

**ASSESSMENT ON THE**

**GENDER  
RESPONSIVENESS**

**OF DOST TECHNOLOGIES**

## TABLE OF CONTENTS

Message from the Secretary	page 2
Foreword	page 3
Part A - Assessment on the Gender Responsiveness of DOST Technologies	
I - Manual of Instructions	page 4
II - Gender Assessment Questionnaire	page 20
Part B - GAD Checklist for Science and Technology Interventions in SMEs	page 28



## Office of the Secretary

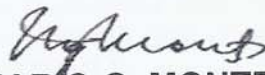
### MESSAGE

The Department of Science and Technology (DOST) regards gender equality as an indispensable element within the context of social equality, and as such, finds it essential to enact S&T policies which ensure that the benefits derived from technological innovations are available for both men and women.

In support to the government's efforts in mainstreaming gender in all agencies' programs, projects and activities, the Office of the DOST-wide GAD Focal Person in cooperation with the Philippine Commission on Women has developed the DOST Gender Assessment Tool.

The DOST Gender Assessment Tool, an output of the Gender Responsive Actions for the Transformation of Women (GREAT Women) Project, is a tool which will determine the gender responsiveness of DOST's technologies relevant to women enterprises.

Science and Technology (S&T) has always been a steadfast partner in reducing poverty and ensuring inclusive growth for all, and through this gender analysis tool, we can facilitate the effectiveness of the DOST's interventions for its clients and stakeholders from all sectors.



**MARIO G. MONTEJO**  
Secretary



## FOREWORD

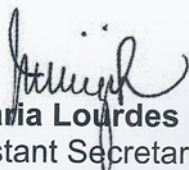
This Gender Assessment (GA) Tool is a gender analysis tool to help assess the gender responsiveness of the DOST technologies and technology transfer services and to provide appropriate scoring parameter. It is composed of two parts. Part A is a set of gender assessment questionnaires to gather information on the gender responsiveness of DOST technologies and technology transfer services, including its clients, usually the micro- and small enterprises. A Manual of Instruction (MOI) that contains instruction on how to administer this set of questionnaires is also provided. Part B is the GAD Checklist for science and technology interventions for SMEs.

Using the information gathered from Part A, this GAD Checklist quantitatively measures the gender responsiveness of DOST technology transfer programs, project and activities (PPAs) using scores patterned after the Harmonized GAD Guidelines (HGG) of the National Economic and Development Authority (NEDA), Philippine Commission on Women (PCW), and the Official Development Assistance Gender and Development Network (ODA GAD Network). The GAD score from the Checklist will be the basis for the attribution of GAD budget, which will serve as an input in the agency's GAD Plan and Budget based on the Joint Memorandum Circular 2012 of DBM, NEDA and PCW. The Tool also facilitates the identification of possible gender issues in the PPAs in order to properly address them.

This GA Tool was prepared by the Office of the DOST-wide GAD Focal Person through the cooperation and able support of the DOST Core Group of Trainers, composed of several GAD Focal Persons of DOST agencies and the Provincial Science and Technology Directors. It gratefully acknowledges Dr. Blesshe L. Querijero, the Team Leader of the DOST Core Group of Trainers, and Program Leader of the DOST Gender Mainstreaming Program, who also served as the primary writer of this GA Tool; Dr. Jocelyn N. Jugnuan of Food and Nutrition Research Institute (FNRI), who drafted the MOI into a format that will allow statistical analysis; Dr. Lilian G. Bondoc of Philippine Council of Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD); Ms. Maribel B. Palafox of Science and Technology Information Institute (STII); Ms. Mercedita G. Abutal of Metal Industry Research and Development Center (MIRDC); Mr. Loreto A. Novicio of the Forest Products Research and Development Institute (FPRDI); Dr. Zenaida V. Narciso of FNRI; Engr. Clarissa C. Rivera of DOST-CO; and Ms. Maria Fe B. Singson, Senior Science Research Specialist of the Office of the DOST-wide GAD Focal Person, for her selfless service and dedication as program staff.

This GA Tool was made possible with technical assistance from the PCW and financial support from the Gender Responsive Economic Action for the Transformation of Women Project (GREAT Women Project) of the PCW-CIDA, and from the DOST Gender Mainstreaming Project of the DOST-GIA.

It is the desire of this Office that this Tool will help make DOST technologies and technology transfer efforts gender responsive, particularly the PSTCs as they mainstream gender concerns in their technology transfer efforts in the countryside.



**Engr. Maria Lourdes P. Orijola**  
Assistant Secretary and  
DOST-wide GAD Focal Person



# ASSESSMENT ON THE GENDER RESPONSIVENESS OF DOST TECHNOLOGIES

First Edition

## OBJECTIVE

To assess the gender responsiveness of DOST Technologies and other services provided to clients and pursue a gender responsive DOST in support of the Magna Carta of Women

## MANUAL OF INSTRUCTIONS

This Manual of Instruction (MOI) contains instructions how to administer the gender analysis (GA) tool “**Assessment on the Gender Responsiveness of DOST Technologies**” that was developed to assess how gender sensitive/responsive are 1) the technologies developed by DOST and 2) the business enterprises of the adopters of these technologies. This Manual of Instructions (MOI) is developed to assist people who will administer the tool on how to ask the different questions accurately and record the responses appropriately. This will, at the same time, standardize the technique in asking the questions, thereby reducing variability across interviewers. In this way, measurement errors will be reduced if not fully avoided in the collection and analysis of data/information.

This assessment tool consists of two (2) parts. The first part, the **Background Information**, contains a) information of the DOST technology developed and adopted by the respondent; and b) the business/firm that adopted the technology. The second part, the **Gender Assessment Tool**, consists of questions that will give insights on whether DOST and its various agencies had addressed critical issues on gender sensitivity/responsiveness of technology development and how gender sensitive/responsive are the adopters or owners of businesses/enterprises that uses the technologies.

The questions on Part II are focused on six (6) key areas namely:

- 1) human resource;
- 2) DOST machineries, equipment, tools, accessories adopted;
- 3) raw materials used in the production (where the DOST technology is used);
- 4) lay-out, design/infrastructure of the enterprise or production area;
- 5) environmental safety mechanisms; and
- 6) health and safety measures adopted.

While this gender responsiveness assessment tool was conceptualized with the DOST technologies and the business enterprises of its technology adopters in mind, this tool was found useful and applicable in assessing the gender sensitivity of other technologies and technology adopters, particularly for women entrepreneurs.

The instructions are as follows.

## General Instructions

1. Administer the assessment tool to the owner of the business enterprise that adopted the DOST technology(ies). However, if he or she is not available, ask a person who is most knowledgeable (spouse, supervisor, a family member involved in the business operation) on the entire operation of the business, from the preparation stage to production, and write the necessary remarks.



