

**[REPUBLIC ACT NO. 8522]**

AN ACT APPROPRIATING FUNDS FOR THE OPERATION OF THE GOVERNMENT OF THE REPUBLIC OF THE PHILIPPINES FROM JANUARY ONE TO DECEMBER THIRTY ONE, NINETEEN HUNDRED NINETY EIGHT, AND FOR OTHER PURPOSES

"Sec. 28. *Gender-Responsive Projects.* – All departments, bureaus, offices, agencies, state universities and colleges and instrumentalities including government owned and/or controlled corporations shall set aside a minimum amount of five percent (5%) out of their 1998 appropriations to be used for projects designed to address gender issues in accordance with R.A. No. 7192.

The concerned departments, bureaus, offices, agencies, state universities and colleges and instrumentalities including government owned and/or controlled corporations shall formulate their 1998 gender and development plan and submit semestral reports to Congress, the Department of Budget and Management and the National Commission on the Role of Filipino Women, indicating the amounts utilized to implement such gender-responsive projects and activities.

The implementation of this Section shall be in accordance with the guidelines jointly issued by the National Economic and Development Authority, the Department of Budget and Management and the National Commission on the Role of Filipino Women.

Approved: February 14, 1998

Republic of the Philippines  
DEPARTMENT OF BUDGET AND MANAGEMENT  
NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY  
NATIONAL COMMISSION ON THE ROLE OF FILIPINO WOMEN  
Malacañang, Manila

**JOINT CIRCULAR NO. 01-98**

6 March 1998

To : Heads of Departments, Bureaus, Offices and Agencies of the National Government, Including State Universities and Colleges, Government-Owned and Controlled Corporations and Financial Institutions and Others Concerned

Subject : GUIDELINES TO IMPLEMENT POLICIES ON BUDGETING FOR GENDER AND DEVELOPMENT (GAD)

**1. PURPOSE**

1.1. General

To provide guidance for the mobilization of resources for gender mainstreaming in government agencies at any stage of the budgeting process

1.2. Specific

- a. To provide the implementing guidelines to operationalize Section 28 of the General Provisions of Republic Act 8522 or CY 1998, General Appropriations Act (GAA) on Gender-Responsive Projects
- b. To provide guidelines for the preparation of Agency GAD Plans and Budget Proposals pursuant to the 1999 Budget Call

**2. GENERAL GUIDELINES**

2.1. Preparation of Agencies' GAD Plans

Agencies shall formulate their GAD Plan, a systematically designed set of programs, projects and activities that address gender issues in their respective sectors.

The GAD Plan must be consistent with the agencies' mandates and medium-term development plans and must take its direction from the Philippine Plan for Gender-Responsive Development (PPGD), 1995-2025.

## 2.2. Budget

Agencies shall set aside a minimum of five percent (5) of their total appropriations to be used for programs, projects and activities identified in their Annual GAD Plan.

The agency GAD budget is the cost of the Annual GAD Plan.

No additional funds shall be released to agencies for the purpose.

## 2.3. Monitoring and Evaluation

In accordance with the Budget Call, agencies shall submit to Congress, the Department of Budget and Management (DBM) and the National Commission on the Role of Filipino Women (NCRFW) their Annual GAD Plan and GAD budget proposal for the succeeding year and accomplishment report for the previous year.

Submission of these documents shall be on the third week of March, coinciding with the submission of their annual agency budget proposals.

## 3. SPECIFIC GUIDELINES

This Joint Circular updates the previous guidelines issued by DBM, NCRFW and NEDA. Agencies may also refer to the **Question and Answer (Q&A) on the Implementation of GAD Budget Policies** for other details on GAD budgeting. The Q&A also contains a sample GAD Plan with the corresponding budget.

### 3.1. Preparation of Agencies' GAD Plans

#### 3.1.1. The GAD budget pre-supposes the existence of a GAD Plan.

The GAD Plan is a systematically designed set of interventions implemented by the agency over a given period with the end view of making the implementation of the agency's plan gender-responsive.

