OFFICIAL TRAVEL REPORT

Purpose of Travel: Participated the DOST GAD Focal Point Assembly 2022

Place of Assignment: Solea Mactan Resort, Cordova, Cebu

Date of Travel: October 26-28, 2022

Name of Participants: Angelito T. Uldo, OD-TIPS
Matt Anthony M. Pareja, FAD-HRRMS
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Background

After two (2) years of hiatus from physical meeting due to pandemic, the representatives of DOST GAD Focal Point System (GFPS) from the regional offices and attached agencies finally assembled, in person, as part of its efforts in strengthening the gender mainstreaming activities within the DOST system. The annual gathering of the DOST-wide GFPS has been exercised in different provinces depending on the agreement of the group.

For this year, as spearheaded by Assistant Secretary for Administrative and Legal Affairs and in-charge of DOST Gender and Development Unit, Dr. Diana L. Ignacio, a 3-day assembly at Solea Mactan Resort, Cordova, Cebu from October 26-28, 2022 was arranged for the reinforcement of the DOST-wide GFPS on their functionality towards the effective implementation of gender mainstreaming activities.

Further, the assembly also aims to enhance the knowledge and skills of the GFPS on the importance of collecting sex disaggregated data and establishing the GAD Database as well as learning the best practices from other agencies.

Adopting the Gender Mainstreaming, as mandated by the Republic Act No. 9710 or known as "Magna Carta of Women", is a strategy to promote and fulfill women's human rights and eliminate gender discrimination in the systems, structures, policies, programs and processes within the organization and throughout to its external clients.

The GFPS, per Philippine Commission on Women (PCW) Memorandum Circular No. 2011-01 "Guidelines for the Creation, Strengthening and Institutionalization of the Gender and Development (GAD) Focal Point System", takes the lead in mainstreaming gender perspective in organization's policies plans and programs. They ensure the assessment of the gender-responsiveness to each perspective of the organization based on the priority needs and concerns of constituencies and employees.

Figure 1: Souvenir photo of the DOST-wide GAD Focal Point System

Highlights of Travel:

Day 1 - (October 26, 2022)

The DOST-PTRI team composed of Mr. Angelito T. Uldo, Senior Science Research Specialist, Mr. Matt Anthony M. Pareja, Administrative Officer V and Ms. Jomalyn B. Egos, Administrative Officer III, departed from the Ninoy Aquino International Airport (NAIA) at around 06:00 AM bound to Cebu. The team were supposed to arrive at Mactan International Airport at 08:25 AM but unfortunately due to bad weather in Cebu. The flight was then diverted to Davao and waited for two (2) hours to fly back to Cebu. We landed at around 12:15 PM and went straight to Solea Mactan Resort, in Cordova, Cebu, the venue of the 3-day assembly.

Ms. Danica Jalimao, Secretariat of the DOST GAD Unit assisted the team for the registration process and instructed to have our lunch first before joining the activity. After lunch, the team joined the rest of the group in the session hall.

During the first session, the participants were arranged by group for sharing of insights and best practices of gender mainstreaming within the agency. Three (3) representatives among the nine (9) groups were called to share what the they have been discussed. Among those practices mentioned were as follows: the five percent (5%) allocation of the annual budgets for gender programs, projects and activities, the participation in the Women's Month Celebration, establishment and maintenance of the GAD corner observance of the 18-day campaign to end VAW and the gender sensitivity training for all the employees. These as well, are some of the PTRI's GAD practices.

Figure 2: Representative from the group as they shared their GAD's best practices

Ms. Maria Fe B. Singson, Supervising Science Research Specialist of the DOST GAD Unit, discussed Session I: Presentation of the GFPS Functional Assessment Tool. She reiterated the following functions of the GFPS per guidelines of GFPS institutionalization under the PCW Memorandum Circular No. 2011-01:

The GFPS shall:

1. Lead in mainstreaming gender perspective in agency/department policies, plans and programs. In the process, they shall ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures of the agency based on the priority needs and concerns of 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;

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, offices, units of the agency and advocate for the integration of GAD perspectives in all their systems and processes;

5. Spearhead the preparation of the agency annual performance-based GAD Plans, Programs and Budget in response to gender issues of their constituencies and clients and in the context of their agency mandate, and consolidate the same following the format and procedure prescribed by the PCW, DBM and NEDA in the Joint Circular 2012-01. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of the department/agency, and as needed, in responding to PCW's comments or requests for additional information;

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 agency GAD Accomplishment Report and other GAD Reports that maybe required under the MCW.

