

**POLICY ON THE IMPLEMENTATION OF GENDER AND DEVELOPMENT
MAINSTREAMING IN THE DEPARTMENT OF SCIENCE AND TECHNOLOGY –
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (DOST-STII)**

The gender and development framework *"includes both a feminist and a Marxian social analysis"*. It looks at the power distribution in societies and its *"relationship to gender relations"*. However, the gender inclusion rhetoric does not match the actual implementation of gender-related goals (Melkote & Leslie Steeves, 2015, pp. 215-216). When it comes to societal goals in directed change, as in the case of the gender and development approach, there is a persistent need to substantiate structures and policies that establish and sustain gender equity. Doing this will help open doors for creating, expanding, and sustaining *"choices, opportunities, capacity, and capability for individuals to lead effective and meaningful lives"* (Melkote & Leslie Steeves, 2015, p. 78).

The Department of Science and Technology (DOST) recognizes the significance of gender and development (GAD) in its S&T policies (Department of Science and Technology, 2012). The DOST GAD initiative can be traced as early as March 9, 1993 (DOST S.O. #051, s. 1993) under the leadership of William G. Padolina, then Officer-in-charge for the Office of the Secretary. In consonance with R.A. No. 7192 or the Women in Development (WID) Nation Building Act, DOST required all division chiefs of DOST agencies and councils to attend the orientation seminar on Gender and Development. One year after its implementation, DOST strengthened its participation in gender-responsive activities with a reconstituted DOST Focal Point (DOST A.O. # 077, s. 1994) and asserted that, to ensure DOST's active participation, *"all agency heads are enjoined to give serious attention and support by incorporating gender-responsive policies in their agency programs, and providing sufficient institutional mechanism such as staff and equipment to assist their respective focal point representative."*

In 2009, R.A. No. 9710 or the Magna Carta of Women strengthened its approach through the GAD framework, the institutional mechanisms of which are presently in effect. Section 36, Gender Mainstreaming as a Strategy for Implementing the Magna Carta of Women, highlights important points such as: (a) Planning, budgeting, monitoring and evaluation for GAD, (b) Creation and/or Strengthening of the GAD Focal Points (GFP), and (c) Generation and Maintenance of GAD Database.

In support to the government's efforts in mainstreaming gender in all agencies' programs, projects and activities, the DOST-STII issues these guidelines that will define processes, procedures, and standards involving GAD institutional mechanisms.

I. LEGAL BASIS

This section lists the national and international mandates on Gender Mainstreaming.

The national mandates are as follows:

1. Section 14, Article II, of the 1987 Philippine Constitution

2. Republic Act 6949 or National Women's Month
3. Republic Act 7192 or Women in Development and Nation Building Act
4. Executive Order 273, Philippine Plan for Gender Responsive Development (PPGD), 1995-2025
5. General Appropriations Act (GAA) (R.A. No. 8760)
6. Republic Act 8972 or Solo Parents Welfare Act of 2000
7. Republic Act 9710 or Magna Carta of Women
8. Philippine Commission on Women Memorandum Circular 2011-01 with the Gender Mainstreaming Monitoring System
9. Joint Circular No. 2012-01 of the Department of Budget and Management, National Economic and Development Authority, and the Philippine Commission on Women
10. Proclamation No. 1172 or 18-Day Campaign to End Violence Against Women
11. Republic Act 10028 or Expanded Breastfeeding Promotion Act of 2009

The international mandates of which Philippines is a participatory country are as follows:

1. United Nations Convention on the Elimination of All Forms of Discrimination Against Women (UN CEDAW)
2. Beijing Platform for Action (BPFA)
3. Millennium Declaration and Millennium Development Goals (MDGs) / Sustainable Development Goals (SDGs)
4. United Nations Security Council Resolution (UNSCR) 1325

II. COVERAGE

This policy shall apply to all DOST-STII officials and employees without distinctions to rank, status, and salary.

Within two (2) years from the adoption of this policy, and every two (2) years thereafter, DOST-STII shall review its gender and development policy and modify the policy accordingly.

III. DOST-STII GENDER AND DEVELOPMENT FOCAL POINT (GFP) SYSTEM

The Gender and Development Focal Point System is created to ensure sustainability of initiatives. The GFP System shall be guided by the Philippine Commission on Women Circular No. 2011-1 and other applicable mandates.

The DOST-STII GFP System shall be composed of DOST-STII's Head of Agency, an executive committee in a strategic decision-making position, and a technical working group.

The Technical Working Group shall be composed of representatives from various sections and units within DOST-STII. The members are from both operations and support units of DOST-STII, such as but not limited to technical staff, senior technical officer/s, planning, finance, and human resource.

The GFP System composition is as follows:

Chairperson	:	Head of the Agency
Executive Committee	:	Finance and Administrative Division Chief
		Communication Resources and Production Division Chief
		Information Resources and Analysis Division Chief

Technical Working Group

Chairperson	:	Frontrunner staff on DOST-STII GAD mainstreaming, specially in the preparation of reports on GAD activities such as but not limited to planning, budget, monitoring, and evaluation
Members	:	Representatives (at least 6)
		Employees' Association (EA) Representative
Secretariat	:	Designated staff to assist Chairperson

When necessary, the GFP System structure and composition may be modified.

