



Memorandum Order
Number 2020-103
Series of 2020

TO: All DOST Caraga Personnel

FROM: 
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Regional Director 

SUBJECT: Institutionalization on the conduct of Gender Analysis and Use of Harmonized Gender and Development Guidelines in all Programs and Projects

DATE: December 11, 2020

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To strengthen our agency's efforts in the gender mainstreaming as mandated in RA 9710 or the Magna Carta of Women, we are enjoining everyone to institutionalize the conduct of gender analysis and the use of Harmonized Gender and Development Guidelines (HGDD) in all programs and projects. Gender analysis and the use of HGDD aims to ensure that our agency's programs and projects are gender responsive.

In line with this, all program and project leaders, coordinators and implementers are instructed to use the following HGDD checklists (copy attached) on or during the following program/project stages:

Project Design / Pre-implementation stage – Generic checklist (Box 7A)
Implementation, Monitoring and Evaluation stage – PIMME (Boxes 16 and 17)

As such, the above-mentioned checklists will form part of the project proposals and project accomplishment reports.

For your compliance.

Box 7a. Combined Generic Checklist for Project Identification and Design Stages

Element and item/question (col.1)	Response (col. 2)			Score for an item/ element* (col. 3)	Gender issues identified (col. 4)
	No (2a)	Partly (2b)	Yes (2c)		
1.0 Involvement of women and men (max score: 2; for each item, 1)					
1.1 Participation of women and men in beneficiary groups in identification of the problem (possible scores: 0, 0.5, 1.0)					
1.2 Participation of women and men in beneficiary groups in project design (possible scores: 0, 0.5, 1.0)					
2.0 Collection of sex-disaggregated data and gender-related information (possible scores: 0, 1.0, 2.0)					
3.0 Conduct of gender analysis and identification of gender issues (max score: 2; for each item, 1)					
3.1 Analysis of gender gaps and inequalities related to gender roles, perspectives and needs, or access to and control of resources (possible scores: 0, 0.5, 1.0)					
3.2 Analysis of constraints and opportunities related to women and men's participation in the project (possible scores: 0, 0.5, 1.0)					
TOTAL GAD SCORE – PROJECT IDENTIFICATION STAGE					

Element and item/question (col.1)	Response (col. 2)			Score for an item/element* (col. 3)	Gender issues identified (col. 4)
	No (2a)	Partly (2b)	Yes (2c)		
5.0 Matching of strategies with gender issues (possible scores: 0, 1.0, 2.0) Do the strategies and activities match the gender issues and gender equality goals identified?					
6.0 Gender analysis of likely impacts of the project (max score: 2; for each item, 0.67)					
6.1 Are women and girl children among the direct or indirect beneficiaries? (possible scores: 0, 0.33, 0.67)					
6.2 Has the project considered its long-term impact on women's socioeconomic status and empowerment? (possible scores: 0, 0.33, 0.67)					
6.3 Has the project included strategies for avoiding or minimizing negative impacts on women's status and welfare? (possible scores: 0, 0.33, 0.67)					
7.0 Monitoring targets and indicators (possible scores: 0, 1.0, 2.0) Does the project include gender equality targets and indicators to measure gender equality outputs and outcomes?					
8.0 Sex-disaggregated database requirement (possible scores: 0, 1.0, 2.0) Does the project M&E system require the collection of sex-disaggregated data?					
9.0 Resources (max score: 2; for each item or question, 1)					
9.1 Is the budget allotted by the project sufficient for gender equality promotion or integration? OR, will the project tap counterpart funds from LGUs/partners for its GAD efforts? (possible scores: 0, 0.5, 1.0)					