

OFFICE OF THE EXECUTIVE DIRECTOR

September 13, 2021

Administrative Order No. 162
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TO: ALL DIVISIONS

FROM: 
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Executive Director

SUBJECT: **Accomplishment of HGDG Checklist for All Proposed and New R&D Projects**

The Philippine Commission on Women (PCW), under the Office of the President, annually issues a memorandum to all heads of government agencies, concerning the submission of GAD Plan and Budget (GPB). This is in compliance to the 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". The JC prescribes the guiding principles for the accounting of programs, activities and projects using the Harmonized GAD Guidelines (HGDG) checklist.

In line with the policy mandate and the Council's efforts on gender mainstreaming, all proposed and new R&D projects conducted in 2021 must be subjected to gender analysis using the HGDG checklist. Hence, ISP managers, project specialists, and other concerned staff must ensure that the HGDG checklists have been accomplished. Use the PCW-created sector specific checklist on agriculture, natural resources and fisheries. If the project does not fall under one specific sector, the generic checklist must be used. The GAD TWG members assigned to your division shall assist and validate the scores. The checklists shall then be forwarded to SERD for finalization. All HGDG checklists shall be processed and documented, and the budgets of projects found to be gender-sensitive shall be considered in the attribution.

Please submit the e-copy of signed HGDG checklists (excel format) through DocTracks, via email to gdspu.serдостpcaarrd@gmail.com, and forward the signed copy to SERD.

For clarifications, contact Ms. Annette M. Tobias at a.tobias@pcaarrd.dost.gov.ph and Ms. Trisha Mapacpac at trishamapacpac@gmail.com.

For compliance.