

INTER-OFFICE MEMORANDUM		FILE/ REF. NO.: 4Ps-SSDMD-A-CERT- 21-07-101606-5
FOR:	GEMMA B. GABUYA Director IV and National Program Manager Pantawid Pamilyang Pilipino Program	06 July 2021
THRU	ROSALIE D. DAGULO <i>mdg/19/21</i> OIC Deputy Program Manager for Operations	
FROM:	The OIC - Division Chief Social Services Delivery and Management Division	
SUBJECT:	Endorsement of the Final GAD Mapping and Assessment Guidance Notes	

May we respectfully endorse to your office the Final 4Ps GAD Mapping and Assessment Guidance Notes. This version of the guidance notes is revised and improved based on the technical comments and inputs of the ManCom members, the field offices, and the gender consultant of the ADB as part of their Expanded Social Assistance Project (ESAP).

This document guides all the 4Ps national, regional, and field staff in conducting GAD mapping and assessment among the program beneficiaries to identify gender issues and gaps based on realistic, strategic, and need-based interventions.

Once approved, the Social Services Delivery Management Division will invite the Regional GAD Officers for a brown-bag session to orient them on the GAD Mapping and Assessment Guidance Notes operationalization.

For your approval.

Thank you so much.



RONALD E. CASTRO

Guidance Notes in Conducting Gender and Development (GAD) Mapping and Assessment of the Pantawid Pamilyang Pilipino Program Beneficiaries

I. Rationale

The Pantawid Pamilyang Pilipino Program (4Ps), as one of the core social protection programs of the DSWD, plays a significant role in advocating gender and development (GAD). Since “gender” and “development” are highly inseparable and integral components, the program recognizes that it promotes gender equality and encourages inclusive and sustainable development. GAD, as a strategy, aims to promote women’s human rights and eliminate gender discrimination in its systems, structures, policies, programs, and processes. As a program that contributes to the achievement of women’s empowerment, 4Ps creates opportunities for women to transcend beyond their traditional reproductive and stereotypical roles by building their awareness of their basic rights, capacities, and potentials for active community participation and leadership.

As a conditional cash transfer program, 4Ps increases and strengthens the poor and the vulnerable sectors’ access to health, education, and other complementary and developmental services. It directly contributes to the Department of Social Welfare and Development (DSWD)’s organizational outcome, that is, “improved level of well-being of poor families” through affecting structural changes in gender relations and dynamics in every 4Ps home. These structural changes are known as “transformed gender relations”. Transformed gender relations is an outcome where intra-household dynamics are influenced to change towards sharing in all spheres of life, i.e., shared decision-making, shared parenting, shared budgeting, elimination of all forms of gender-based discrimination and violence.

To uphold its role in advancing GAD, 4Ps should ensure the gender responsiveness of the program. One of the core elements of a gender-responsive program is the conduct of gender analysis in identifying gender issues. Gender analysis involves the process of identifying gendered vulnerabilities, gender issues, and gaps in terms of access to and control over resources, opportunities, and benefits; understanding why these vulnerabilities, issues, and gaps exist and persist, and what actions should be done to reduce or address them while managing and implementing a program.

In the context of Pantawid Pamilya implementation, the conduct of gender analysis is imperative in order to identify the gender needs, issues and gaps that cripple the capacity of partner-beneficiaries from complying with Program conditions, and which eventually hamper the achievement of “transformed gender relations” and “improved well-being.” It is along with this context that GAD mapping and assessment are used as strategies in identifying client-focused issues. The issues are further examined in order to come up with an appropriate multi-stakeholder response as well as for their possible implications to program implementation

II. Legal Basis

1. Global Policies

- 2030 Agenda for Sustainable Development

Goal 5: Achieve gender equality and empower all women and girls.

Empowering women and girls to reach their full potential requires that they have equal opportunities to those of men and boys. This means eliminating all forms of discrimination and violence against them, including violence by intimate partners, sexual violence, and harmful practices.

