

Philippine
Commission
on Women

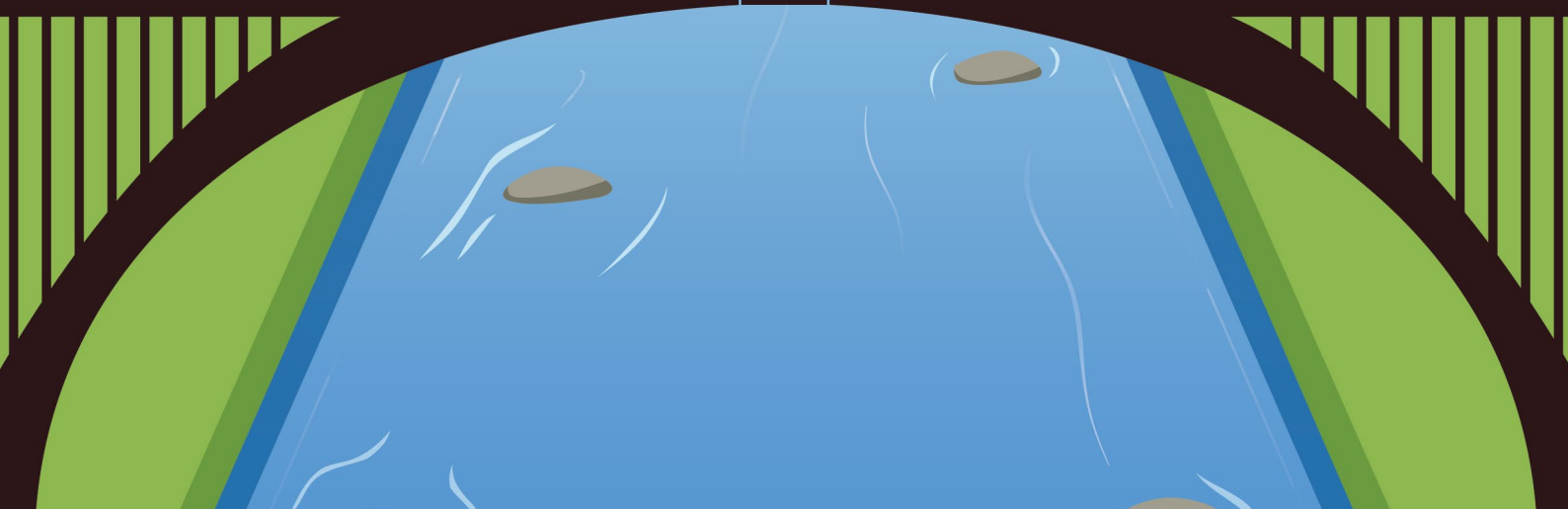


GAD FOCAL POINT SYSTEM FUNCTIONALITY ASSESSMENT TOOL

for Local Government Units



GFPS



THE GAD FOCAL POINT SYSTEM

FUNCTIONALITY ASSESSMENT TOOL

for Local Government Units

GFPS

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Commission
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ACRONYMS

AO	Administrative Order	LGUs	Local Government Units
AR	Accomplishment Report	M&E	Monitoring and Evaluation
CSO	Civil Society Organization	MCW	Magna Carta of Women
DILG	Department of the Interior and Local Government	MOA	Memorandum of Agreement
EO	Executive Order	MOU	Memorandum of Understanding
EXECOM	Executive Committee	MOV	Means of Verification
GFPS	GAD Focal Point System	NCRFW	National Commission on the Role of Filipino Women
GPB	GAD Plan and Budget	PAPs	Programs, Activities, and Projects
GAD	Gender and Development	PCW	Philippine Commission on Women
GM	Gender Mainstreaming	PDPW	Philippine Development Plan for Women
GMEF	Gender Mainstreaming Evaluation Framework	PPGD	Philippine Plan for Gender Responsive Development
HGDG	Harmonized Gender and Development Guidelines	RO	Regional Office
IEC	Information, Education, and Communication	SGLG	Seal of Good Local Governance
JMC	Joint Memorandum Circular	TWG	Technical Working Group
LCE	Local Chief Executive	WID	Women in Development
LGRP	Local GAD Resource Program		

DEFINITION OF TERMS

Administrative Order

Acts of the local chief executive that relate to particular aspects of governmental operations in pursuance of his duties as administrative head shall be promulgated via administrative orders

Accomplishment Report

Document to determine the extent of attainment of the set goals and objectives

Civil Society Organization

Non-state actors whose aims are neither to generate profits nor to seek governing power, but unite people to advance shared goals and interests

Department of Budget and Management

Responsible for the formulation and implementation of the National Budget, and the efficient and sound utilization of government funds and revenues to achieve the country's development goals

Department of the Interior and Local Government

Responsible for promoting peace and order, ensuring public safety, and strengthening the capability of local government units to effectively deliver basic services to the citizenry

Executive Order

Acts of the President providing for rules of a general or permanent character in implementation or execution of constitutional or statutory powers shall be promulgated in an executive order

Executive Committee

A committee that provides direction and gives policy advice to the agency head to support and strengthen the GFPS and the agency's GAD mainstreaming activities

Gender Analysis

The examination of a problem or situation so as to identify gender issues within the problem/context of a project, and the obstacles to the attainment of gender equality or similar goals

Gender and Development

A development perspective and process that is participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials

Gender-responsive LGU Assessment Tool

A gender analysis tool to measure the gender responsiveness of an LGU as an organization and in the delivery of its basic services and facilities

GAD Focal Point System

An interacting and interdependent group of people in all government instrumentalities tasked to catalyze and accelerate gender mainstreaming. It is a mechanism established to ensure and advocate for, guide, coordinate, and monitor the development, implementation, review and update of their GAD plans and GAD-related programs, activities and projects

Gender Mainstreaming Evaluation Framework

A framework that showed how far agencies have moved forward, stepped backward, or remained basically in the same stage as they went about their mainstreaming work

GAD Plan and Budget

A systematically designed set of programs, projects and activities that shall address specific gender issues and concerns, and GAD mandate of an organization

Harmonized Gender and Development Guidelines

A gender analysis tool co-developed by the Philippine Commission on Women and the National Economic and Development Authority and is used to ensure that programs and projects undertaken by the government in their various stages are gender responsive

Information, Education, and Communication Materials

Materials used to convey public messaging that support the overarching behavior change strategy developed to respond to a public problem

Joint Memorandum Circular

Embodies the Acts of the President on matters relating to internal administration, which the President desires to bring to the attention of all or some of the departments, agencies, bureaus or offices of the government for information or compliance

Local Chief Executive

Publicly elected official who heads the local government units

Local GAD Resource Program

Technical assistance model to operationalize the Magna Carta of Women in strengthening the gender mainstreaming efforts at the local level.

Local Government Unit

Any of the 81 provinces, 144 cities, 1,490 municipalities, and 42,028 barangays in the country that are led by their local chief executives.

Monitoring and Evaluation

A process used to assess the performance of projects, institutions, and programs set up by government agencies, international organizations, and nongovernment organizations

Magna Carta of Women

A comprehensive women's human rights law that seeks to eliminate discrimination against women by recognizing, protecting, fulfilling and promoting the rights of Filipino women, especially those in marginalized sector

Memorandum of Agreement

A written document between multiple parties on a project detailing how they will work together to achieve agreed-upon goals and objectives

Memorandum of Understanding

A written document describing the broad outlines of an agreement that two or more parties have reached

Means of Verification

Documents and/or tools used and processes followed to collect the data necessary to measure progress.

National Commission on the Role of Filipino Women

The former name of the Philippine Commission on Women

National Economic and Development Authority

The chief planning agency mandated to create, coordinate, and monitor programs designed to accelerate and develop the country's economic growth

Partnership Agreement

A contract between all parties involved in starting a partnership-structured undertaking that covers the rights and responsibilities of each partner

Philippine Commission on Women

The primary policy-making and coordinating body on women and gender equality concerns

Programs, Activities, and Projects

General term that refers to all program activities funded by Congress through the annual appropriation process

Philippine Plan for Gender Responsive Development

A 30-year perspective plan to ensure that women-friendly policies can take root and flourish despite the barriers posed by traditional attitudes and stereotyping

Regional GAD Committee

One of the mechanisms responsible for strengthening the localization of the Magna Carta of Women

Regional Office

Established to implement laws, policies, plans, programs, rules and regulations of the department or agency in the regional area

Responsible Parenthood and Reproductive Health

A legislation that guarantees and enables measures for the sexual and reproductive rights of women, men, young people and families through comprehensive and accessible reproductive health care services, including family planning

Seal of Good Local Governance

A progressive assessment system that gives distinction to remarkable local government performance across several areas.

Technical Working Group

An ad-hoc group of experts on a particular topic who work together on specific goals



Instructional GUIDE



GFPS



The GAD FOCAL POINT SYSTEM

The concept of a Women in Development (WID) or Gender and Development (GAD) Focal Point was first introduced in the Philippines with the adoption of the Philippine Development Plan for Women (PDPW) 1989–1992 through Executive Order No. 348 and the issuance of the *National Commission on the Role of Filipino Women* (NCRFW) Memorandum Order No. 89-1 as the implementing guidelines for the PDPW. The memorandum prescribes that “[f]ocal points for women’s concern or other similar mechanisms shall be created in each department, bureau, office, agency, or instrumentality of the government, including government-owned and controlled corporations to ensure PDPW’s implementation, monitoring, review, and updating in each agency.”

“The PCW’s Enhanced GMEF Tool defines the GFPS as ‘an interacting and interdependent group of people in all government instrumentalities tasked to catalyze and accelerate gender mainstreaming. It is a mechanism established to ensure and advocate for, guide, coordinate and monitor the development, implementation, monitoring, review, and updating of their GAD plans and GAD-related programs, activities and projects.’”

The said NCRFW memorandum also provides for the structure and functions of the Focal Points, which underscored their lead role in the review and evaluation of the agencies’ strategies in identifying the immediate concerns of their women employees. The importance given to the role of Focal Points is echoed in the Philippine Plan for Gender Responsive Development (PPGD) 1995–2025, which pursues gender mainstreaming in the different sectoral aspects of development. These policy imperatives have mandated Focal Points, particularly the heads of agencies, to lead the full integration of GAD concerns into the development process of all government entities. It is crucial, therefore, for all Focal Points to be knowledgeable about the gender mainstreaming process and dutifully apply gender-responsive planning within the government bureaucracy.

In 2009, Republic Act No. 9710—or the Magna Carta of Women (MCW)—signifies the government’s commitment to protect and promote women’s human rights and achieve gender equality. Chapter VI, Section 36 of the MCW stipulates that all government instrumentalities and local government units (LGUs) shall adopt gender mainstreaming as a strategy to promote women’s human rights and eliminate gender discrimination in their systems, structures, policies, programs, processes, and procedure. Specifically, the MCW mandates the establishment and/or strengthening of a GAD Focal Point System (GFPS) as an institutional mechanism for catalyzing and accelerating gender mainstreaming.

The GFPS is expected to advocate, guide, coordinate, and monitor the gender mainstreaming efforts of the LGU, including the preparation of GAD Plans and Budgets (GPBs) and GAD Accomplishment Reports (GAD ARs), and to integrate GAD perspective in the regular programs and processes of the agency/LGUs.

