institutionalization of gender mainstreaming in DOST Central Office and Regional Offices I	Number of online recognition of unit/department that best respond to the gender needs of men and women stakeholders and employees affected by COVID 19 - 3 online recognition of unit/department that best respond to the gender needs of men and women stakeholders and employees affected by covid-19	267% Accomplishment 8 Unit/Department were given online recognitions to its staff	15,000.00	16,100.00	DOST 1 GFPS	Done. 46 staff (22 Males, 24 Females) were given Token and Certificate of Appreciation for their invaluable assistance during the conduct of all DOST 1 GAD activities for FY 2021.
Establishment /maintenance of GAD webpage / GAD corner and other mechanism to facilitate gender mainstreaming	Advocacy on GAD to increase awareness of employees is not given priority	To increase awareness of GAD of DOST employees through maintenance of GAD webpage and GAD corner	MFO: Regional Science and Technology Service	Maintenance of GAD webpage in the agency website and enhancement of the GAD Corner	Number of GAD webpage maintained/updated - 1 GAD webpage maintained/updated Number of GAD info materials posted - 2 info materials posted	200% Accomplishment 2 GAD Webpage maintained/updated and created 700% Accomplishment 14 info materials posted in newly created Official GAD Facebook Page	5,000.00	0.00	DOST 1 GFPS and ITSM Unit	Done. The Official GAD Facebook Page was launched as part of the Kick-off activity of DOST in the observation of the 18-day Camapign to End VAW
Need to strengthen network and linkages with other agencies in the implementation of GAD programs in the region to improve gender mainstreaming	Network and linkages with other agencies is a necessity for partner agencies in the region to acquire knowledge on best practices on gender mainstreaming	To strengthen network and linkages with other member agencies in the Regional GAD Committee	MFO: Regional and Science and Technology Service	Provide support in the Regional GAD Committee as member	Number of RGADC meetings participated - 4 RGADC meetings participated 11 11	200% Accomplishment 8 RGADC meetings participated *Hosted the 4th Quarter Regular RGADC Meeting via Zoom platform 10	2,000.00	0.00	RGADC Focal Person and Alternate	Done. Participated in 4 Quarterly Meetings and 4 TWG/Special Meetings conducted by RGADC. Participated in the Deepening Session for RGADC Member Agencies last December 15-17, 2021.
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.	MFO: General Administration and Support Services	Establishment of child minding facility and lactation room for Regional Offices' staff with children.	Number of lactation centre maintained - 1 lactation centre maintained	100% Accomplishment 1 Lactation Center maintained	30,000.00	0.00	DOST 1 GFPS	Done. No budget utilized because on the surge of covid cases within the agency, some DOST 1 staff tested positive which therefore, limits the mobilization of staff from entering one room to another. However, the lactation station was still maintained.

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GAD ACTIVITIES REPORT										
Lack of GAD awareness of DOST scholars	DOST Scholars do not have access to GAD orientations/ trainings	To increase awareness of undergraduate DOST scholars on GAD and other gender-related issues.	MFO: Human Resource Development Program	Conduct of online Gender Sensitivity Training to DOST Undergraduate scholars including online info-dissemination pertaining to the prevention of the COVID 19 pandemic	Number of online Gender Sensitivity Training conducted to scholars - 1 online GST conducted to scholars	300% Accomplishment 1 GST conducted for scholars via Zoom platform 2 GAD-related webinars conducted via Zoom platform	10,000.00	14,907.89	DOST 1 GFPS and Scholarship Unit	<p>Done.</p> <p>The activities was conducted during the 2021 National Science and Technology Week Celebration in the region last October 2021.</p> <ul style="list-style-type: none"> a. Understanding Basic GAD Concepts and SOGIESC - October 11, 2021 at 1:00 PM. The webinar got a 4.60 evaluation rating assessed by 69 Zoom attendees and 47 FB live viewers. b. Gender Issues and Students Vulnerability to Covid-19 - October 22, 2021 at 1:00 PM. The webinar got a 4.77 evaluation rating assessed by 79 Zoom attendees and 38 FB live viewers. c. Effects of Cyberbullying, Misinformation, and Online Sexual Abuse to Students - October 26, 2021 at 1:00 PM. The webinar got a 4.87 evaluation rating assessed by 160 Zoom attendees and 409 FB live viewers.
Some employees including the newly-hired employees have low level or limited appreciation of GAD and 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.	MFO: General Administration and Support Services	Conduct capacity building on GAD like online Gender Sensitivity Training including online-dissemination of GAD matters through webpage	Number of online Gender Sensitivity Training conducted - 1 online Gender Sensitivity Training Conducted	400% Accomplishment 1 activity was conducted for newly-hired staff 3 GAD-related webinars conducted via Zoom platform	10,000.00	20,035.06	DOST 1	<p>Done.</p> <p>An Orientation on the Basic GAD Concepts was conducted for newly hired staff last June 10, 2021 via MS Teams platform. This was participated by 14 Males and 19 Females.</p> <p>Other GAD-related webinars conducted during the 2021 National Science and Technology Week celebration last October 2021:</p> <ul style="list-style-type: none"> a. Training on the Use of Gender-fair Language - October 15, 2021, at 1:00 PM. The webinar got a 4.73 evaluation rating assessed by 72 Zoom attendees and 33 FB live viewers. b. Psyche it Away: Psychological and Mental Health Issues and How Gender Affects the Way We Think - October 19, 2021 at 1:00 PM. The webinar got a 4.77 evaluation rating assessed by 65 Zoom attendees and 23 FB live viewers. c. Orientation on Safe Spaces Act (RA 11313) for its 80 personnel on May 3, 2021 via Microsoft Teams platform.