Goal 10: Reduce inequality within and among countries

Reducing inequalities in income as well as those based on sex, age, disability, race, class, ethnicity, religion, and opportunity – both within and among countries. World leaders recognized the positive contribution of international migration to inclusive growth and sustainable development while acknowledging that it demands coherent and comprehensive responses.

2. Convention and Commitment

- Convention on the Elimination of All Forms of Discrimination against Women (CEDAW): Bill of Rights

Article 2. States Parties condemn discrimination against women in all its forms, agree to pursue by all appropriate means and without delay a policy of eliminating discrimination against women.

3. Local Laws and Policies

- The 1987 Constitution

Section 13. The State recognizes the vital role of the youth in nation-building and shall promote and protect their physical, moral, spiritual, intellectual, and social well-being. It shall inculcate in the youth patriotism and nationalism, and encourage their involvement in public and civic affairs.

Section 14. The State recognizes the role of women in nation-building and shall ensure the fundamental equality before the law of women and men.

- Ambisyon Natin 2040

All sectors of society, whether public or private, should direct their efforts towards creating opportunities for Filipinos to enjoy a matatag, maginhawa at panatag na buhay. Government, in particular, must use its tools of fiscal, monetary, and regulatory policies to steer the development path towards enabling Filipinos to attain their AmBisyon.

- Republic Act No. 11310: 4Ps Act

Section 4. The Pantawid Pamilyang Pilipino Program (4Ps) is the national poverty reduction strategy and a human capital investment program that provides conditional cash transfers to poor households for a maximum period of seven (7) years to improve the health, nutrition, and education aspect of their lives.

- Republic Act 7610: Special Protection of Children Against Abuse, Exploitation and Discrimination Act
Section 2. It shall be the policy of the State to protect and rehabilitate children gravely threatened or endangered by circumstances which affect or will affect their survival and normal development and over which they have no control.
- Republic Act No. 9710: The Magna Carta of Women
Section 2. The State affirms women's rights as human rights and shall intensify its efforts to fulfill its duties under international and domestic law to recognize, respect, protect, fulfill, and promote all human rights and fundamental freedoms of women, especially marginalized women, in the economic, social, political, cultural, and other fields without distinction or discrimination on account of class, age, sex, gender, language, ethnicity, religion, ideology, disability, education, and status.
- PCW-NEDA-DBM Joint Circular 2012-01: Guidelines for the Preparation of Annual Gender and Development (GAD) Plans and Budgets and Accomplishment Reports to Implement the Magna Carta of Women
Section 2.1. GAD Planning shall be integrated in the regular activities of the agencies, the cost implementation of which shall be at least five percent (5%) of their total budgets.
- PCW Resolution 01 s, 2019: Adopting the Compendium of Indicators for Monitoring and Evaluation of Gender Equality and Women's Empowerment (GEWE) in the Philippines
With its monitoring and evaluation (M&E) function, the PCW established a results-based monitoring and evaluation system (RBMES) with the twin objectives of improving the M&E of gender equality and women's empowerment results and enhancing the culture of and capacity for results-based M&E among national Government agencies, local government units and other stakeholders.

4. Department Policies

- AO 5, s. 2012: DSWD Guidelines on Gender and Development (GAD) Mainstreaming
The DSWD shall institutionalize gender mainstreaming. It shall ensure and advocate for, guide, coordinate and monitor the development, implementation,

review, and updating of the Department's GAD Plans and GAD-related programs, services, activities, and projects.

- AO 19, s. 2020: Adopting the Department of Social Welfare and Development (DSWD) Gender and Development (GAD) Agenda
The DSWD GAD Agenda focuses on different areas of human development such as education, health and nutrition, labor and employment, disaster resilience, peace and security, taking into account the effect of migration, violence, occurrence of disaster, climate change among others.
- AO 3, s. 2020: Department of Social Welfare and Development (DSWD) COVID-19 Response and Recovery Plan (2020-2022)
It is anticipated that the impact of COVID-19 would affect poverty statistics as more people are exposed to deeper risks and higher vulnerabilities. Further, women and children who experienced violence require essential services in times of crisis.

III. Objectives

This Guidance Notes will provide direction and a set of tools to use in conducting the GAD mapping and assessment, in compliance with all the existing Department's, national, and international policies on gender mainstreaming.

