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|  | <b>MEMORANDUM CIRCULAR</b>                                                                                                 | DOCUMENT NO.<br>BJMP - LLO - MC - 146 |
|                                                                                   | <b>INSTITUTIONALIZATION OF THE GENDER AND DEVELOPMENT FOCAL POINT SYSTEM IN THE BUREAU OF JAIL MANAGEMENT AND PENOLOGY</b> | ISSUE NO.<br>1                        |
|                                                                                   | <b>GUIDELINES AND PROCEDURES ON THE INSTITUTIONALIZATION OF THE GAD FOCAL POINT SYSTEM IN THE BJMP</b>                     | REVISION NO.<br>0                     |
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## 1.0 REFERENCES


- 1.1 Republic Act 9710, otherwise known as the Magna Carta of Women (MCW) and its Implementing Rules and Regulations;
- 1.2 R.A. 7192 also known as the "Women in Development and Nation Building Act";
- 1.3 The 1987 Philippine Constitution Article II, Section 14;
- 1.4 PCW Memorandum Circular No. 2011-01: Guidelines for the creation, Strengthening, and Institutionalization of the GAD Focal Point System;
- 1.5 PCW Memorandum Circular 2018-04: Revised Guidelines for the Preparation of the Gender and Development (GAD) Agenda;
- 1.6 Republic Act No. 6949 known as the "National Women's Day" that declares March 8 of every year as a special working holiday;
- 1.7 Republic Act No. 10398 An Act Declaring November 25 of Every Year as "National Consciousness Day for the Elimination of Violence Against Women and Children";
- 1.8 The United Nations Rules for the Treatment of Women Prisoners and Non-Custodial Measures for Women Offenders known as "The Bangkok Rules"; and
- 1.9 BJMP Gender and Development Operation Plan and Budget (GAD OPB) for FY 2022.

## 2.0 RATIONALE

It is the policy of the state to recognize the role of women in nation-building and to ensure the fundamental equality before the law of women and men. This policy gave birth to quite a number of laws and policies that pursue equality for men and women and the curtailment of discrimination and prejudice against women. Some provisions under Republic Act No. 9710 known as "the Magna Carta for Women" and

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Republic Act No. 7192 known as the “Women in Development and Nation Building Act” explicitly mandated agencies of military, police, and similar services to pursue appropriate measures to eliminate discrimination against women and provide the same promotional privileges and opportunities as men such as pay increases, additional remuneration and benefits, awards based on their competency and performance and other similar employment terms and conditions. Similarly, in the international arena, the Convention on the Elimination of all forms of Discrimination Against Women (CEDAW) and The United Nations Rules for the Treatment of Women Prisoners and Non-Custodial Measures for Women Offenders are some Laws that impose measures and advocate the protection and preservation of women’s human right and dignity.

The Bureau of Jail Management and Penology as a duty-bearer has adhered to these laws and rules and adopted policies that protect, support and empower women, catalyzing into its system and cascading down to its last unit. Policies that alleviate and raise the living condition of women removing disparity from that of men and those that address the special and unique needs of women personnel and PDL especially the vulnerable and underprivileged, such as COMPREHENSIVE POLICY ON THE TREATMENT OF PREGNANT PDL, POLICY ON THE CREATION OF CHILD-FRIENDLY VISITATION AREA IN JAIL, TREATMENT OF PDL WITH SPECIAL NEEDS, VISITATION PRIVILEGE, EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLE (EEOP), and POLICY ON THE TREATMENT OF LGBTQI PDL IN THE BJMP were activated. Hence, to ensure religious enforcement of these policies and to reintegrate all laws relating to Gender and Development, a mechanism should be set in place to provide guidance and direction in the planning, monitoring, formulating and funding of programs, activities and projects that would achieve the Bureau’s gender equality and women empowerment goals.

