



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OFFICE DAGUPAN CITY

**RELEASE**  
SDO-DAGUPAN  
BY: *[Signature]*  
DATE 10/14/2020  
TRACKING NO. 2096

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

NO. 119 S. 2020

TO: **Asst. Schools Division Superintendent**  
**Chief Education Program Supervisor**  
**Education Program Supervisor**  
**Public Schools District Supervisor**  
**Schools Heads/Principals**

FROM: *[Signature]*  
**MARIA CELIA JUNIO-FERNANDEZ, EdD, MDM-SEC**  
Schools Division Superintendent *[Signature]*

DATE: October 14, 2020

RE: **PREPARATION AND SUBMISSION of GAD PLANS AND BUDGETS FOR FISCAL YEAR 2021**

- 1) As attached, please be guided and prepare the needed GAD Plans and Budgets FY 2021 of your respective schools for submission to the region.
- 2) For widest dissemination and appropriate action.



Republic of the Philippines  
**Department of Education**  
 Region I

DEPED REGIONAL OFFICE I  
**RELEASED**

OCT 14 2020

BY: 11274

Office of the Regional Director

OCT 14 2020

REGIONAL MEMORANDUM  
 No. 577, s. 2020

**PREPARATION AND SUBMISSION OF 2021 GAD PLANS AND BUDGETS FOR FISCAL YEAR 2021**

To: Schools Division Superintendents

1. This has reference to Memorandum Circular No. 2020-08 of the Philippine Commission on Women (PCW) and DM-PHROD-2020-00335 of the Department of Education Central Office on the Preparation and Online submission of Fiscal Year 2021 Gender and Development Plans and Budgets (GPB).

2. In this regard, and in compliance to the above-mentioned Memoranda, this Office requests the submission of the Division 2021 GPB on/before **October 14, 2020**. For easier facilitation of the consolidation, it is requested that a soft copy in MS Word format be submitted to [hrdd.region1@deped.gov.ph](mailto:hrdd.region1@deped.gov.ph) with email subject "2021 GPB <SDO>".

3. In the crafting of 2021 GPB, it is required that the list of common gender issues and GAD mandates be prioritized (See attachment).

4. For clarifications, please contact the Regional Office-GFPS Secretariat through the official Regional GFPS Facebook Messenger or through telephone number (072)-682-23-24.

5. For wide dissemination and immediate action.

**TOLENTINO G. AQUINO**  
 Director III  
 Officer-In-Charge  
 Office of the Regional Director

To be indicated in the Perpetual Index  
 under the following subjects:

GAD Plans and Budgets

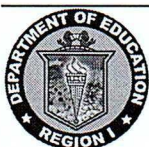
GAD Activities

GRBE Policies

HRDD/jmv/RMHRD030  
 October 12, 2020



**DepEd Region 1: Built on character; empowered by competence.**



Address: Flores St., Catbangan, City of San Fernando, La Union  
 Telephone Number: (072) 607-8137 / 682-2324  
 Email Address: [region1@deped.gov.ph](mailto:region1@deped.gov.ph) | Website: [www.depedro1.com](http://www.depedro1.com)





Republic of the Philippines  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**  
*Office of the Undersecretary*

MEMORANDUM  
DM-PHROD-2020-00335



DepEd REGIONAL OFFICE 1  
**RECEIVED**

OCT 05 2020

**TO:** Regional Directors  
Regional Gender and Development (GAD) Focal Point Systems  
School Division Gender and Development (GAD) Focal Point Systems  
All others concerned

**FROM:**   
JESUS L.R. MATEO  
*Undersecretary*  
*Planning and Human Resource and Organizational Development*

**SUBJECT:** *Preparation and Submission of Gender and Development (GAD) Plans and Budgets for fiscal year 2021 of Field Offices*

**DATE:** 21 September 2020

In reference to Memorandum Circular No. 2020-05 of the Philippine Commission on Women (PCW) on the Preparation and Online Submission of Fiscal Year (FY) 2021 Gender and Development (GAD) Plans and Budgets, and in accordance with Section 36 of the Magna Carta of Women (MCW), we call on our DepEd Central and Field Offices to prepare and submit their GAD Plans and Budgets (GPBs) for FY 2021.