Specifically, it aims to:

1. Identify the necessary steps in data collection, gender assessment, and analysis;
2. Determine ways of utilizing data collected in case management, program planning and intervention, and lobbying for support with partner implementers and stakeholders;
3. Ensure that all household cases are being provided with action taken and/or intervention for a timely resolution of the case; and,
4. Provide guidance on how to conduct GAD mapping and assessment in situations like the pandemic and other similar crises.

IV. Coverage

This document shall guide all the 4Ps national, regional, and field staff in conducting GAD mapping and assessment among the program beneficiaries to identify gender issues and gaps as bases of realistic, strategic, and need-based interventions.

V. Definition of terms

1. **“Affirmative action or temporary special measures”** redress the effects of past or continuing discrimination in order to effect de facto equality of opportunity and treatment between men and women. Such measures are targeted at a particular group and are intended to eliminate and prevent discrimination and to offset disadvantages arising from attitudes, behavior, and structures based on stereotypes concerning the division of societal roles between men and women. (*Source: International Labor Organization*)
2. **“Beneficiary Tracking Report (BTR)”** is a tool for tracking and monitoring the validated reasons for 4Ps beneficiaries' noncompliance with program conditions, as well as the actions and interventions provided by the caseworker to non-compliant household beneficiaries.
3. **“GAD Focal Point System (GFPS)”** is an interacting and interdependent group of people in all government instrumentalities tasked to catalyze and accelerate gender mainstreaming. It is a mechanism established to ensure and advocate for, guide, coordinate, and monitor the development, implementation, review, and updating of their GAD plans and GAD-related programs, activities, and projects (PAPs).
4. **“Gender”** is used to describe those characteristics of men and women which are socially determined, in contrast to those which are biologically determined.
5. **“Gender assessment (analysis)”** is designed to provide information about the different needs, capacities, and coping strategies of women, men, girls, and boys in a crisis. (*Source: CARE International*)
6. **“Gender and Development (GAD)”** refers to the development perspective and process that are participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination, and actualizing human potential. It seeks to achieve gender equality as a fundamental value reflected in development choices. It contends that women are active agents of development, not just passive recipients of development. (*Source: The Magna Carta of Women*)
7. **“Gender issue”** is any issue or concern determined by gender-based and/or sex-based differences between women and men, and boys and girls. It includes all aspects and concerns related to their lives and situations in society, to the way they interrelate, their differences in access to and use of resources, their activities, and how they react to changes, interventions and policies. (*Source: European Institute for Gender Equality*)
8. **“Gender Red Sites template”** is an attempt to systematize the gathering, consolidating, and presenting an overall picture regarding the number of cases of 4Ps beneficiaries who have experienced or are experiencing various forms of gendered vulnerabilities and gender-based violence.
9. **“Gender responsiveness”** is the ability to identify and acknowledge the existing differences and inequalities between women and men, and articulate policies and initiatives which address the different needs, aspirations, capacities, and contributions of women and men.