2. Conduct the interview in a conversant manner. To do this, familiarize yourself with the many questions in the tool.
3. Conduct the interview in a quiet place where the respondent would feel at ease and comfortable. Do not conduct the interview in front of the workers/ employees.
4. Before the interview, emphasize with the respondent the confidentiality of his/her answers. Explain the objective of your visit and why you are doing the interview.
5. Be sensitive in doing the interview. Ask if it is "okey" with the respondent to conduct the interview, otherwise, make another appointment.
6. Respect respondent's answers. Do not contradict his/her answers. Be neutral, do not give your own opinion or try to influence the answers.
7. Listen attentively to the answers of the respondents. It is possible that in answering a question, answers to other questions are already mentioned. If so take note, and do not ask that question, anymore.
8. In some parts of the tool, specifically on **Part II.E - Lay-out/Design/Infrastructure**, some questions are better to be asked directly to the employees to get first hand information or one may ask the owner, but it is necessary to validate the answers, observing the facilities/plant, or ask any other employees/workers.
9. Each possible answer is assigned with a numeric code. Write the code that corresponds to the answer inside the box provided for. In writing codes consisting of more than one digit in the box, start with the right box going to the left (right justified).
10. In accomplishing the tool, follow the general codes:
  - 0 – "no"
  - 1 – "yes"
  - 8 – no comment, no answer
  - 9 – not applicable
11. As much as possible, a **"no comment or no answer" (code 8)** should be avoided. If respondent does not answer the question, try the following: 1) repeat asking the question; 2) expound the question but be cautious not to distort it; 3) conduct the interview in his/her dialect. If still unsuccessful, write the necessary remarks.
12. For multiple responses, tick the boxes with the corresponding answers.
13. For "others" as answer, place that answer in the space provided for.

## INSTRUCTIONS IN ACCOMPLISHING THE TOOL

### Cover page

In the cover page, fill-up the information asked. This includes where the technology was adopted, the owner who adopted the technology (name, complete address and contact numbers). Indicate in the space provided the name of the interviewer, the date when the interview was conducted, the type of business ownership, and the type of permit/license.

VARIABLE (Variable Name)	INSTRUCTION	CODES	
<b>Region</b> [region]	The first eight (8) regions in the list refers to the regions where the DOST GREAT Women program is implemented. The rest are other regions of the country. Each region is assigned with a numeric code:		
	CAR (Ifugao)	14	
	CALABARZON (Quezon)	4	
	Bicol Region (Naga)	5	
	Western Visayas (Iloilo)	6	
	Central Visayas (Bohol)	7	
	Eastern Visayas (Leyte)	8	
	Davao Region (Davao Sur)	11	
	SOCCSKSARGEN (PALMA, North Cotabato)	12	



VARIABLE (Variable Name)	INSTRUCTION	CODES	
	Ilocos Region	1	
	Cagayan Valley	2	
	Central Luzon	3	
	Zamboanga Peninsula	9	
	Northern Mindanao	10	
	CARAGA	13	
	NCR	15	
	MIMAROPA	16	
	ARMM	17	
	Write the region in the space provided for and the corresponding code inside the box.		
<b>Province</b> [province]	Refers to province where the interview is conducted. Codes for the province, from 01-n, will be decided by the PSTD.  In the space provided for, write the province and put the corresponding code inside the box provided for.	01-n	
<b>Municipality</b> [municipality]	Refers to the municipality where the interview is conducted. Codes for the municipality will be decided by the PSTD. In the space provided for, write the municipality and put the corresponding code inside the box provided.		
<b>Enterprise Code</b> [enterprise_code]	Write the name/code of business enterprise.		
<b>Name of Owner</b>	Write complete name of the owner in the space provided for, surname first, then the first name.		
<b>Address</b>	Write the complete address of the enterprise/business.		
<b>Contact Number</b>	Number of telephone (landline), cellular phone number of the owner or the enterprise/ business.		
<b>Email</b>	Indicate the email address (if there is any).		
<b>Name of Interviewee</b>	Refers to the person being interviewed or the respondent. If the interviewee is different from the owner, write the name of the interviewee, surname first, then the first name.		
<b>Designation in the Company</b>	If the interviewee is different from the owner, write the designation of the interviewee in the company.		
<b>Name of interviewer</b>	Refers to the one who conducted the interview. Write the name of the person who did the interview in the space provided for, surname first, then the first name.		
<b>Date of the Interview</b>	Write date when interview was done in space provided for following the format month/day/year.		



# I. Background Information

This section contains the necessary information about the DOST technology and the company/ business enterprise that adopted DOST technologies to assess whether these are gender sensitive and responsive, thereby ensuring a more holistic and people-centered science and technology interventions.

VARIABLE (Variable Name)	INSTRUCTION	CODES	
<b>Type of enterprise</b> [- enterprise_type]	1. Refers to the type of ownership/organization as it is registered.		
	Single	1	
	Partnership	2	
	Cooperative	3	
	Federation	4	
	People's organization	5	
	Others, specify	6	
<b>Capital</b> [capital]	2. Refers to the amount of/capital investment (in pesos) in the business where the technology was used. Ask the current total amount of/capital investment and write in the space provided.		
<b>Permit</b> [permit]	3. Refers to the type of license / permit of the business enterprise as registered. Multiple responses possible. Tick appropriate boxes.		
	Barangay	1	
	City/ Municipal	2	
	BFAD	3	
	DTI (Department of Trade and Industry)	4	
	NMIS (National Meat Inspection Service)	5	
	Others, specify (i.e. CDA/SEC/DOLE)	6	
<b>Interventions</b> [interventions]	4a. Column 1. Refers to type of DOST science and technology (S&T) interventions. Multiple responses possible. Tick appropriate boxes.		
	Consultancy / technical assistance	1	
	Training	2	
	Laboratory Services / Testing / Analysis	3	
	Packaging and Labeling	4	
	Equipment (design, fabrication, etc)	5	
	Process (hot water treatment, spraying, drying, etc)	6	
	Others, specify	7	
<b>Year Availed</b> [year_avail]	4b. Column 2. Relative to the above, this column refers to the year when the technology/intervention was first availed. Write the year in the space provided for.		
<b>Duration Adopted</b> [duration_adopt]	4c. Column 3. Ask owner/respondent for how long, in terms of total number of years the technology/interventions has been adopted.	01-n	



VARIABLE (Variable Name)	INSTRUCTION	CODES	
<b>Brief Description</b> [describe_tech]	4d. Column 4. Ask the owner/respondent to give a brief description of the DOST technology/ interventions provided in relation to Column 1 (I.4a)		
<b>Priority Sector</b> [priority_sector]	5. Refers to the priority sector (may use DOST SETUP priority sectors, among others). Multiple responses possible. Tick appropriate boxes.		
	Food Processing	1	
	Furniture	2	
	Aquatic and Marine	3	
	Metals and Engineering (welding, fabrication)	4	
	Natural Fibers, Gifts, Household and Decors (GHD) and Fashion Accessories	5	
	Horticulture	6	
	Others, specify	7	
<b>Assisting Agency</b> [agency-DOST]	6. Refers to the DOST agency/ies that provided the technology/ services. Multiple responses possible. Tick appropriate boxes.		
	MIRDC	1	
	ITDI	2	
	FPRDI	3	
	FNRI	4	
	PTRI	5	
	PCIEERD	6	
	PCAARRD	7	
	PCHR	8	
	TAPI	9	
	Regional Offices	10	
	Others, specify	11	
<b>Other Assisting Agencies</b> [agency_others]	7. Other assisting agencies. Multiple responses possible. Tick appropriate boxes.		
	LGU		
	DTI		
	DOLE		
	DOH		
	TESDA		
	DSWD		
	PHILHEALTH / Other health insurance		
	PCW		
	Academe		
	NGO, specify		
	Others, specify		