### **3.0 OBJECTIVES**

- 3.1** To provide guidelines and procedures for the establishment and institutionalization of the Gender and Development (GAD) Focal Point System (GFPS) in the Jail Bureau as well as in its counterparts at the Regional level;
- 3.2** To clarify the roles and responsibilities, composition and structure to enable it to function as a mechanism for catalyzing and accelerating gender mainstreaming in the Bureau of Jail Management and Penology towards the promotion of Gender Equality and Women’s Empowerment;
- 3.3** To provide guidelines in the proper identification and designation of personnel best suited to perform and fulfill the roles and responsibilities with ardent desire and commitment to protect and value at all times human rights and dignity regardless of its gender and sexual orientation;



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**3.4** To identify and determine the appropriate actions, activities, plans, programs, projects and agenda that promote equality among personnel and provide opportunities to improve and develop their full potential which ultimately, is beneficial to the fulfillment of the Bureau’s mandates; and

**3.5** To show the Bureau’s commitment as a duty-bearer to protect and value the rights of women in all spheres and facets of life, to curtail discrimination and prejudice against women and promote their well-being.

#### **4.0 SCOPE**

This Memorandum Circular shall cover and apply to all BJMP offices, units and personnel It provides guidelines and mechanisms for the implementation of Gender and Development plans, programs, projects and activities that are gender-responsive and based on BJMP clients’ and employees’ needs.

**5.0 DEFINITION OF TERMS** - For the purpose of this circular, the following terms are defined:

**a. Gender and Development (GAD)** – refers to the development perspective and process that is participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, and supportive of self-determination and actualization of human potentials. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices and contends that women are active agents of development, not just passive recipients of development;


**b. Gender Analysis** – refers to a framework to compare the relative advantages and disadvantages faced by women and men in various spheres of life, including the family, workplace, school, community and political system. It also takes into account how class, age, race, ethnicity, culture, social and other factors interact with gender to produce discriminatory results;

**c. Gender and Development Capacitated** – refers to one who has attended at least two (2) GAD-related seminars/webinars or has knowledge on GAD acquired through reading, mentoring or actual experience;

**c. Gender Audit** – refers to a form of “social audit” or “quality audit” which determines whether the organization’s internal practices and related support systems for gender mainstreaming are effective, reinforcing each other and are being followed. This tool or process assists organizations in establishing a baseline, identifying critical gaps and challenges, and recommending ways of addressing them;

**d. Gender Equality** – refers to the principles asserting the equality of women and men and their right to enjoy equal conditions realizing their full human potentials to contribute to and benefit from the results of development, and with  
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the State recognizing that all human beings are free and equal in dignity and rights;

**e. Gender Gap** - refers to any disparity between women's and men's condition or positions in society. It is often used to refer to a difference in average earnings between women and men;

**f. GAD Focal Point System** – is an interacting and interdependent group of people in all government instrumentalities tasked to catalyze and accelerate gender mainstreaming. It is a mechanism established to ensure and advocate for, guide, coordinate, and monitor the development, implementation, review and updating of their GAD plans and GAD-related programs, activities and projects (PAPs);

**g. Gender Mainstreaming** – refers to the strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies, programs and projects in all social, political, civil, and economic spheres so that women and men benefit equally. It is the process of assessing the implications for women and men of any planned action, including legislation, policies or programs in all areas and at all levels;

**h. GAD Plan and Budget** – is a systematic approach to gender mainstreaming, carried out by all government instrumentalities, through the annual development and implementation of programs, activities and projects and addressing gender issues and concerns in their respective organizations, sectors and constituencies by utilizing at least 5% of their total budget allocation;


**i. Performance-Based Budgeting** – is an approach to budgeting which involves a review of the agencies' existing budgetary programs and projects to ensure that these support their core mandated functions and produce the targeted outcomes and outputs;

**j. Rights-Based Approach** – refers to the recognition of every human being both as a person and as a right-holder. It strives to secure the freedom, well-being and dignity of all people, everywhere, within the framework of essential human rights standards, principles, duties and obligations;

**k. Women's Empowerment** – is a goal of and an essential process for women's advancement. It is the process and condition by which women mobilize to understand, identify and overcome gender discrimination so as to achieve equality in welfare and equal access to resources. In this context, women become agents of development and not just beneficiaries enabling them to make decisions based on their own views and perspectives; and

**l. "Women in the Military"** refers to women employed in the military, both in the major and technical services, who are performing combat and/or non-combat



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functions, providing security to the State, and protecting the people from various forms of threat. It also includes women trainees in all military training institutions.

