



Date: 15 February 2016

To : ALL NPMO Divisions and Field Offices

From : The National Program Manager

**Subject : GUIDELINES FOR THE CREATION AND FUNCTIONS OF THE PANTAWID
GENDER AND DEVELOPMENT (GAD) WORKING GROUP FOR THE NPMO AND RPMOs**

I. RATIONALE AND MANDATES

As a human capital investment and a social protection program of the Philippine Government, the Pantawid Pamilyang Pilipino Program caters to 4.3 million active households as of December 2015. It has a distinguished role in contributing to the government's commitment to the Millennium Development Goals such as eradicating extreme poverty and hunger, achieving universal primary education, promoting gender equality and women's empowerment, reducing child mortality, and improving maternal health care.

As a poverty reduction program, Pantawid aims to facilitate capacity-building and access of the poor to opportunities to improve their level of well-being. One of the underlying principles that will allow the Pantawid Program to achieve this is to include gender equality and women's empowerment goals. Central to achieving improved well-being is transforming gender relations among families, where appropriate, both women and men are involved, and their needs, interests, and issues are addressed.

The Pantawid Program employs Gender Mainstreaming (GM) as a process and strategy to achieve gender equality and women's empowerment goals in its components. Pursuant to Republic Act 9710 or the Magna Carta of Women, Pantawid Program adheres to promoting women's rights and eliminating gender discrimination in its systems, structures, policies, programs, and processes. DSWD Administrative Order No. 5 series of 2012, in adherence to Magna Carta of Women, supports the enhancement of its internal processes, systems and strategies for GAD mainstreaming, and of mechanisms for gender responsive programs and services.

Recognizing these, setting up and strengthening a GAD Focal Point System within the Pantawid Program is a critical mechanism to realize gender mainstreaming.

II. PURPOSE

Aligned with the Department's Gender and Development (GAD) Agenda, GAD Mainstreaming Guidelines, Women's Empowerment, Development and Gender Equality Plan (Women's EDGE Plan), this set of guidelines hopes to:

1. Establish the Pantawid GAD Mainstreaming Working Group at the NPMO and RPMOs as a mechanism to further strengthen efforts and processes in mainstreaming GAD perspectives in all areas of Pantawid Program implementation;
2. Identify a clear structure, systems, strategies, and processes of communication to better apply GAD approach and perspective in all Pantawid Program components, plans, procedures, and activities.

III. DEFINITION OF TERMS

For the purpose of this Guidelines, the following terms are defined:

1. **Gender and Development (GAD)** – refers to the development perspective and process that is participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices and contends that women are active agents of development, not just passive recipients of development;
2. **Gender Analysis** – refers to a framework to compare the relative advantages and disadvantages faced by women and men in various spheres of life, including the family, workplace, school, community and political system. It also takes into account how class, age, race, ethnicity, culture, social and other factors interact with gender to produce discriminatory results;
3. **Gender Audit** – refers to a form of “social audit” or “quality audit” which determines whether the organization’s internal practices and related support systems for gender mainstreaming are effective, reinforcing each other and are being followed. This tool or process assists organizations in establishing a baseline, identifying critical gaps and challenges, and recommending ways of addressing them;
4. **Gender Equality** – refers to the principles asserting the equality of women and men and their right to enjoy equal conditions realizing their full human potentials to contribute to and benefit from the results of development, and with the State recognizing that all human beings are free and equal in dignity and rights;
5. **Gender Mainstreaming** – refers to the strategy for making women’s as well as men’s concerns and experiences an integral dimension of the design, implementation, monitoring, and evaluation of policies, programs and projects in all social, political, civil, and economic spheres so that women and men benefit equally. It is the process of assessing the implications for women and men of any planned action, including legislation, policies or programs in all areas and at all levels;
6. **GAD Plan and Budget** – is a systematic approach to gender mainstreaming, carried out by all government instrumentalities, through the annual development and implementation of programs, activities and projects and addressing gender issues and concerns in their respective organizations, sectors and constituencies by utilizing at least 5% of their total budget allocation.