<b>VARIABLE</b> (Variable Name)	<b>INSTRUCTION</b>	<b>CODES</b>	
<b>Number of Employees</b> [employee_num]	8a. Column 1. Refers to the total number of male and female employees, and their ages within the corresponding age brackets.		
<b>Sex of Employees</b> [sex_employ]	8b. Column 2. Refers to the sex (male, female) of the employees of the enterprises, categorized by their age bracket.	01-n	
	Male	1	
	Female	2	
<b>Sex - Regular Employees</b> [sex_reg]	8c. Column 3. Refers to the sex (male, female) of regular employees.		
	Male	1	
	Female	2	
<b>Sex - Not Regular Employees</b> [not reg_sex]	8d. Column 4. Refers to the sex (male, female) of NOT regular employees.		
	Male	1	
	Female	2	
<b>Sex - Owner</b> [own_sex]	9. Refers to sex (male/ female) of registered owner/ manager.		
	Male	1	
	Female	2	
<b>Civil Status of Owner</b> [own_status]	10. Refers to the civil status of owner. Ask owner his/her civil status and code accordingly.		
	Single	1	
	Married	2	
	Others, widow, widower, separated	3	
<b>Age of Owner</b> [own_age]	11. Refers to the age of the owner, in years. Write the age of the registered owner/ manager in the space provided for.		
<b>Education of Owner</b> [own_educ]	12. Refers to the highest education attained by the owner.		
	None	0	
	Elementary	1	
	High school	2	
	Vocational	3	
	College	4	
	Post-graduate	5	
	Others, specify	6	



## II. Assessment on the Gender Responsiveness of DOST Technology(ies) and the Business Enterprise Adopters

VARIABLE (Variable Name)	INSTRUCTION	CODES	
	<b>A. HUMAN RESOURCE</b>		
	This portion gives insights on whether the company adopting the DOST technology is gender sensitive in treating their employees. The results could be windows of opportunity for undertaking gender awareness trainings in the enterprise. As some of the questions are delicate or sensitive, be cautious in asking these. Assured respondents that information collected will be treated with outmost confidentiality.		
<b>Equality of Sexes</b> [num_equal]	1. Refers to the number of men and women employed in the business. This is asked to determine whether the number of men employed in the business enterprise is the same with that of the number of women employed. Use the following codes: (Related to question II.A.8b.)		
	No	0	
	Yes	1	
	If answer is "no" (whether more male or more female), write reason in the space provided for		
<b>Appropriateness of the Technology</b> [appropriate]	2. This is asked to determine whether DOST technologies are gender sensitive or responsive, particularly to women.  Ask whether the women's level of knowledge and skill appropriate to the technology/ies. Use codes below:		
	No	0	
	Yes	1	
	Whether the answer is "yes" or "no", ask the reason and write it in the space provided for.		
<b>Fairness in Salary</b> [salary_fair]	3. Salary refers to the payment given to employees (regular or not) for services rendered or done. It maybe in the form of salary or wage (monthly or daily). Fairness in salary means that regardless of sex, the same amount is given to relatively the same task done.  Ask the owner/respondent if the salary paid to men and women employees doing relatively the same type of work is the same or not. Use the following codes.		
	No	0	
	Yes	1	
	Whether the answer is "yes" or "no", ask respondent for the reason why salary is the same/ not the same. Write the answer in the space provided for.		
<b>Benefits</b> [benefits]	4a. Benefits is defined as additional incentives, in cash or in kind, given to employees for the purpose of increasing economic security. In the country, the most common benefits are as follows:		
[benefit_sss]	Social Security System (SSS)		
[benefit_pagibig]	Pag-ibig		
[benefit_health]	PhilHealth		
[benefit_maternity]	Maternity leave for women employees		



VARIABLE (Variable Name)	INSTRUCTION	CODES	
[benefit_13thmonth]	13th month		
[benefit_overtimepay]	Overtime pay		
[benefit_others]	Others, specify: (Christmas, transportation, housing)		
	For column 1, ask whether owner/respondent gives the above benefits to his/her employees. Use the following codes:		
	No	0	
	Yes	1	
	No comment/answer	8	
	Not applicable	9	
	4b. For column 2, refer to the response provided for in Column 1. If the benefit is provided, ask if the benefit is the same between men and women.		
	No	0	
	Yes	1	
<b>Training Attended</b> [training]	5a. Ask whether the owner gives skill/ development training to his/her employees. This also includes trainings provided by government and other training providers that the employees attended with permission and support from the owner. Use the following codes:		
	No	0	
	Yes	1	
	No comment/answer	8	
	Not applicable	9	
<b>Equal Access to Training</b> [training_equal]	5b. If answer is "yes", ask him/her if men and women employees are given equal access or opportunity to attend these training. Use the following codes:		
	No	0	
	Yes	1	
	No comment/answer	8	
	Not applicable	9	
<b>Specific Training</b> [training_spec]	5c. If "yes", that is, both men and women have equal access to skills training, then indicate the specific training given/ attended by the employees in the space provided for.		
<b>GAD Training Provided</b> [training_provided]	6. Ask whether the owner gives GAD training to his/her employees. This also includes trainings provided by government and other training providers that the employees attended with permission and support from the owner. Use the following codes:		
	No	0	
	Yes	1	
	No comment/answer	8	
<b>User of Technology</b> [tech_user]	1b. Column 2: The type of machine/ equipment identified in column 1 will be assessed through column 2 if gender sensitivity is considered in the operation of this machine.		



VARIABLE (Variable Name)	INSTRUCTION	CODES	
	For each identified machine or tools, ask who operates them in terms of sex (male or female). Record the response of the respondent using the following codes:		
	<b>Male only</b>	<b>1</b>	
	<b>Female only</b>	<b>2</b>	
	<b>Mostly male</b>	<b>3</b>	
	<b>Mostly female</b>	<b>4</b>	
	<b>Both male and female</b>	<b>5</b>	
<b>Orientation on Technology</b> [tech_orient]	1c. Column 3: With reference to column 2, ask if male and female employees who operate or use the machine are given orientation on the use and care of the machine, equipment, tool, accessories before they operate/ use them. Use the following codes:		
	<b>No</b>	<b>0</b>	
	<b>Yes, both male and female</b>	<b>1</b>	
	<b>Yes, male only</b>	<b>2</b>	
	<b>Yes, female only</b>	<b>3</b>	
<b>Reason Tech Orient</b> [reason_orient]	1d. Whether the answer is “yes” or “no” in column 3, ask why and indicate reason in the space provided below the table.		
<b>Ease of Technology</b> [tech_women]	1e. Column 4: Ask if the machine or equipment can be easily/ safely operated by female workers. Use the following codes:		
	<b>No (with some difficulty and needs precaution)</b>	<b>0</b>	
	<b>Yes (easy and safe)</b>	<b>1</b>	
	<b>No Comment / Answer</b>	<b>8</b>	
	<b>Not applicable</b>	<b>9</b>	
<b>Reason Ease Tech</b> [reason_eas]	1f. Whether answer in column 4 is “no” or “yes”, ask the respondent for the reason for his/her answer in the space provided below the table.		
<b>Protective Gears</b> [protect_gear]	2a. Protective gears refer to clothing and/or gadgets for the head, face, hand, body and/or foot gears such masks, goggles, gloves, boots, tongs, head nets, aprons, among others, that are provided to men and women employees who operate the machine/ equipment.  Ask owner/respondent whether they provide protective gears to their men and women employees who operate the machine/ equipment. Use the following codes:		
	<b>No</b>	<b>0</b>	
	<b>Yes</b>	<b>1</b>	
	<b>No Comment / Answer</b>	<b>8</b>	
	<b>Not applicable</b>	<b>9</b>	
<b>Specific Gears</b> [specify_gears]	2b. If answer is “yes”, specify the protective gears used by employees. Tick the answer. Multiple responses are possible.		
[hand gear]	<b>Hand protective gears (gloves, tongs)</b>		
[head gear]	<b>Head gears (hats, caps, hairnet)</b>		