The Philippine Commission on Women (PCW), through the Enhanced Gender Mainstreaming Evaluation Framework (GMEF), cited the importance of the GFPS under the People and Enabling Mechanisms entry points. The Enhanced GMEF Tool defines the GFPS as “an interacting and interdependent group of people in all government instrumentalities tasked to catalyze and accelerate gender mainstreaming. It is a mechanism established to ensure and advocate for, guide, coordinate and monitor the development, implementation, monitoring, review, and updating of their GAD plans and GAD-related programs, activities and projects.”¹

Specific to the LGUs, Joint Memorandum Circular (JMC) 2013-01² (“Guidelines on the Localization of Magna Carta on Women”) has laid down the structure of the GFPS. It also sets out the general functions and roles of the local chief executive (LCE), the executive committee (EXECOM), and the technical working group (TWG) members of the GFPS in LGUs. The said joint memorandum also directs the GFPS to take the lead in direction setting, advocacy, planning, monitoring and evaluation (M&E), and technical advisory on mainstreaming of GAD perspectives in the LGU programs, activities, and processes.

Apart from written policy imperatives, President Rodrigo Duterte has ordered LGUs down to the barangay level to implement the MCW in his 2016 and 2017 State of the Nation Addresses.

LGUs as Catalysts for Gender-Responsive Governance

The Local Government Code of 1991 espouses decentralization as a development and governance strategy, thus providing LGUs at the provincial, city, municipal, and barangay levels the power and resources to respond to the required services and basic needs of their constituents. This allows LGUs to take a proactive stance in addressing concerns in their areas of responsibility.

¹Philippine Commission on Women (2016). *A Handbook on the Application of the Enhanced Gender Mainstreaming Evaluation Framework*. Manila: Philippine Commission on Women.

²The PCW co-issued JMC 2013-01 with the Department of the Interior and Local Government (DILG), Department of Budget and Management, and the National Economic and Development Authority.

Also, President Rodrigo Duterte signed Executive Order (EO) No. 138 in June 2021, devolving certain functions of the national government agencies to local government units to implement the Supreme Court’s decision in *Mandanas et al. vs. Executive Secretary et al.*, otherwise known as the *Mandanas-Garcia* ruling of 2019. One of the implications of the said jurisprudence is the increase in Internal Revenue Allotment by 55 percent in the 2022 budget, reaching Php 1.08 trillion or 4.8 percent of the country’s gross domestic product. This is higher than the 3.5 percent of the gross domestic product in 2021.

With the increased financial resources, the challenge of gender-responsive governance requires LGUs to be steadfast in enhancing women and men’s capacity to contribute to, and benefit from, the results of development efforts.

The PCW has relentlessly promoted localization of the MCW through its Local GAD Resource Program (LGRP). It continues to support LGUs through partnerships at the provincial level and through regional GAD committees or similar GAD mechanisms at the regional and local levels. These partnerships, which help apply gender mainstreaming in LGUs’ programs, activities, and projects, have resulted in a number of positive outcomes. Also, the PCW has collaborated with the Department of the Interior and Local Government (DILG) in the issuance of relevant guidelines, memorandum circulars, and gender mainstreaming tools that guide LGUs on how to promote gender-responsive governance.

Significantly, the presence of a GFPS has been identified as one of the requirements under the Social Protection criterion of the DILG’s Seal of Good Local Governance (SGLG) award since 2017. The said award “puts premium to integrity and good performance as it seeks to institutionalize the continuity of local governance reforms and development. The SGLG Award is a progressive assessment system that gives LGUs distinction for their remarkable performance across several areas.”³ Under its Social Protection criterion, LGUs must possess the following GAD mechanisms to qualify for the 2019 SGLG award: (a) GFPS; (b) updated GAD Code; (c) GAD database; (d) 2018 GAD AR; and (e) 2019 GPB submitted to DILG field office for review.

In 2019, the DILG released a report on the status of GAD mechanisms in all LGUs from the 17 regions nationwide, including the Bangsamoro Autonomous Region of Muslim Mindanao (BARMM). A total of 1,499 GFPS have been established in cities, municipalities, and provinces, except LGUs in Regions IX (Zamboanga Peninsula) and the BARMM. The report mentions that the total count of LGUs with GFPS consists of 63 provinces, 134 cities, and 1,302 municipalities. However, the report provides no other information beyond the number of established GFPS in the country. Despite the importance of the GFPS in the localization of the MCW, there is not enough data or related studies that present a complete picture of the overall state of GFPS functionality nationwide.

A self-assessment tool, therefore, will help LGUs evaluate the functionality of their entire GFPS, generate vital information that can enhance policy decisions on institutional mechanisms and develop the capacities of GAD champions on the ground.

³DILG Memorandum Circular 2019–44 (“2019 Seal of Good Local Governance: Pagkilala sa Katapatan at Kahusayan ng Pamahalaang Lokal”).

The Roles of Oversight Agencies

The Department of the Interior and Local Government

Joint Memorandum Circular 2013-01 mandates the DILG to provide technical assistance and monitor LGUs' compliance to and implementation of the MCW. Given its oversight role over LGUs, the DILG must identify LGUs' outstanding accomplishments and good practices on gender mainstreaming in partnership with concerned agencies and other stakeholders. It should also consistently include the GFPS as a required mechanism under the SGLG Award, a recognition given to deserving LGUs.

Moreover, the DILG and PCW should issue a joint memorandum circular on the use and application of the GFPS Functionality Assessment Tool by LGUs. The DILG regional offices must prepare their assessment report of the functionality of the GFPS in LGUs and submit the same to the DILG central office, which will then submit to PCW as part of the overall MCW implementation report.

The Philippine Commission on Women

The PCW also leads the development of an M&E system on the progress of the implementation of the MCW. This is crucial as it needs to monitor the implementation of the MCW in partnership with the DILG, National Economic and Development Authority, Department of Budget and Management, and other concerned oversight agencies. As the national government machinery for the advancement of gender equality and women's empowerment, the PCW has a major task of providing technical assistance and supporting the capacity-building efforts of other oversight agencies to perform their roles as stipulated in JMC 2013-01.

As part of its M&E functions, the PCW should, through its GAD Local Learning Hub Program, maximize the use of the LGUs' good practices on gender mainstreaming.

The GAD Local Learning Hub Program is a certification program for LGUs that aims to institutionalize the sharing and replication of local experiences on gender mainstreaming. It is being promoted as part of the LGRP, which is designed to help LGUs come up with notable, innovative, and sustainable GAD projects or programs that can serve as models for other LGUs to replicate or learn from.



PURPOSE and SCOPE of the GFPS Functionality Assessment Tool for LGUs

The GFPS Functionality Assessment Tool is designed to contribute to gender-responsive local governance by ensuring that LGUs have the working mechanism—i.e., the GFPS—to mainstream GAD in their local policymaking, planning, programming, budgeting, implementation, and M&E processes. Such tool allows LGUs to self-assess their GFPS performance based on the parameters set forth in JMC 2013–01.

The assessment will reveal the GFPS’s strengths, weaknesses, and underlying gaps. It will also set the baseline for the GFPS’s current level of functionality, the fulfillment of members’ roles, and their GAD-related competencies. At most, the assessment tool will enable the GFPS to document good practices on gender mainstreaming.

The baseline period for assessing the functionality of GFPS in LGUs covers the last three (3) years prior to the assessment period as this coincides with the term of office of an incumbent local chief executive. For example, if the year of assessment is 2021, the years to be covered are from 2018 to 2020. To help ease the evaluation process, LGUs are encouraged to monitor their achievements at the beginning of the assessment year by gathering all pertinent information—or means of verification (MOVs)—that can satisfy the indicators of the assessment areas.

INTENDED USERS of the GFPS FUNCTIONALITY ASSESSMENT TOOL for LGUs

- This functionality assessment tool is intended for all GFPS established in provinces, cities, and municipalities in the Philippines. The self-assessment should be spearheaded by the GFPS Chair of the technical working group, in consultation with the rest of the members and its EXECOM. Most importantly, the local chief executive is expected to take part in the self-assessment as the head of the GFPS.

Note: There is a separate GFPS functionality assessment tool developed by PCW for national government agencies, including higher education institutions.



THE GFPS FUNCTIONALITY TOOL

Assessment Areas for LGUs

Figure 1 shows the four assessment areas of the GFPS Functionality Assessment Tool for LGUs. The GFPS in LGUs must answer all the indicators contained in the assessment areas, namely:

- a. Creation and/or Strengthening of the LGU-GFPS;
- a. Structure and Composition of the LGU-GFPS;
- b. Fulfillment of Functions and Roles of the LGU-GFPS; and
- c. GAD-related Competencies of LGU-GFPS Members.

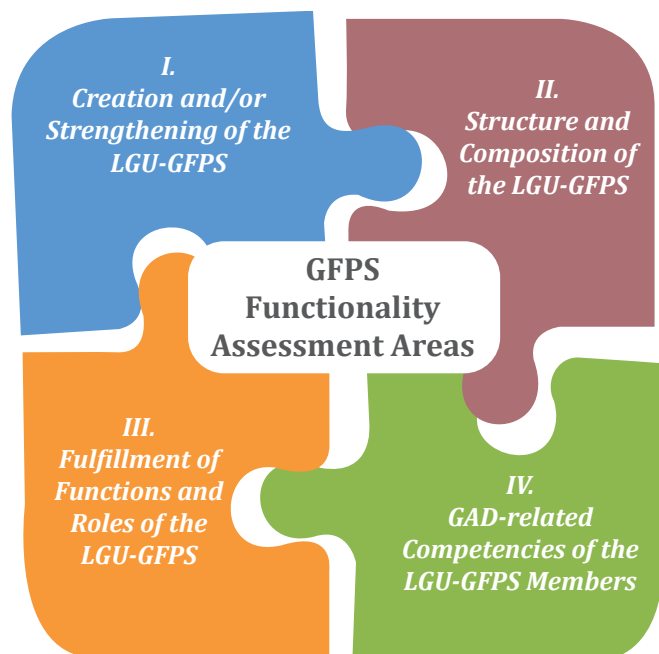


Figure 1. Assessment Areas of the GFPS Functionality Assessment Tool for LGUs

The first and second assessment areas are intertwined. The first assessment area necessitates the competent leadership of LCEs. The JMC 2013–01 emphasizes the important role of LCEs in setting the direction of the GFPS through policy issuances that either create or strengthen the said mechanism. Once established, the organizational structure of the GFPS must be put in place with the LCE as its Chair.

The second assessment area underscores the list of individuals that should be part of the GFPS's EXECOM and TWG.

The third assessment area, consisting of the functions and roles of GFPS, divides the indicators according to the roles/responsibilities of the GFPS members such as the LCE (as GFPS Chair), the EXECOM, and members of the TWG. This assessment area outlines the list of possible roles of each group of individuals based on the JMC 2013-01 guidelines. The general functions revolve around the following:

- a. Establishment and maintenance of GAD database;
- b. GAD Planning and Budgeting;
- c. Mainstreaming Gender Perspectives in Local Development Plans; and
- d. Formulation/Enhancement and Implementation of the LGU GAD Code.

