



21 September 2021

**MEMORANDUM NO. 600**

Series of 2021

**T O: GAD Focal Point System Executive Committee Members  
GAD Focal Point System Technical Working Group Members  
College Deans, Chancellors, Department Heads, Directors/Heads of  
Academic, Research, Extension and Administrative Offices, and College  
GAD Coordinators**

**R E: Preparation and Online Submission of Fiscal Year (FY) 2022 Gender and  
Development (GAD) Plan and Budget**

Pursuant to Philippine Commission on Women (PCW) Memorandum Circular 2021-04: Preparation and Online Submission of FY 2022 GAD Plan and Budget, each college/office/center, in coordination with its GAD Coordinator, is requested to prepare its **GAD Plan and Budget for FY 2022** and submit for review and consolidation to the University Gender Resource Center through email [grc@vsu.edu.ph](mailto:grc@vsu.edu.ph) and cc: [gad.office@vsu.edu.ph](mailto:gad.office@vsu.edu.ph) **on/or before 11 October 2020**.

Provided under Section 36(a) of the Magna Carta of Women, the GAD budget, which is the cost of implementing GAD programs, shall be at least five percent (5%) of the agency's total budget appropriations. **As such, GPBs that do not meet the minimum 5% requirement shall not be reviewed nor endorsed by PCW. When this happens, VSU is deemed non-compliant.**

In the preparation and submission of the FY 2021 GPB, national government agencies and instrumentalities shall observe the following:

- The gender issues/GAD mandates and corresponding GAD programs, activities and projects (PAPs) to be included in the GPB should be within the context of the agency's mandates (instruction, research, extension, and administration). In identifying gender issues and corresponding GAD PAPs, agencies shall include those that directly respond to mandates provided in international and national laws, commitments and plans on women and gender equality (such as the Magna Carta of Women, Convention on the Elimination of All Forms of Discrimination against Women, Beijing Declaration and Platform for Action, Philippine Plan for Gender-Responsive Development), including those identified in the agency's GAD Agenda (refer to PCW Memorandum Circular 2018-04).
- The identification of gender issues and GAD PAPs to be addressed in the plan shall also be informed by the results of gender analysis and gender audit.

- The GAD budget may be drawn from the agency's maintenance and other operating expenses (MOOE), capital outlay (CO), and/or personnel services (PS).
- Aside from implementing direct GAD PAPs to address organization- or client-focused gender issues or GAD mandates, agencies may attribute a portion or the whole budget of the agency's major program/s or project/s to the GAD budget using the HGDG tool. Assessing major program/project using the HGDG tool enables the agency to identify strengths and areas for improvement to gradually increase the gender-responsiveness of
- the program/project. Major programs/projects subjected to the HGDG assessment shall be reflected under the GPB section on "Attributed Programs." Direct GAD activities of the agency shall no longer be subjected to the HGDG assessment. The percentage score of the program/project in the HGDG assessment shall correspond to the percentage of the budget of the agency's existing and proposed major program/project that may be attributed to the GAD budget: Provided, that programs/projects with HGDG scores below 4.0 shall not be eligible for budget attribution. The formula shall be as follows:

*HGDG Score /Total HGDG Points X 100% = % of annual program budget attributable to GAD*

*% of annual program budget attributable to GAD × annual program budget=attributable amount to GAD*

e.g.  $16.5/20 \times 100\% = 82.5\%$

$82.5\% \times \text{Php } 50 \text{ million} = \text{Php } 41,250,000.00$

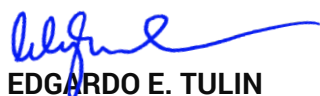
PDF copies of the results of assessment using the appropriate HGDG design checklist and other relevant and supporting documents/ means of verification (e.g., project design, concept note, or attendance sheets of stakeholder consultations) shall be attached to the GPB submission.

- The consolidated GPB will be encoded and submitted online by the University GRC Head with the President's approval through the Gender Mainstreaming and Monitoring System (GMMS) within a specific timeframe (October 20, 2021) to CHED Region VIII. Once the GMMS closes, we will not be able to submit the plan. Submission not done through the GMMS is not acceptable.

The University Gender Resource Center will conduct an **Orientation on the Preparation of the 2022 GAD Plan and Budget** on Friday, **September 24, 2021, 2:00 PM – 4:00 PM via zoom**. The zoom link will be sent to your respective emails.

For questions and clarifications, please coordinate with your GAD Coordinators or Prof. Tess Tabada at [grc@vsu.edu.ph](mailto:grc@vsu.edu.ph).

For prompt compliance.



**EDGARDO E. TULIN**

President & GFPS Chair