#### 3.1.2. The GAD Plan is of two (2) kinds: the Gender-Responsive Medium-Term Agency Plan and the Annual GAD Plan. Agencies are expected to have both. The GAD Plans are formulated based on the agencies' respective plans and mandates, and the PPGD.

#### 3.1.3. Agencies without a GAD Plan yet shall use their GAD budget in the formulation of their Gender-Responsive Medium-Term Agency Plan and their Annual GAD Plan.

3.1.4. The Gender-Responsive Medium-Term Agency Plan articulates an agency's vision, mission, goals and strategies for gender equality and women's empowerment for the medium-term, usually covering six years. It is the agency's Medium-Term Plan that was formulated by:

- a. determining the gender issues the agency has to address
- b. determining the dimensions and extent of the gender issues among the agency's clientele
- c. prioritizing the identified issues and drawing up objectives, targets and strategies to address them
- d. estimating resources needed and who are responsible for the Plan's implementation

Agencies with existing Medium-Term Plans that are not yet gender-responsive shall undertake the above mentioned process and adopt the output as addendum to the agency plan. Formulation of succeeding medium-term agency plans, however, shall ensure gender-responsiveness in process and substance.

3.1.5 The Annual GAD Plan translates the Gender-Responsive Medium-Term Agency Plan into goals, targets, activities and budget for the year.

- a. Agencies that are starting their GAD efforts may include start-up activities for gender mainstreaming in their Annual GAD Plan. These may include the following:
  - i. issuing policies that express support for GAD
  - ii. organizing a core group of GAD advocates or focal points to initiate and steer gender mainstreaming in the agency
  - iii. conducting seminars on gender-sensitivity and gender-responsive planning
  - iv. preparing their Gender-Responsive Medium-Term Agency Plan
  - v. seeking external technical assistance from sectoral GAD experts to help them mainstream gender in planning and budgeting
- b. Agencies shall include in their Annual GAD Plan **existing programs, projects and activities that have been made gender-responsive**, and any or all of the following activities to facilitate or sustain the integration of GAD in the agency:

- i. creation and/or strengthening mechanisms for a gender-responsive database system
- ii. collection, processing and dissemination of gender-responsive information
- iii. setting up of linkages to facilitate coordinated planning, implementation, monitoring and evaluation of sectoral gender concerns
- iv. capacity building on GAD up to the field level
- v. integrating GAD in the agency's regular monitoring and evaluation function

### 3.2. Budgeting

- 3.2.1. The annual GAD budget is the cost of the Annual GAD Plan.

The total amount needed to implement all programs, project and activities embodied in the agencies' Annual GAD Plan is their GAD budget for the year.

- 3.2.2. Funding for the implementation of the programs, projects and activities in the Annual GAD Plan shall come from the appropriations set aside for the purpose in accordance with the Provision for Gender-Responsive Projects of the General Provisions of the General Appropriations Act.

### 3.3. Monitoring and Evaluation

- 3.3.1. Monitoring and evaluation of agencies' GAD plans, budget and accomplishments shall initially be done by the agencies' GAD Focal Point. There shall be internal monitoring on the agencies' accomplishments vis-à-vis the Agency Heads' Performance Commitments on GAD.
- 3.3.2. Agencies shall attach their Annual GAD Plan and GAD budget proposal for the succeeding year, and their GAD accomplishment report for the previous year to their annual agency budget proposals.

These documents shall be submitted to Congress, DBM and NCRFW on the third week of March of the current year.

The review panel shall refer to these documents during the Technical Budget Hearings and the budget deliberations in Congress.

3.3.3. Agencies may submit to NCRFW their Annual GAD Plan for the current year to help them determine their technical assistance needs on GAD.

(SGD.) EMILIA T. BONCODIN  
Secretary  
Department of Budget and Management

(SGD.) CIELITO F. HABITO  
Director-General  
National Economic and Development Authority

(SGD.) IMELDA M. NICOLAS  
Chairperson  
National Commission on the Role of Filipino Women