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)
Top management officials are not yet oriented on GAD	Lack of opportunity for top management officials to attend GAD trainings	To increase knowledge of top management officials towards gender and development	MFO: Regional Science and Technology Services	Conduct Executive Briefing on Gender and Development for Top Management	No. of Executive Briefing on GAD conducted - 1 Executive Briefing on GAD conducted	100% Accomplishment 1 Executive Briefing on GAD for GFPS conducted	10,000.00	6,100.00	DOST 1 GFPS	Done. The activity was conducted last September 3, 2021 via Zoom platform and was participated by 17 GFPS members, 9 female and 8 males.
Limited workforce to focus on Gender Mainstreaming efforts of the agency	Multiple priorities of the GFPS of DOST CO and ROs make it difficult to coordinate and regularly monitor implementation of GAD program.	To ensure that GFPS members have assistance in coordinating and monitoring implementation of GAD programs of the region.	MFO: General Administrative 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	100% Accomplishment 1 Personnel hired	293,223.12	300,658.51	DOST 1	Done. The salary of the hired staff was increased to 25,446.00 from 24,262.80.
Limited institutional mechanisms to ensure gender mainstreaming efforts in the plans, programs and activities of the agency	No assessment conducted on the gender responsiveness of the agency's programs in the region.	To assess the gender responsiveness of CEST implementation in the region through application of HGDG tool.	MFO: Regional Science and Technology Services	Conduct of assessment of CEST programs using the Harmonized Gender and Development Guidelines.	No. of CEST program assessed - 1 CEST program assessed	100% Accomplishment 1 CEST program assessed	5,000.00	2,250.00	DOST 1 GFPS, CEST Staff	Done. GFPS conducted a blended (face-to-face and virtual) focus group discussion and Harmonized Gender and Development Guidelines (HGDG) workshop on Community Empowerment through Science and Technology (CEST) Operations Manual last June 22, 2021. The activity was participated by 13, composed of 7 females and 6 males, GFPS Members, Provincial S&T Center (PSTC) Alternates/ Representatives and CEST Program Implementers.
Limited institutional mechanism to ensure gender mainstreaming efforts in the plans, programs and activities in the DOST Central Office and Regional Offices;	Lack of capacity among GFPS members to mainstream gender and attribute major programs using the Harmonized GAD guidelines	Enhanced capacity of GFPS members on gender mainstreaming	MFO: Regional Science and Technology Service	Capacity building on the use of the Harmonized Gender and Development Guidelines	No. of training-workshop on HGDG attended by GFPS members - 1 training workshop on HGDG attended by GFPS members	100% Accomplishment 1 Training-workshop on HGDG attended by GFPS	10,000.00	0.00	DOST 1 GFPS	Done. A total of 12, composed of 4 males and 8 females, GAD Focal Point System (GFPS) Members and Project Implementers actively participated in the Virtual Training on Mainstreaming GAD Elements in the Project Development Cycle using the Harmonized Gender and Development Guidelines conducted last June 16-17, 2021 via Zoom platform and Facebook Live.
Limited utilization of sex-disaggregated data to use as basis to surface gender issues of the agency	Collection and updating of sex disaggregated data is not regularly done	To institutionalize GAD database and collect SDD regularly	MFO: General Administration and Support Services	Collection of data on male and female workers, cooperators and other relevant data and conduct of online trainings or orientation on the importance of gender statistics.	Number of GAD database maintained - 1 GAD database maintained	100% Accomplishment 1 GAD database maintained	0.00	0.00	DOST 1 GFPS	Done.