The last assessment area, which pertains to the GAD-related competencies of the GFPS, focuses on the performance of the GFPS as catalyst for gender mainstreaming in the LGU. Such competencies include:

- a. Depth of familiarity with GAD concepts, policies/mandates, national plans, memorandum circulars, and GAD tools;
- b. Proficiency in the application of gender analysis and its tools, and in the preparation and review of GPBs and GAD ARs; and
- c. Ability to integrate GAD in local development planning, including collection and analysis of gender statistics. The GFPS also needs to demonstrate a proficiency or technical expertise on the following: generation and application of sex-disaggregated data; crafting and development of a GAD Code; and review of GPBs and GAD ARs of LGUs.

Table 1 presents the corresponding points for each assessment area as well as for each level of functionality.

Table 1 Maximum Score per Assessment Areas and per GFPS Functionality Level

Assessment Areas	Corresponding Number of Indicators	Levels of Functionality and Corresponding Points		
		Established	Functional	Fully Functional
I. Creation and/or Strengthening of the LGU-GFPS	5	7	9	10
II. Structure and Composition of the LGU-GFPS	7	10	13	14
III. Fulfillment of the Functions and Roles of the LGU-GFPS	35	35	45	50
IV. GAD-related Competencies of the LGU-GFPS Members	17	18	23	26
TOTAL SCORE	64	70	90	100

Assigning Weights/Percentage to Indicators Under the Assessment Areas

There are 64 indicators for all the assessment areas. The level of functionality of the GFPS—either Established, Functional, or Fully Functional—has corresponding points allotted to each assessment area, which has a set number of indicators. For every indicator that is fulfilled or fully completed, the LGU can get the corresponding maximum point/s assigned for said indicator.

The first assessment area, *Creation/Strengthening of the LGU-GFPS*, serves as the initial step of the LGU in setting up its GFPS with the LCE as its Chair. The crucial role of the LCEs is highlighted in this assessment area because of the significant administrative and/or executive orders issued in line with the creation, strengthening, and reconstitution of the GFPS during their term of office. A total of 10 points is allotted based on the five indicators for this assessment area.

The second assessment area, *Structure and Composition of the LGU-GFPS*, has seven indicators and is allotted a maximum of 14 points. This area identifies key people (i.e., the LCE, members of the EXECOM, and of the TWG) that are part of the GFPS of the LGU. Its composition should be based on the guidelines in JMC 2013-01.

The biggest point is allocated to the assessment area on *Fulfillment of the Functions and Roles of the LGU-GFPS Members*. It has 35 indicators with a maximum of 50 points. The said area merits a significant share of the overall points because the functionality of the GFPS is heavily measured by the fulfillment of the roles and functions of the GFPS members.

While the functionality of the GFPS relies on the extent and effectiveness of members in performing their mandated functions, the GFPS members also need to demonstrate their capacities, skills, and knowledge in promoting gender-responsive local governance. It therefore follows that the indicators proposed under the *GAD-related Competencies* assessment area merit the second biggest share of the points. Its 17 indicators have a corresponding 26 points.

In sum, there is a total of 100 points assigned to the 64 indicators under the four assessment areas.



GUIDE TO SCORING

The GFPS Functionality Assessment Tool

The LGU-GFPS Functionality Assessment Tool is self-administered; therefore, it is important for the GFPS members to study the entire tool prior to its application by attending in-house orientations/trainings on its usage. During the actual assessment, members should carefully analyze each sub-indicator and gather relevant documents that can substantiate their responses to produce a realistic assessment.

As mentioned in the previous section, the GFPS functionality shall be classified according to the following levels: (a) Established; (b) Functional; and (c) Fully Functional. Table 2 provides their descriptions.



Table 2 Definition of Each Level of GFPS Functionality

Level	Description
Established	The GFPS is classified as Established if the LGU has fulfilled the indicators under the Creation and/or Strengthening of the GFPS and Structure and Composition assessment areas. The Established classification is the basic functionality level. This is the initial stage where the LGU's own GFPS is organized through the issuance of a corresponding administrative or executive order duly signed and authorized by the LCE and follows the prescribed structure and composition stipulated under JMC 2013-01.
Functional	The LGU's GFPS is classified as Functional if it has been institutionalized. Under this level, the LGU maintains its compliance to the conditions stipulated in JMC 2013-01 and is able to sustain all its GAD mainstreaming efforts identified during the assessment.
Fully Functional	The GFPS is classified as Fully Functional if the LGU is able to demonstrate that (a) GAD has already been mainstreamed in all its policies, structure, and programs/projects/activities; (b) it has a pool of recognized GAD experts from among its GFPS members; and (c) its GAD mainstreaming strategies are exemplary and worthy of emulation by other LGUs.





Steps on **HOW TO USE** the GFPS Functionality Assessment Tool

The following steps guide the GFPS members on how to administer the functionality assessment tool.





STEP 1

The TWG gathers all GFPS members and facilitates the process of administering the GFPS Functionality Assessment Tool. Prior to this, each LGU department or office must prepare and collate all GAD-related documents pertinent to the indicators under each assessment area. An orientation on appropriate MOVs for all the indicators is recommended before proceeding to this step.



STEP 2

Fill out Form I - LGU Basic Information Sheet. The LGU Basic Information contains the following: (a) Basic profile of the LGU (i.e., name of LGU, official website, complete address, and income class); (b) Name of the LCE (including sex, contact information, term of office, and duration); (c) Local development plans; (d) Names of GFPS members (including sex and number of years as GFPS member); (e) List of local development plans; and (f) Representation and participation.



STEP 3

Provide appropriate responses to the list of indicators enumerated under each of the four assessment areas. The pre-final score derived from each assessment area should be agreed upon by GFPS members. Each answer corresponds to equivalent points per descriptor and scores are summed up and written in the “Sub-Total” box per assessment area. Names of the documents that serve as MOVs are then written in the “Means of Validation” column, for reference. A space is also provided for additional remarks or notes to document important explanation or challenges encountered when a descriptor score is low or zero.



STEP 4

After an answer has been provided for all the indicators, the GFPS’s TWG or Secretariat sums up the scores in each assessment area. Use **Form III – Computation of Total Score** to tally the scores from each assessment area and determine the corresponding functionality level.

Each sub-totaled score is added up to produce the final score from all four assessment areas.

Example, if the four scores below are added, the total score is 74 points.

1. Creation and/or Strengthening of the GFPS	10
2. Structure and Composition of the GFPS	11
3. Fulfillment of the Functions and Roles of the GFPS	33
4. GAD-related Competencies of GFPS Members	20
TOTAL	74



STEP 5

After obtaining the total score, the adjectival classification (i.e., Established, Functional, and Fully Functional) is then identified. For example, if the LGU garnered a total score of 74 points, the GFPS of the LGU is classified as **Functional**.



STEP 6

Identify the indicators with low or zero scores and note the documented explanation or challenges encountered under the “Remarks” column. Use **Form IV - LGU Action Points to Strengthen GFPS Functionality** to identify the gaps and corresponding interventions that the LGU can undertake to improve the score and level of functionality of its GFPS.



GFPS FUNCTIONALITY

Self-Assessment Forms

for Local Government Units



GFPS

3. POLICY/IES ON THE CREATION, STRENGTHENING, AND RECONSTITUTION OF THE GFPS IN THE LGU

Policy No.	Title	Date of Issue	Signatory

4. LOCAL DEVELOPMENT PLANS

Mark with a check if existing:	If existing, indicate when it was last updated
<input type="checkbox"/> GAD Agenda	
<input type="checkbox"/> Annual Investment Plan	
<input type="checkbox"/> Executive-Legislative Agenda	
<input type="checkbox"/> Comprehensive Development Plan	
<input type="checkbox"/> Local Disaster Risk Reduction and Management Plan	
<input type="checkbox"/> Provincial Development and Physical Framework Plan	
<input type="checkbox"/> Others, please specify:	

5. REPRESENTATION AND PARTICIPATION

	No. of Female Representative/s	No. of Male Representative/s	TOTAL
Local <i>Sanggunian</i>			
CSO representatives in the Local Development Council			
CSOs accredited by the <i>Sanggunian</i>			

1. Creation and/or Strengthening of the GFPS

(10 POINTS)

Descriptor/Indicator	Scoring Guide		
<p>1.1 The LGU issued a policy on the creation and establishment of the GFPS as required by the Magna Carta of Women and JMC 2013-01</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that explicitly directs the creation and establishment of the GFPS:</p> <ul style="list-style-type: none"> ■ Executive Order ■ Administrative Order 	<p>If the local chief executive (LCE) has issued an Administrative or Executive Orders (AO/EO) on the establishment of GFPS (based on the provision of JMC 2013-01), the score is 2.0.</p>	<p>If the LCE has issued an AO or EO on the establishment of GFPS, but not compliant with JMC 2013-01, the score is 1.0.</p>	<p>If the AO or EO was not issued, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>		

Score

<p>1.2 The policy issued on the creation of the GFPS indicates the designation and positions of the GFPS members</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that explicitly indicates the designation and positions of the GFPS members:</p> <ul style="list-style-type: none"> ■ Executive Order ■ Administrative Order 	<p>If the policy issued has specified the designation, positions, and departments/offices of the GFPS based on the JMC 2013-01, the score is 2.0.</p>	<p>If the policy issued has specified only two (2) of the following information: designation, positions, and departments/offices based on the JMC 2013-01, the score is 1.0.</p>	<p>If the policy issued only contains names of the GFPS members, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>		

Score

Descriptor/Indicator	Scoring Guide		
<p>1.3 The policy issued on the creation of GFPS clearly indicates the roles, responsibilities, and functions of the members based on JMC 2013–01</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that clearly indicates the roles, responsibilities and functions of the GFPS members:</p> <ul style="list-style-type: none"> ■ Executive Order ■ Administrative Order 	<p>If the policy issued has specified the roles, responsibilities, and functions of each GFPS member, the score is 2.0.</p>	<p>If the policy issued has indicated the general roles, responsibilities, and functions of all the members, the score is 1.0.</p>	<p>If the policy issued has no indicated roles, responsibilities, and functions of the GFPS members, the score is 0.</p> <p style="text-align: center;">Remarks</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>

Score

<p>1.4 The LGU oriented the GFPS members on their roles, functions and responsibilities</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that provide details on orientation/s conducted:</p> <ul style="list-style-type: none"> ■ Attendance Sheet ■ Certificate of Participation ■ Documentation ■ Minutes of the Meeting ■ Confirmation of Agreements ■ Other similar/equivalent documents 	<p>If the LGU has organized and/or conducted an orientation session on the roles, functions and responsibilities of GFPS members, the score is 2.0.</p>	<p>If the oversight agencies such as DILG, PCW, or others have oriented the GFPS members on their roles, functions, and responsibilities, the score is 1.0.</p>	<p>If the GFPS was not able to conduct an orientation with its members, the score is 0.</p> <p style="text-align: center;">Remarks</p> <div style="border: 1px solid #ccc; height: 120px; width: 100%;"></div>
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Score

Descriptor/Indicator	Scoring Guide		
<p>1.5 A percentage of GFPS members were oriented on their roles, functions, and responsibilities</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that shows the number and/or percentage of GFPS members oriented:</p> <ul style="list-style-type: none"> ■ Attendance Sheet ■ Certificate of Participation ■ Documentation ■ Minutes of the Meeting ■ Confirmation of Agreements ■ Other similar/equivalent documents 	<p>If 100% of the GFPS members were oriented on their roles, functions and responsibilities, the score is 2.0.</p>	<p>If 50%–99% of the GFPS members were oriented on their roles, functions and responsibilities, the score is 1.0.</p>	<p>If only less than 50% of the GFPS members were oriented on their roles, functions and responsibilities, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

