

OFFICE OF THE EXECUTIVE DIRECTOR

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Administrative Order No. 259
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TO: The Directorate and All PCAARRD Staff


FROM: REYNALDO V. EBORA, PhD
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SUBJECT: Accomplishment of Harmonized Gender and Development Guidelines (HGDG) Checklists for All New and Ongoing R&D Programs and Projects

The Philippine Commission on Women (PCW) annually issues a memorandum to all government agencies concerning the submission of the GAD Plan and Budget (GPB) and GAD Accomplishment Report (GAR). This is in compliance with Joint Circular (JC) No. 2012-01 of the PCW, NEDA, and DBM which states that "at least five percent (5%) of the total agency budget appropriations under the annual GAA shall correspond to activities supporting GAD plans and programs [and that] attached agencies shall submit their GAD Accomplishment Report to their central office" to validate the implementation and completion of programs and activities corresponding to that fiscal year.

In line with the policy mandate and the Council's efforts on gender mainstreaming, all new and ongoing R&D programs and projects must be subjected to gender analysis using the HGDG checklists. Below are the specific HGDG checklists which are required to be accomplished as attachments in the submission of the Council's GPB and GAR:

GAD Plan and Budget <i>(for new programs and projects)</i>	HGDG Generic Checklist for Project Identification and Design Stages (Box 7a)
GAD Accomplishment Report <i>(for ongoing programs and projects)</i>	HGDG Checklist for Project Implementation, Management, Monitoring and Evaluation (PIMME) (Boxes 16 and 17)

Once accomplished, the project managers shall submit the checklists to the GAD Technical Working Group (TWG) member assigned to each division (*refer to AO 213-A S. 2024*) for validation before the Director's Council presentation for the approval and renewal of such programs and projects. The GAD TWG members will also provide assistance to improve the gender-responsiveness of the programs and projects during the proposal, implementation and evaluation phases.

In addition, the GAD TWG members must submit all the completed HGDG checklists (in Excel format) to the GAD secretariat via email: gad@pcaarrd.dost.gov.ph and forward the signed copies to the SERD.

Kindly access all the above-mentioned HGDG checklists through this link: <https://bit.ly/HGDG-Checklists-for-RD-Program-Projects>.

For immediate compliance.

Thank you very much.

Enc: AO No. 213-A S. 2024- Reconstitution of GAD Focal Point System (bit.ly/2024-GFPS-Reconstitution)
HGDG for Project Development, Implementation, Monitoring and Evaluation (bit.ly/HGDG_RD-Programs-Projects)