7. **Pantawid GAD Working Group** – is an interacting and interdependent group of people representing various divisions/program components of the Pantawid Program 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 the Pantawid GAD plans and budgets and GAD-related programs, activities and projects (PAPs);

IV. GENERAL GUIDELINES

To establish its GAD Mainstreaming Working Group, the Pantawid NPMO shall:

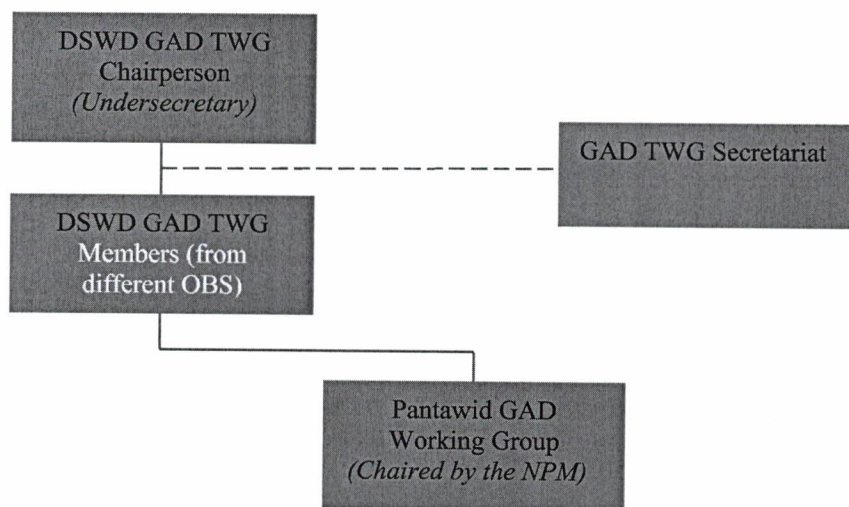
1. Seek from each Division a technical staff to serve as its GAD Focal Person. Another technical staff shall be designated to serve as permanent alternate of the Division GAD Focal Person. For a minimum, Division GAD Focals should have at least participated in any of the Ladderized GAD CapBuild of the Program or of the Department, or of any training provider in the past two years or nonetheless, at least his/her interests include GAD and women's empowerment;
2. The tasks and functions of the members of the Pantawid GAD Working Group shall form part of their regular key result areas as stipulated in the individual performance contract and work plans and shall be given due consideration during performance evaluation;
3. Pantawid Program shall develop Ladderized GAD capacity development programs that support continuing education, updating and enhancing skills customized according to the functions of the GAD Working Group and shall be integrated in the Capability Building Plan of the Pantawid Program. The Ladderized GAD capacity building plan may include gender sensitivity, gender analysis, gender-responsive planning and budgeting, GAD monitoring and evaluation system, gender assessment and gender audit, and issue-specific trainings on GAD, among others;
4. Divisions shall incorporate in their annual plans the fulfillment of GAD indicators through their projects and activities and shall reflect them as GAD activities;
5. Divisions shall consciously collect, generate, and report sex-disaggregated data related to the GAD indicators where they contribute and where gender issues and gaps may be surfaced; and
6. Funds shall be allocated for programs, projects, and activities to support the organization, management, and operations of the Pantawid GAD Working Group, to be charged to the Program's GAD budget.

On the other hand, setting up the GAD Working Group at the RPMOs may entail, but not limited to identifying critical posts and persons in the Pantawid Program with major stake in GAD mainstreaming. Members may include even those from the POO and MOO level, where appropriate, realistic, and strategic.

