

ADMINISTRATIVE ORDER

No. 15

Series of 2018

SUBJECT: Amendment of the Administrative Order No. 05 Dated 14 May 2012

This Memorandum is being issued to amend the following items of the AO No. 5, s. 2012, on the DSWD Guidelines on Gender and Development (GAD) Mainstreaming, to read as:

Item I, (Additional Rationale)

With the series of policy issuances from the Philippine Commission on Women (PCW) *i.e. Memorandum Circular 2017-03, Joint Memorandum Circular No. 2014-01 and 2015-04* and the implementation of Gender Mainstreaming and Monitoring System (GMMS), it is vital to amend the DSWD Administrative Order No. 5 s. 2012.

Relative to the implementation of GMMS, the agency's GAD Plan and Budget (GPB) and GAD Accomplishment Report (GAD AR) shall be coursed thru the said system. On the other hand, the two recently issued PCW policies have an implication on what will be the important elements and arrangement on the preparation of GPBs and GAD ARs at the Central and Field Office level.

Item II (Additional Legal Bases)

6. The Philippine Commission on Women (PCW) Memorandum Circular No. 2014-01 – *Integration of Women, Peace and Security Programs, Activities, and Projects in Annual GAD Plans and Budgets (GPBs) and GAD Accomplishment Reports (GAD AR).*
7. The Philippine Commission on Women (PCW) Memorandum Circular No. 2015-04 – *Preparation and Online Submission of FY 2017 GPBs and FY 2015 GAD AR and Other Matters.*
8. The Philippine Commission on Women (PCW) Memorandum Circular No. 2017-03 – *Preparation and Online Submission of FY 2019 GPBs and FY 2017 GAD AR and Other Matters.*
9. United Nations Security Council Resolutions 1325 and 1820 on Women, Peace and Security - which recognizes that armed conflict affects women and girls differently from men and boys.

Item III, Additional Objectives

6. To reiterate the support of the Secretary as GFPS Chairperson to ensure that all women and men are protected and not being discriminated in the workplace. Similarly, DSWD facilities and processes are gender responsive to the needs of its *client* and employees and adopt gender fair languages in all its policy issuances and pronouncements.
7. To guide the Department in preparing annual GPBs and GAD ARs that shall be coursed through the GMMS particularly the field offices' submission, review, and endorsement of their respective GPBs and GAD ARs.
8. To incorporate those women's needs and concerns in pre, during, and post-conflict affected areas and are to be integrated in the annual GPBs and GAD ARs of the agency.
9. To assess gender responsiveness of major program/project of the Department using the Harmonized Gender and Development Guidelines [HGDG] as a tool to identify strengths and areas for improvement concerning the different gender mainstreaming entry points namely: policy, program, people, and enabling mechanisms. GAD budget attribution would help the OBS and Field Offices meet the minimum five percent 5% GAD budget.

Item V, Additional Definition of Terms

- Gender Mainstreaming and Monitoring System – the PCW online system for managing GAD profiles, GPBs, and GAD ARs, as well as for generating GAD related reports *i.e. monitor government compliance to the Magna Carta of Women [MCW], Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), Beijing Platform for Action [BPfA], among others.*

Item VI, Additional General Guidelines

9. In the preparation of the GPB, OBS and Field Offices may use its approved budget for the current year as basis in computing the minimum five percent (5%) requirement.
10. It shall be necessary for the Field Offices to conduct gender assessment to determine attribution of certain programs.
11. The GPB shall be integrated in the Budget Proposal, Work and Financial Plan (WFP) of the Department, the cost of which shall be at least five percent (5%) of the total agency's budget.
12. The Department shall include in the GPBs and GAD ARs specific programs, activities, and projects in addressing women, peace and security concerns.
13. The determination of compliance with the GPB shall be by agency and not by regional or field offices.

14. Each Office, Bureau, Service [OBS] and Field Office shall prepare, review, and submit their GPBs and GAD ARs using the GMMS. The review shall focus on the alignment of the GPB based on the following:
- Overall GAD framework and agenda of the Department
 - DSWD mandate as stipulated in different Laws on Women and Executive issuances
 - Result of gender analysis or assessment conducted.
15. The Central Office thru the Policy Development and Planning Bureau particularly the Planning Division shall review and endorse the OBS and Field Offices' GPBs and GAD ARs to the Chairperson for onward submission to PCW using the GMMS.
16. Offices, Bureaus, Services and Field Offices shall deliberately generate and use age and sex-disaggregated data and information in the preparation of their respective GPBs and GAD ARs.
17. The Department shall generate data on violence against women and their children (VAWC) at regional, provincial, city/municipal data to clearly ascertain if VAWC was committed because or in the context of armed conflict.
18. All members of the GAD TWG, GAD Focal Persons and other personnel involve in gender mainstreaming work shall include their roles and responsibilities as in their respective Individual Performance Contract (IPC) as one of their core functions.