## 6.0 GUIDELINES/ PROCEDURES/ MISCELLANEOUS

### 6.1 GENERAL GUIDELINES

#### 6.1.1 Composition and Structures

##### a. Composition of the GFPS

a. The Gender and Development Focal Point System in the Bureau of Jail Management and Penology shall be composed of a Focal Person, an Executive Committee (ExeCom), and a Technical Working Group as hereunder provided:

**GAD Focal Person:** Chief, BJMP


**GFP Executive Committee:**

- Chairperson - Deputy Chief for Administration of the Jail Bureau
- Members - Deputy Chief for Operations of the Jail Bureau
- Chief of the Directorial Staff of the Jail Bureau

**GFP Technical Working Group:**

- Chairperson - GAD capacitated
- Vice-Chairperson for Budgeting - GAD capacitated
- Vice-Chairperson for Planning - GAD capacitated
- Members: - Members shall have the following designations:
  1. Finance Officer;
  2. Personnel Welfare Human Resource Management Officer;
  3. Protection on Women Officer;
  4. National Executive Senior Officer;
  5. Training and Advocacy Officer;
  6. Environment and Disaster Awareness Officer;
  7. Website and Development Maintenance Officer; and
  8. Gender Audit/BJMP-CEA President.

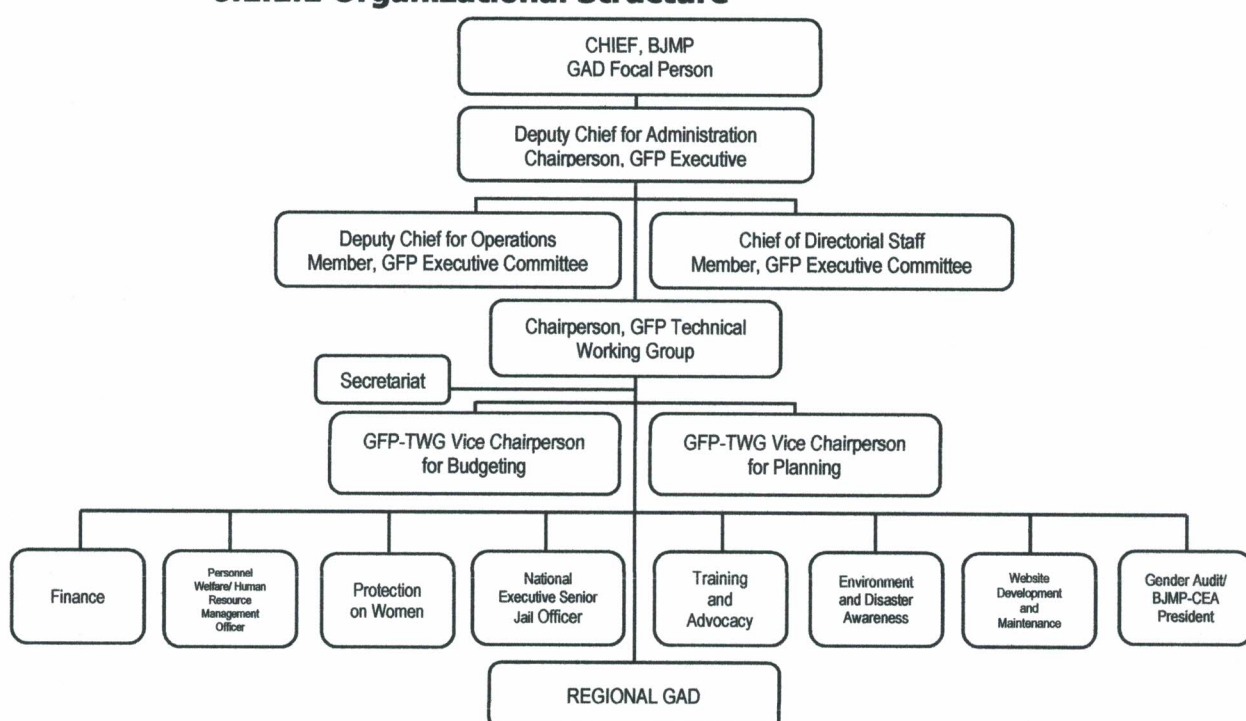


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b. The Chairperson of the GAD Technical Working Group shall be holding the rank of Senior Superintendent and capacitated in GAD.

c. The Vice-Chairperson for Budgeting and/or Planning shall be coming from the Budgeting and Planning Offices respectively and capacitated in GAD.