She then highlighted the purpose of the assessing the functionality of the GFPS by the use of GFPS Functionality Assessment Tool for National Government Agencies developed by the PCW. This tool helps the agency to identify the GFPS's strengths and areas for improvement,

including underlying causes of gaps in the performance of its mandates. She emphasized that the assessment tool should not only be established but should be a functional GFPS.
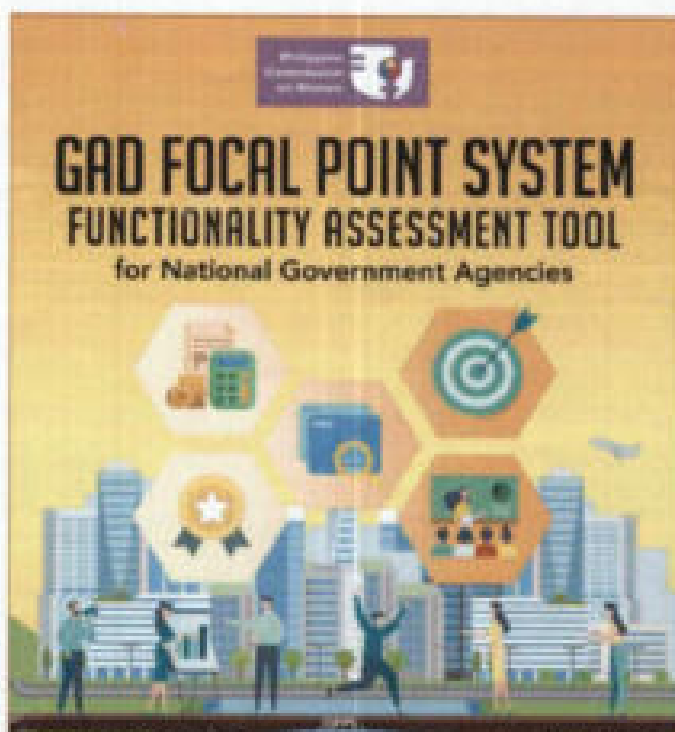

Figure 3: *GFPS Functionality Assessment Tool (GFAT)*

The GFAT is mainly used for the following: 1) Ensure the agency has a functional mechanism to mainstream the GAD perspective in their policy-making, planning, programming, budgeting, implementation, and monitoring and evaluation processes, 2) establish baseline information on the level of functionality among the GFPS, and 3) data gathered on the levels of functionality of the GFPS will be useful for PCW to identify the gaps and lessons learned in the organization of the GFPS and the execution of the latter's roles and functions.

In general, according to Ms. Fe, the constituted GFP structure in the agency are the users of the GFAT. Figure 4 shows the general structure of the GFP, which can be modified depending on the availability of the key personnel.
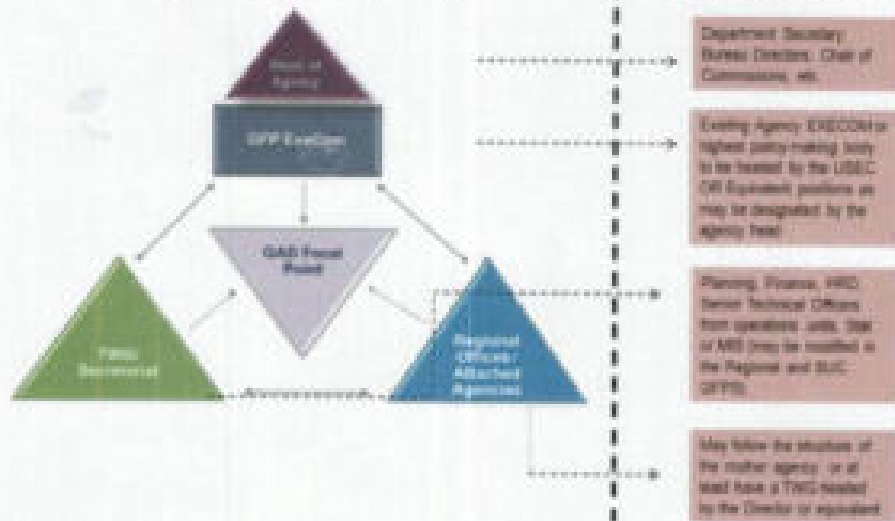
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Figure 4: GFP Structure