Item VII.B, Additional Roles and Responsibilities

The Executive Committee shall:

- g. Recommend awards or recognition to outstanding institutional GAD programs, activities, and projects and/or GAD Focal Point members.

The Technical Working Group [TWG] shall:

- b) Provide regular updates and recommendations to the head of agency or ExeCom and/or ManCom on the progress of agency GAD mainstreaming activities based on the results of technical assistance, capacity building activities, and monitoring of GPBs.
- c) Lead in the conduct of annual assessment on gender mainstreaming and conduct monitoring of the implementation of GAD-related activities in their respective offices and suggest corrective measures to improve its implementation.
- d) Attend and participate in gender mainstreaming activities of inter-agency committees.

- e) The Protective Service Bureau or Divisions/Units shall provide technical assistance to Field Offices to ensure that **gender mainstreaming** is being undertaken **in the implementation of protective service programs**.
- f) The National Program Management Office [NPMO] or Divisions/Units shall ensure that **gender mainstreaming initiatives for promotive programs is being funded and implemented as planned**.
- g) The Policy Development and Planning Bureau [PDPB] shall provide technical assistance on the development of GPB and monitoring of GAD AR.
- h) The Capability Building Bureau (CBB) or Divisions/Units shall take the lead in the development and implementation of an appropriate capacity development program on gender equality and women's empowerment for its employees such as but not limited to:
- Conduct an office-wide inventory of all staff that have undergone a Gender Sensitivity Training (GST) and institutionalize a mandatory GST for all officials and personnel, in coordination with the Human Resource Development Bureau (HRDB) or Division/Units.
 - Ensure that capability building initiatives comply with the management of learning for gender equality and women's empowerment and linked with the Individual Performance Contracts (IPC) and Individual Development Plans (IDP) of all personnel.
 - Lead in the development of DSWD manual on National Action Plan on Women, Peace and Security [NAPWPS].
- i) The Social Marketing Service (SMS) or Divisions/Units shall initiate advocacy activities and work with concern OBS in the development of **gender fair** IEC materials to ensure critical support of agency officials, staff and relevant stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities within the Department.
- j) The Disaster Response and Management Bureau or Divisions/Units shall guarantee the following commitments to ensure gender mainstreaming work in Disaster Relief and Response Management:
- Develop separate guidelines on gender mainstreaming.
 - Regularly monitor gender and culturally-sensitive quick response (QR) humanitarian relief and assistance for displaced women and girls.
 - Regularly monitor gender and culturally-sensitive quick response (QR) mechanisms for women and girls displaced by and vulnerable to different forms of conflict.

- Develop and regularly monitor culturally-sensitive guidelines for responding to conflict-related sexual and gender-based violence (SGBV) (i.e. forms of VAW or Violence Against Women directly resulting from the situation of conflict such as trafficking, rape, sexual harassment, etc.).
 - Ensure a standard procedure the establishment and functioning of “Women-Child-Friendly Spaces’ (WCFS) in all evacuation areas and internally displaced peoples (IDPs) camps.
 - Lead and/or contribute to comprehensive gender and culturally-sensitive humanitarian rehabilitation and recovery program, with particular focus on shelter, health (including psychosocial programs), social health insurance, livelihood and educational support.
 - Ensure documentation, protection and provision for psychosocial support, healing and development programs and access to justice for children born of conflict-related rape.
- k) Offices responsible for implementing PAMANA Program shall provide technical assistance and support to Women Peace Centers (WPC) catering to the needs of women and girls from conflict-affected/vulnerable communities established in various PAMANA Provincial LGUs as applicable.
- l) The Human Resource Development Bureau or Divisions/Units shall develop separate gender mainstreaming guidelines as well as policies on deployment protocols and coordinating mechanism to ensure the physical security of women from frontline responders of the DSWD.