10. **“Gender sensitivity”** is the ability to consider the impact of policies, projects, and programs on men, women, boys, and girls and try to mitigate the negative consequences thereof.
11. **“Gender-Based violence”** is any act that is perpetrated against a person’s will and is based on gender norms and unequal power relationships. It encompasses threats of violence and coercion. It can be physical, emotional, psychological, or sexual in nature, and can take the form of a denial of resources or access to services. It inflicts harm on women and men, girls and boys.
12. **“Gendered vulnerability”** refers to the characteristics of women and men, girls and boys, and their situation influencing their capacity to anticipate, cope with, resist and recover.
13. **“Practical gender needs”** (or basic gender needs) are needs that arise from actual conditions which women and men experience due to the gender roles assigned to them in society. They are often related to women as mothers, homemakers, and providers of basic needs, and are concerned with inadequacies in living and working conditions, such as food, water, shelter, income, health care, and employment. (*Source: International Labor Organization*)
14. **“Perennially non-compliant”** refers to cases that have been non-compliant for the last two (2) periods.
15. **“Risky behavior”** refers to any consciously, or non-consciously controlled behavior with a perceived uncertain outcome or costs for the physical, economic or psycho-social well-being of oneself or others.
16. **“Sex disaggregated data”** is the collection and use of quantitative and qualitative data by sex (i.e., not gender) is critical as a basis for gender-sensitive research, analysis, strategic planning, implementation, monitoring, and evaluation of programs and projects. The use of these data reveals and clarifies gender-related issues in areas such as access to and control over resources, division of labor, violence, mobility, and decision-making. (*Source: International Labor Organization*)
17. **“Special and Difficult Circumstances”** are complex situations faced by particularly vulnerable groups requiring special attention and practical support to help them overcome the difficult situation especially those that are threatening the health and safety of the individual or family.
18. **“Strategic gender needs”** are the required needs to overcome the subordinate position of women to men in society and relate to the empowerment of women. Strategic gender needs vary in each context and are related to gender divisions of labor, resources, and power and may include legal rights, protection from domestic violence, equal wages, increased decision making, and women’s control over their own bodies. (*Source: International Labor Organization*)

VI. Principles

1. **Evidence-based** - GAD mapping and assessment shall use social and behavioral data, available GAD statistics, and evidences to plan, implement, monitor, and evaluate preventive and responsive interventions that will help the beneficiaries resolve the issues hindering them from complying with the program conditions and achieving an improved level of well-being.
2. **Gender justice** - GAD mapping and assessment shall pursue affirmative actions to prevent existing forms of gender discrimination and address prevailing gender inequalities and inequities.
3. **Non-discriminatory** - GAD mapping and assessment activities shall be founded on the principle that guarantees that human rights are exercised without discrimination of any kind based on race, color, sex, language, religion, political or other opinions, national or social origin, property, birth, or other status such as disability, age, marital and family status, sexual orientation and gender identity, health status, place of residence, economic and social situation
4. **Participatory** - In the conduct of GAD mapping and assessment, the participation of all stakeholders throughout the strategic process allows for local and cultural specificities and perspectives to be included in the design, testing, and implementation of communication strategies. It also ensures that key principles of human rights, gender equality, and results-based management standards are addressed.
5. **Rights-based** - GAD mapping and assessment activities shall also serve as venues to create awareness of people's own rights by empowering participation on social and political issues and rights so that they can successfully advocate for changes and policies that would improve their well-being and living conditions.

VII. Operational Guidelines

A. Definition and purpose

GAD Mapping and Assessment were designed as both a set of tools and activities. Through these, the 4Ps envisions to surface gender issues experienced by program beneficiaries that may hinder their ability to comply with program conditions, namely education, health, and FDS. It also attempts to surface gaps in implementation, by identifying the strategic and practical needs of the beneficiaries and develop solutions through convergence and partnership to help them achieve "transformed gender relations" and "improved well-being." Additionally, in crisis situations, it could provide information about the practical and strategic needs, capacities, and coping strategies of women, men, boys, and girls. GAD mapping and assessment shall then be categorized into two modes, 1) 4Ps Standard GAD Mapping and Assessment and, 2) 4Ps GAD Mapping and Assessment During Crises which shall be conducted in crises like pandemic and disaster situations. The conduct of the 4Ps Standard GAD Mapping and Assessment activities shall be part of the annual GAD Plan and Budget of the RPMOs. On the other hand, the conduct of the 4Ps GAD Mapping and Assessment During Crises activities shall be need-based.

Results of GAD Mapping and Assessment will inform the program implementers and partner implementers of the practical and strategic gender needs, issues and gaps, primarily at the level of partner-beneficiaries, which the Program may directly or indirectly address or facilitate. These could be interventions related to capacity building needs of the workers, the focus of partnership and collaboration with local partners and program stakeholders specifically the LGUs (e.g., case referral pathways and management), policy enhancements, establishing monitoring and reporting mechanisms related to incidence of gender-based violence, among others.