VARIABLE (Variable Name)	INSTRUCTION	CODES	
[face gear]	Face gears (goggles, masks)		
[foot gear]	Foot gears (boots)		
[body gear]	Body gears (apron, laboratory gown)		
	Others, specify		
<b>No Gear</b> [reason_no gear]	2c. If "no" or none, ask why and indicate the reason in the space provided for.		
	<b>C. RAW MATERIALS USED IN PRODUCTION</b>		
	Raw materials refers to basic materials from which a product is made or manufacture from. They are usually natural resources or unprocessed, or minimally processed. They can also refer to any materials used to produce the products of the concerned business enterprises. Examples may include both raw and/or processed food ingredients, flour, rice, fruits, wood, shells, metals, and others.  This part will determine women's participation in every process or stage of production of the company's products/goods.		
<b>List of Raw Materials</b> [material_list]	1a. Column 1: Ask the owner/respondent to list the raw materials that are being used in the production of products/ goods of the company where DOST technologies are used. Write in the space provided for in Column1.		
<b>Process of Sourcing Raw Materials</b> [material_process]	1b. Column 2: Ask how each raw material is acquired, using the following codes:		
	Harvesting/ own produce	1	
	Buying/ Procure	2	
	Loan/ Credit	3	
	Consignment	4	
	Others, specify	5	
<b>Women Participation in Preparation Stage of Production</b> [part_women]	1c. Column 3: Ask whether women are involved in the sourcing or acquiring raw materials used in the production of the products/goods produced by the company. Use the following codes:		
	No	0	
	Yes	1	
	Not applicable	9	
<b>Women Not Involved</b> [reason_women]	If no, indicate the reason why women are not involved in sourcing raw materials in the space provided below the table.		
<b>Steps Raw Materials Preparation</b> [prep_raw mat]	2a. Column 1: Before proceeding with the interview, ask owner/ respondent to list the different steps in the preparation of the major raw material used in the production of the company's products/goods. Write them in Column 1.		



VARIABLE (Variable Name)	INSTRUCTION	CODES	
<b>Women Involvement in Preparation</b> [prep_women]	2b. Column 2: Ask if female employees are involved in the steps described in Column 1. Use the following codes:		
	No	0	
	Yes	1	
<b>Reason Women Not Involved in Preparation</b> [reason_not involved]	2c. Column 3: If females are not involved, ask why female employees are not involved in steps described in Columns 1 and 2. Write answers in the space provided in Column 3.		
	<b>D. PRODUCTION METHODS/PROCESS</b>		
<b>Description Process Flow</b> [process_flow_describe]	<p>Before proceeding with the interview, ask owner/ respondent to describe the different processes in the production of the company's products/ goods. Write them in the space provided for. (Interviewer can also make actual observation of the process flow, sketch them, to help her/him better understand the respondent's answer).</p> <p>The succeeding questions will evaluate whether women's nature of being physically weaker than men, in most cases, are being considered when assigning tasks that require physical strength. Ask the following questions.</p>		
<b>Physically Demanding Tasks</b> [demand_tasks]	1. Ask whether women are also assigned to difficult/ physically demanding tasks or maybe dangerous/ risky tasks usually done by men? Use the following code:		
	No	0	
	Yes	1	
	No Comment / Answer	8	
	Not applicable	9	
	If "no", indicate the reason why in the space provided for.		
<b>Preferential Shift</b> [shift]	2. Ask whether the owner/company assigns women to preferential shift so that they can perform their domestic roles. Use the following codes:		
	No	0	
	Yes	1	
	Not applicable (There is no shifting.)	9	
<b>Carry Loads</b> [carry_load]	3. Ask whether the owner/company required their female employees to carry heavy loads. Heavy loads are those weighing about 10 kilos or more. Use the following codes:		
	No	0	
	Yes	1	
	Not applicable (no loads to carry)	9	
<b>Pregnant Women</b> [pregnant]	4. Ask whether the owner/company assigns lighter work/tasks to pregnant woman. Like keeping records instead of her usual work that may require physical strength or stamina. Use the following codes:		



VARIABLE (Variable Name)	INSTRUCTION	CODES	
	No	0	
	Yes	1	
	Not applicable (no pregnant woman so far)	9	
<b>Break Time</b> [break time]	5. Ask whether there is break time (lunch, morning and/ or afternoon snacks) provided for employees. Use the following codes:		
	No	0	
	Yes	1	
	The succeeding questions will evaluate whether the owner of the company takes into consideration the unique situation of women as homemakers in assigning tasks or processes.		
<b>Process</b> [process]	6. Ask whether there are processes that can be done at home. Examples: cutting some raw materials or wrapping the products. Use the following codes:		
	No	0	
	Yes	1	
<b>Process Done at Home</b> [process_home]	7. If yes to Question No. 6, ask whether the owner/ company allows women to do some these processes at home. Use the following codes:		
	No	0	
	Yes	1	
	No Comment / Answer	8	
	Not applicable	9	
	<b>E. LAY-OUT/DESIGN/INFRASTRUCTURE</b>		
	The following questions will assess the gender sensitivity of the structures/facilities and the working environment provided by the owner/enterprise. Interviewer may ask the owner/ respondent's permission to observe the lay-out/ design of structures and facilities.		
	Before proceeding with the interview, ask the owner/ respondent to enumerate or describe existing structures/facilities found in the enterprise. Write them in the space provided for.		
<b>Safeness of Structures</b> [struc_safe]	1. Ask the owner/ respondent or personally observe if structures and facilities in the enterprise/working area are safe, especially for women employees, and in good working condition. Use the following codes:		
	No	0	
	Yes	1	
	No Comment / Answer	8	
	Not applicable	9	
[condition_layout]	Layout of production area – ease in movement, etc		
[condition_flooring]	Flooring –not slippery, wet, uneven		
[condition_stairs]	Stairs – with hand rails, not slippery, durable,		
[condition_ventilation]	Ventilation – well ventilated		



