



21 December 2021

**MEMORANDUM NO. 715**  
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) 2021 Gender and  
Development Accomplishment Report (GAD AR)**

1.1 Pursuant to Philippine Commission on Women (PCW) Memorandum Circular 2021-06: **Submission of FY 2021 GAD Accomplishment Report** each college/office/center, in coordination with its GAD Coordinator, is requested to prepare its **GAD Accomplishment Report for FY 2021** 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 **17 January 2022**.

1.2 For SUCs, their GAD ARs that have been submitted through the GMMS shall first be reviewed by the concerned CHED regional office. Once the GAD AR has been reviewed, the CHED regional office shall submit the GAD AR to PCW.

1.3 Considering that the GAD AR shall be consolidated by agency, the GAD expenditure of a constituent unit may not necessarily reach 5% of its approved total annual budget for as long as the agency as a whole meets the minimum 5% GAD expenditure based on the agency's total budget appropriations.

1.4 To attribute the expenditure of a major agency program/project to GAD in the FY 2021 GAD AR, agencies shall accomplish the Harmonized Gender and Development Guidelines (HGDG) Project Implementation and Management, and Monitoring and Evaluation (PIMME) checklist (HGDG Boxes 16 & 17) or the Facility Implementation, Management, and Monitoring and Evaluation (FIMME) checklist (HGDG Box F2), whichever is applicable, to assess the gender-responsiveness of the implementation of the program/project.

1.4.1. In accomplishing the HGDG PIMME or FIMME checklist, agencies shall fill-out the Remarks column of the HGDG checklist for items in which the agency answered "yes" or "partly yes," and indicate the relevant means of verification (MOV) to facilitate the validation of the HGDG score.

1.4.2. The score in the HGDG assessment shall be the basis in determining the actual cost/expenditure that can be attributed to GAD and reflected in the GAD AR. The

percentage score of the program/project in the HGDG PIMME/FIMME assessment shall correspond to the percentage of the expenditure of the agency's major program/project that may be attributed to the GAD: Provided, that programs/projects with HGDG PIMME/FIMME scores below 4.0 shall not be eligible for attribution. The formula shall be as follows:

$$\text{HGDG Score} / \text{Total HGDG Points} \times 100\% = \% \text{ of annual program budget attributable to GAD}$$

$$\% \text{ of annual program budget attributable to GAD} \times \text{annual program budget} = \text{attributable amount to GAD}$$

For example,  $16.5/20 \times 100\% = 82.5\%$

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


1.4.3. PDF copies of the results of HGDG PIMME/FIMME checklist, the program/project brief and accomplishment report; details of expenditure; as well as the relevant MOVs for the agency self-rating, such as activity reports, monitoring and evaluation reports, list of sex-disaggregated data or gender statistics that were used and/or collected, among others, shall be attached to the agency's GAD AR submission.

- 1.5 Agencies shall ensure the completeness of submitted documents especially the means of verifications for the HGDG assessment score.
- 1.6 Agencies are also requested to attach narrative reports which could include good practices and testimonies of their GAD accomplishments in their GAD ARs using the attachment facility (Column 11) of the GMMS.
- 1.7 A sample of the GAD AR template is included in this memo. Please refer to the guide for filling up the GAD Plan and Budget for explanations for each column. Only the columns on Actual Results (Outputs/Outcomes) and Actual Cost/Expenditure will likely vary.
- 1.8 Agencies may start encoding their FY 2021 GAD AR in the GMMS on January 17, 2022.
- 1.9 VSU has committed to submit its annual GAD AR, within five working days from the end of January to COA, as per audit rules.

The University Gender Resource Center will conduct an **Orientation on the Preparation of the 2021 GAD Accomplishment Report on Friday, January 7, 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





ANNUAL GENDER AND DEVELOPMENT (GAD) ACCOMPLISHMENT REPORT  
FY 2020

Reference: Direct Encoding (No GPB in database)

Organization: Visayas State University

Organization Category: State Universities and  
Colleges, State Universities and Colleges

Organization Hierarchy: Visayas State University

Total Budget/GAA of Organization: 0.00

Actual GAD Expenditure 0.00 Original Budget 0.00

% Utilization of Budget 0.00

% of GAD Expenditure: Auto Calculated%

Gender Issue/GAD Mandate	Cause of Gender Issue	GAD Result Statement GAD/Objective	Relevant Organization MFO/PAP or PPA	GAD Activity	Output Performance Indicators / Target	Actual Result (Outputs / Outcomes)	Total Agency Approved Budget	Actual Cost / Expenditure	Responsible Unit / Office	Remarks
No data found.							TOTAL	0.00	0.00	

Prepared By:

Approved By:

Date