IV. DUTIES AND FUNCTIONS

A. General Functions

The GAD Focal Point System (GFPS) shall ensure and sustain DOST-STII's critical consciousness and support on women and gender issues. It shall take a lead role in direction-setting, advocacy, planning, monitoring and evaluation, and technical advisory on mainstreaming GAD perspectives in DOST-STII's programs, projects, activities, and processes.

B. Specific Functions

1. Lead in mainstreaming and assessment of the gender-responsiveness of DOST-STII policies, plans and programs, systems, structures, processes, and procedures based on the priority needs and concerns of its constituencies and employees and the formulation of recommendations including their implementation;

2. Assist in the formulation of new policies such as the GAD Code in advancing women's status in DOST-STII;
3. Lead in setting up appropriate systems and mechanisms to ensure the generation, processing, review and updating of sex-disaggregated data or GAD database to serve as basis in performance-based gender responsive planning;
4. Coordinate efforts of different divisions/sections/units of DOST-STII and advocate for the integration of GAD perspectives in all their systems and processes;
5. Spearhead the preparation of the DOST-STII annual performance-based GAD Plans, Programs, and Budget in response to gender issues of their constituents and clients and in the context of the DOST-STII mandate, and consolidate the same following the format and procedure prescribed by the PCW; The GFPS shall be responsible for submitting the consolidated GAD Plans and Budgets of DOST-STII;
6. Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs, and Budget;
7. Lead the preparation and consolidation of the annual DOST-STII GAD Accomplishment Report and other GAD reports that may be required under by relevant laws and issuances;
8. Promote the participation of women and gender advocates, other civil society groups and private organizations in the various stages of development planning cycle;
9. Ensure that all personnel of DOST-STII including the finance officers (e.g. accountant, budget officer, auditors) are capacitated on GAD. Along this line, the GAD Focal Point System will recommend and plan an appropriate capacity development program on gender and development for its employees as part of and implemented under its regular human resource development program; and
10. Perform other functions as may be required by law, ordinance, and other issuances.

C. Roles and Responsibilities of the GAD Focal Point Chairperson

The DOST-STII GFPS Chairperson or Head of Agency shall:

1. Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget systems and procedures of the agency including the creation, strengthening, modification or reconstitution of the GFPS; and

2. Approve the GAD Plan, Program, and Budget of the agency as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation.

D. Roles and Responsibilities of the Executive Committee

The STII GFPS Executive Committee shall:

1. Provide direction and give policy advice to the Chairperson to support and strengthen the GFPS and DOST-STII's GAD mainstreaming activities;
2. Direct the identification of GAD strategies, programs, projects, and activities based on the results of the gender audit and gender analysis and according to the identified priorities of DOST-STII in response to the gender issues faced by its clients and employees;
3. Ensure the timely submission of the DOST-STII GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to DBM;
4. Ensure the effective and efficient implementation of the DOST-STII GAD programs, projects, and activities and the judicious utilization of the GAD Budget;
5. Build and strengthen the partnership of DOST-STII with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
6. Recommend approval of agency GAD Plans and Budgets and GAD ARs; and
7. Recommend awards or recognition to outstanding institutional GAD programs, activities, and projects and /or GAD FP members.

E. Roles and Responsibilities of the Technical Working Group

The DOST-STII GFPS Technical Working Group shall:

1. Facilitate the implementation of the gender mainstreaming efforts of DOST-STII through the GAD planning and budgeting process;
2. Formulate DOST-STII GAD Plans, Programs, and Budget in response to the gender gaps and issues faced by their clients and constituencies, women and men employees, following the conduct of a gender audit, gender analysis, and/or review of sex disaggregated data;
3. Assist in the capacity development of and provide technical assistance to DOST-STII, and as needed, to officers in the other offices or units. In this regard, the TWG shall work with the human resource development office on the development and implementation of an appropriate capacity

development program on gender equality and women's empowerment for its employees, and as requested or deemed necessary, for other offices under the Department or Agency, as the case may be;

4. Coordinate with the various divisions, sections, and units of DOST-STII and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS of DOST-STII shall coordinate with the GFPS especially on the preparation, consolidation and submission of GAD Plans and Budgets;
5. Lead the conduct of advocacy activities and the development of IEC materials at DOST-STII to ensure critical support of DOST-STII officials, staff and relevant stakeholders to the activities of the DOST-STII GAD Focal Point System and GAD mainstreaming activities;
6. Monitor the implementation of GAD-related programs, activities, and projects in their respective offices and suggest corrective measures to improve implementation of GAD PAPs and GFPS activities;
7. Prepare and consolidate DOST-STII GAD accomplishment reports; and
8. Provide regular updates and recommendations to the Chairperson or Executive Committee on the activities of the GFPS and the progress of DOST-STII GAD mainstreaming activities based on the feedback and reports of the various units of the agency.