Score

SUB-TOTAL SCORE

2. Structure and Composition of the GFPS

(14 POINTS)

Descriptor/Indicator	Scoring Guide		
<p>2.1 The local chief executive (LCE) actively served as the Chairperson of the GFPS Executive Committee (EXECOM)</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the LCE serves as the Chairperson of the GFPS EXECOM:</p> <ul style="list-style-type: none"> ■ Executive Order ■ Administrative Order 	<p>If the LCE has served as the Chairperson of the GFPS EXECOM, the score is 2.0.</p>	<p>If the LCE has designated an alternate Chairperson of the GFPS EXECOM, the score is 1.0.</p>	<p>If the LCE neither chaired nor designated the GFPS EXECOM Chairperson, the score is 0.</p>
<p style="text-align: center;">Remarks</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>			

Score

<p>2.2 The GFPS EXECOM is composed of all members prescribed under the JMC 2013-01 guidelines</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS EXECOM is composed of all prescribed members:</p> <ul style="list-style-type: none"> ■ Executive Order ■ Administrative Order 	<p>If the GFPS EXECOM is composed of all members prescribed under the JMC 2013-01, the score is 2.0.</p>	<p>If the GFPS EXECOM is composed of 50–99% of members prescribed under the JMC 2013-01, the score is 1.0.</p>	<p>If the EXECOM is composed of less than 50% of members prescribed under the JMC 2013-01, the score is 0.</p>
<p style="text-align: center;">Remarks</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>			

Score

Descriptor/Indicator	Scoring Guide		
<p>2.3 The GFPS EXECOM has representatives from the private sectors, academe, civil society/ organization, people’s organization, and person with disabilities, among others</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves representation from the various sectors:</p> <ul style="list-style-type: none"> ■ Executive Order ■ Administrative Order 	<p>If all proposed members and sectoral representatives assume membership in the GFPS EXECOM, the score is 2.0.</p>	<p>If the GFPS EXECOM consists of 50%–99% of the proposed representatives, the score is 1.0.</p>	<p>If the GFPS EXECOM consists of less than 50% of the proposed representatives, the score is 0.</p>
Remarks			

Score

<p>2.4 The GFPS has a Technical Working Group (TWG) composed of members in accordance with the JMC 2013-01 guidelines</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that clearly states presence of established GFPS TWG:</p> <ul style="list-style-type: none"> ■ Executive Order ■ Administrative Order 	<p>If the GFPS TWG is composed of all members prescribed under the JMC 2013-01, the score is 2.0.</p>	<p>If the GFPS TWG Committee is composed of 50%–99% of members prescribed under the JMC 2013-01, the score is 1.0.</p>	<p>If the GFPS TWG is composed of less than 50% of members prescribed under the JMC 2013-01, the score is 0.</p>
Remarks			

Score

<p>2.5 The GFPS TWG has a designated Chairperson selected from among its regular members</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that states designation of GFPS TWG Chairperson:</p> <ul style="list-style-type: none"> ■ Executive Order ■ Administrative Order 	<p>If the GFPS TWG Chair is a member of GFPS TWG or EXECOM, the score is 2.0.</p>	<p>If the GFPS TWG Chair is not a member of GFPS, the score is 1.0.</p>	<p>If the GFPS TWG has no designated Chair, the score is 0.</p>
Remarks			

Score

Descriptor/Indicator	Scoring Guide	
<p>2.6 The GFPS designated a Secretariat or GAD Office to support the operations of GFPS EXECOM and TWG</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves designation of Secretariat or GAD office to support the GFPS:</p> <ul style="list-style-type: none"> ■ Executive Order ■ Administrative Order 	<p>If the GFPS has identified and designated members of the TWG Secretariat or GAD Office to function as Secretariat, the score is 2.0.</p>	<p>If the GFPS has no designated Secretariat or GAD Office to function as Secretariat, the score is 0.</p> <p style="text-align: center;">Remarks</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>

Score

<p>2.7 The GFPS Secretariat or GAD Office has clear roles and responsibilities to support the operations of GFPS EXECOM and TWG</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves designation of structure and roles and functions of Secretariat or GAD Office:</p> <ul style="list-style-type: none"> ■ Executive Order ■ Administrative Order 	<p>If the GFPS Secretariat or GAD Office has clear set of roles and responsibilities established to support the operations of GFPS EXECOM and TWG, the score is 2.0.</p>	<p>If the GFPS Secretariat or GAD Office has no clear set of roles and responsibilities established to support the operations of GFPS EXECOM and TWG, the score is 0.</p> <p><i>(LGUs with neither GFPS Secretariat nor GAD Office automatically get 0 in this indicator.)</i></p> <p style="text-align: center;">Remarks</p> <div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div>
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Score

SUB-TOTAL SCORE	
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3. Fulfillment of the Functions and Roles of the GFPS Members

(50 POINTS)

3 - A. The Local Chief Executive (LCE) (8 points)

Descriptor/Indicator	Scoring Guide		
<p>3.1 The Local Chief Executive (LCE) issued Administrative or Executive Orders (AOs/EOs) in support of the LGU’s gender mainstreaming (GM) efforts</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that supports the LGU’s GM efforts:</p> <ul style="list-style-type: none"> ■ AO/EO on adoption of GAD Code/IRR of GAD Code ■ AO/EO on adoption of GAD Agenda ■ AO/EO on collection and utilization of sex-disaggregated data (SDD) and other GAD-related statistics/information ■ AO/EO on preparation and implementation of GPB ■ AO/EO on preparation of GAD AR ■ AO/EO on establishment and regular updating of GAD corners ■ AO/EO on inclusion of GAD-related functions of staff ■ AO/EO on inclusion of GAD function of LGU staff in their Individual Performance Commitment and Review (IPCR) Form ■ AO/EO on the localization of Safe Spaces Act ■ Other AOs or EOs that support LGU’s GM efforts 	<p>If the LCE has issued six (6) or more AOs/EOs in the last three (3) years in support of the LGU’s GM efforts, the score is 2.0.</p>	<p>If the LCE has issued one (1) to five (5) AOs/EOs in the last three (3) years in support of the LGU’s GM efforts, the score is 1.0.</p>	<p>If the LCE has not issued any AO/EO in the last three (3) years in support of the LGU’s GM efforts, the score is 0.</p>
	Remarks		
	Title of the Policy on GAD		Date

Score

Descriptor/Indicator	Scoring Guide		
<p>3.2 The LCE facilitated the meetings of the GFPS Executive Committee (EXECOM)</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the LCE facilitates the meetings of the LGU- GFPS EXECOM:</p> <ul style="list-style-type: none"> ■ Minutes of the Meeting ■ Confirmation of Agreements ■ AO/EO designation of official to facilitate GFPS EXECOM meetings 	<p>If the LCE facilitated at least 80% of all the GFPS EXECOM meetings, the score is 1.0.</p>	<p>If the LCE facilitated less than 80% of all GFPS EXECOM meetings, score is 0.5.</p>	<p>If the LCE has not facilitated the GFPS EXECOM meetings, the score is 0.</p> <p style="text-align: center;">Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
			<p>Score <input style="width: 50px;" type="text"/></p>

<p>3.3 The LCE ensured that the cost for implementing the GPB is at least 5% of the LGU’s total budget</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the LCE ensures at least 5% of the total LGU budget is used to implement GPB:</p> <ul style="list-style-type: none"> ■ Minutes of the Meeting/ Confirmation of Agreements ■ Memorandum on the issuance ■ GAD AR 	<p>If the LCE has allocated 5% or more of the LGU budget as GAD budget, the score is 2.0.</p>	<p>If the LCE has allocated less than 5% of the LGU budget as GAD Budget, the score is 0.</p> <p style="text-align: center;">Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
		<p>Score <input style="width: 50px;" type="text"/></p>

Descriptor/Indicator	Scoring Guide		
<p>3.4 The LCE considered Monitoring & Evaluation (M&E) Reports on GAD-related PAPs, and provided direction to GFPS to ensure their effective implementation</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the LCE considers M&E Reports on GAD-related PAPs, and provides direction to GFPS:</p> <ul style="list-style-type: none"> ■ Executive Order ■ Administrative Order 	<p>If the LCE has issued directive/s to the GFPS to ensure effective implementation of GAD-related PAPs, the score is 1.0.</p>	<p>If the LCE has not provided directive nor acted to ensure effective implementation of GAD-related PAPs, the score is 0.</p>	<p>Score <input type="text"/></p>
<p>Means of Verification (MOV)</p>		<p>Remarks</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	

<p>3.5 The LCE issued an AO/EO creating the M&E Team explicitly mandated by the JMC 2013-01</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents issued by the LCE on the creation of M&E Team based on the JMC 2013-01:</p> <ul style="list-style-type: none"> ■ Administrative Order ■ Executive Order 	<p>If the LCE has issued an AO or EO creating the M&E Team based on the JMC 2013-01, the score is 2.0.</p>	<p>If the LCE has issued an AO or EO creating the M&E Team but not based on the JMC 2013-01, the score is 1.0.</p>	<p>If the LCE has not issued an AO or EO creating the M&E Team based on JMC 2013-01, the score is 0.</p>	<p>Score <input type="text"/></p>
<p>Means of Verification (MOV)</p>		<p>Remarks</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>		

3 - B. The GFPS Executive Committee (EXECOM) (25 points)

Descriptor/Indicator	Scoring Guide		
<p>3.6 The GFPS EXECOM recommends the assessment of the LGU's gender mainstreaming (GM) efforts in its local development plans</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that show that GFPS EXECOM recommends the conduct of assessment of the LGU's GM efforts in local development plans:</p> <ul style="list-style-type: none"> ■ Memoranda ■ Notices ■ Minutes of the Meeting ■ Confirmation of Agreements 	<p>If the EXECOM has recommended the conduct of a GM assessment in the LGU's development plans with corresponding follow-through, the score is 2.0.</p>	<p>If the EXECOM has only recommended the conduct of a GM assessment in the LGU's development plans but has no follow-through action/s, the score is 1.0.</p>	<p>If the EXECOM has not recommended the conduct of a GM assessment in the LGU's development plans, the score is 0.</p>
	<p style="text-align: center;">Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>		

Score

<p>3.7 The GFPS EXECOM forged partnerships with several institutions to assist the LGU in its GM efforts</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves EXECOM's partnerships with institutions to assist the LGU with its gender mainstreaming efforts:</p> <ul style="list-style-type: none"> ■ Partnership Agreement ■ Memorandum of Agreement/Understanding ■ Confirmation of Agreements 	<p>If the EXECOM has forged six (6) or more partnerships with institutions to support the LGU's GM efforts through signing of Partnership Agreements and/or Memoranda of Understanding/Agreement (MOA/MOU) in the last three (3) years, the score is 1.0.</p>	<p>If the EXECOM has forged one (1) to five (5) partnerships with institutions to support the LGU's GM efforts through signing of PA, MOA, or MOU in the last three (3) years, the score is 0.5.</p>	<p>If the EXECOM has not forged partnership with institutions through an established PA, MOA, or MOU to support GM, the score is 0.</p>
	<p style="text-align: center;">Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>		

