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T O: All Concerned

R E: Constitution of the VSU Gender and Development (GAD) Agenda Planning Team

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By the virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated to compose the VSU GAD Agenda Planning Team with Dr. Beatriz S. Belonias as Chairperson, effective immediately or until revoked by higher authorities.

The GAD Agenda is the agency's strategic framework and plan on gender mainstreaming, and achieving women's empowerment and gender equality required by the Philippine Commission on Women.

It is a two-part document consisting of the GAD Strategic Framework (GADSF) and the GAD Strategic Plan (GADSP) covering a period of six years. The GADSF outlines the agency's GAD Vision, Mission and Goals anchored on the mandate of the agency, while GADSP defines the strategic interventions, indicators, and targets to be pursued to achieve GAD goals over a period of time.

The following are the functions of the GAD Agenda Planning Team:

A. PREPARATION OF THE VSU GAD STRATEGIC FRAMEWORK (GADSF)

1. Conduct gender analysis of all the sectors in the university using gender analysis tools, sex-disaggregated data, gad-related mandates, plans, indicators and recommendations gathered from consultations from women's groups/organizations and other concerned stakeholders.
2. Collate results of the gender analysis and come up with a summary list of gender issues.
3. Set VSU's GAD Vision and Mission.
4. Formulate the GAD Goals that can be achieved during the timeframe set (CY 2022-2026).
5. Fill-out the GADSF Template.

B. PREPARATION OF THE VSU GAD STRATEGIC PLAN (GADSP)

1. Prioritize the gender issues and/or GAD mandates per GAD goal that can be achieved during the timeframe set (CY 2022-2026).
2. Outline the GAD Outcomes, Indicators, Baseline data, and Targets per GAD Goal.
3. Translate GAD Outcomes into GAD Programs, Projects and/or Activities
4. Fill-out the GADSP Template.

The GAD Agenda will be submitted for approval of the VSU Board of Regents during its 4th Quarter meeting.

In preparation for the work, kindly read the Philippine Commission on Women's 1) **Memorandum Circular 2018-04: Revised Guidelines for the Preparation of the Gender and Development (GAD) Agenda**, 2) **Annexes for the detailed guidelines**, and 3) **Training Guide on Formulating the Gender and Development Agenda** with these links:

[PCW-MC-2018-04-Revised-Guidelines-for-the-Preparation-of-the-Gender-and-Development-GAD-Agenda.pdf](#)

[PCW-MC-2018-04-Revised-Guidelines-for-the-Preparation-of-the-Gender-and-Development-GAD-Agenda-Annexes.pdf](#)

<https://library.pcw.gov.ph/sites/default/files/PCW%20GAD%20Agenda%20Training%20Guide.pdf>

All team members should fill up the Training Needs Assessment form (Annex 3 in Training Guide) which will be prepared on google forms to be sent to your respective emails. This is needed in the design of the training workshop. Please submit your filled up form on or before September 23, 2021.

Please be guided accordingly.



EDGARDO E. TULIN
President