



Republic of the Philippines  
Department of Education  
Region VIII  
SCHOOLS DIVISION OF TACLOBAN CITY  
Tacloban City

July 26, 2023

DIVISION MEMORANDUM

No. 401 s. 2023

UTILIZATION OF HARMONIZED GENDER AND DEVELOPMENT GUIDELINES (HGDC)  
TOOLS IN ALL DIVISION AND SCHOOL PROCUREMENT AND EXPENDITURE FOR  
GENDER AND DEVELOPMENT (GAD) ATTRIBUTIONS

To: ASDS  
CHIEFS, SGOD AND CID  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOLS DISTRICT SUPERVISORS  
ALL SECTION/UNIT HEADS  
ELEMENTARY & SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED

1. Pursuant to Republic Act No 9710, Section 36 provides all departments including different agencies, offices, and other instrumentalities shall adopt gender mainstreaming as a strategy to promote women's human rights and eliminate gender discrimination in the system policies and programs. In the context of the Department of Education, the recognition and understanding of mental health conditions, including GAD, have grown in importance over recent years. The department recognizes that students, teachers, and non-teaching related and non-teaching staff members may experience anxiety and other mental health challenges that can affect their ability to thrive and succeed in the educational environment. As part of the department, through the office PRU and Division GAD Coordinator, this office announces the utilization of the HGDC Tool in all Division and school procurement & expenditures for GAD attributions.
2. The Harmonized Gender and Development Guidelines for Project Development, Implementation, Monitoring & Evaluation is a gender and development approach that aims to provide government agencies and donors with a common set of analytical concepts and tools integrating gender concerns into development programs and projects.
3. In line with this, all Division and School Program implementers are advised to utilize the HGDC tool in all procurement and expenditures. This ensures that all programs and projects are sensitive to gender-related concerns and contribute to our efforts in advancing gender mainstreaming.
4. For determining the right attributions we will utilize the **Summary Elements of Gender-responsive Project ID & Design** which the focal person shall accomplish;

### Summary Elements of Gender-responsive Project ID & Design

Element / Requirement	Total Score per Element
1. Participation of women and men in project identification of the development problem and design	
2. Collection and use of sex-disaggregated data in the analysis of the development	
3. Conduct of gender analysis to identify the gender issues that the proposed project should address	
4. Goals and objectives, outcomes and outputs include GAD statements that address the gender issues #3	
5. Activities include that address the identified gender issues, including constraints to women's participation	
6. Conduct of gender analysis of the planned project to anticipate gender-related issues arising from the implementation of the designed project.	
7. Monitoring indicators and targets which include the reduction of gender gaps or improvement of women's participation	
8. Project monitoring and evaluation system that includes sex-disaggregated database	
9. Resources and budget for the activities in # 5	
10. Planned coordination with the agency's GAD plans	
<b>TOTAL HGDG SCORE-PROJECT DESIGN</b>	
<b>DESCRIPTION</b>	
<b>TOTAL AMOUNT EXPENDITURE</b>	
<b>PERCENTAGE OF GAD ATTRIBUTIONS</b>	
<b>TOTAL AMOUNT OF GAD ATTRIBUTIONS</b>	

Prepared by:

\_\_\_\_\_  
Focal Person/Requestor

Evaluated by:

\_\_\_\_\_  
Division HGDG Evaluator/Assessor

Approved by:

\_\_\_\_\_  
Schools Division Superintendent

The Summary Elements of Gender-responsive Project ID & Design shall be attached to the Purchase Request (PR)

5. Attributing different Programs & Projects to the GAD Budget.

HGDG Score and GPB Attribution

HGDG Score	Description	% of budget for year of the program that may be attributed to the GAD budget
Below 4.0	GAD is invisible (proposal to be returned)	None
4.0 – 7.9	Promising GAD prospects (conditional pass)	25%
8.0 – 14.9	Gender Sensitive	50%
15.0- 19.9	Gender Responsive	75%
20.0	Fully Gender Responsive	100%

6. Please be advised that all concerns of the division and school implementer relative to the utilization of the HGDG Tool shall be coordinated directly and properly to the Division GAD Coordinator Mr **JADE B. CALLEJA, SEPS PRU** for appropriate technical assistance.
7. Immediate dissemination of and compliance of this Memorandum is highly desired.

  
**JUDELLA R. LUMPAS, EdD, CESO VI**  
Schools Division Superintendent



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