Score

Descriptor/Indicator	Scoring Guide	
<p>3.8 The GFPS EXECOM participated in the formulation of the GAD Code</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves EXECOM's participation in the formulation of LGU's GAD Code:</p> <ul style="list-style-type: none"> ■ Attendance Sheets ■ Acknowledgement ■ Certificates of Participation/Recognition ■ Confirmation of Participation ■ Activity Documentations 	<p>If 50% or more of the EXECOM members participated in the phases of the LGU GAD Code formulation, the score is 2.0.</p>	<p>If only less than 50% of the EXECOM members participated in the phases of the LGU GAD Code formulation, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	
		<p>Score <input style="width: 50px;" type="text"/></p>

<p>3.9 The GFPS EXECOM spearheaded the formulation of the LGU GAD Agenda</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that show that EXECOM leads in formulating the LGU GAD Agenda:</p> <ul style="list-style-type: none"> ■ Attendance Sheet ■ Minutes of the Meeting/Confirmation of Agreements ■ Activity Documentation 	<p>If the EXECOM has led the formulation of the LGU GAD Agenda being adopted, the score is 2.0.</p>	<p>If the EXECOM has not led in the formulation of the LGU GAD Agenda, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	
		<p>Score <input style="width: 50px;" type="text"/></p>

Descriptor/Indicator	Scoring Guide	
<p>3.10 The GFPS EXECOM initiated the conduct of regular meetings on the LGU's GM efforts</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the EXECOM initiates conduct of regular meeting on the LGU's gender mainstreaming efforts:</p> <ul style="list-style-type: none"> ■ Notices of Meeting ■ Attendance Sheets ■ Minutes of the Meeting/Confirmation of Agreements 	<p>If the EXECOM has conducted regular meetings on the LGU's GM status, the score is 2.0.</p>	<p>If the EXECOM has not conducted regular meetings on the LGU's GM status, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	
		<p>Score <input style="width: 50px; height: 20px;" type="text"/></p>

<p>3.11 The GFPS EXECOM provided the LCE with updates on the status of the LGU's GM efforts</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that reflects EXECOM's provision of updates to LCE on the LGU's gender mainstreaming efforts:</p> <ul style="list-style-type: none"> ■ Minutes of the Meeting ■ Confirmation of Agreements ■ Reports ■ Memorandum ■ Transmittal letter 	<p>If the EXECOM has provided updates to the LCE on the status of LGU's GM efforts, the score is 2.0.</p>	<p>If the EXECOM has not provided updates to the LCE on status of LGU's GM efforts, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>	
		<p>Score <input style="width: 50px; height: 20px;" type="text"/></p>

Descriptor/Indicator	Scoring Guide	
<p>3.12 The GFPS EXECOM participated in regular GFPS meetings</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves participation of EXECOM in regular GFPS meetings:</p> <ul style="list-style-type: none"> ■ Minutes of the Meeting ■ Confirmation of Agreements ■ Attendance Sheets 	<p>If 50% or more of the EXECOM members participated in regular GFPS meetings, the score is 2.0.</p>	<p>If only less than 50% of the EXECOM members participated in regular GFPS meetings, the score is 0.</p>
	<p style="background-color: #f4a460; border-radius: 15px; padding: 5px;">Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	
	<p style="background-color: #f4a460; padding: 5px;">Score <input style="width: 50px; height: 20px;" type="text"/></p>	

<p>3.13 The GFPS EXECOM led in the identification of strategies to mainstream GAD in the local development processes</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the EXECOM leads in the identification of strategies to mainstream GAD in the local development processes:</p> <ul style="list-style-type: none"> ■ Documentation ■ Minutes of the Meeting ■ Confirmation of Agreements ■ Concept Note/Paper Issuances 	<p>If the EXECOM led the identification of six (6) or more strategies for GM and were finalized and implemented, the score is 2.0.</p>	<p>If the EXECOM led the identification of one (1) to five (5) strategies for GM and were finalized and implemented, the score is 1.0.</p>	<p>If the EXECOM has not identified strategies for GM in the local development processes, the score is 0.</p>
	<p style="background-color: #f4a460; border-radius: 15px; padding: 5px;">Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>		
	<p style="background-color: #f4a460; padding: 5px;">Score <input style="width: 50px; height: 20px;" type="text"/></p>		

Descriptor/Indicator	Scoring Guide	
<p>3.14 The GFPS EXECOM ensured the timely submission of the LGU GAD Plans and Budgets (GPBs) to DILG for the last three (3) years</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the timely submission of the LGU's GPBs to DILG regional office (RO) for the last three (3) years:</p> <ul style="list-style-type: none"> ■ Endorsement letter ■ Acknowledgement ■ Receiving copy/tracking ■ Transmittal letter or memo 	<p>If LGU GPBs had been submitted within the set deadline of the DILG for the last three (3) consecutive years, the score is 2.0.</p>	<p>If LGU GPBs were not submitted within the set deadline of the DILG for the last three (3) consecutive years, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	
		<p>Score <input style="width: 50px;" type="text"/></p>

<p>3.15 The GFPS EXECOM ensured the timely submission of the LGU's GAD ARs to DILG for the last three (3) years</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the EXECOM ensures the timely submission of the LGU GAD ARs to DILG's RO for the last three (3) years:</p> <ul style="list-style-type: none"> ■ Endorsement letter ■ Acknowledgement ■ Receiving copy/tracking ■ Transmittal letter or memo 	<p>If the LGU GAD ARs had been submitted within the set deadline of the DILG for the last three (3) consecutive years, the score is 2.0.</p>	<p>LGU GAD ARs were not submitted within the set deadline of the DILG for the last three (3) consecutive years, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	
		<p>Score <input style="width: 50px;" type="text"/></p>

Descriptor/Indicator	Scoring Guide		
<p>3.16 The GFPS EXECOM monitored the utilization of the LGU’s GAD budget for the effective and efficient implementation of the LGU GPB for the last three (3) years</p>	<p>If the LGU has fully utilized more than 5% of GAD budget for the last three consecutive years, the score, the score is 2.0.</p>	<p>If the LGU has fully utilized a minimum of 5% GAD budget for the last three consecutive years, the score is 1.0.</p>	<p>If the LGU has under-utilized GAD budget (below 5%) for the last three consecutive years, the score is 0.</p>
<p>Means of Verification (MOV)</p>	<p>Remarks</p>		
<p>Any of the following documents that proves the EXECOM monitors the utilization of the LGU’s GAD budget for the effective and efficient implementation of the GPB:</p> <ul style="list-style-type: none"> ■ Minutes of the Meeting ■ Confirmation of Agreements ■ Memorandum 			

Score

<p>3.17 The GFPS EXECOM provided recommendations to the LCE based on M&E reports of TWG to ensure successful implementation of GAD-related PAPs</p>	<p>If the EXECOM has provided timely and strategic recommendations to the LCE leading to the successful implementation of GAD-related PAPs, the score is 2.0.</p>	<p>If the EXECOM has not observed timely provision of recommendations or has not provided significant recommendations to the LCE, the score is 0.</p>
<p>Means of Verification (MOV)</p>	<p>Remarks</p>	
<p>Any of the following documents that proves that the EXECOM provides recommendations to the LCE based on M&E reports of TWG:</p> <ul style="list-style-type: none"> ■ Minutes of the Meeting ■ Confirmation of Agreements ■ Documentation of the recommendations provided to the LCE ■ M&E reports 		

Score

Descriptor/Indicator	Scoring Guide		
<p>3.18 The GFPS EXECOM established an award and/or incentives system for exemplary contributions to GM in the agency</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the EXECOM established award and/or incentives system to recognize exemplary contributions to gender mainstreaming in the LGU:</p> <ul style="list-style-type: none"> ■ Concept Note/Paper ■ Distribution list ■ Documentation ■ Published article 	<p>If the EXECOM has established an incentive and/or award system for GM efforts, and has given the awards to outstanding GAD PAPs or individuals with exemplary contributions to the agency, the score is 2.0.</p>	<p>If the EXECOM has established an incentive and/or award system for GM efforts but has not bestowed the awards to outstanding GAD PAPs or individuals with exemplary contributions to the agency, the score is 1.0</p>	<p>If the EXECOM has not established an awards system for GAD, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 150px; width: 100%;"></div>		
	<p>Score <input style="width: 50px;" type="text"/></p>		

3-C. The GFPS Technical Working Group (TWG) (17 points)

Descriptor/Indicator	Scoring Guide		
<p>3.19 The GFPS Technical Working Group (TWG) prepared annual status reports on the institutional mechanism for GM and submitted these to the DILG RO for consolidation</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS TWG prepares annual status reports on the institutional mechanism for gender mainstreaming and submits these to the DILG RO:</p> <ul style="list-style-type: none"> ■ Endorsement memo ■ Signed/approved report ■ Acknowledgement letter from DILG ■ Certification 	<p>If the TWG has prepared and submitted annual status reports on time, the score is 1.0.</p>	<p>If the TWG has prepared, but has not submitted the annual status reports, the score is 0.5.</p>	<p>If the TWG has not prepared nor submitted the required annual status reports, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

Score

<p>3.20 The GFPS TWG spearheaded the establishment of the LGU's GAD database</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves that the TWG spearheads the establishment of the LGU's GAD database:</p> <ul style="list-style-type: none"> ■ Concept Note/Paper ■ Approved guidelines on LGU GAD database ■ GAD database template 	<p>If the TWG has established a local GAD database, the score is 1.0.</p>	<p>If the TWG has not established a local GAD database, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>	

Score

Descriptor/Indicator	Scoring Guide	
<p>3.21 The GFPS TWG provided technical assistance to the Local Planning and Development Office (LPDO) on inclusion and maintenance of GAD indicators in the LGU database</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the TWG provides technical assistance to the LPDO on inclusion and maintenance of GAD indicators in the LGU database:</p> <ul style="list-style-type: none"> ■ Database ■ Logs ■ Minutes of the Meeting ■ Training Design/Syllabus ■ Activity Documentation ■ Feedback Report ■ Accomplished Evaluation Form 	<p>If the TWG has provided technical assistance to LPDO on the inclusion and maintenance of GAD indicators in the LGU database, the score is 1.0.</p> <p>Remarks</p>	<p>If the TWG has not provided technical assistance to LPDO on the inclusion and maintenance of GAD indicators in the LGU database, the score is 0.</p>

Score

<p>3.22 The GFPS TWG conducted regular meetings with the GFPS Chair and members of the EXECOM on the status of activities as indicated in the GPB</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the TWG conducts regular meetings with the GFPS Chair and members of the EXECOM on the status of activities as indicated in the GPB:</p> <ul style="list-style-type: none"> ■ Notices of Meeting ■ Attendance Sheets ■ Minutes of the Meeting ■ Confirmation of Agreements 	<p>If the TWG has conducted regular meetings participated in by the GFPS Chair and EXECOM members, the score is 1.0.</p> <p>Remarks</p>	<p>If the TWG has not conducted regular meetings participated in by the GFPS Chair and EXECOM members, the score is 0.</p>
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Score