VARIABLE (Variable Name)	INSTRUCTION	CODES	
[condition_lighting]	Lighting – whether of right brightness or appropriate to the work being done in the area		
[condition-toilet]	Toilet- separate for male/ female, clean, with water and soap		
[condition_others]	Others – pantry, place to keep things and personal belongings, etc		
	2. Ask or observe if the structures and facilities are responsive to women's special needs? Examples may include availability of toilet/ changing room, separate sleeping room for male and female, heights of chairs, working tables, etc. Use the following codes:		
	No	0	
	Yes	1	
<b>Provision of Safety Measures</b> [safety_measure]	3. Ask or observe if owner/company put in place safety measures and protection-related facilities/ services as listed below. Use the following codes:		
	No	0	
	Yes	1	
	If yes, tick the box. Multiple answers are possible. Tick the corresponding boxes that applies.		
[safe_signages]	Signages		
[lockers]	Lockers/ cabinets/ storage rooms		
[heating hood]	Heating hood		
[fire_alarm]	Fire/ smoke alarm		
[shower_room]	Shower room		
[fire_exit]	Fire exit		
[fire_extinguisher]	Fire extinguishers		
[exhaust_fan]	Exhaust fan		
[first_aid_kit]	First aid kit		
	If none, ask for reasons why these items were not provided.		
<b>Awareness of Safety Measures</b> [safe_aware]	4. Ask owner/ respondent if employees, especially women are aware of the presence of or are informed about the safety measures implemented by the owner/company. Use the following codes:		
	No	0	
	Yes	1	
	No Comment / Answer	8	
	Not applicable	9	
	If no, ask for the reasons why employees are not informed. Write the answer in the space provided.		
<b>Access to Safety Measures</b> [safe_access]	5. Ask owner/ respondent if employees, especially female employees, have access to safety measures put in place by the owner/company. This is to determine if these safety facilities and supplies are accessible to owner only or including employees, especially women. Use the following codes:		
	No	0	
	Yes	1	
	No Comment / Answer	8	
	Not applicable	9	
	If no, ask for the reason why employees have no access. Write the answer in the space provided.		



VARIABLE (Variable Name)	INSTRUCTION	CODES	
	6. Ask owner/ respondent if female employees have separate facilities for the following:		
[facility_cr]	Comfort rooms		
[facility_changing rm]	Changing room		
[facility_sleep]	Sleeping or rest room		
	Use the following codes:		
	No	0	
	Yes	1	
	No Comment / Answer	8	
	Not applicable	9	
	7. Ask owner/ respondent if other women-friendly amenities, listed below, are available in the company.		
[facility_breast]	Breastfeeding room		
[facility_daycare]	Day care center		
[facility_clinic]	Clinic		
[facility_firstaid]	First aid kit		
	Multiple answers are possible. Use the following codes:		
	No	0	
	Yes	1	
	No Comment / Answer	8	
	Not applicable	9	
	<b>F. ENVIRONMENT</b>		
	The following questions will assess the waste management and disposal, health and sanitation practices of the company or enterprise. Information generated will evaluate how clean the working area and environment-friendly are the practices of the company.		
<b>Waste Disposal</b> [waste]	1. Ask owner if wastes are properly segregated into (a) biodegradable waste; (b) non-recyclable; and (c) recyclable. Use the following codes:		
	No	0	
	Yes	1	
	If yes, ask if there are trash bins specifically assigned and labeled to.		
	If no, ask for the reasons. Write the answer in the space provided for.		
<b>Waste Disposal</b> [waste_disposal]	2. Ask owner/ respondents how the waste materials and garbage are disposed. Multiple answers are possible. Tick answers in the appropriate boxes.		
	Collected by garbage trucks		
	Composting		
	Recycling		
	Burning/ or use of incinerator		
	Use the following codes:		
	No	0	
	Yes	1	



VARIABLE (Variable Name)	INSTRUCTION	CODES	
<b>Hazard Protection</b> [hazard_protect]	<p>3. Hazardous elements include chemicals such as acids, toxic fumes; and biological contaminants such as bacteria, harmful fungi.</p> <p>Ask owner/ respondents if employees, especially pregnant women, are given protective gears, such as masks, gloves, and others when handling hazardous elements to protect them from unnecessary exposures.</p> <p>Interviewer can also observe to validate the answer of the owner/respondent.</p> <p>Use the following codes:</p>		
	<b>No</b>	<b>0</b>	
	<b>Yes</b>	<b>1</b>	
	<b>No Comment / Answer</b>	<b>8</b>	
	<b>Not applicable</b>	<b>9</b>	
	If no, ask for the reasons. Write answer in the space provided for.		
<b>Pollution Control</b> [pollution_control]	<p>4. Pollutant is defined as any substance or elements hazardous to man. It maybe from air, water, and place of work. Pollution control measures in working environment include installation of exhaust fans, anti-smoking policy, and provision of clean drinking water, among others.</p> <p>Ask owner/ respondent if the workplace has installed pollution control measures to prevent/ minimize effects of pollutants.</p> <p>Use the following codes:</p>		
	<b>No</b>	<b>0</b>	
	<b>Yes</b>	<b>1</b>	
	<b>No Comment / Answer</b>	<b>8</b>	
	<b>Not applicable</b>	<b>9</b>	
	If yes, ask the respondent to specify. Write the answer in the space provided for.		
	If no, ask the respondent for the reason. Write the answer in the space provided for.		
<b>G. HEALTH AND SAFETY</b>			
The following questions will assess the health-care practices and services to ensure the safety and health well-being of its employees.			
<b>Access to Health Care</b> [healthcare]	<p>1. Access to health care services means that employee, in case of illness or health problem or emergency, can immediately avail of health services through Philhealth or health card provided by the company or by the employee, and through the company clinic.</p> <p>Ask if employees have access to modern and safe health care citing the above example. Use the following codes:</p>		
	<b>No</b>	<b>0</b>	
	<b>Yes</b>	<b>1</b>	
	<b>No Comment / Answer</b>	<b>8</b>	



VARIABLE (Variable Name)	INSTRUCTION	CODES	
<b>Preventive Measures</b> [healthcare]	<p>2. Preventive or corrective measures refer to a mechanism or system instituted in the enterprise to avoid recurring problems to occur that may affect production of delivery of products/ goods. This includes regular monitoring system, regular maintenance/ calibration of tools and equipment, pest control, proper waste disposal, and the like.</p> <p>Ask owner/ respondent whether these measures are in place or practiced in the company to reduce accident/ disability. Use the following codes:</p>		
	<b>No</b>	<b>0</b>	
	<b>Yes</b>	<b>1</b>	
	<b>No Comment / Answer</b>	<b>8</b>	
	<b>Not applicable</b>	<b>9</b>	
	If no, ask for the reasons. Write answer in the space provided for.		
<b>Presence of Signages</b> [signages]	<p>3. Safety signages refer to early warning devices/signs, placed on strategic places, to inform people of the impending danger/ hazard that may arise when these are not heeded. This includes signages like “do not use when wet”; “use gloves”, do not smoke here”, “do not throw your cigarettes here” and the like.</p> <p>Ask owner/ employee whether these signages are present in the company. Interviewer can also observe to validate answers of respondents. Use the following codes:</p>		
	<b>No</b>	<b>0</b>	
	<b>Yes</b>	<b>1</b>	
	<b>No Comment / Answer</b>	<b>8</b>	
	<b>Not applicable</b>	<b>9</b>	



# ASSESSMENT ON THE GENDER RESPONSIVENESS OF DOST TECHNOLOGIES

## GENDER ASSESSMENT TOOL: Questionnaire First Edition

### OBJECTIVE

To assess the gender responsiveness of DOST Technologies and other services provided to clients and pursue a gender responsive DOST in support of the Magna Carta of Women

Region: [region]

Province: [province]

Municipality:  
[mun\_code]

Name/code of Business Enterprise: [enterprise code]

Name of Owner:

Complete Address:

Contact Number(s):

Email Address:

Name of Interviewee:

Name of Interviewer:

Date of Interview:



--	--	--	--	--	--

# I. BACKGROUND INFORMATION

## 1. Type of enterprise: [enterprise\_type]

- |                 |                 |                            |
|-----------------|-----------------|----------------------------|
| 1 - Single      | 3 - Cooperative | 5 - People's organizations |
| 2 - Partnership | 4 - Federation  | 6 - Others, specify _____  |

## 2. Capital/Investment in Php: [capital]

--

## 3. Type of permit / license: Multiple responses. Tick boxes which apply. [permit]

- |   |  |
|---|--|
| <input type="checkbox"/> Barangay       | <input type="checkbox"/> DTI (Dept. of Trade & Industry)           |
| <input type="checkbox"/> City/Municipal | <input type="checkbox"/> NMIS (National Meat Inspection Service)   |
| <input type="checkbox"/> FDA            | <input type="checkbox"/> Others, specify (i.e. CDA/SEC/DOLE) _____ |

## 4. List the DOST S&T interventions presently availed in the matrix provided below.

INNOVATION SYSTEM SUPPORT	YEAR AVAILED	YEAR ADOPTED	BRIEF DESCRIPTION
Consultancy/Technical Assistance			
Training			
Laboratory Services/Testing/Analysis			
Packaging/Labeling			
Equipment (design fabrication etc)			
Process (hot water treatment, spraying, drying, etc.)			
Others, specify			

## 5. Identify the priority sector (using the SETUP classification). Multiple responses. Tick boxes which apply.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Food Processing    | <input type="checkbox"/> Metals and Engineering (welding, fabrication) | <input type="checkbox"/> Others, specify _____ |
| <input type="checkbox"/> Furniture          | <input type="checkbox"/> Natural Fibers, GHD and Fashion Accessories   |  |
| <input type="checkbox"/> Aquatic and Marine | <input type="checkbox"/> Horticulture                                  |  |

## 6. Specify assisting DOST Agency(ies). Multiple responses. Tick box that applies. [agency\_asst]

- |                                |                                  |                                  |  |
|--------------------------------|----------------------------------|----------------------------------|--|
| <input type="checkbox"/> MIRDC | <input type="checkbox"/> FNRI    | <input type="checkbox"/> PCAARRD | <input type="checkbox"/> Regional Offices      |
| <input type="checkbox"/> ITDI  | <input type="checkbox"/> PTRI    | <input type="checkbox"/> PCHR    | <input type="checkbox"/> Others, specify _____ |
| <input type="checkbox"/> FPRDI | <input type="checkbox"/> PCIEERD | <input type="checkbox"/> TAPI    |  |

## 7. Other assisting agency(ies). Multiple responses possible. Tick appropriate boxes. [agency\_others]

- |                               |                                |   |  |
|-------------------------------|--------------------------------|---|--|
| <input type="checkbox"/> LGU  | <input type="checkbox"/> DOH   | <input type="checkbox"/> PHILHEALTH/ Other health insurance | <input type="checkbox"/> Academe               |
| <input type="checkbox"/> DTI  | <input type="checkbox"/> TESDA |   | <input type="checkbox"/> NGO, specify _____    |
| <input type="checkbox"/> DOLE | <input type="checkbox"/> DSWD  | <input type="checkbox"/> PCW                                | <input type="checkbox"/> Others, specify _____ |



**8. Profile of workers. Please accomplish matrix below.**

AGE BRACKET (YEARS)	TOTAL NUMBER OF WORKERS BY SEX		REGULAR		NOT REGULAR	
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
Less than 18						
18-30						
31-40						
41-50						
51-60						
61 and above						
<b>TOTAL</b>						

**9. Sex of owner/manager [owner\_sex]:**

1 - Male                      2 - Female

**10. Civil status of owner/manager [owner\_status]:**

1 - Single                      2 - Married                      3 - Others, widow, widower, separated

**11. Age of owner/manager (years) [owner\_age]:**

**12. Highest educational attainment [owner\_educ]:**

0 - None                      2 - High School                      4 - College                      6 - Others, please specify \_\_\_\_\_  
 1 - Elementary                      3 - Vocational                      5 - Post-Graduate

**II. ASSESSMENT ON THE GENDER RESPONSIVENESS OF DOST TECHNOLOGY(IES)**

**A. HUMAN RESOURCE**

**1. Based on Question 8 of Part I, Is the number of men and women employed in the company equal? [num\_equal]**

0 - No                      1 - Yes

If "no", why? \_\_\_\_\_

**2. Is the women's level of knowledge and skill appropriate to the technology/ies? [appropriate]**

0 - No                      1 - Yes                      8 - No comment/No answer                      9 - Not applicable

If "no", why? \_\_\_\_\_

**3. Is the same salary/ remuneration given to men and women employees doing relatively the same type of work? [salary\_same]**

0 - No                      1 - Yes                      8 - No comment/No answer                      9 - Not applicable

If "yes", why? \_\_\_\_\_

If "no", why? \_\_\_\_\_



--	--	--	--	--	--

**4. Are the following benefits given to your workers? Tick all that applies in column 1. Are you providing the same benefit to men and women? Tick all that applies in column 2.**

	COL 1	COL 2
SSS [benefit_sss]		
PAG-IBIG [benefit_pagibig]		
PhilHealth [benefit_health]		
Maternity/Paternity leave [benefit_maternity]		
13th month		
Overtime pay		
Others (Christmas, transportation, housing) specify _____		

**5. Do you provide or allow your workers to attend any skill/development or related training? [training]**

0 - No      1 - Yes      8 - No comment/No answer      9 - Not applicable

**If yes, ask if men and women have equal access to these trainings? [train\_equal]**

0 - No      1 - Yes      8 - No comment/No answer      9 - Not applicable

What are these trainings? \_\_\_\_\_

**6. Do you provide GAD training? GAD [training]**

0 - No      1 - Yes      8 - No comment/No answer      9 - Not applicable

**B. MACHINERIES, EQUIPMENT, TOOLS, ACCESSORIES**

**1. List machineries, equipment, tools and accessories adopted in the 1st column. On the 2nd column, ask if the machine, equipment, tool and accessories are used by male and female workers or both. On the 3rd column, ask if orientation is given on the use of the machine/equipment before their use and on the last column, ask if machine/equipment is easily operated by female workers.**

MACHINERIES, EQUIPMENT, TOOLS, ACCESSORIES	Who use or operate the machine, equipment, tool, accessories? (1- male only; 2 - female only; 3 -mostly male; 4 - mostly female; 5 - both male and female)	Is orientation given before the use of machine, equipment, tool, accessories? (0 - no; 1 - yes, both male and female; 2 - male only; 3 - female only)	Are machine, equipment, tool, accessories easily/ safely operated by women workers? (0 - no, with some difficulty and needs precaution; 1 - yes, easy and safe; 8 - no comment/ answer; 9 - not applicable)

**2. Are protective gears/clothing/ gadgets provided to both men and women operators of the machnes? [protect gear]**

0 - No      1 - Yes      8 - No comment/No answer      9 - Not applicable



--	--	--	--	--

If yes, what are these gears/gadgets, what are these gadgets? Tick answer.  
Multiple responses.