F. Planning, Budgeting, Monitoring and Evaluation for GAD

1. Development of and Budgeting for GAD Plans and Programs

DOST-STII shall formulate its annual GAD Plans, Programs, and Budgets within the context of its mandate. Further:

- a) Following the conduct of a gender audit, gender analysis, and/or review of sex-disaggregated data, DOST-STII shall develop its GAD Plans, Programs, and Budget in response to the gender gaps or issues faced by their women and men employees, as well as their clients and constituencies. Along with the Act and these Rules and Regulations, the Philippine Plan for Gender-Responsive Development (PPGD), the Beijing Platform for Action (BPfA), and the CEDAW, among others, shall serve as key documents to guide the identification of gender issues and the formulation of GAD Plans, Programs, and Budget;
- b) Where needed, temporary special measures shall be included in their plans. DOST-STII is encouraged to consult with their employees and clients to ensure the relevance of their GAD Plans and Programs;
- c) At least five percent (5%) of the total agency budget appropriations shall correspond to activities supporting GAD Plans and Programs. The agency GAD Budget may be allocated using any or a combination of the following:

- i. As a separate GAD fund to support GAD-focused programs, projects, and activities;
 - ii. As fund to support integrating gender-perspectives in regular/flagship programs and projects;
 - iii. As counterpart fund to support gender-responsive Official Development Assistance (ODA) - funded projects;
- d) The head of agency or LCE shall ensure that GAD Plans, Programs, and Activities are provided with adequate resources;
- e) The GAD Budget shall be drawn from the following budget items: maintenance and other operating expenses, capital outlay, and personnel services - subject to specific guidelines on GAD Planning and Budgeting that may be issued by appropriate oversight agencies;
- f) DOST-STII shall submit to the DBM their PCW-endorsed GAD Plans, Programs, and Budgets along with the annual agency budget proposals;

The DOST-STII GFP System, through the TWG, shall ensure that an effective system to monitor and evaluate the effectiveness of the GAD budget utilization of STII is in place, in preparation of COA's annual audit of funds.

2. DOST-STII Gender and Development (GAD) Code

To ensure sustainable gender-responsive execution of DOST-STII mandates, all divisions shall, in close coordination with the TWG, develop and pass a GAD Code to support their efforts in recognizing, respecting, protecting, fulfilling, and promoting women's human rights towards the attainment of women's empowerment and gender equality in their locality, following the guidelines issued by the PCW. The GAD Code shall also serve as basis for identifying programs, activities, and projects on GAD.

3. Creation and/or Strengthening of the DOST-STII GAD Focal Points

DOST-STII shall establish or strengthen their GFP System or a similar GAD mechanism to catalyze and accelerate gender mainstreaming within DOST-STII.

DOST-STII's head of agency shall sign appropriate issuances to institutionalize the creation of the GFP.

4. DOST-STII GAD Database

DOST-STII shall develop and maintain a GAD database containing GAD information to include gender statistics and age and sex-disaggregated data that have been systematically produced/gathered, regularly updated

to serve as inputs or bases for planning, programing, and policy formulation.

5. GFP System Technical Working Group Meetings

The TWG will meet at least once (1) every month, to ensure that the features of the Gender Mainstreaming Evaluation Framework scoring and levels are met.

6. DOST-STII Calendar in GAD Planning and Budgeting

The DOST-STII GFP System hereby adjusts its organization goal to collate, prepare and finalize reports for submission at least 1-2 months before the expected deadline per fiscal year, as applicable.

DOST-STII's adjusted timeline is based on the PCW-NEDA-DBM Joint Circular No. 2012-01's flowchart and calendar in GAD Planning and Budgeting (See Annex C of PCW-NEDA-DBM Joint Circular No. 2012-01) (Philippine Commission on Women, 2013) and in lieu of DOST-STII's intensified schedule around the GAD Plan and Budget and Accomplishment Reports calendar.

Calendar of activities for the GAD GPB and AR

GAD Plan and Budget (GPB) and Accomplishment Report (AR) Activities	PCW-NEDA-DBM Timeline	DOST-STII Timeline
Review of all GPBs and GAD ARs of attached agencies, bureaus, and regional offices Transmittal of comments or recommendations as needed	November to December	September to October
Submission of reviewed GPBs and GAD ARs to PCW	January	November to January
Revision and submission of GPB based on PCW's comments/recommendations, as needed	January to February	Waiting period for DOST-STII
Submission of revised GPB to PCW for approval and endorsement Submission of PCW-endorsed GPB to DBM Dissemination of PCW-endorsed GPBs within and to responsible units and or offices	March	Receiving period for DOST-STII

Submission of adjusted GPBs to PCW based on DBM-confirmed budget, as needed	April onwards	Within 1-2 weeks after receipt
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V. SEPARABILITY CLAUSE

If any provision or part of this policy is held invalid or unconstitutional, the remainder of the policy or the provisions not otherwise affected shall remain valid and subsisting.

VI. EFFECTIVITY

This policy shall take effect immediately and shall remain in force until otherwise revoked/amended.



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