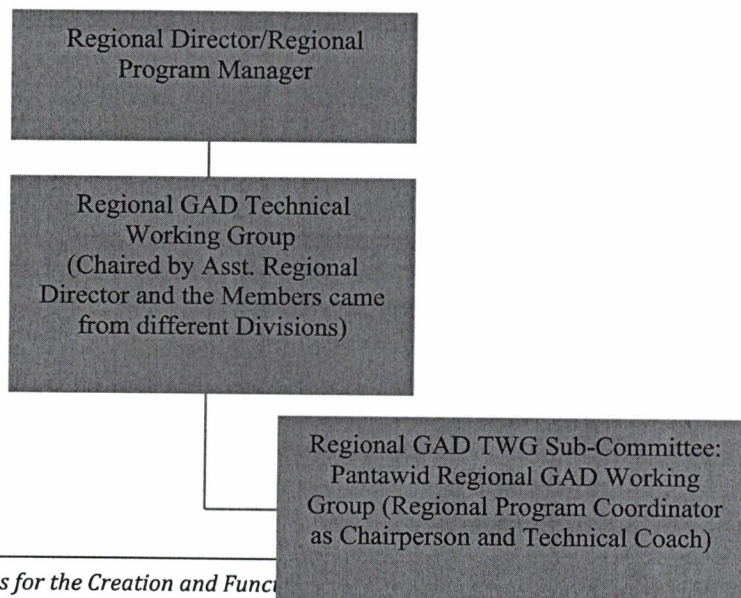
V. SPECIFIC GUIDELINES

1. Structure and Composition

Pantawid, being a Program that caters to a defined segment of the population—the 4.3 million households, requirements for gender mainstreaming could be challenging thus the need for its own mechanism. However, this should not be treated in isolation from the DSWD's GAD Technical Working Group, both at the National and Regional Offices. Rather, it may be considered as a TWG Sub-Committee. The Pantawid GAD Working Group is also seen as a mechanism to fast-track and facilitate gender mainstreaming initiatives at all levels of the Program—from the organization down to the client levels. To wit, at the National Level, the relationship between the DSWD GAD TWG and with that of Pantawid shall thus be as follows:



At the Regional Offices, the same relationship is applied between the Regional GAD Techninal Working Group and the Pantawid Regional GAD Working Group. To wit,



At the NPMO, the GAD Working Group shall be composed of the following:

Overall Chair	:	The National Program Manager
Co-chairpersons	:	Deputy Program Manager for Operations Deputy Program Manager for Support
Deputy Chairperson and Technical Coach	:	GAD Division Chief
Secretariat	:	GAD Division
Members	:	<i>Designated GAD Focal Person from ALL NPMO Divisions:</i> Family Development Division, Institutional Partnership Division, Beneficiaries Data Management Division, Compliance Verification Division, Grievance Redress Division, Planning, Monitoring and Evaluation Division, Capacity Building Division, Social Marketing Division, Administrative Services Division, MCCT-IP Division, and RMQAD

At the minimum, the GAD Working at the RPMOs shall be composed of the following:

Chairperson	:	Regional Program Coordinator
Deputy Chairperson and Technical Coach	:	Regional GAD Focal Person
Secretariat	:	Regional Monitoring and Evaluation Officer and Institutional Partnership Development Officer of Supply Side and Local Government Units
Members	:	Regional Compliance Verification Officer, Regional Information Officer, <i>From each covered province:</i> Provincial Link or Social Welfare Officer III, and Provincial Monitoring and Evaluation Officer

2. Functions of the Pantawid GAD Working Group

The following functions are applicable to the Pantawid Working Group of both NPMO and RPMOs:

- a. Lead in mainstreaming GAD perspective in the Program's various components, policies, plans, and activities. In the process, ensure the assessment of the level of their gender responsiveness;
- b. Ensure the establishment of sex-disaggregated data and its institutionalization in data management such as but not limited to data collection, generation, analysis and

reporting processes, and which shall inform the identification of gender issues and gaps as may be experienced by the Program beneficiaries, implementers, and partner stakeholders;

- c. Ensure the formulation and periodic review of gender mainstreaming indicators;
- d. Lead in the periodic monitoring and evaluation of gender mainstreaming indicators lodged in every Program component, policy, plan, and activity;
- e. Contribute to the formulation and periodic review of the Pantawid's GAD Agenda, Annual GAD Plan and Budget, and Annual GAD Accomplishments;
- f. Through the GAD planning and budgeting processes, contribute to the formulation of appropriate interventions, strategies, and activities in response to the identified gender issues and gaps;
- g. Ensure that the formulated interventions, strategies, and activities are incorporated in the consolidated Regional GAD Plan and Budget (GPB) as well as in the Regional Work and Financial Plan on an Annual basis.
- h. Ensure that the Program's capacity building activities respond to the identified competency-based and issue-specific training needs to equip its beneficiaries, implementers, and partner stakeholders; also, these should employ gender perspective and gender-responsive strategies;
- i. Promote and actively pursue the support and involvement of women and men, as well as GAD Champions, in various components of Program implementation;
- j. Ensure the use of gender-fair language in the Program's policies, plans, knowledge products, IEC materials, communications, and core advocacy messages, among others;
- k. Monitor the implementation of GAD Plan and Budget particularly the GAD-related programs, activities and projects and suggest corrective measures to improve their implementation;
- l. Endorse GAD Plan and Budget and Annual Accomplishment Reports to DSWD GAD Technical Working Group (TWG); and
- m. Ensure Membership in the DSWD GAD TWG both at the Central and Field Offices.