- |  |  |
|--|--|
| <input type="checkbox"/> Hand protective gears (ex. Gloves, tongs) | <input type="checkbox"/> Foot gears (ex. Boots)                        |
| <input type="checkbox"/> Head gears (ex. Hats/caps, hairnet, etc)  | <input type="checkbox"/> Body gears (ex. apron, laboratory gown, etc.) |
| <input type="checkbox"/> Face gears (ex. goggles, masks)           | <input type="checkbox"/> Others, specify _____                         |

If none, what are the reasons for not providing?  
\_\_\_\_\_

**C. RAW MATERIALS USED IN PRODUCTION**

1. List the major raw materials used in the production of goods/products in the 1st column. On the 2nd column, ask how each raw material is acquired. On the 3rd column, ask if female workers are involved?

RAW MATERIALS	How do you acquire each raw material? (1 – harvesting/own produce; 2 – buying/procure; 3- loan/credit; 4 – consignment; 5 – others)	Are female workers involved in each mode / process of acquisition? (0-no; 1-yes; 9-not applicable)

2. List the different steps done in the preparation of the raw materials in the 1st column. For each preparation step, ask if female workers are involved (2nd column)

STEPS IN PREPARATION OF RAW MATERIALS	Are female workers involved in each step? (0 – no; 1 – yes)	If not, ask why female workers are not involved?

**D. PRODUCTION METHODS/PROCESS**

Please identify/describe the process (interviewer and observation, make a sketch of the process flow)



ENTERPRISE CODE

--	--	--	--	--	--

**1. Are women assigned to difficult and dangerous/risky tasks usually done by men? [difficult]**

0 - No                                      1 - Yes

If "no", why? \_\_\_\_\_

**2. Are women workers assigned to preferential shift (in time) to allow them to perform domestic roles? [shift]**

0 - No                                      1 - Yes                                      9 - NA (if there is no shifting)

**3. Are the women required to carry heavy loads? [women carry]**

0 - No                                      1 - Yes                                      9 - NA (if no loads to carry)

**4. Are pregnant women assigned to lighter work/ task? [pregnant assign]**

0 - No                                      1 - Yes                                      9 - NA (if no pregnant woman so far)

**5. Is there provision of break time? [breaktime]**

0 - No                                      1 - Yes

**6. Are there processes that can be done at home? [process home]**

0 - No                                      1 - Yes                                      9 - NA (if there is no shifting)

**7. If yes to question 6, are women allowed to do some of these processes at home? [process done at home]**

0 - No                                      1 - Yes                                      8 - No Comment/No Answer                                      9 - Not Applicable

**E. LAY-OUT/DESIGN/INFRASTRUCTURE**

**Describe existing structures/facilities in relation to Gender Responsiveness and Good Manufacturing Practices (GMP).**

**1. Are the following facilities in good working conditions? Ask the following working conditions:**

0 - No                                      1 - Yes                                      8 - No comment/No answer                                      9 - Not applicable

Lay-out of production area [condition_layout]	
Flooring [condition_flooring]	
Stairs/steps [condition_stairs]	
Comfort room [condition_CR]	
Ventilation [condition_ventillation]	
Lighting [condition lighting]	
Toilet [condition toilet]	
Others, specify [condition_others] _____	

**2. Are structures and facilities responsive to women's special needs? [struc\_safe]**

0 - No                                      1 - Yes



**3. Are there safety and protection-related facilities/services available? [facility-safe]**

0 – No      1 - Yes      8 – No comment/No answer      9 – Not applicable

If yes, what are these?

Signages [safe_signages]	
Lockers/cabinet/storage rooms [lockers]	
Heating hood [heating hood]	
Fire/smoke alarm [alarm]	
Shower room [shower_room]	
Fire exits [fire exit]	
Fire extinguishers [fire_extinguisher]	
Exhaust fan [exhaust_fan]	
First aid kit [facility_kit]	

If none, what are the reasons?

**4. Are employees, especially women, aware of the presence of or are informed about the safety measures/facilities? [safe\_aware]**

0 – No      1 - Yes      8 – No comment/No answer      9 – Not applicable

If no, what are the reasons?

**5. Are the employees, especially women, have the access to these safety measures/facilities? [safe\_access]**

0 – No      1 - Yes      8 – No comment/No answer      9 – Not applicable

If no, what are the reasons?

**6. Are there separate facilities for women? Ask for the following facilities.**

0 – No      1 - Yes      8 – No comment/No answer      9 – Not applicable

Comfort rooms [facility_cr]	
Changing/dressing room [facility room]	
Sleeping quarter/room [facility quarter]	

**7. Are there other women-friendly amenities? Ask for the following amenities.**

0 – No      1 - Yes      Multiple answers are possible

Breastfeeding room/space/area [facility_breast]	
Day Care Center/Play area [facility_daycare]	
Clinic [facility_clinic]	
First Aid Kit [facility_firstaid]	

**F. ENVIRONMENT**

**1. Are wastes properly segregated into:**

0 – No      1 - Yes

a. Biodegradable waste	
b. Non-recyclable; and	
c. Recyclable.	



--	--	--	--	--	--

**If yes, are there trash bins specifically assigned and labeled to? [trash]**

0 - No      1 - Yes      8 - No comment/No answer      9 - Not applicable

If no, what are the reasons? \_\_\_\_\_

**2. Are the waste materials and garbage disposed properly?**

0 - No      1 - Yes  
If yes, what are these? \_\_\_\_\_

Collected by garbage trucks [trucks]	
Composting [composting]	
Recycling [recycling]	
Burning/use of generators [incineration]	

**3. Are men and women adequately protected from exposure to hazardous elements? [hazard]**

0 - No      1 - Yes      8 - No comment/No answer      9 - Not applicable

If no, what are the reasons? \_\_\_\_\_

**4. Are there pollution control measures in the workplace that prevent/minimize the effects of pollutants? [pollution control]**

0 - No      1 - Yes      8 - No comment/No answer      9 - Not applicable

If yes, please specify? \_\_\_\_\_

If no, why? \_\_\_\_\_

**G. HEALTH AND SAFETY**

**1. Do workers have access to modern and safe health care services? [health]**

0 - No      1 - Yes      8 - No comment/No answer

If no, what are the reasons? \_\_\_\_\_

**2. Are there corrective/preventive measures promoted to reduce accident/ disability? [preventive]**

0 - No      1 - Yes  
If yes, what are these? \_\_\_\_\_


If none, what are the reasons? \_\_\_\_\_

**3. Are there signages present in the company? [exposure]**

0 - No      1 - Yes      8 - No comment/No answer      9 - Not applicable



Dimension and question (col. 1)	Response (col. 2)			Score for the item/ element (col. 3)	Result or comment (col. 4)
	No (a)	Partly (2b)	Yes (c)		
<b>A. Gender Sensitivity Assessment of DOST Technologies and Interventions to SMEs</b>					
<b>1.0 Human Resources and Participation</b> (max score: 2; for each question, 0.4)					
1.1 Were women workers consulted regarding the proposed technology/ies to be introduced? (possible scores: 0, 0.2, 0.4)					
1.2 Are men and women equally employed in the company? (possible scores: 0, 0.2, 0.4)					
1.3 Is the same salary/remuneration given to men and women workers doing relatively the same type of work? (possible scores: 0, 0.2, 0.4)					
1.4 Are the identified benefits provided to both men and women workers? (possible scores: 0, 0.2, 0.4)					
1.5 Do men and women workers have equal access to any skill / development or related training? (possible scores: 0, 0.2, 0.4)					
<b>2.0 Gender Sensitivity of Machineries, Equipments, Tools, Accessories</b> (max score: 2; for each question , 0.5)					
2.1 Is the women's level of knowledge and skill appropriate to the technology? (possible scores: 0, 0.25, 0.5)					
2.2 Do women have access on the use of machineries, tools and accessories? (possible scores: 0, 0.25, 0.5)					
2.3 Can these machineries, tools and accessories be easily/safely operated by women? (possible scores: 0, 0.25, 0.5)					
2.4 Are protective gears / clothing / gadgets provided to both men and women operators of the machines? (possible scores: 0, 0.25, 0.5)					
<b>3.0 Women Involvement in the Supply and Processing of Raw Materials</b> (max score: 2; for each question, 0.5)					
3.1 Are women workers involved in the acquisition of raw materials used in production (possible scores: 0, 0.25, 0.5)					