Descriptor/Indicator	Scoring Guide		
<p>3.23 The GFPS TWG led the conduct of major annual GAD-related advocacy activities in the last three years</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves that the TWG leads the conduct of major annual GAD-related advocacy activities:</p> <ul style="list-style-type: none"> ■ Memorandum ■ Minutes of the Meeting ■ Confirmation of Agreements ■ Activity Documentation ■ Approved Project/Activity Proposals 	<p>If the TWG has led the conduct and implementation of three (3) or more major GAD-related advocacy activities in a year, the score is 1.0.</p>	<p>If the TWG has led the conduct and implementation of at least two (2) major GAD-related advocacy activities in a year, the score is 0.5.</p>	<p>If the TWG has not organized any GAD-related advocacy activity in a year, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

Score

<p>3.24 The GFPS TWG led the development of local information, education, and communication (IEC) materials wherein the GAD perspective is integrated</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the TWG leads the development of local materials or IEC for the last three (3) years wherein GAD perspective is integrated:</p> <ul style="list-style-type: none"> ■ Copies of IEC materials ■ Approved Project Proposal ■ Distribution list 	<p>If the TWG has integrated GAD perspectives in the development of three (3) or more local IEC materials distributed, the score is 1.0.</p>	<p>If the TWG has integrated GAD perspective/s in the development of 1–2 local IEC materials distributed, the score is 0.5.</p>	<p>If the TWG has not integrated any GAD perspective in the development of the IEC materials, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

Score

Descriptor/Indicator	Scoring Guide		
<p>3.25 The GFPS TWG ensured that the various units/offices of the LGU participated in the GPB processes in the last three (3) years</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the TWG ensures that the various units/offices of the LGU participate in the GPB processes:</p> <ul style="list-style-type: none"> ■ Documentation ■ E-mail thread ■ Attendance Sheets ■ Minutes of the Meeting/Confirmation of Agreements ■ Approved LGU GPB ■ Approved LGU GAD AR 	<p>If the TWG has ensured participation of 80% to 100% of units/offices in the GPB processes, in the last three (3) years, the score is 1.0.</p>	<p>If the TWG has ensured participation of 50% to 79% of units/offices in the GPB processes, in the last three (3) years, the score is 0.5.</p>	<p>If the TWG has ensured participation of only less than 50% of units/offices in the GPB processes, in the last three (3) years, the score is 0.</p> <p style="text-align: center;">Remarks</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>
			Score <input style="width: 50px;" type="text"/>

<p>3.26 The GFPS TWG prepared the LGU's GPB based on inputs of the various units/offices of the LGU in the last three (3) years</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the TWG prepares the LGU GPB based on inputs of the various units/offices of the LGU:</p> <ul style="list-style-type: none"> ■ Documentation ■ E-mail thread ■ Approved LGU GPB ■ Acknowledgement 	<p>If the TWG has prepared the LGU's GPB that considered 50% to 100% of the substantive inputs provided by various units/offices, for the last three (3) years, the score is 1.0.</p>	<p>If the TWG has prepared the LGU's GPB that considered only less than 50% of the inputs provided by various units/offices, for the last three (3) years, the score is 0.</p> <p style="text-align: center;">Remarks</p> <div style="border: 1px solid #ccc; height: 150px; width: 100%;"></div>	Score <input style="width: 50px;" type="text"/>
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Descriptor/Indicator	Scoring Guide		
<p>3.27 The GFPS TWG formulated GPB based on GAD mandates and gender issues of women and men constituents and employees</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the TWG formulates GPB based on GAD mandates and gender issues of women and men constituents and employees:</p> <ul style="list-style-type: none"> ■ Documentation ■ Approved LGU GPB ■ Gender Analysis Results/Reports 			
	<p>If the TWG has formulated the LGU GPB in response to GAD mandates, and clear gender issues of women and men constituents and employees, the score is 1.0.</p>	<p>If the TWG has formulated the LGU GPB but not based on clear GAD mandates and gender issues of women and men constituents and employees, the score is 0.</p>	<p style="text-align: center;">Remarks</p> <div style="border: 1px solid #ccc; height: 100px;"></div>
			<p>Score <input style="width: 50px;" type="text"/></p>

<p>3.28 The GFPS TWG assisted the LPDO in reviewing GPBs and GAD ARs of constituent LGUs</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the TWG assists the LPDO in reviewing GPBs and GAD ARs of constituent LGUs:</p> <ul style="list-style-type: none"> ■ Receiving copy/Tracking ■ Transmittal ■ Actual GPB and AR with inputs ■ Documentation ■ Minutes of the Meeting/Confirmation of Agreements 			
	<p>If the TWG has assisted the LPDO in reviewing 50% to 100% of the constituent LGUs' GPBs and GAD ARs, the score is 1.0.</p>	<p>If the TWG has assisted the LPDO in reviewing 1% to 49% of the constituent LGUs' GPBs and GAD ARs, the score is 0.5.</p>	<p>If the TWG has not assisted the LPDO in reviewing any of the constituent LGUs' GPBs and GAD ARs, the score is 0.</p>
			<p>Score <input style="width: 50px;" type="text"/></p>

Descriptor/Indicator	Scoring Guide	
<p>3.29 The GFPS TWG monitored and reported the status of implementation of GAD-related PAPs</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the TWG monitors and reports the status of implementation of GAD-related PAPs:</p> <ul style="list-style-type: none"> ■ Minutes of the Meeting/Confirmation of Agreements ■ Reports 	<p>If the TWG has provided timely and periodic (quarterly/semestral) updates on the status of implementation of GAD-related PAPs, the score is 1.0.</p> <p>Remarks</p>	<p>If the TWG has not provided timely and periodic updates on the status of implementation of GAD-related PAPs, the score is 0.</p>
		<p>Score <input type="text"/></p>

<p>3.30 The GFPS TWG ensured timely submission of the GAD M&E Report at the end of the LCE's three-year term</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the TWG ensures timely submission of the GAD M&E Report:</p> <ul style="list-style-type: none"> ■ Receiving copy/Tracking ■ Transmittal ■ Letter/Memorandum 	<p>If the TWG has ensured timely submission of GAD M&E Report based on the timeline set by DILG, in the last three-year term, the score is 1.0.</p> <p>Remarks</p>	<p>If the TWG has not ensured timely submission of the GAD M&E Report based on the timeline set by DILG, in the last three-year term, the score is 0.</p>
		<p>Score <input type="text"/></p>

Descriptor/Indicator	Scoring Guide	
<p>3.31 The GFPS TWG coordinated with the LGU Human Resource Development Office (HRDO) on the development and implementation of capacity development program/s on GAD for its employees</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the TWG coordinates with the LGU HRDO on the crafting and implementation of capacity development program/s on GAD for its employees:</p> <ul style="list-style-type: none"> ■ Approved Project Proposals ■ Documentations ■ Minutes of the Meeting/Confirmation of Agreements ■ Activity Design/Syllabus 	<p>If the TWG has coordinated with the HRDO on the development and implementation of GAD capacity development program/s for the LGU's employees, the score is 1.0.</p> <p>Remarks</p>	<p>If the TWG has not coordinated with the HRDO on the development and implementation of GAD capacity development program/s for the LGU's employees, the score is 0.</p>
		<p>Score <input type="text"/></p>

<p>3.32 The GFPS TWG provided technical assistance (TA) to the LGU HRDO on the development and implementation of a capacity development program/s on GAD for employees</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the TWG provides TA to the LGU HRDO on the development and implementation of a capacity development program/s on GAD for employees:</p> <ul style="list-style-type: none"> ■ Documentations ■ Minutes of the Meeting/Confirmation of Agreements ■ Activity Design/Syllabus 	<p>If the TWG has provided TA to the HRDO on the development and implementation of GAD capacity development program/s for the LGU's employees, the score is 1.0.</p> <p>Remarks</p>	<p>If the TWG has not provided TA to the HRDO on the development and implementation of GAD capacity development program/s for the LGU's employees, the score is 0.</p>
		<p>Score <input type="text"/></p>

Descriptor/Indicator	Scoring Guide		
<p>3.33 The Secretariat documented minutes and compiled minutes and reports from the LGU’s GFPS, TWG, and LCE</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the Secretariat documents minutes and compiles minutes and reports from the LGU-GFPS, TWG, and LCE:</p> <ul style="list-style-type: none"> ■ Meeting Agenda ■ Minutes of the Meeting ■ Documentations 	<p>If the Secretariat has regularly documented and compiled minutes of meetings and reports, the score is 1.0.</p>	<p>If the Secretariat has not documented or compiled minutes of meetings or reports, the score is 0.</p>	<p>Remarks</p>
			<p>Score <input type="text"/></p>

<p>3.34 The Secretariat provided substantial and accurate documentation of GAD-related activities and meetings</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the Secretariat provides substantial and accurate documentation of GAD-related activities and meetings:</p> <ul style="list-style-type: none"> ■ Meeting Agenda ■ Minutes of the Meeting/Confirmation of Agreements ■ Activity Documentation 	<p>If the Secretariat has provided substantial and accurate documentation of at least 80% of all GAD-related activities and meetings, the score is 1.0.</p>	<p>If the Secretariat has provided substantial and accurate documentation of 50–79% of all GAD-related activities and meetings, the score is 0.5.</p>	<p>If the Secretariat has not provided substantial and accurate documentation of less than 50% of all GAD-related activities and meetings, the score is 0.</p>	<p>Remarks</p>
			<p>Score <input type="text"/></p>	

Descriptor/Indicator	Scoring Guide	
<p>3.35 The Secretariat provided prompt and timely documentation of GAD-related activities and meetings</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the Secretariat provides prompt and timely documentation of GAD-related activities and meetings:</p> <ul style="list-style-type: none"> ■ Meeting Agenda ■ Minutes of the Meeting ■ Confirmation of Agreements ■ Activity Documentation ■ Tracking of documents ■ Endorsement memo 	<p>If the Secretariat has provided the documentation and minutes of the meeting within 30 working days after the meeting is conducted, the score is 1.0.</p> <p>Remarks</p>	<p>If the Secretariat has not provided the documentation and minutes of the meeting later than 30 working days, the score is 0.</p>

Score

SUB-TOTAL SCORE

4. GAD-related Competencies of the GFPS Members

(26 POINTS)

Descriptor/Indicator	Scoring Guide		
<p>4.1 The GFPS members are trained/oriented on Gender Sensitivity or Basic GAD Orientation</p> <p style="text-align: center; background-color: #4CAF50; color: white; border-radius: 15px; padding: 5px;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS members are trained on Gender Sensitivity or Basic GAD Orientation:</p> <ul style="list-style-type: none"> ■ Training Design/Syllabus ■ Activity Documentation ■ Attendance Sheets ■ Certificates of Participation 	<p>If 100% of the GFPS members were trained/oriented on Basic GAD Orientation or Gender Sensitivity, the score is 2.0.</p>	<p>If 50%–99% of the GFPS members were trained/oriented on Basic GAD Orientation or Gender Sensitivity, the score is 0.5.</p>	<p>If less than 50% of the GFPS members were trained/oriented on Basic GAD orientation or Gender Sensitivity Training, the score is 0.</p>
	Remarks		

Score

<p>4.2 The GFPS members are trained/oriented on Gender Analysis (GA)</p> <p style="text-align: center; background-color: #4CAF50; color: white; border-radius: 15px; padding: 5px;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS members are trained on GA:</p> <ul style="list-style-type: none"> ■ Training Design/Syllabus ■ Activity Documentation ■ Attendance Sheets ■ Certificates of Participation 	<p>If 100% of the GFPS members were trained/oriented on GA, the score is 2.0.</p>	<p>If 50%–99% of the GFPS members were trained/oriented on GA, the score is 1.0.</p>	<p>If less than 50% of the GFPS members were trained/oriented on GA, the score is 0.</p>
	Remarks		