In order to facilitate the GFAT, the following area will be the subject for the self-assessment process:

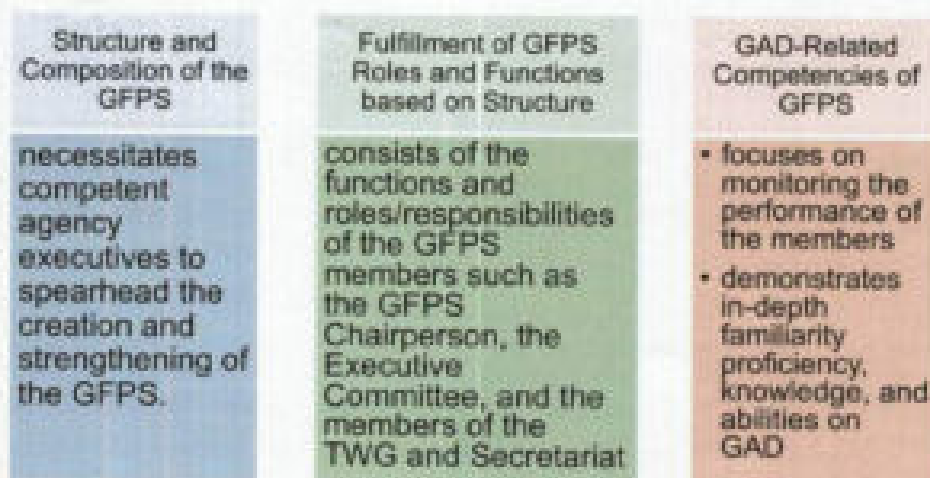| Structure and Composition of the GFPS	Fulfillment of GFPS Roles and Functions based on Structure	GAD-Related Competencies of GFPS
necessitates competent agency executives to spearhead the creation and strengthening of the GFPS.	consists of the functions and roles/responsibilities of the GFPS members such as the GFPS Chairperson, the Executive Committee, and the members of the TWG and Secretariat	• focuses on monitoring the performance of the members • demonstrates in-depth familiarity proficiency, knowledge, and abilities on GAD

Figure 5: Functionality Assessment Criteria

Each area has corresponding points based on the number of descriptors or indicators. There was a total of 50 descriptors that have an equivalent score of 100 points. It is recommended to cover a three-year period. For the assessment to be conducted in the year 2023, the period covered by the assessment will be 2020, 2021, and 2022. Since PTRI has no assessment yet for the functionality of the GFPS, this must be established immediately in order to incorporate the needed activities in the GAD Plan and Budget for the following year.

To facilitate the self-assessment process, the team must be composed of the following representatives:

GFPS Secretariat
- ❖ coordinates with other GFPS
- ❖ leads the preparation of related documents and reference materials needed, and
- ❖ ensures that all forms will be submitted to PCW on the set deadline.

Executive Committee
- ❖ issues an office order or memo

TWG
- ❖ directs and facilitates the process of accomplishing the tool
- ❖ guides other members of the GFPS in the discussion; and
- ❖ draws up the conclusions and agreements on the functionality rating

Figure 6: Self-assessment Team for GFAT

As mentioned above, the results of the GFAT will be categorized with the levels of functionality. These are Established, Functional and Fully Functional. The following Table 1 summarized the description of each level of functionality:

Table 1: Summary of Levels of Functionality of GFPS

Levels of Functionality	Description	Numerical Rating (points)
Established	An agency's GFPS is classified as Established if it has fulfilled all the indicators under the Structure and Composition criterion. This classification serves as the basic functionality level. During the initial stage of organizing the GFPS, a memorandum or administrative order duly signed and authorized by the agency head is issued. The GFPS structure follows the composition and structure prescribed in PCW MC 2011-01. Also, the existing GFPS roles and functions for the GFPS Chairperson or head of the agency, Executive Committee, and the TWG must satisfy the indicators under the *Fulfillment of GFPS Roles and Functions.*	50 – 65
Functional	The GFPS of an agency is Functional if it has been institutionalized and met nearly all the indicators in the three assessment areas. This level of functionality indicates that the agency's GFPS maintains its compliance to the requirements and conditions stipulated in the PCW MC 2011-01 and is able to sustain its GAD	60-85

	mainstreaming efforts that were identified during the assessment.	
Fully Functional	The GFPS is classified as Fully Functional if it is able to demonstrate that GAD has been mainstreamed in its structure and in all its policies and program, projects/activities; has a pool of recognized GAD experts from among its GFPS members; and its GAD mainstreaming strategies are exemplary and worthy of emulation by other agencies.	86-100

Mr. Richard P. Burgos, Director of the DOST- Science and Technology Information Institute (STII), expressively shared the journey of DOST-STII towards improving their GAD mainstreaming activities. He narrated how they started, their struggles and how they overcame it through the years. According to Dir. Burgos, at the beginning of his term as the director of DOST-STII, they appreciation of GAD is very low. They even received a lot of AOMs relating to GAD such as, but not limited to:

1.) Low appreciation on GAD Women's Month every March
2.) Unendorsed GAD Plan and Budget
3.) Not compliant for five (5) % budget allocation to GAD

They came to realize that their GFPS is not functional and decided to work with their policies. They have reviewed their existing policies and benchmarked with other agencies. They have created various policies that are aligned with GAD mainstreaming activities. This is something the PTRI-GFPS can also look into in order to increase the awareness about GAD mainstreaming. The following are the sample of good policies that have been implemented in the DOST-STII:

1.) Institutionalizing the GAD using the Harmonized Gender and Development Guidelines (HGDG)
2.) Equal Employment Opportunity for Women in S&T
3.) Collection and Maintenance of Sex Dis-aggregated Data (SDD)
4.) Establishment of GAD Room within the DOST-STII premises
5.) Integration of GAD in all DOST-STII PAPs
6.) Use of Non-Sexist Language in all IEC Materials, KPs, Communications and Issuances
7.) Creation of Ad-Hoc Committee for the crafting of DOST-STII GAD Agenda

With the policies in place, the DOST-STII capacitating people, proceeded with their enabling mechanisms, and PAPs.To further inspire the participants, Director Burgos mentioned that because of their efforts and dedication, they received various awards and recognitions from different organizations and awarding bodies. He continued on sharing their experiences in using the GFPS Functionality Tool.

Figure 7: Dir. Richard Burgos sharing the DOST-STII's GAD journey

He presented how their GFPS Functionality Assessment Tool helped them to easily implement their GAD mainstreaming activities. In return, the DOST-STII was able to submit first their Functionality Assessment tool as one of the requirements by PCW. He then cited some tips for consideration to have a functional GFPS within the organization. One of the key points he highlighted is the top-level management's support in the implementation of gender mainstreaming program.

The afternoon session ended with providing a certificate of appreciation to Dir. Richard Burgos and a group photo with all the participants for documentation purposes.

On the evening of the first day, the GADU hosted the GFPS Fellowship Night. The activity was filled with games and group presentations for the participants to enjoy.

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Day 2 - (October 27, 2022)

On the second day, the program started with a prayer led by Dr. Teresita A. Tabaog, ARD-TS of DOST II and a member of DOST's Speakers Bureau (DSB), followed by a recap of our first day learnings by Ms. Maria Rowena C. Madarang, ARD for Finance Administrative Services (FAS) of DOST Cordillera Administrative Region (CAR) and also a DSB member. Afterwards, we welcomed our first resource speaker of the day, Engr. Terencia B. Abarquez, Officer in Charge (OIC), S&T Resource Assessment Evaluation Division - Planning and Evaluation Services (STRAED-PES), DOST Central Office (CO) as she discussed Session II: "Collection of SDD and Setting Up of GAD Database". The first part of the discussion was a refresher of some basic concepts in Statistics.

