


OFFICE OF THE EXECUTIVE DIRECTOR

September 20, 2021

Administrative Order No. 166-B
Series of 2021

TO: ALL DIVISIONS

FROM: 
REYNALDO V. EBORA, PhD
Executive Director

SUBJECT: **Accomplishment of PIMME Checklist to All Ongoing and Completed 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 Accomplishment Report (GAR). This is in compliance with Joint Circular (JC) No. 2012-01 of the PCW, NEDA, and DBM which states that "agencies shall submit their GAD Accomplishment Report to their central office" annually. The JC mandates government agencies to accomplish the Harmonized Gender and Development Guidelines Project Implementation and Management, and Monitoring and Evaluation (PIMME) checklist to assess the gender-responsiveness of the implementation of the program/project.

In line with the policy mandate and the Council's efforts on gender mainstreaming, all ongoing and completed projects in 2021 must be subjected to gender analysis using the PIMME checklist <https://bit.ly/PCAARRDpimme>. Different from the HGDG checklist that assesses the gender-responsiveness of the program/project at the design stage, the PIMME checklist does so for the midterm and terminal stages of the project implementation.

Hence, ISP managers, project specialists, and other concerned staff must ensure that the PIMME checklists have been accomplished. Accomplish the checklist prior to the midterm and terminal evaluations of the project. The GAD TWG members assigned to your division shall assist and validate the checklist. The checklists shall then be forwarded to SERD for finalization. All PIMME checklists will be processed, documented, and used as attachments to the submission of our GAD Accomplishment Report.

Please submit the e-copy of signed PIMME checklists (excel format) through DocTracks and via email to gdspu.serдостpcaarrd@gmail.com, and the signed copy to Socio-Economics Research Division (SERD). For clarifications, contact Ms. Annette M. Tobias at a.tobias@pcaarrd.dost.gov.ph and Ms. Trisha Mapacpac at trishamapacpac@gmail.com.

For immediate compliance.

Thank you very much.