Score

Descriptor/Indicator	Scoring Guide		
<p>4.3 The GFPS members are trained/oriented on the use of the Gender-responsive LGU (GeRL) Assessment Tool</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS members are trained on the use of the GeRL Assessment Tool:</p> <ul style="list-style-type: none"> ■ Training Design/Syllabus ■ Activity Documentation ■ Attendance Sheets ■ Certificates of Participation 	<input type="checkbox"/> If 100% of the GFPS members were trained/oriented on the GeRL Tool, the score is 2.0 .	<input type="checkbox"/> If 50%–99% of the GFPS members were trained/oriented on the GeRL Tool, the score is 1.0 .	<input type="checkbox"/> If less than 50% of the GFPS members were trained/oriented on GeRL Tool, the score is 0 .
	<p style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 5px;">Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>		
	<p style="background-color: #4CAF50; color: white; padding: 5px;">Score <input style="width: 50px;" type="text"/></p>		

<p>4.4 The GFPS members are trained/oriented on the use of the Gender Mainstreaming Evaluation Framework (GMEF) Tool</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS members are trained on the use of the HGDG Tool:</p> <ul style="list-style-type: none"> ■ Training Design/Syllabus ■ Activity Documentation ■ Attendance Sheets ■ Certificates of Participation 	<input type="checkbox"/> If 100% of the GFPS members were trained/oriented on the use of the GMEF Tool, the score is 1.0 .	<input type="checkbox"/> If 50%–99% of the GFPS members were trained/oriented on the use of the GMEF, the score is 0.5 .	<input type="checkbox"/> If less than 50% of the GFPS members were trained/oriented on the use of the GMEF Tool, the score is 0 .
	<p style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 5px;">Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>		
	<p style="background-color: #4CAF50; color: white; padding: 5px;">Score <input style="width: 50px;" type="text"/></p>		

Descriptor/Indicator	Scoring Guide		
<p>4.5 The GFPS members are trained/oriented on the use of the Harmonized GAD Guidelines (HGDG) Tool</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS members are trained on the use of the HGDG Tool:</p> <ul style="list-style-type: none"> ■ Training Design/Syllabus ■ Activity Documentation ■ Attendance Sheets ■ Certificates of Participation 	<p>If 100% of the GFPS members were trained/oriented on the use of the HGDG Tool, the score is 2.0.</p>	<p>If 50%–99% of the GFPS members were trained/oriented on the use of the HGDG Tool, the score is 1.0.</p>	<p>If less than 50% of the GFPS members were trained/oriented on the use of the HGDG Tool, the score is 0.</p> <p style="text-align: center;">Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
			Score <input style="width: 50px;" type="text"/>

<p>4.6 The GFPS members are trained/oriented on the local GAD Planning and Budgeting (GPB) processes</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS members are trained on the local GPB processes:</p> <ul style="list-style-type: none"> ■ Training Design/Syllabus ■ Activity Documentation ■ Attendance Sheets ■ Certificates of Participation 	<p>If 100% of the GFPS members were trained/oriented on the local GPB processes, the score is 2.0.</p>	<p>If 50%–99% of the GFPS members were trained/oriented on the local GPB processes, the score is 1.0.</p>	<p>If less than 50% of the GFPS members were trained/oriented on the local GPB processes, the score is 0.</p> <p style="text-align: center;">Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
			Score <input style="width: 50px;" type="text"/>

Descriptor/Indicator	Scoring Guide		
<p>4.7 The GFPS members are trained/oriented on formulation of the LGU GAD Code*.</p> <p><i>*Note: If the LGU has already formulated its own GAD Code, a score of 1.0 is given if members were oriented on its effective implementation.</i></p> <div style="border: 1px solid #ccc; border-radius: 15px; background-color: #4CAF50; color: white; padding: 5px; text-align: center; margin: 10px 0;">Means of Verification (MOV)</div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Any of the following documents that proves the GFPS members are oriented on formulation of the LGU GAD Code:</p> <ul style="list-style-type: none"> ■ Training Design/Syllabus ■ Activity Documentation ■ Attendance Sheets ■ Certificates of Participation </div>	<div style="border: 1px solid #ccc; border-radius: 5px; width: 20px; height: 20px; margin: 0 auto;"></div> <p>If 100% of the GFPS members were trained/oriented on the formulation of the LGU GAD Code, the score is 1.0.</p>	<div style="border: 1px solid #ccc; border-radius: 5px; width: 20px; height: 20px; margin: 0 auto;"></div> <p>If 50%–99% of the GFPS members were trained/oriented on the formulation of the LGU GAD Code, the score is 0.5.</p>	<div style="border: 1px solid #ccc; border-radius: 5px; width: 20px; height: 20px; margin: 0 auto;"></div> <p>If less than 50% of the GFPS members were trained/oriented on the formulation of the LGU GAD Code, the score is 0.</p>
	<div style="border: 1px solid #ccc; border-radius: 15px; background-color: #4CAF50; color: white; padding: 5px; text-align: center; margin: 10px 0;">Remarks</div> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>		

Score

<p>4.8 The GFPS members are trained/oriented on the gender mainstreaming (GM) process</p> <div style="border: 1px solid #ccc; border-radius: 15px; background-color: #4CAF50; color: white; padding: 5px; text-align: center; margin: 10px 0;">Means of Verification (MOV)</div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Any of the following documents that proves the GFPS members are trained on the GM process:</p> <ul style="list-style-type: none"> ■ Training Design/Syllabus ■ Activity Documentation ■ Attendance Sheets ■ Certificates of Participation </div>	<div style="border: 1px solid #ccc; border-radius: 5px; width: 20px; height: 20px; margin: 0 auto;"></div> <p>If 100% of the GFPS members were trained/oriented on the GM process, the score is 2.0.</p>	<div style="border: 1px solid #ccc; border-radius: 5px; width: 20px; height: 20px; margin: 0 auto;"></div> <p>If 50%–99% of the GFPS members were trained/oriented on the GM process, the score is 1.0.</p>	<div style="border: 1px solid #ccc; border-radius: 5px; width: 20px; height: 20px; margin: 0 auto;"></div> <p>If less than 50% of the GFPS members were trained/oriented on the GM process, the score is 0.</p>
	<div style="border: 1px solid #ccc; border-radius: 15px; background-color: #4CAF50; color: white; padding: 5px; text-align: center; margin: 10px 0;">Remarks</div> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>		

Score

Descriptor/Indicator	Scoring Guide		
<p>4.9 The GFPS members are trained/oriented on RA 9710 or the Magna Carta of Women (MCW)</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS members are trained on the MCW:</p> <ul style="list-style-type: none"> ■ Training Design/Syllabus ■ Activity Documentation ■ Attendance Sheets ■ Certificates of Participation 	<p>If 100% of the GFPS members were trained/oriented on the MCW, the score is 1.0.</p>	<p>If 50%–99% of the GFPS members were trained/oriented on the MCW, the score is 0.5.</p>	<p>If less than 50% of the GFPS members were trained/oriented on the MCW, the score is 0.</p>
	<p style="text-align: center;">Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>		
	<p>Score <input style="width: 50px; height: 20px;" type="text"/></p>		

<p>4.10 The GFPS members are trained/oriented on RA 11313 or the Safe Spaces Act</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS members are trained on the Safe Spaces Act:</p> <ul style="list-style-type: none"> ■ Training Design/Syllabus ■ Activity Documentation ■ Attendance Sheets ■ Certificates of Participation 	<p>If 100% of the GFPS members were trained/oriented on the Safe Spaces Act, the score is 1.0.</p>	<p>If 50%–99% of the GFPS members were trained/oriented on the Safe Spaces Act, the score is 0.5.</p>	<p>If less than 50% of the GFPS members were trained/oriented on the Safe Spaces Act, the score is 0.</p>
	<p style="text-align: center;">Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>		
	<p>Score <input style="width: 50px; height: 20px;" type="text"/></p>		

Descriptor/Indicator	Scoring Guide		
<p>4.11 The TWG members are trained/oriented on the establishment, maintenance, and utilization of the GAD database</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS members are trained on the establishment, maintenance, and utilization of the GAD database:</p> <ul style="list-style-type: none"> ■ Training Design/Syllabus ■ Activity Documentation ■ Attendance Sheets ■ Certificates of Participation 	<p>If 100% of the TWG members were trained/oriented on the establishment, maintenance, and utilization of the GAD database, the score is 1.0.</p>	<p>If 50%–99% of the TWG members were trained/oriented on the establishment, maintenance, and utilization of the GAD database, the score is 0.5.</p>	<p>If less than 50% of the TWG members were trained/oriented on the establishment, maintenance, and utilization of the GAD database, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

Score

<p>4.12 The GFPS members integrated GAD core messages in programs and service delivery</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS members can integrate GAD core messages in programs and service delivery:</p> <ul style="list-style-type: none"> ■ Minutes of the Meeting ■ Confirmation of Agreements ■ Project Proposal ■ Activity Documentation 	<p>If 100% of the GFPS members have integrated GAD core messages in programs and service delivery, the score is 1.0.</p>	<p>If 50%–99% of the GFPS members have integrated GAD core messages in programs and service delivery, the score is 0.5.</p>	<p>If less than 50% of the GFPS members have integrated GAD core messages in programs and service delivery, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

Score

Descriptor/Indicator	Scoring Guide		
<p>4.13 The GFPS members applied and administered the GeRL Assessment Tool</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS members are able to apply/administer the GeRL Assessment Tool:</p> <ul style="list-style-type: none"> ■ Documentation ■ Attendance Sheets ■ Certificates of Participation ■ GeRL Administration Report/Executive Report 	<p>If 100% of the GFPS members have applied and administered the GeRL Assessment Tool, the score is 2.0.</p>	<p>If 50%–99% of the GFPS members have applied and administered the GeRL Assessment Tool, the score is 1.0.</p>	<p>If less than 50% of the GFPS members have applied and administered the GeRL Assessment Tool, the score is 0.</p>
	<p style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 5px; display: inline-block;">Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%; margin-top: 10px;"></div>		

Score

<p>4.14 The LGU's GFPS applied and administered the GMEF Tool</p> <p style="text-align: center;">Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS members are able to apply/administer the GMEF Tool:</p> <ul style="list-style-type: none"> ■ Documentation ■ Attendance Sheets ■ Certificates of Participation ■ GMEF Administration Report/Executive Report 	<p>If 100% of the GFPS members have applied and administered the GMEF Tool, the score is 1.0.</p>	<p>If 50%-99% of the GFPS members have applied and administered the GMEF Tool, the score is 0.5.</p>	<p>If less than 50% of the GFPS members have applied and administered the GMEF Tool, the score is 0.</p>
	<p style="background-color: #4CAF50; color: white; border-radius: 15px; padding: 5px; display: inline-block;">Remarks</p> <div style="border: 1px solid #ccc; height: 100px; width: 100%; margin-top: 10px;"></div>		