B. Implementing Procedures

1. Overview of the GAD Mapping and Assessment Steps

(i) Preliminary Activities for the GAD Mapping and Assessment <ol style="list-style-type: none"> a. Creating the Team and Conducting Team Building b. Review of existing data and site selection c. Coordination with the LGU GFPS
(ii) Validation and Field Work/ Actual GAD Mapping and Assessment <ol style="list-style-type: none"> a. Additional Data Collection through GM&A Forms b. Data Analysis c. Dialogue with the members of the LGU GFPS d. Exit Conference
(iii) Post GAD Mapping and Assessment Activities <ol style="list-style-type: none"> a. Reporting the GAD mapping and assessment results b. Endorsement for case management

2. Detailed GAD Mapping and Assessment Steps

(i) Preliminary Activities for the GAD Mapping and Assessment

a. Creating the Team and Conducting Team Building

Here's the suggested GAD Mapping and Assessment Team Composition including their expected roles:

- **RGAD Officer** as the GAD Mapping and Assessment team leader for the 4Ps Standard GAD Mapping and Assessment. On the other hand, for the 4Ps GAD Mapping and Assessment During Crises, especially during the event of travel restriction, the team leader can be a **designated field worker** provided that the required set of competencies in the note below is present;

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- **City/Municipal Link or Community Facilitator** being the fieldworker in charge of the involved beneficiaries who are selected as FGD participants;
- **SWO III/SWO II** as case management supervisor of the C/MLs & CFs in the field;
- Other **RPMO focal persons** such as the FDS focal, MCCT focal, IP focal, Partnership-LGU focal, Systems focal, or any other staff with concerns or stakes in the covered areas or in eventually crafting interventions for the cases that will surface during the GAD mapping and assessment; and,
- **Designated documenter** who shall be responsible for leading the documentation of the field visit, capture the issues and concerns raised during FGD, and major agreements during the dialogue with the GFPS.

The GAD Mapping and Assessment Team should conduct team building prior to its conduct to level off on the roles of each other and particularly identify who among them shall be the facilitator and documenter as well as to establish expectations from each other.

As a basic requirement, all of the members should have undergone training on Basic Gender Sensitivity and GAD Perspective and while the team leader and some of the members should have undergone training on Gender-Responsive Case Management. It is also preferred if one or more of the team members has basic knowledge about the laws and their protocols i.e., RA 9262 (Anti-VAWC), RA 7610 (Child Abuse Prevention), among others. Also, skill in facilitation and interviewing is an important requirement for the FGD facilitator. Language is another consideration—the facilitator should speak in vernacular.

The team leader (RGADO) and the GAD FGD facilitator maybe two different members of the team. The teambuilding shall also tackle updates on the preparations and coordination on the field such as the mobilization of participants (e.g., parent leaders, barangay officials, and members of the LGU GFPS).

The teambuilding shall also cover the establishment of safety and security safeguards during the conduct of the GAD mapping and assessment activities, especially during crisis situations.

b. Review of existing data and site selection

This step shall help the GAD Mapping and Assessment Team in determining the gendered vulnerabilities that the program beneficiaries are facing and how these

could potentially impair their ability to comply with program conditions at the very base.

4Ps Standard GAD Mapping and Assessment	4Ps GAD Mapping and Assessment During Crises
<p>The following are the proposed documents/report that should be reviewed for the 4Ps Standard GAD Mapping and Assessment;</p> <ol style="list-style-type: none"> 1. The available sex-disaggregated data and qualitative data on gender equality as which shall help provide the basic information and context for the gender assessment. 2. The Gender Red Sites report which shows areas with the highest number of reported special cases, or cases of women and children and families who are in special and difficult circumstances. 3. The reason for non-compliance data based on the Beneficiary Tracking Report (BTR) generated under the Compliance Verification System (CVS) processes; 4. The “not attending” cases available from the Beneficiary Data Management System; and, 5. Cases encoded in the ECMS <p>The site to be selected is at the level of the barangay or a cluster of barangays with the highest recorded cases of either non-compliance to a specific program condition (in education, health, or FDS).</p>	<p>The review shall focus on the state of gender roles and relations in an area before the crisis which can be found in the following documents:</p> <ul style="list-style-type: none"> ● Socio-economic Profile; ● Barangay Scoreboard; and, ● Captured CP/GBV cases through the Barangay VAW desk/ LSWDO/PNP-VAW desk <p>This is to help the GAD Mapping and Assessment Team understand how the crisis has led to changes and can help indicate the gender issues that are likely to arise.</p> <p>It can also support better and more targeted recommendations.</p> <p>The sites to be selected are areas that are recently hit or greatly affected by a pandemic, disaster, or other similar crises.</p>