A. The following shall be observed in the crafting of GPBs to serve as a guide:

1. The gender issues/GAD mandates and corresponding GAD programs, activities, and projects (PAPs) to be included in the GPB should be within the context of the agency's mandates. In identifying gender issues and corresponding GAD PAPs, agencies shall include those that directly respond to mandates provided in international and national laws, commitments and plans on women and gender equality.
2. The identification of gender issues and GAD PAPs shall also be informed by results of genders analysis and gender audit, particularly the application of the Gender Mainstreaming Evaluation Framework (GMEF).
3. The agency shall prioritize addressing gender issues brought about by the COVID-19 pandemic. The Department of Budget and Management (DBM) has provided instructions under National Budget Memorandum No. 136, dated 21 May 2020 for the review and reprioritization PAPs toward containing the spread and mitigating the effects of COVID-19 pandemic. In addition, the agency is encouraged to use the Harmonized Gender and Development Guidelines (HGDG) tool to ensure the gender-responsiveness of PAPs to be implemented.
4. The GAD PAPs should contribute to the DepEd GAD goal which aims to ultimately **reduce disparities in enrollment, completion, participation, cohort survival, and learning achievement between boys and girls.**



**Republic of the Philippines**  
**Department of Education**

**Tanggapan ng Pangalawang Kalihim**  
**Office of the Undersecretary**

5. GAD Plans and Budget template should include the following information. Kindly follow the entry format given below especially in providing your region, the school division office, and the specific responsible unit or office.

Gender Issue and/or GAD Mandate (1)	Cause of the Gender Issue (2)	GAD Result Statement/ GAD Objective (3)	Relevant Agency MFO/PAP (4)	GAD Activity (5)	Output Performance and Target (6)	GAD Budget (7)	Source of Budget (8)	Responsible Unit/Office (9)
<i>Example</i>								
No proper facilities to address reproductive needs of women and men employees and clients of DepEd such as lactation rooms/child minding centers, etc.	Women employees are not aware of proper lactation practices and importance of breastfeeding	To spread awareness on proper lactation practices and importance of breastfeeding	MFO 2: Basic Education Services	Region X/SDO X_ Orientation thru webinars on R.A 10028 - to increase awareness and promotion of breastfeeding	Two (2) GAD awareness orientation for DepEd CO employees; 100 number of participants	2 half-day *300*100 pax = 30,000  Honorarium = 10,000  Php 40,000	General Fund/ 2021 GAA	Region X/SDO X_Office

A. List of Common Gender Issues & GAD Mandates

Number	Gender Issues COVID-19-Related
1 /	Lack of sex-disaggregated data to be used in planning, implementation, and monitoring of DepEd PPAs in view of the COVID-19 situation <i>Example of Activity/ies:</i> <ul style="list-style-type: none"> <li>Preparation of survey/questionnaire pertaining to sex-disaggregated data related to COVID-19 situation</li> <li>Administration of survey/questionnaire</li> <li>Listing of COVID-19-related data</li> </ul>
2 /	Limited capacities of GFPS Members & Coordinators to execute GAD PPAs in different communication platforms (i.e. online, face to face, etc.) <i>Example of Activity/ies:</i> <ul style="list-style-type: none"> <li>Conduct of webinars, seminars, training, etc. to improve the mental and psychosocial wellness of employees</li> </ul>
3 /	Lack of gender health advocacies, protective equipment and measures in DepEd Offices & Schools for COVID-19 prevention and mitigation <i>Example of Activity/ies:</i> <ul style="list-style-type: none"> <li>Provision of personal protective equipment (PPE) that are appropriate to the size of women and men</li> </ul>
4 /	Higher risk of sexual and gender-based violence during COVID-19 pandemic <i>Example of Activity/ies:</i> <ul style="list-style-type: none"> <li>Creation of reporting mechanism of learners on online exploitation</li> <li>Creation of a referral system in reporting cases related to women and vulnerable children abuse during community quarantine</li> </ul>



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*Office of the Undersecretary*

5. Expenses that CANNOT be charged to the GAD budget Provision for contingency funds or "other services" of PAPs;
6. Car-pooling, gas masks for traffic/ environment enforcers, among others; Purchase of supplies, materials, equipment, and vehicles for the general use of the agency.