Figure 8: *Engr. Abarquez during her discussion on Collection of SDD and Setting up of GAD Database*

Engr. Abarquez introduced some statistical concepts and its classifications such as Variable, Observed Value and Data. These are important concepts in collecting gender data and statistics. As key takeaways, when designing the census, questionnaires should include detailed notes for interviewers on how to identify respondents and how to select women as respondents for information regarding children, pregnancy-related death, reproductive health, among others.

Through this topic, the participants were able to become familiar with the concepts sex and gender and how it relatable in understanding the multidisciplinary nature of gender statistics. As mentioned by Ms. Marquez, the GFPS must gain knowledge on how gender statistics can help monitor the SDGs from a gender perspective and must understand the details behind the lack of some gender-related SDG data, and potential solutions to overcome related challenges.

Ms. Abarquez continued explaining the gender data and gender analysis. As she mentioned, without gender data often results in an incomplete picture of women and men's lives especially on the existing gap between them. She then tackled the methods of gender data collection, how is it correctly done as well as the ways on how to present gender data and statistics. Overall, it can be noted that the collection of sex-disaggregated data is not only limited to the comparison of female and male-headed households but also understanding the role of both women and men on various social and economic dimensions.

Overall, the gender should be integrated in the data-collection process of all primary data sources. The survey and census tabulation plans should consistently include disaggregation at various levels, including utilizing several disaggregation variables simultaneously. Furthermore, the gender should be made an integral part of all stages of survey data collection such as selecting gender relevant topics, selecting samples that sufficiently cover all relevant population groups, training interviewers and supervisors to handle sensitive questions and include pre-coded responses.

In the afternoon, Ms. Anita E. Baleda, Chief GAD Specialist, Policy Development, Planning, Monitoring and Evaluation Division (PDPMED, Philippine Commission on Women (PCW) talked through "Session III: The DOST GAD Strategic Plan". She shared her knowledge and expertise on GAD as she discussed thoroughly the seven (7) steps in formulating the GAD

Agenda and its importance as it serves as a basis for the annual formulation of PAPs to be included in the GAD Plan and Budget.

A GAD Agenda is the agency's strategic framework and plan on gender mainstreaming, and achieving women's empowerment and gender equality. As recommended by the PCW, the GAD agenda is formulated for a timeframe of six (6) years.
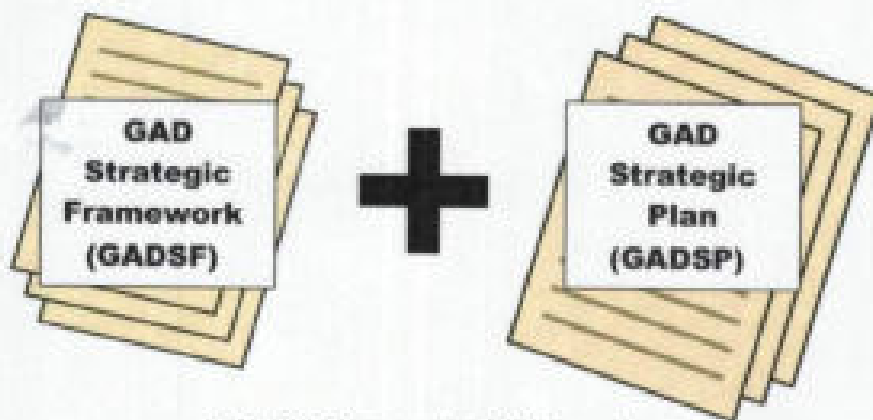

Figure 9: Components of GAD Agenda

The GAD Agenda is a two-part document consisting of the GAD Strategic Framework (GADSF) and the GAD Strategic Plan (GADSP). The GADSDF outlines the agency's vision, mission and goals that are anchored on the mandate of the agency while the GADSP defines the strategic interventions, indicators, and targets to be pursued to achieve GAD goals over a period of time.

The development of the GAD Agenda shall be guided by the desired Gender Equality and Women's Empowerment (GEWE) outcomes and goals embodies in the MCW and other women or gender-related laws relevant to the agency's mandates and other various international GAD-related commitments such as the UN Convention on the Elimination of All Forms of Discrimination Against Women (UN CEDAW), the Beijing Platform for Action (BPfA), and the Sustainable Development Goals (SDGs). It shall also be anchored on the priorities and thrusts of the government as expressed in the Philippine Development Plan and various sectoral plans. The Figure 10 below is the illustration of the policy framework in crafting the GAD Agenda.