c. Coordination with the LGU GFPS

This shall be done as part of GAD mapping and assessment preparatory work. The first consideration is ensuring the availability of the GFPS members, critical of whom are the GFPS Chairperson, Head or representative of the MSWDO, PNP-WCPU, DepEd, Municipal Health Office, Budget Officer (for the GAD budget), MLGOO, and the Barangay Captain (or officials and/or staff i.e., BHW and BNS) from the areas covered by the GAD FGD. The second concern is accessing a copy of the GAD Plan and Budget of the LGU. This will serve as a critical reference to check whether the LGU is already responding to the GBV and gender issues that are shared from the GAD FGD. This shall also serve as a springboard for technical assistance provision and engagement with the LGU together and in coordination with the DILG. The third concern is funding support for the GAD mapping. The GAD FGD and the GFPS dialogue are expected to be supported by the LGU charged to their 5% GAD Budget allocation.

(ii) Validation and Field Work/ Actual GAD Mapping and Assessment**a. Additional Data Collection through Gender Assessment:**

The following gender assessment tools shall be used to gather information from women, men, boys, and girls and the gendered vulnerabilities, special and difficult circumstances, or impact of a crisis that they are facing.

These tools should be used together to triangulate the data and sources for the 4Ps Standard GAD Mapping and Assessment (*see GM&A Form 1-A, GM&A Form 2, GM&A Form 3-A*) For the 4Ps GAD Mapping and Assessment During Crises, only the modified survey questionnaire tool (*see GM&A Form 1-B*) and modified home visitation tool (*see GM&A Form 3-B*) are required:

1. *Survey Questionnaire* - used to review gender roles, access to services, protection, and other needs of the 4Ps families. It can be conducted with 4Ps households or with individuals to understand their situation and its impact on their well-being.
2. *Focus Group Discussion Guide* - used to gather comparative data (opinions, beliefs, practices, and attitudes) of a 4Ps group of people towards a specific topic of interest. Users may include additional sector-specific questions in the FGDs as appropriate.
3. *Home Visitation Guide* - used to further substantiate and build up the case circumstances captured during the conduct of FGD. In crisis situations, it is used to understand the impact of the crisis from the perspective of an affected individual woman, man, boy, or girl.

Prior to the conduct of home visitation, the GAD Mapping and Assessment Team shall also review the *Family Risk and Vulnerability Assessment* of the identified family-beneficiary to determine the internal and external risk factors and vulnerabilities faced by the family.

b. Data Analysis

In order to come up with meaningful information data collected must be analyzed and utilized. The analysis of gender data is important for a number of reasons, such as but not limited to 1) provide the program implementers with an understanding of changes to gender relations and how they affect the well-being of the beneficiaries; 2) use the data and information generated for program review, policy, and system enhancement; and, 3) find and understand gaps in the program and make necessary adjustments. The collected data could also be the baseline in the GAD Planning and Budgeting of the field office and the National Program Management Office.

The RGADO, the documenter, and SWO III/SWO II should immediately convene to consolidate and process the results of gender assessments. After data consolidation is identifying strategic and practical gender needs. Afterward, the GAD Mapping and Assessment Team shall prepare for a dialogue with members of the Local Government Unit (LGU) - GAD Focal Point System (GFPS). Part of the dialogue with local authorities is to identify strategic and practical solutions based on the identified needs. On the other hand, the C/ML and the SWO III shall validate possible child protection and GBV cases captured during the FGD and proceed with the process stipulated in the 4Ps Case Referral Pathways guide based on the nature of the case.

