



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM
 No. 1564, s. 2024

REITERATION ON THE BUDGET ALLOCATION FOR GENDER AND DEVELOPMENT PROGRAMS, ACTIVITIES AND PROJECTS (GAD PAPs)

To: Schools Division Superintendents

1. The Philippine Commission on Women (PCW)-National Economic and Development Authority (NEDA)-Department of Budget and Management (DBM) Joint Circular No. 2012-01 disseminates the Guidelines for the Preparation of Annual Gender and Development (GAD) Plans and Budgets and Accomplishment Reports to implement the Magna Carta of Women.

2. Section 6 of the said circular explains the costing and allocation of GAD Budget as follows:

- At least five percent (5%) of the total agency budget appropriations authorized under the annual GAA shall correspond to activities supporting GAD plans and programs. The GAD budget shall be drawn from the agency’s maintenance and other operating expenses (MOOE), capital outlay (CO), and personal services (PS). It is understood that the GAD budget does not constitute an additional budget over an agency’s total budget appropriations.
- Pursuant to Section 37A.1c of the MCW-Implementing Rules and regulations (MCW-IRR), the GAD budget may be allocated using any or a combination of the following:
 - a. As a separate GAD fund to support GAD-focused Programs, Activities and Projects (PAPs);
 - b. As fund to support integrating gender perspective in major programs and projects (gender mainstreaming); and
 - c. As counterpart fund to support gender-responsive Official Development Assistance (ODA)-funded projects.
- The utilization and outcome of the GAD budget shall be annually monitored and evaluated in terms of its success in influencing the gender-responsive implementation of agency programs funded by the remaining ninety-five percent (95%) budget (MCW Chapter VI, Section 36).



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3. As a separate GAD fund to support GAD-focused PAPs. These PAPs must:
 - a. be clearly designed to address emerging gender issues of the organization (i.e. establishment of Child-Minding Room to support the maternal functions of working mothers, Creation of Committee on Decorum and Investigation to address issues on sexual harassment, establishment of GBV Desk to manage and handle cases related to gender-based violence, and other similar PAPs);
 - b. have the purpose of building the capability of its personnel on GAD (e.g. Gender Sensitivity Training, Gender Analysis, etc.); and
 - c. be developed to address the gaps in the agency's gender mainstreaming based on the result of the Gender Mainstreaming and Evaluation Framework Organizational Assessment Checklist.
4. In determining what can be or cannot be charged to GAD budget, the primary consideration is the gender issue being addressed by the expense or activity. If the gender issue is clear, the expense may be charged to the GAD budget. The **expenses that can be CHARGED/REFLECTED to GAD Budget** are the following:
 - a. PAPs included in the PCW-endorsed GAD plan, including relevant expenses such as supplies, travel, food, board and lodging, professional fees among others;
 - b. Capacity development on GAD;
 - c. Activities related to the establishment and strengthening of enabling mechanisms that support the GAD efforts of agencies (e.g. GAD Focal Point System, VAW desks, among others);
 - d. Salaries of agency personnel assigned to plan, implement and monitor GAD PAPs on a full-time basis, following government rules in hiring and creating positions;
 - e. Agencies may cost the time spent by GFPS members and of agency personnel doing GAD related work (e.g. auditors doing audit of GAD funds) and charge this to the GAD budget. Overtime work rendered in doing GAD related PAPs may be compensated through a compensatory time off (CTO), following government accounting and auditing rules and regulations;
 - f. Agency programs to address women's practical and strategic needs (e.g. daycare center, breastfeeding rooms, crisis or counseling rooms for abused women, halfway houses for trafficked women and children, gender-responsive family planning program among others);



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- g. Consultations conducted by agencies to gather inputs for and/or to disseminate the GAD plan and budget;
- h. Payment of professional fees, honoraria and other services for gender experts or gender specialists engaged by agencies for GAD-related trainings and activities; and
- i. IEC activities (development, printing and dissemination) that support the GAD PAPs and objectives of the agency
5. The **expenses that cannot be CHARGED/REFLECTED to GAD Budget** are the following:
- a. PAPs that are not in the agency's PCW-endorsed GAD plan;
- b. Personal services of women employees UNLESS they are working full time or part time on GAD PAPs;
- c. Honoraria for agency GAD Focal Point System members or other employees working on their agency GAD- programs and activities;
- d. Salaries of casual or emergency employees UNLESS they are hired to assist in GAD related PAPs;
- e. Provision for contingency funds or "other services" of PAPs;
- f. Car-pooling, gas masks for traffic/ environment enforcers, among others;
- g. The following expenses may NOT be charged to the GAD budget UNLESS they are justified as clearly addressing a specific gender issue:
- Physical, mental and health fitness including purchase of equipment and information dissemination materials;
 - Social, rest and recreation activities;
 - Religious activities and implementation of cultural projects; and
 - Construction expenses
- h. Purchase of supplies, materials, equipment and vehicles for the general use of the agency.
6. All Schools Division Offices are advised to comply with the provisions of the PCW-NEDA-DBM Joint Circular No. 2012-01 on the costing and allocation of the GAD Budget.



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7. This office reminds all concerned that **collection of any amount for the participation of DepEd personnel to any GAD-related activities is strictly prohibited.**
8. For queries and other concerns, please contact HRDD through (072) 682-224 or e-mail at hrdd.region1@deped.gov.ph.
9. For information and dissemination.

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Director IV

Reference: PCW-NEDA-DBM Joint Circular No. 2012-01
Encl.: As stated
To be indicated in the Perpetual Index
Under the following subjects:

ALLOCATION

BUDGET

HRDD/vrdg/RM_GADCostingandAllocation
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