Score

Descriptor/Indicator	Scoring Guide		
<p>4.15 The GFPS members applied and administered the HGDG Tool on regular programs and projects</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the HGDG Tool is used in the LGU's regular programs/projects:</p> <ul style="list-style-type: none"> ■ Accomplished HGDG Tool used in program/project development ■ Approved Program/Project Proposal 	<p>If the HGDG Tool was applied in five (5) or more regular programs or projects of the LGU, the score is 2.0.</p>	<p>If the HGDG Tool was applied in one to four regular program/s or project/s of the LGU, the score is 1.0.</p>	<p>If the HGDG Tool was not applied in any regular program or project of the LGU, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

Score

<p>4.16 The GFPS members served as resource persons (RP) or provided technical assistance on GAD</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS members can serve as RP or provide TA on GAD:</p> <ul style="list-style-type: none"> ■ Travel Order ■ Invitation for Resource Person ■ Certificate of Appreciation ■ Documentation 	<p>If five or more GFPS members have served as RPs or provided technical assistance on GAD, the score is 2.0.</p>	<p>If one to four GFPS members have served as RP or provided technical assistance on GAD, the score is 1.0.</p>	<p>If none of the GFPS members served as RP nor provided technical assistance on GAD, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

Score

Descriptor/Indicator	Scoring Guide		
<p>4.17 The GFPS members served as RP or provided technical assistance on the following GAD topics: (a) Basic GAD Concepts; (b) Gender Analysis; (c) Use of GA Tools; (d) GAD Planning and Budgeting; (e) GM; (f) GAD mandates; and (g) Formulation of GAD Code</p> <p>Means of Verification (MOV)</p> <p>Any of the following documents that proves the GFPS members can serve as RP or provide technical assistance on the mentioned GAD topics:</p> <ul style="list-style-type: none"> ■ Travel Order ■ Invitation for Resource Person ■ Certificate of Appreciation ■ Documentation 	<p>If the GFPS member/s have served as RP or provided technical assistance on five (5) or more GAD topics, the score is 1.0.</p>	<p>If the GFPS member/s have served as RP or provided technical assistance on two to four GAD topics, the score is 0.5.</p>	<p>If the GFPS member/s have not served as RP or provided technical assistance on only one GAD topic, the score is 0.</p>
	<p>Remarks</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>		

Score

SUB-TOTAL SCORE

FORM III. COMPUTATION OF TOTAL SCORE

Tally the scores for the four assessment areas by copying each sub-total score from Form II into the “Score” column of Table 3.1.

Based on the sub-total scores garnered using this tool, determine the level of functionality per assessment area by referring to Table 1 on page 7. Then, refer to Table 3.2 below for the over-all level of functionality of the GFPS.

Table 3.1 GFPS Score Sheet

Assessment Areas	Corresponding Maximum Score	Score	Level of Functionality
1. Creation and/or Strengthening of the GFPS	10		
2. Structure and Composition of the LGU-GFPS	14		
3. Fulfilment of the Functions and Roles of the LGU-GFPS	50		
4. GAD-related Competencies of the LGU-GFPS Members	26		
TOTAL SCORE			Over-all Level of Functionality

Table 3.2 Level of GFPS Functionality for Local Government Units

Level	Description
Established	<p>The LGU’s GFPS is classified as Established if it has fulfilled the indicators under the Creation and/or Strengthening of the GFPS and Structure and Composition assessment area.</p> <p>The Established classification serves as the basic functionality rating. This is the initial stage where the LGU is in the process of organizing its own GFPS through issuance of a corresponding administrative or executive order duly signed and authorized by the local chief executive and following the prescribed structure and composition stipulated under JMC 2013-01.</p> <p>The GFPS is classified as Established if it has garnered a total rating of 1–70 points.</p>

Functional	The GFPS is classified as Functional if it has been institutionalized. Under this rating, the LGU maintains its compliance to the conditions stipulated under JMC 2013-01 and is able to sustain all its GAD mainstreaming efforts. Total score under this level is from 71 to 90 points .
Fully Functional	The GFPS is classified as Fully Functional if its total score is from 91 to 100 points . Under this functionality rating, the LGU is able to demonstrate that GAD has already been mainstreamed in all its policies, structure, and programs/projects/activities; has a pool of recognized GAD experts from among its GFPS members; and its GAD mainstreaming strategies are exemplary and worthy of emulation by other LGUs.

The last step in the process is for the users of this tool to identify the gaps and corresponding interventions that will ensure that the GFPS will be classified as functional at least. The LGU may then commit to undertake the action points so as to improve the GFPS’s functionality score and classification going forward.

Table 4.1 Example of Identified Gaps and Proposed Interventions

Gaps	Interventions	Schedule of Implementation	Responsible Office/s or Members of the GFPS
<p>Example:</p> <p>The executive order on the establishment of LGU’s GFPS was not compliant with the JMC 2013–01</p>	<p>The local chief executive (LCE) should issue an executive order based on the provisions stipulated in the JMC 2013-01</p>	<p>First Quarter of 2023</p>	<p>Office of the LCE</p>
<p>Example:</p> <p>The LGU was only able to utilize a minimum of 5% GAD Budget and unable to influence the entire budget.</p> <p>The Harmonized Gender and Development Guidelines (HGDD) was also not applied in any regular program or project of the LGU.</p> <p>These may be due to lack of capacity of flagship program staff to use the HGDD to attribute GAD fund.</p>	<p>Conduct of orientation or training on JMC 2013-01 and HGDD to capacitate the GFPS and program staff on attribution of GAD fund in flagship programs</p> <p>Hiring of GAD consultant for flagship programs to provide technical assistance on GAD budget attribution, development of gender-responsive program framework, and monitoring and evaluation system</p>	<p>Fourth Quarter of 2022</p>	<p>GFPS’s TWG and LGU’s Human Resource Development Office</p>

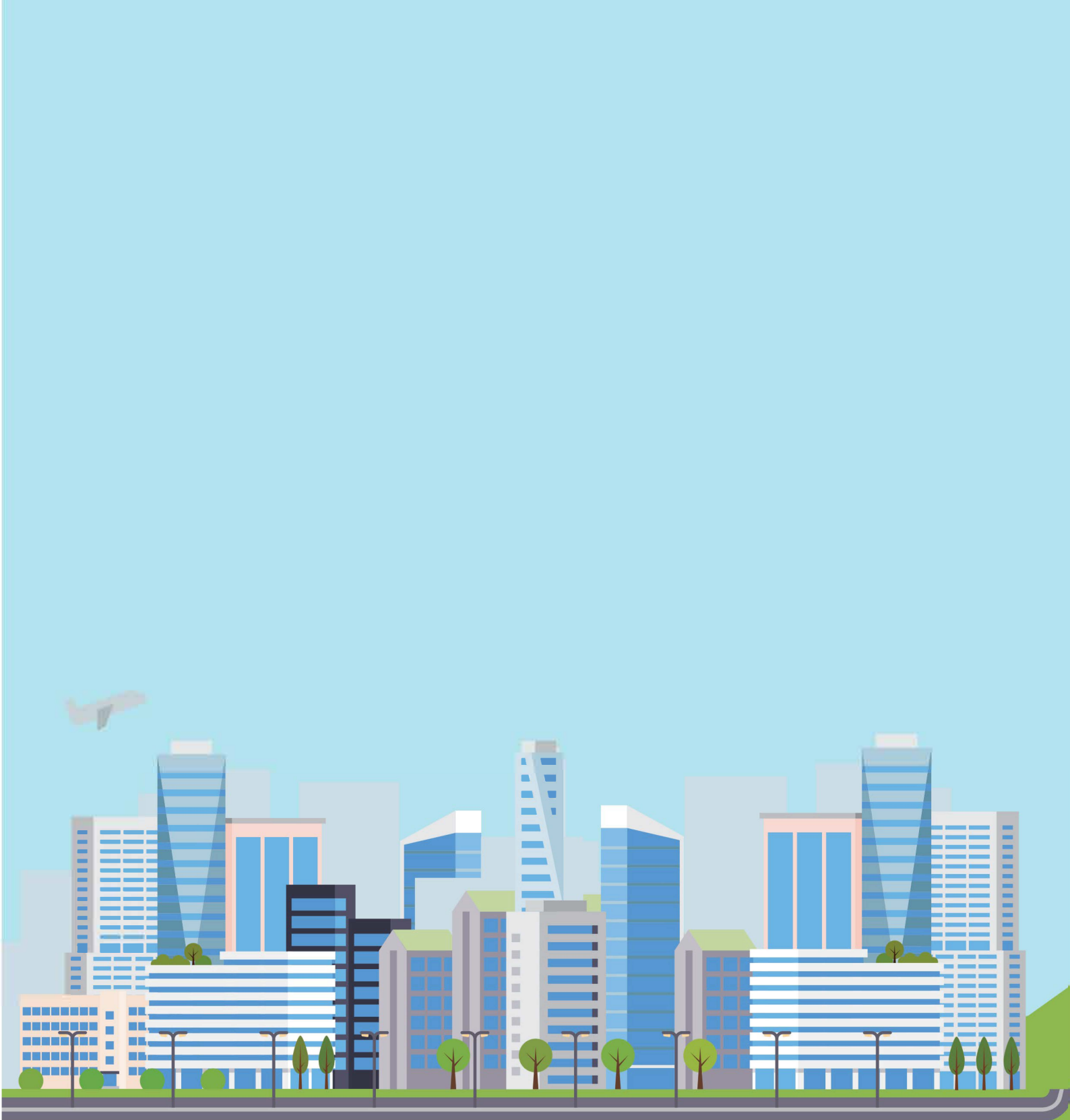
Gaps	Interventions	Schedule of Implementation	Responsible Office/s or Members of the GFPS
<p>Example:</p> <p>The GFPS Secretariat has provided substantial and accurate documentation for 50% of all GAD-related activities and meetings only. Some uncaptured significant agreements and highlights during the GFPS meetings and major GAD activities made the documents somehow unreliable.</p> <p>In addition, based on the LGU-GFPS Functionality Tool assessment results, it was discovered that the Secretariat had not provided some of the documentations and minutes of the meeting within 30 working days.</p>	<p>Reorient the Secretariat on its roles and functions and provide training on technical writing</p> <p>Include the documentation and document safekeeping functions of the members of the Secretariat in their respective Individual Performance Commitment and Review Form along with quality and timeliness measures as a strategy to ensure prompt and quality documentation outputs</p>	<p>Third Quarter of 2022</p>	<p>LGU's GFPS and Human Resource Development Office</p>
<p>Example:</p> <p>Less than 50% of the GFPS members were trained/oriented on the GM process. Such gap may hinder members from fully realizing and appreciating the important role that GAD plays in gender-responsive local governance. As officers in strategic positions that require them to advocate and promote GAD, they will need to completely understand that they are mandated to help the LGU's constituents achieve gender equality and women's empowerment.</p>	<p>Conduct of training on Gender Mainstreaming to GFPS members</p> <p>Conduct workshop on integration of GAD in the LGU operations, processes, service delivery, among others.</p>	<p>Fourth Quarter of 2022</p> <p>First Quarter of 2023</p>	<p>Office of the LCE, GFPS's TWG, Local Planning Office, Human Resource Development Office, and other LGU Offices</p>

Gaps	Interventions	Schedule of Implementation	Responsible Office/s or Members of the GFPS
<i>(Add your own gaps and interventions below)</i>			

Prepared by: _____
 GFPS-TWG Chair

Reviewed by: _____
 GFPS-EXECOM Chair

Date: _____



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