c. Dialogue with the members of the LGU GFPS

To situate the GAD mapping and assessment activities, the team can present systems data that would explain why the LGU has been selected for the activity. Key findings of the GAD mapping and assessment particularly the GBV cases and gender issues that were surfaced during the FGD will also be presented. Afterward, responses from selected GFPS members and the barangay representatives should be solicited. Consultation workshops can also be conducted to focus on the LGU's GAD Plan and Budget, how it currently responds, and at the same time how it could be made to respond to the gender issues raised from the GAD mapping and assessment results. The GFPS should also be asked about their technical assistance needs related to GAD, which they think the program could provide.

d. Exit conference:

This shall be conducted immediately after the GFPS Dialogue. Present in the exit conference are members of the Regional GAD Working Group along with Regional Case Management Focal Person, and the C/ML from the Municipal Operations Office, SWO III/SWO II from the Cluster Operations Office, and Provincial Link or a representative from Provincial Operations Office, and staff who have critical roles to perform based on the results of the Validation/Field Work and GFPS dialogue. The result of the GAD mapping will be presented and set some agreement. The purpose of the exit conference is to formulate an Action Plan and agree on the next steps, especially about monitoring and follow-through concerns.

(iii) Post GAD Mapping and Assessment Activities

a. Reporting the GAD mapping and assessment results:

The report includes the whole GAD mapping and assessment process, from entry to exit conference. The report should cover the processes undertaken, the individual cases, and their circumstances as they were relayed during the gender assessment activities, the major agreements with the LGU GFPS, and with the RPMO. The report should also include the identification of potential stakeholders that may be tapped based on the needs/assessment made. Further, the report should include the GAD M&E plan to further strengthen the RPMO's gender mainstreaming strategies.

The RGADO, in collaboration with the assigned documenter, is expected to take the lead in consolidating the GAD mapping and assessment report and should officially endorse this to the NPMO within 10 working days.

b. Endorsement for case management:

All the captured child protection and GBV cases shall be endorsed to the C/MSWDO. The C/ML has to prepare a Social Case Study Report (SCSR) and endorse it to SWO III for review and referral to C/MSWDO. The SCSR based on the intake circumstances supplied from the gender assessment activities conducted, given sufficient time, based on the initial contact with the case himself/herself. The SCSR shall form part of a standard requirement along with a referral letter before the case is endorsed to the social service workforce at the LGU with the LSWDO assuming the role of a case manager for the individual GBV case. On the other hand, the C/ML shall ensure that all the special and difficult circumstances are monitored for their progress and eventual case disposition including their systems-related concerns. The C/ML shall also be working with the household of these special and difficult circumstances even after they had been referred to the local social service workforce.

VIII. Implementing Mechanisms and Institutional Arrangements

1. The Social Services Delivery Management Division through the GAD Unit shall lead in ensuring that there is regular conduct of GAD mapping and assessment activities to surface strategic and practical gender needs, gaps and issues affecting the ability of the beneficiaries of 4Ps to comply with the program conditions and eventually achieve an improved level of well-being. They should lead in the provision of technical inputs and recommendations in the course of planning and implementation of GAD mapping and assessment activities to be conducted by and with the region.
2. The Regional Program Management Office shall conduct at least four (4) GAD Mapping and Assessment per year, twice per semester.
3. The Regional GAD Officers shall lead in the GAD mapping and assessment activities and the identified technical staff as members of the GAD Mapping and Assessment Team.
4. Results of the consolidated GAD mapping and assessment activities shall be presented to the regional and national 4Ps GAD Working Group for possible program review, policy enhancement, and system improvement.

IX. Further Policy Recommendations

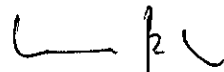
Policy recommendations, further details on the provisions, and other interventions outside these guidelines may be crafted by the Regional Program Management Office as long as it is consistent with the provisions of the guidance note.

X. Effectivity

This guidance notes shall take effect immediately and revokes or amends all issuances inconsistent thereto.

Issued in Quezon City this _____ day of _____ 2021

Approved/Disapproved



GEMMA B. GABUYA

National Program Manager

Pantawid Pamilyang Pilipino Program