3. Roles and Responsibilities

Based on the identified composition of the GAD Pantawid Working Group, the RPMOs shall formulate and customize roles and responsibilities per function as deemed appropriate. The following shall be applicable to the NPMO GAD Working Group:

a. Overall Chairperson

The Overall Chairperson shall:

- i. Approve the Pantawid GAD Plan and Budget and its implementation, as well as endorse to the DSWD GAD Technical Working Group (TWG);
- ii. Issue directives that support GAD mainstreaming in Pantawid's various program components, plans, and activities including the creation, strengthening, modification or reconstitution of the Pantawid GAD Working Group; and
- iii. Act as Pantawid representative to the DSWD GAD TWG.

b. Co-Chairpersons

The Co-Chairpersons shall:

- i. Provide direction and policy advice to the GAD Working Group;
- ii. Direct the identification of GAD strategies, programs, activities, and projects based on the results of the gender assessment/gender audit, gender analysis, and as aligned to the DSWD GAD Agenda and priorities in response to the gender issues faced by the Pantawid implementers, beneficiaries, and partner stakeholders;
- iii. Ensure the timely submission of the Pantawid GAD Plan and Budget, Accomplishments and other related reports to the DSWD GAD TWG and partners as consumers of GAD mainstreaming situationer in Pantawid Program (e.g., international funding partners such as ADB, World Bank, etc., and other government agencies such as PCW, among others); and
- iv. Recommend approval of Pantawid Program GAD Plans and Budgets, Accomplishments, and other related reports.

c. Deputy Chairperson and Technical Coach

The Deputy Chairperson and Technical Coach shall:

- i. Lead the Pantawid GAD Working Group secretariat;
- ii. Convene and initiate meetings, teambuilding, capacity building, and regular processes of the Pantawid GAD Working Group;
- iii. Conceptualize GAD mainstreaming strategies and processes as anchored with the legal mandates and DSWD GAD Agenda;
- iv. Represent Pantawid Program to the DSWD GAD Technical Working Group and with partners as the need arises;
- v. Provide technical inputs during GAD Working Group regular processes and activities;
- vi. Lead the consolidation of GAD Plans and Budgets, accomplishment and other related reports for approval and endorsement;

- vii. Lead the monitoring and evaluation of GAD mainstreaming indicators in every Program component, policy, plan, and activity;
- viii. Provide regular feedback and updates on Pantawid's GAD mainstreaming initiatives to the management, and when necessary, to partners; and
- ix. Facilitate coordination with different NPMO divisions and field offices to fully ensure harmonized GAD mainstreaming direction and strategies.

d. The Pantawid GAD Working Group Members

The Pantawid GAD Working Group Members shall:

- i. Represent their respective Divisions to the Pantawid GAD Working Group;
- ii. Participate in the processes and regular activities such as but not limited to group formation, orientation and planning, regular meetings, GAD capability building sessions, GAD planning and budgeting, among others;
- iii. Contribute to the formulation of GAD mainstreaming strategies reflected in GAD plans and budgets, performance indicators, accomplishment reports, GAD assessment/GAD audit, among others, as well as ensure the generation of sex-disaggregated data and their analysis;
- iv. Become and act as a pool of experts in various areas and activities of GAD; and
- v. Champion the principles of gender equality and women's empowerment, as well as the goal of transforming gender relations in Pantawid families by actively supporting core GAD messages in all its components, policies, plans, and activities.

e. The Pantawid GAD Working Group Secretariat

The Pantawid GAD Working Group Secretariat shall:

- i. Convene the regular activities and processes of the Pantawid GAD Working Group;
- ii. Circulate notices of meetings and or/ relevant information to all Pantawid GAD Working Group members;
- iii. Keep all official records and documents of the Pantawid GAD Working Group;
- iv. Document minutes of the Pantawid GAD Working Group;
- v. Facilitate the production and circulation of knowledge products related to GAD as drawn from the activities and processes engaged in by the GAD Working Group members;
- vi. Facilitate and ensure participation of the GAD Working Group in various GAD-related events/activities; and

- vii. Consolidate and process division and regional GAD Plans and Budgets, accomplishments, and other related reports for approval, endorsement, and circulation to all concerned end-users.

4. Effectivity

The creation, institutionalization, and functionality of the Pantawid GAD Working Group shall be effective immediately.

Signed:


DIR. LEONARDO C. REYNOSO
National Program Manager 