The GAD Secretariat lodged under the Policy Development and Planning Bureau at the Central Office and Policy and Plans Unit at the Field Office level shall:

- a) Assist in providing technical assistance particularly on the development of GPB and review or monitoring of GAD ARs.
- b) Facilitate the conduct of review and endorsement of GPB and GAD ARs by the GAD TWG.
- c) Facilitate the conduct of quarterly GAD TWG meetings *i.e.* Give notices of meetings, agenda, agenda folder, and/or relevant information to all GAD TWG-members.
- d) Keep all official records and documents of the GAD TWG.
- e) Document minutes of the GAD TWG meetings.
- f) Follow-up all agreements reached during the GAD TWG meetings and provide updates to the GAD Chairperson or concerned OBS.
- g) Collaborate and coordinate with concern OBS and Field Offices on gender mainstreaming initiatives and gender-related activities of the Department.

Item VII.C, On Preparation of GPB and GAD AR

1. The field offices thru its Regional GAD Technical Working Group (TWG) should conduct annual GAD Planning and Budgeting guided by the following:
 - DSWD Gender Mainstreaming Guidelines
 - Gender Mainstreaming Guidelines of specific programs
 - DSWD Gender and Development Agenda
 - Result of gender analysis of different programs
 - DSWD mandate as stipulated in different laws on women and executive issuances such as but not limited to the following:
 - i. *RA 8505 otherwise known as The Anti-Rape Law of 1997*
 - ii. *RA 8972 otherwise known as The Solo-Parents' Welfare Act of 2000*
 - iii. *RA 9165 otherwise known as The Comprehensive Dangerous Drugs Act of 2002*
 - iv. *RA 9208 otherwise known as The Anti-Trafficking in Persons Act of 2003*
 - v. *RA 9262 otherwise known as The Anti-Violence Against Women and their Children Act of 2004*
 - vi. *RA 9710 otherwise known as The Magna Carta of Women*
 - vii. *RA 9775 otherwise known as The Anti-Child Pornography Act of 2009*
 - viii. *RA 10364 otherwise known as an Act Expanding RA 9208*
 - ix. *RA 10630 otherwise known as an Act Strengthening the Juvenile Justice Welfare Act of 2006*
2. The specific sector gender issues shall be within the context of the agency's mandates and its commitment as indicated in the DSWD GAD Agenda. Field Offices are required to consolidate and integrate the gender issues and corresponding PAPs of the various units in their GPBs and GAD ARs to be submitted to and reviewed by central office.
3. The GPB shall address the different roles, needs, and levels of women's empowerment, namely: welfare, access, conscientization, participation and control.
4. GAD Focal Persons shall consolidate and submit their respective OBS' [include Field Offices] GPBs and GAD ARs using the GMMS.
5. OBS and Field Offices shall revise and submit their adjusted GPBs and GAD ARs using the GMMS for review of DSWD Central Office particularly the PDPB based on the set deadline of PCW and DBM.
6. OBS and Field Offices shall administer Harmonized GAD Guidelines to ensure that all programs and projects being implemented, piloted, and initiated by the Department are gender responsive.

- a. The attribution of programs under DRF shall be administered by Field Offices responsible for reporting the utilization of the program's or project's fund. On the other hand, programs under CMF shall be the responsibility of the NPMO. HGDG tool with the appropriate program identification and design checklist shall be used of which the results will be reflected in the GPB. While HGDG checklists for program management implementation and monitoring and evaluation [box 16 and 17] shall be used and the result will be reflected in the GAD ARs.
 - b. PDF copies of the results of Harmonized GAD Guidelines and other means of verifications shall be attached to the field offices' GPB and/or GAD ARs submissions. OBS and Field Offices' are requested to attach good practices, anecdotes, and narrative reports of their GAD ARs. Narrative reports should highlight the accomplishments along different gender mainstreaming entry points, namely: policy, people, program, and enabling mechanisms.
7. GPBs submission thru GMMS shall be submitted on the 20th of November and GAD ARs on the 10th of December for review of the Planning Division of PDPB.
 8. Offices, Bureaus, and Services shall guarantee timely fund-allocation of the approved Annual Field Office GAD Plan and Budget under their centrally-managed fund (CMF).

Item VII.D, On Capability Building

1. The Department shall capacitate its Central and Regional GAD TWG in the administration of Harmonized GAD Guidelines in preparation for attribution of the agency's programs and projects.
2. The Department shall be able to identify and conduct skills development and capacity building activities on gender and conflict sensitivity particularly those regions with identified conflict affected areas and/or PAMANA implementing regions.
3. The Department shall develop and implement the GAD Capacity Building Plan for its officials and personnel both at the Central and Field Office level.

This Administrative Order shall take effect immediately. Previous issuances inconsistent herewith are deemed amended accordingly.

Certified True Copy:

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