Dimension and question (col. 1)	Response (col. 2)			Score for the item/ element (col. 3)	Result or comment (col. 4)
	No	Partly Yes	Yes		
3.2 Are women workers involved in the preparation / processing of raw materials? (possible scores: 0, 0.25, 0.5)					
3.3 Did the technology/ies introduced allow women's greater participation in operation and decision making in the supply and processing of raw materials. (possible scores: 0, 0.25, 0.5)					
3.4 Did the technology/ies introduced result in the efficient processing of raw materials by women (possible scores: 0, 0.25, 0.5)					
<b>4.0 Gender Sensitivity in Production Methods/ Process</b> (max score: 2; for each question, 0.5)					
4.1 Are women workers assigned to lighter task / work compared to men? (possible scores: 0, 0.25, 0.5)					
4.2 Are women workers assigned to preferential shift (in time) allowed to perform domestic roles? (possible scores: 0, 0.25, 0.5)					
4.3 If processes can be done at home, are women allowed to do them at home? (possible scores: 0, 0.25, 0.5)					
4.4 Did the technology/ies introduced give married women more time with their families. (possible scores: 0, 0.25, 0.5)					
<b>5.0 Lay-Out/ Design/ Infrastructure</b> (max score: 2; for each question, 0.5)					
5.1 Are facilities and structures in good working condition? (possible scores: 0, 0.25, 0.5)					
5.2 Are there structures and facilities responsive to women's special needs such as changing / dressing rooms, comfort rooms, sleeping quarters, breastfeeding rooms, etc.? (possible scores: 0, 0.25, 0.5)					
5.3 Are safety and protection-related facilities available to workers? (possible scores: 0, 0.25, 0.5)					
5.4 Do workers, especially women have access to the safety and protection-relation facilities? (possible scores: 0, 0.25, 0.5)					



Dimension and question (col. 1)	Response (col. 2)			Score for the item/ element (col. 3)	Result or comment (col. 4)
	No	Partly Yes	Yes		
<b>6.0 Environment</b> (max score: 2; for each question, 0.5)					
6.1 Are wastes materials and garbage properly segregated and disposed? (possible scores: 0, 0.25, 0.5)					
6.2 Are men and women adequately protected from exposure to hazardous elements? (possible scores: 0, 0.25, 0.5)					
6.3 Are there pollution control measures in the workplace to prevent / minimize effects of pollutants? (possible scores: 0, 0.25, 0.5)					
6.4 Did the technology reduce hazardous waste (possible scores: 0, 0.25, 0.5)					
<b>7.0 Health and Safety</b> (max score: 2; for each question, 0.67)					
7.1 Are men and women workers provided with health care services by the company / micro enterprises (possible scores: 0, 0.33, 0.67)					
7.2 Are there corrective / preventive measures promoted to prevent accident? (possible scores: 0, 0.33, 0.67)					
7.3 Did the technology/ies introduce reduce health treats to employees (possible scores: 0, 0.33, 0.67)					
<b>8.0 Monitoring of the Company's Processes and Operations</b> (max score: 2.0 for each question, 0.4)					
8.1 Did the management consider the needs of women in securing technology intervention (possible scores: 0, 0.2, 0.4)					
8.2 Is there an improvement in the product after the intervention (possible scores: 0, 0.2, 0.4)					
8.3 Did the intervention make the work of the women easier (possible scores: 0, 0.2, 0.4)					
8.4 Did the technology intervention result to additional sale and value to the company (possible scores: 0, 0.2, 0.4)					
8.5 Is there a new market of the product (possible scores: 0, 0.2, 0.4)					



Dimension and question (col. 1)	Response (col. 2)			Score for the item/ element (col. 3)	Result or comment (col. 4)
	No	Partly Yes	Yes		
<b>9.0 Sex-disaggregated data</b> (max score: 2; for each question, 0.67)					
9.1 Does the company/ enterprise collect sex-disaggregated data, and use them (possible scores: 0, 0.33, 0.67)					
9.2 Does the company/ enterprise use the sex-disaggregated data in decision making processes regarding facilities and business operations? (possible scores: 0, 0.33, 0.67)					
9.3 Does the project support studies to assess gender issues and impacts? or, have sex-disaggregated data been collected on the project's impact on women and men in connection with welfare, access to resources and benefits, awareness or consciousness raising, participation, and control? (possible scores: 0, 0.33, 0.67)					
<b>10.0 Relationship with DOST's GAD efforts</b> (max score: 2; for each question, 0.5)					
10.1 Does the company have knowledge on gender and development concepts (possible scores: 0, 0.25, 0.5)					
10.2 Does the company have a plan on gender and development (possible scores: 0, 0.25, 0.5)					
10.3 Does the company commit to implement the GAD plan (possible scores: 0, 0.25, 0.5)					
10.4 Does the company commit to sustain GAD efforts (possible scores: 0, 0.25, 0.5)					
<b>TOTAL GAD SCORE</b>					



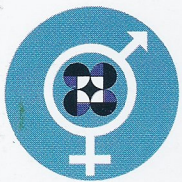
### INTERPRETATION OF GAD SCORE

- 0 - 4 GAD is invisible in DOST interventions and in the company/ enterprise operation/ processes.
- 4.1 - 7.9 DOST interventions and the company/ enterprise operation/ processes have promising GAD prospects (means a "conditional pass", pending identification of gender issues, strategies and activities to address these).
- 8 - 14.9 DOST interventions and the company/ enterprise operation/ processes is gender sensitive (passess GAD test).
- 15 - 19.9 DOST interventions and the company/ enterprise operation/ processes is gender responsive.
- 20 Fully gender responsive

Based on the Joint Memorandum Circular 2012-1 of the Department of Budget and Management, National Economic Development Authority and the Philippine Commission on Women, a percentage of the budget can be attributed to GAD:

Gender Analysis Score	Description	Corresponding budget of the project that may be attributed to the GAD budget
Below 4.0	GAD is invisible	0% or no amount of the project budget may be attributed to the GAD budget
4.1 - 7.9	Promising GAD prospects (conditional pass)	25% of the budget of the project may be attributed to the GAD budget
8.0 - 14.9	Gender sensitive	50% of the budget of the project may be attributed to the GAD budget
15.0 - 19.9	Gender responsive	75% of the budget of the project may be attributed to the GAD budget
20.0	Fully gender responsive	100% of the budget of the project may be attributed to the GAD budget





**GREAT WOMEN PROJECT**

Department of Science and Technology  
Gen. Santos Avenue, Bicutan, Taguig City  
Contact Numbers: 02-837-2940;  
02-837-2071 local 2030