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)
Low level awareness among DOST employees in the Central Office and Regional Offices on gender and development	Lack of IEC materials to ensure that GAD related information and materials are disseminated.	To provide and reproduce gender-sensitive IEC and other advocacy materials for distribution in DOST	MFO: General Administration and Support Services	Development and reproduction of gender-sensitive IEC and other advocacy materials for distribution in DOST including online info-dissemination on instituted measures or programs offered by government agencies and updates in response to GAD issues in the midst of the COVID 19 pandemic	No. of GAD related IEC Materials developed - at least 2 GAD related IEC materials developed Number of online info-dissemination on programs and updates in response to GAD issues during the COVID 19 pandemic - at least 3 online info-dissemination in response to GAD issues during the COVID 19 pandemic	150% Accomplishment 3 GAD related IEC materials developed 100% Accomplishment 3 info-dissemination materials posted online	0.00	0.00	DOST 1 GFPS and S&T Promotion and Advocacy and ITSM Unit	Done.
Sub - Total							772,723.12	801,786.41		
ATTRIBUTED PROGRAM										
							15,437,380.00	30,073,332.96		CY 2021 GAD Score is 15.92 (See attached GAD Checklist - PIMME) CY 2021 Actual SETUP Expenditure - Php 37,780,569.04
TOTAL						P	16,210,103.12	30,875,119.37		
Prepared by: MAUREEN HEIDN PEREZ project Assistant II		Reviewed by: RACQUEL M. ESPIRITU ARD for Technical Services		Approved by: ARMANDO Q. CANAL Regional Director		Date:				09 February 2022 MO/DAY/YR

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

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 not regular 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)	
1.0 Supportive project management (max score: 2; for each item, 1.0)				1.5
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)		/		1.0
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)	/			0.5
2.0 Technically competent staff or consultants (max score: 2; for each item, 0.67)				1.67
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)		/		0.67
2.2 Does the project require the presence of women and men in the project implementation team? (possible scores: 0, 0.33, 0.67)		/		0.67
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)	/			0.33
3.0 Committed Philippine government agency (max score: 2; for each item, 1)				2.0
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)		/		1.0
3.2 Has the agency included the project's GAD efforts in its GAD plans? (possible scores: 0, 0.5, 1.0)		/		1.0
4.0 GAD implementation processes and procedures (max score: 2; for each item, 0.5)				1.0
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)	/			0
4.2 Does the project have an operational GAD strategy? Alternately, has the project been effective in integrating GAD into the development activity? (possible scores: 0, 0.25, 0.50)	/			0
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)		/		0.5
4.4 Does the project involve women and men in various phases of subprojects? (possible scores: 0, 0.25, 0.50)		/		0.5
TOTAL GAD SCORE - PROJECT MANAGEMENT				6.17

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 token 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 token 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.

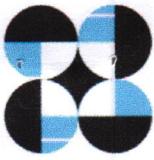
Box 17. GAD checklist for project monitoring and evaluation

Element and guide question (col. 1)	Response (col. 2)			Total score for the element (col. 3)
	No (2a)	Partly yes (2b)	Yes (2c)	
1.0 Project monitoring system being used by the project includes indicators that measure gender differences in outputs, results, and outcomes. (max score: 2; for each item, 1)				1.0
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
2.0 Project database includes sex-disaggregated and gender-related information. (max score: 2; for each item, 0.5)				1.75
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 GAD 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
3.0 Gender equality and women's empowerment targets are being met. (max score: 4)				4.0
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"> • The project has helped in raising the education levels and health status of disadvantaged groups of women. • Women's access to productive resources, employment opportunities, and political and legal status has improved. • The project has created new opportunities or roles for women and men. • Men and women have been sensitized to gender issues and women's human rights. • The project has supported or instituted strategies to overcome any adverse effects on women. 				