D. Process of Submission of GPBs for FY 2021

1. The DepEd Central Office and Regional Offices, thru its Regional GAD Focal Point System (GFPS), shall prepare its GAD Plans and Budgets.
2. The DepEd Regional Offices, thru its Regional GFPS, shall also collect, review and consolidate the GPBs of its respective Schools Division Offices and Schools, and shall integrate it with its regional GPB.
3. A copy of the approved consolidated regional GPB in **excel format** shall be emailed to the DepEd CO-GFPS together with a scanned copy of the approved document and email it to [depedco.gfps@gmail.com](mailto:depedco.gfps@gmail.com) with email subject "GAD Plans and Budget for FY 2021\_[Name of Region]". Deadline is by **16 October 2020**.
4. The DepEd CO GFPS shall consolidate, review and encode the complete DepEd GPB in the GMMS.
5. Upon securing PCW's endorsement, the DepEd CO-GFPS Secretariat shall release a copy of the PCW endorsement to all Regional GFPS.
6. All DepEd Offices shall conduct only the PCW-endorsed PPAs.

All Regional GFPS shall provide an updated directory containing its members, their email addresses, mobile number and other contact information by filling up and submitting the accomplished template accessible in [bit.ly/ROGFPSDirectory](https://bit.ly/ROGFPSDirectory).

Furthermore, all DepEd Regional Office are also hereby requested to submit electronic copy of their DepEd Regional GAD Accomplishment Report for FY 2020 and 2021 with email subject "GAD Accomplishment Report for FY 2020\_[Name of Region]" or "GAD Accomplishment Report for FY 2021\_[Name of Region]" accordingly to the DepEd CO GFPS at [depedco.gfps@gmail.com](mailto:depedco.gfps@gmail.com) by **December 4, 2020**. For templates, you may refer to the attached excel file.

For your guidance and strict compliance.

Thank you.



Republic of the Philippines  
**Department of Education**  
 Name of Region  
 Address

**ANNUAL GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET**  
 FY 2021

Agency: Department of Education - Name of Office/Region

Gender Issue and/or GAD Mandate (1)	Cause of the Gender Issue (2)	GAD Result Statement/ GAD Objective (3)	Relevant Agency MFO/PAP (4)	GAD Activity (5)	Output Performance Indicators and Target (6)	GAD Budget (7)	Source of Budget (8)	Responsible Unit/Office (9)
<b>Client-Focused</b>								
<b>Organization-Focused</b>								
<b>TOTAL</b>							<b>0.00</b>	

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
 Regional GAD Focal Point System \_\_\_\_\_ Regional Director \_\_\_\_\_  
 Day/Month/Year



Republic of the Philippines  
**Department of Education**  
 Name of Region  
 Address

**ANNUAL GENDER AND DEVELOPMENT (GAD) ACCOMPLISHMENT REPORT**  
 FY 2020

Agency: Department of Education - Name of Office/Region

(1) Gender Issue and/or GAD Mandate	(2) Cause of the Gender Issue	(3) GAD Result Statement/ GAD Objective	(4) Relevant Agency MFO/PAP	(5) GAD Activity	(6) Performance Indicators and Target	(7) Actual Result (Outputs/ Outcomes)	(8) Actual Cost/ Expenditure	(9) Variance/ Remarks
<b>Client-Focused</b>								
<b>Organization-Focused</b>								
<b>TOTAL</b>							<b>0.00</b>	

Prepared by:

Approved by:

Date:

Regional GAD Focal Point System

Regional Director

Day/Month/Year



**MEMORANDUM CIRCULAR NO. 2020-05**

**TO:** All Heads of Executive Departments, National Government Agencies, Bureaus, Offices, State Universities and Colleges (SUCs), Government Owned and/or Controlled Corporations (GOCCs), Legislative and Judiciary Branches, Constitutional Bodies, Other Government Instrumentalities, and All Others Concerned

**SUBJECT:** Preparation and Online Submission of Fiscal Year (FY) 2021 Gender and Development (GAD) Plans and Budgets

**DATE:** 11 September 2020

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**1.0 Preparation and Submission of FY 2021 GAD Plans and Budgets (GPBs)**