Figure 10: *GAD Agenda Policy Framework*

The crafting of GAD Agenda must be included in one of the GAD activities of the DOST-PTRI as this shall serve as basis in identifying programs, activities, and projects to be undertaken to achieve the GAD goals and outcomes. This shall also provide monitoring and evaluation framework for assessing GAD results and outcomes. Moreover, it shall be formulated in a participatory, consultative and inclusive process; consider results of gender analysis.

Figure 8: *Team PTRI with Director Richard Burgos and Asec. Diane Ignacio during the second day of the Assembly*

Day 3 - (October 28, 2022)

On our last day, Ms. Jennifer Pidor and Elsie Mae Solidum, DSB Members lead the recap. Afterwards, Dr. Diana L. Ignacio, Assistant Secretary for ALS and In Charge GADU and DOST-wide GAD Focal Person discussed Session IV: "Presentation of GMEF Results".

Figure 9: Dr. Taboag and Ms. Dahan sharing their GAD's best practices

Asec Diane presented a summary of the Attached Agencies, Regional Offices and PSHS campuses' GMEF results for the year 2019 & 2021. She underscored that the result will assist organizations in locating and responding to gender gaps and needs towards women empowerment and gender equality of an organization.

Dr. Teresita A. Taboag, GAD Focal Person of DOST II and Ms. Marisa L. Dahan, from Philippine Science High School – Central Mindanao Campus, also shared lessons and best practices on GAD mainstreaming in their respective offices.

Figure 10: On our last day, with other GFPS members from RDIs

Asec Diane had some reminders regarding the submission of GPB FY 2023 to PCW and GMEF submission to the GAD Unit. Also, we had a discussion on the possible venue for next year's assembly. Lasty, she thanked all the participants who attended the GFPA despite all the challenges that each of us faced.

We departed from Cebu on October 29 since our October 28 flight was cancelled due to the typhoon Paeng. The team arrived in Manila at 12:30 PM.

Insights/Observations/Recommendations:

In summary, the PTRI team was able to gain knowledge on how vital the GAD mainstreaming activities within the agency. Not because it was mandated by law, but it creates an equal and harmonious opportunities for everyone, from employees, non-employees and stakeholders, without a gender bias. There are lots of practices from other agencies that the PTRI should be studied and incorporated in its existing policies and GAD mainstreaming activities.

The following are some of the observations and recommendations of the PTRI team based on the learning from the 3-day GFPS assembly that needs immediate actions:

1. **Review of existing GAD-related policies and tools**

   This is to determine whether the existing GAD-related practices of the Institute adheres to the existing laws and determine the level of functionality of PTRI-GFPS. By doing this, the GFPS can identify and recommend to the GFPS Executive Chairperson the relevant policies and practices that are needed within the Institute.

2. **Strengthening the Top Management Support**

   In able to strengthen the support of the Top Management, it is recommended that all GFPS Executive Committee (Execom) members should be capacitated on GAD mainstreaming concepts and activities. The Execom members should be on top of every activity that being determined by the GFPS such as crafting of policies up to the activity implementation.

3. **The GFPS TWG Chairperson as a member of the agency's Executive Committee**

   As mentioned above, the GFPS TWG Chairperson acts as the bridge in taking the lead on implementing the GAD mainstreaming activities of the agency. It is highly recommended by the PCW to involve the GFPS TWG Chairperson in the Execom meetings and activities, specially that involves with policy interventions.

4. **Dedicated personnel for secretarial activities**

   One of the challenges faced by most of the GFPS within the DOST is managing the complex documentation of GAD-related activities that would requires dedicated personnel. This documentation is a Means of Verification (MOVs) that serves as a proof that the agency conducted such GAD mainstreaming activities.

   It is highly recommended by to hire a staff, charged against the Agency's GAD allotted budget, that should be working on the timely coordination and documentation as required for the GAD accomplishment reports, GAD-related assessment and mainstreaming activities

Director's Remarks

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