### 6.1.1.1 Organizational Structure



**6.1.2 Functions of the GAD Focal Point System** - The GFPS shall perform the following functions:

- a. Lead in the mainstreaming of gender perspective, 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 clients and employees and the formulation of recommendations including their implementation;
- b. 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 a basis in performance-based gender-responsive planning;
- c. Coordinate efforts of different divisions, offices and units of the Jail Bureau and advocate for the integration of GAD perspectives in all their systems and processes;
- d. Spearhead the preparation of the Bureau's annual performance-based GAD Plans, Programs and Budget in response to gender issues *"Changing Lives, Building a Safer Nation"*



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of Personnel and PDL in the context of its mandate and consolidate the same following the format and procedure prescribed by the PCW, DBM and NEDA in the Joint Circular 2012-1. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of the Jail Bureau and as needed, in responding to PCW's comments or requests for additional information;


- e. Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs and Budget;
- f. Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that may be required under the MCW;
- g. Strengthen the external link with other agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various levels of governance;
- h. Promote and actively pursue the participation of women and gender advocates, other civil society groups and private organizations in the various stages of the development planning cycle, giving special attention to the marginalized sectors; and
- i. Ensure that all personnel of the agency including the finance officers (e.g. accountant, budget officer, auditors) are capacitated on GAD. Along this line, the GFPS 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.

### **6.1.3 Roles and Responsibilities**

#### **6.1.3.1 The GFPS Chairperson or Head of Agency**

- a. Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems and procedures including the creation, strengthening, modification or reconstitution of the GFPS; and
- b. Approve the GAD Plan, Program and Budget as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group and ensure its implementation.



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### 6.1.3.2 The Executive Committee

- a. Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and Bureau's GAD mainstreaming activities;
- b. Direct the identification of GAD strategies, programs, activities and projects based on the results of the gender audit, gender analysis and according to the identified priorities of the agency in response to the gender issues faced by its clients and personnel;
- c. Ensure the timely submission of the agency GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and DBM;
- d. Ensure the effective and efficient implementation of the Jail Bureau's GAD programs, activities and projects and the judicious utilization of the GAD Budget;
- e. Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
- f. Recommend approval of agency GAD Plans and Budgets and GAD ARs; and
- g. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members.

### 6.1.3.3 The Technical Working Group (TWG) or Secretariat

- a. Facilitate the implementation of the gender mainstreaming efforts of the Bureau through the GAD planning and budgeting process;
- b. Formulate agency GAD Plans, Programs and Budget in response to the gender gaps and issues faced by their clients and personnel both women and men, following the conduct of a gender audit, gender analysis, and/or review of sex-disaggregated data;
- c. Assist in the capacity development of and provide technical assistance to the agency, 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



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its employees, and as requested or deemed necessary, for other offices under the Department or Agency, as the case may be;

- d. Coordinate with the various units of the Jail Bureau including its regional counterparts and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS of the BJMP-HNQ shall coordinate with the Regional GFPS, especially on the preparation, consolidation and submission of GAD Plans and Budgets;
- e. Lead the conduct of advocacy activities and the development of Information, Education and Communication (IEC) materials to ensure critical support of agency officials, staff and relevant stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities;
- f. Monitor the implementation of GAD-related programs, activities and projects in their respective offices and suggest corrective measures to improve the implementation of GAD PAPs and GFPS activities;
- g. Prepare and consolidate Bureau's GAD accomplishment reports; and
- h. Provide regular updates and recommendations to the GAD Focal Point System Chairperson or ExeCom on the activities of the GFPS and the progress of agency GAD mainstreaming activities based on the feedback and reports of the various units of the agency.

#### **6.1.4. REGIONAL GAD TECHNICAL WORKING GROUP**


##### **6.1.4.1 COMPOSITION**

|                                |                                                                                                                                                                                                                                                 |
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| <b>Regional TWG Head:</b>      | Regional Director                                                                                                                                                                                                                               |
| <b>Committee Chairpersons:</b> | Gender Audit Committee<br>Protection on Women Committee<br>Finance Committee<br>Personnel Welfare Committee<br>Training and Advocacy Committee<br>Environment and Disaster Awareness Committee<br>Website and Development Maintenance Committee |