- 1.1. In accordance with Section 36 of Republic Act No. 9710 or the Magna Carta of Women (MCW), the PCW calls on all national government agencies and instrumentalities<sup>1</sup> to prepare and submit their FY 2021 GAD Plan and Budget (GPB) to the Philippine Commission on Women (PCW).
- 1.2. In the preparation and submission of the FY 2021 GPB, national government agencies and instrumentalities shall observe the following:
  - 1.2.1. Identification of Gender Issues and GAD Mandates
    - 1.2.1.1. The gender issues/GAD mandates and corresponding GAD programs, activities and projects (PAPs) to be included in the GPB should be within the context of the agency's mandates. In identifying gender issues and corresponding GAD PAPs, agencies shall include those that directly respond to mandates provided in international and national laws, commitments and plans on women and gender equality. Agencies shall refer to the gender issues and mandates identified in their agency GAD Agenda, which is the agency's strategic framework and plan on gender mainstreaming, and achieving women's empowerment and gender equality (refer to PCW Memorandum Circular 2018-04, for details).
    - 1.2.1.2. The identification of gender issues and GAD PAPs to be addressed in the plan shall also be informed by the results of gender analysis and gender audit, particularly the application of the Gender Mainstreaming Evaluation Framework (GMEF) (refer to PCW Memorandum Circular 2016-6).

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<sup>1</sup> Local government units (LGUs) shall follow the GAD planning and budgeting guidelines set under PCW-DILG-DBM-NEDA Joint Memorandum Circular (JMC) 2013-01, as amended by JMC 2016-01, while local water districts (LWDs) shall be guided by PCW Memorandum Circular (MC) 2016-06.



- 1.2.1.3. Agencies shall prioritize addressing gender issues brought about by the COVID-19 pandemic that are within their respective mandates as part of their FY 2021 GPB. The Department of Budget and Management (DBM) has provided instructions under National Budget Memorandum No. 136, dated 21 May 2020, for the review and reprioritization of agency PAPs for FY 2021 toward containing the spread and mitigating the effects of the COVID-19 pandemic while marshalling an economic recovery under the “new normal”. As such, in addition to direct GAD activities, agencies are highly encouraged to use the Harmonized Gender and Development Guidelines (HGDG) tool to ensure the gender-responsiveness of PAPs to be implemented in response to the COVID-19 pandemic and the “new normal” (See Section 1.2.2.2).
- 1.2.1.4. Member agencies of the Project Steering Committee and implementing attached agencies of the Supporting Women’s Economic Empowerment (WEE) in the Philippines Project (GREAT Women Project 2) shall prioritize addressing gender issues and needs that were identified in the WEE Project Study on the Immediate Effects of COVID-19 on Women Micro Entrepreneurs.
- 1.2.1.5. For member agencies of the National Steering Committee on Women, Peace and Security (NSCWPS) and agencies that implement PAPs in conflict-/post-conflict affected areas, the preparation of their GPBs and GAD ARs shall also be guided by the PCW-OPAPP Joint Circular 2014-01 on the integration of women, peace and security PAPs in the GPB.
- 1.2.1.6. Member agencies of other inter-agency bodies on GAD [e.g., the Inter-Agency Council on Violence Against Women and Their Children (IACVAWC), and the Inter-Agency Council Against Trafficking (IACAT)] shall also include in the GPB their commitment/s under these inter-agency bodies’ plans.

## 1.2.2. GAD Budget Costing and Attribution

- 1.2.2.1. As provided under Section 36(a) of the MCW, the GAD budget, which is the cost of implementing GAD programs, shall be **at least five percent (5%) of the agency’s total budget appropriations**. As such, **GPBs that do not meet the minimum 5% requirement shall not be reviewed nor endorsed by PCW**. Agencies are strongly advised to use the tool for budget attribution found in Section 1.2.2.2 of this Circular to ensure compliance to the MCW.
  - 1.2.2.1.1. The GAD budget may be drawn from the agency’s maintenance and other operating expenses (MOOE), capital outlay (CO), and/or personnel services (PS).

1.2.2.1.2. The determination of compliance to the minimum five percent (5%) GAD budget shall be by agency and not by constituent unit (e.g., regional, district or field offices). Thus, the GAD budget of a regional office or a constituent unit may not necessarily reach 5% of its total annual budget allocation, but the central office shall ensure that the agency as a whole will meet the minimum 5% GAD budget based on the agency's total budget appropriations.