Element and guide question (col. 1)	Response (col. 2)			Total score for the element (col. 3)
	No (2a)	Partly yes (2b)	Yes (2c)	
<ul style="list-style-type: none"> 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
4.0 <i>Project addresses gender issues arising from or during its implementation.</i> (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
Examples of gender issues: <ul style="list-style-type: none"> 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 				
5.0 <i>Participatory monitoring and evaluation processes</i> (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
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
TOTAL GAD SCORE - MONITORING AND EVALUATION				9.75
TOTAL GAD SCORE - PROJECT MANAGEMENT (from box 16)				6.17
TOTAL GAD SCORE -PROJECT IMPLEMENTATION				15.92

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).



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY

REGIONAL OFFICE NO. I



Project Title	Small Enterprise Technology Upgrading Program
Project Location	Ilocos Region
Proponent	Department of Science and Technology Region 1
Project Beneficiaries	Micro, small and medium enterprises (MSMEs) in Region 1
Total Project Cost	Target: Php 35,570,000.00 Accomplished: 35,545,101.00
Sector/Area of Concern	<ul style="list-style-type: none"> • Food Processing • Furniture • Gifts, decors, handicraft • Agriculture / Marine / Aquaculture / Horticulture • Metals and engineering • Health Products & Services and Pharmaceuticals • Information and Communications Technology (ICT) products

BACKGROUND AND RATIONALE

Recognizing the critical role of Micro, Small and Medium Enterprises (MSMEs) in generating employment, earning foreign exchange and stimulating growth and development particularly in the rural areas, President Gloria Macapagal Arroyo has refocused economic policies to support and sustain the growth of the manufacturing sector through the development of MSMEs. The president also called for efforts to expand domestic markets and assists MSMEs in penetrating non-traditional markets for sustained growth and competitiveness.

However, to be able to do this, MSMEs need substantial support in terms of:

- a. New technologies;
- b. Technical human resource training;
- c. Access to capital;
- d. Access to markets;
- e. Product standards and testing facilities;
- f. Appropriate packaging and product labeling;
- g. Sustainable raw material supply;
- h. Access to information;
- i. Better/more efficient transport facilities.

To help provide some if not all of these needs, the Department of Sciences and Technology (DOST) launched Small Enterprise Technology Upgrading Program (SETUP) in response to the President's call for more focused programs of assistance for MSMEs. SETUP is a nationwide strategy to encourage and assist MSMEs to adopt technological innovations to improve their operations and thus boost their productivity and competitiveness. The program enables firms to address their technical problems.

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Postal Address: DMMMSU-MLU Campus, P.O. Box 117
City of San Fernando, 2500 La Union

Telefax No.: (072) 888-3399

Email Address: mail@region1.dost.gov.ph
Website: http://region1.dost.gov.ph

Mobile Nos.: 0998-962-0232 (SMART)
0917-840-8695 (GLOBE)



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through technology transfer and technological interventions to improve productivity through better product quality, human resources development, cost minimization and waste management, and other operation related activities.

Key results include the SETUP Technology Upgrading Projects to 52 firms owned by 18 females and 34 males throughout the region.

PROJECT OBJECTIVES

The Program enables MSMEs to address their technical problems and improve productivity and efficiency through:

- Infusion of appropriate technologies to improve products, services and/or operations
- Human resource training, technical assistance and consultancy services
- Design of functional packages and labels
- Assistance in the establishment of product standards including testing
- Database management system
- Provision of assistance for technology acquisition

IMPLEMENTING UNITS

The program is being implemented by the different regional and provincial offices of the Department of Science and Technology (DOST).

The Regional Director is the designated SETUP Program Director in the region, and he/she shall ensure the proper implementation of the Program in his/her region.

The Steering Committee shall oversee the implementation of SETUP nationwide. It shall be composed of the DOST-Undersecretary for Regional Operations as the Chairperson, DOST Regional Directors designated as cluster heads, and heads of TAPI, PCIEERD and director representative of DOST Research and Development Institutes. The Committee shall validate projects approved at the regional level to ensure that all projects approved are within the purview of DOST GIA policy guidelines including this guidelines, and recommend policies to ensure proper implementation of the program.

The staff of Office of the Undersecretary for Regional Operations shall serve as the secretariat of the Steering Committee.

The DOST-GIA EXECOM shall act on policy recommendations of the steering committee and shall approve projects beyond the delegated authority of the Region Directors.

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Postal Address: DMMMSU-MLU Campus, P.O. Box 117
City of San Fernando, 2500 La Union

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Email Address: mail@region1.dost.gov.ph
Website: http://region1.dost.gov.ph

Mobile Nos.: 0998-962-0232 (SMART)
0917-840-8695 (GLOBE)

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