1.2.2.1.3. In the preparation of the GPB, the computation of the minimum five percent (5%) requirement shall be based on the agency's budget levels provided in the FY 2020 National Expenditure Program (NEP).

1.2.2.1.4. For GOCCs, the computation of the minimum five percent (5%) requirement shall be based on their corporate operating budget (COB).

#### 1.2.2.2. Budget Attribution Using the Harmonized Gender and Development Guidelines (HGDG)

1.2.2.2.1. Aside from implementing direct GAD PAPs to address organization- or client-focused gender issues or GAD mandates, agencies may attribute a portion or the whole budget of the agency's major program/s<sup>2</sup> or project/s<sup>3</sup> to the GAD budget using the HGDG tool. Assessing major program/project using the HGDG tool enables the agency to identify strengths and areas for improvement to gradually increase the gender-responsiveness of the program/project. Major programs/projects subjected to the HGDG assessment shall be reflected under the GPB section on "Attributed Programs." Direct GAD activities of the agency shall no longer be subjected to the HGDG assessment.

1.2.2.2.2. The percentage score of the program/project in the HGDG assessment shall correspond to the percentage of the budget of the agency's existing and proposed major program/project that may be attributed to the GAD budget: Provided, that programs/projects with HGDG scores below 4.0 shall not be eligible for budget attribution. The formula shall be as follows:

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<sup>2</sup> A program is "a homogeneous group of activities necessary for the performance of a major purpose for which a government agency is established, for the basic maintenance of the agency's administrative operations or for the provisions of staff support to the agency's administrative operations or for the provisions of staff support to the agency's line functions."

<sup>3</sup> A project is a "special agency undertaking which (is) to be carried out within a definite time frame and which is intended to result some pre-determined measure of goods and services."

$$\frac{\text{HGDD Score}}{\text{Total HGDD Points}} \times 100\% = \% \text{ of annual program budget attributable to GAD}$$

% of annual program budget attributable to GAD × annual program budget = attributable amount to GAD

e.g.  $\frac{16.5}{20} \times 100\% = 82.5\%$

$$82.5\% \times \text{Php } 50 \text{ million} = \text{Php } 41,250,000.00$$

1.2.2.2.3. PDF copies of the results of assessment using the appropriate HGDD design checklist and other relevant and supporting documents/ means of verification (e.g., project design, concept note, or attendance sheets of stakeholder consultations) shall be attached to the agency's GPB submission.

### 1.2.3. Consolidation of GAD PAPs and Preparation of Agency-wide GPB

1.2.3.1. GAD PAPs of lower constituent units (i.e., regional, district and field offices) shall be integrated in the agency-consolidated GPB. For example, in the case of Department of Health (DOH), the GAD issues and corresponding PAPs of retained hospitals and treatment and rehabilitation centers shall be integrated in the DOH consolidated GPB. The same shall also apply to GOCCs and SUCs with different branches/campuses.

1.2.3.2. Central or head offices of agencies are encouraged to conduct online meetings/consultations and use online collaboration tools such as spreadsheet applications (outside of the Gender Mainstreaming Monitoring System) to engage and work with their constituent units for the preparation and consolidation of their GPB.

### 1.2.4. Process of Submission

1.2.4.1. Line departments, constitutional bodies, judicial and legislative bodies, attached agencies/bureaus, other executive offices (OEOs), and government-owned and/or –controlled corporations (GOCCs), with the exemption of local water districts (LWDs), shall submit their agency-consolidated GPB directly to PCW, for review and endorsement.

1.2.4.2. In the case of state universities and colleges (SUCs), their GPBs shall first be submitted to and reviewed by the concerned regional office of the Commission on Higher Education (CHED). Once the GPBs are acceptable to the CHED Regional Office, it shall submit the GPB to PCW, for review and endorsement.

1.2.4.3. As provided under PCW MC 2016-06, the review and endorsement of LWD GPB by PCW shall be under a moratorium. Nonetheless, LWDs shall continue to prepare their FY 2021 GPB following the parameters set under PCW MC 2015-03, and the guidelines provided under this Memorandum Circular on the identification of gender issues, mandates and corresponding PAPs, as well as the costing and attribution of the GAD Budget. All LWD GPBs shall be submitted to the LWUA for monitoring purposes.

#### 1.2.5. Endorsement of GPB

1.2.5.1. PCW shall endorse the FY 2021 GPB if (1) the minimum five percent (5%) GAD Budget requirement has been met, and (2) the agency has complied with all the requested revisions (if any) in the GPB within the prescribed deadline.

1.2.5.2. For GPBs that have been returned by PCW for revision or enhancement, agencies may revise and resubmit their GPB twice to PCW to comply with the requirements requested for the plan's endorsement. On the third round of the submission of the GPB, PCW shall make the final decision as to the GPB's endorsement or non-endorsement.

1.2.5.3. PCW-endorsed GPBs shall be authenticated by the Gender Mainstreaming Monitoring System (GMMS) with a QR code. Agencies shall print the PCW-endorsed GPB for signature of their agency head, and disseminate the signed copy to their concerned units. Agencies shall also furnish their respective Commission on Audit (COA) Audit Team a copy of their signed GPB within 5 working days from its endorsement.

1.2.5.4. Agencies with a PCW-endorsed GPB may opt to submit an adjusted GPB to take into account changes in the budget once the General Appropriations Act (GAA) is passed. Agencies shall submit a letter outlining the proposed changes to the endorsed GPB to PCW for the latter to make an initial assessment if there is indeed a need to adjust the endorsed GPB and/or if the proposed new GAD PAPs are acceptable. If the proposed changes are indeed necessary based on the initial assessment of PCW, the agency shall be given access to encode and submit the revisions to the GPB through the GMMS, for review and re-endorsement of PCW.

## 2.0 Requirements for the Online Submission of GPBs through the GMMS

2.1. Except for the pilot agencies enumerated under Section 3 of this Circular, the submission, review and endorsement of GPBs shall be coursed through the GMMS Version 2 (<https://gmms.pcw.gov.ph>), PCW's online system for managing GAD profiles, GPBs and GAD ARs, as well as for generating GAD-related reports.

## 5.0 Conduct of the National GAD Budget Forum

5.1. For further guidance on the GAD planning and budgeting process and the use of the HGDG tool, agencies are encouraged to attend the PCW GAD Webinar Series.

- **Beyond Attribution: Use of the HGDG to mainstream GAD Elements in the Project Development Cycle**, 13 October 2020, 1:00 – 5:00 pm
- **GAD Planning and Budgeting: From Preparation to GAD Funds Audit**, 15 October 2020, 1:00 – 5:00 pm

5.2. For details and registration, please visit the PCW GAD Webinar page (<https://pcw.gov.ph/gad-webinar/>). Agencies may also get in touch with the Technical Services and Regional Coordination Division through e-mail [gadtraining@pcw.gov.ph](mailto:gadtraining@pcw.gov.ph).

6.0 Agencies may contact the following divisions or persons in PCW regarding concerns with the FY 2021 GPB:

Nature of Concern	Responsible Office/Person	Contact Information
Clarification on the guidelines for GAD planning and budgeting	Policy Development, Planning, Monitoring and Evaluation Division	<a href="mailto:pdpmed@pcw.gov.ph">pdpmed@pcw.gov.ph</a> (632) 8735-1654 local 109
Clarification on the process and schedule of submission of GPBs	Policy Development, Planning, Monitoring and Evaluation Division	<a href="mailto:pdpmed@pcw.gov.ph">pdpmed@pcw.gov.ph</a> <a href="mailto:review.moderator@pcw.gov.ph">review.moderator@pcw.gov.ph</a> (632) 8735-1654 local 109
Clarifications regarding PCW comments on the GPB	Designated GPB reviewer	Email address provided in the GMMS directory
Registration to and request for IT technical support on the use of the GMMS	Corporate Affairs and Information Resource Management Division	<a href="mailto:sysadmin@pcw.gov.ph">sysadmin@pcw.gov.ph</a> (632) 8735-4767 local 117
Inquiries and request for GAD capacity development (e.g., use of the HGDG tool)	Technical Services and Regional Coordination Division	<a href="mailto:tsrcd@pcw.gov.ph">tsrcd@pcw.gov.ph</a> (632) 8243-1131
Other concerns	Office of the Executive Director	<a href="mailto:oed@pcw.gov.ph">oed@pcw.gov.ph</a> (632) 8736-4449 (632) 9735-1654

7.0 For guidance and appropriate action.

  
**SANDRA S. MONTANO**  
Chairperson