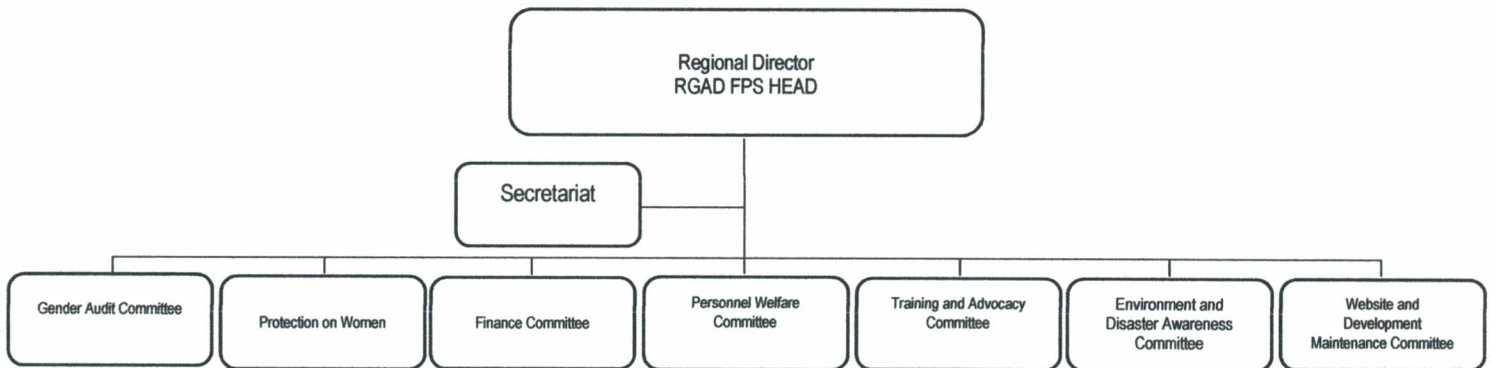
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### 6.1.4.2 Organizational Structure




**6.1.4.2.1** A counterpart of this GADFPS shall be institutionalized in every Regional Office. It may follow the structure of the BJMP-NHQ or have a modified structure, which may, at a minimum, be composed of a TWG headed by a Regional Director and chairpersons for the following committees: Gender Audit, Protection on Women, Finance, Personnel Welfare, Training and Advocacy, Environment and Disaster Awareness, Website and Development Maintenance.

**6.1.4.2.2** The Chairman of each committee shall be holding the rank of at least Jail Inspector assisted by at least two (2) JNOR members. Moreover, the Chairman and members of each committee are not precluded to be Chairman and Members of other committees in a concurrent capacity. Provided, that the Chairman and Members shall be allowed to assume their respective positions for not more than three (3) committees.

#### 6.1.4.2.2.1 Committees' Function


- a. *Gender Audit Committee* – This committee allows to set their own atmosphere in order, and change aspects of the culture which discriminate against women. Gender audits establish a baseline against which progress can be measured over time, identifying critical gender gaps and challenges, and making recommendations on how they can be addressed through improvements and innovations.
- b. *Protection on Women Committee* – This committee helps develop a gender-responsive plan in addressing gender-based violence and other violations of women's rights, including support services, capacity building and other Women's rights protection and enhancement programs. It shall maintain a record of reported incidents and other related reports and must treat these records with the utmost confidentiality.



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- c. Finance Committee - This Committee's responsibility is to ensure that the organization's GAD plans, programs and projects are aligned with the allocated budget and other financial resources. It shall prepare the required audit reports relative to GAD plans, programs and projects.
- d. *Personnel Welfare Committee* – this Committee shall be a consultative and deliberative body with authority to make recommendations on all matters which have a significant bearing on the working environment which is free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials. It shall operate for providing a forum for open communication and ongoing dialogue among personnel in a given working ambiance.
- e. *Training and Advocacy Committee* – This Committee takes charge in formulating training and skills enhancement programs relative to GAD's advocacies. They conduct seminars/webinars, workshops and training activities that support the GAD objectives and advocacies.
- f. *Environment and Disaster Awareness Committee* – This Committee aims at creating a cohesive and resilient environment in the face of technological or natural hazards by raising awareness and agreement on the roles of both men and women and the responsibilities of all community stakeholders in potential preparedness and response measures. It shall establish a mechanism that requires coordination, cooperation and strong broad involvement by all the BJMP personnel, PDL and sectors of the community, with a continuous process of discussion and decision-making to identify gaps and measures necessary in the creation of a cohesive and resilient environment.
- g. *Website and Development Maintenance Committee* – This Committee takes charge of getting a website that includes the planning, designing, and creating of content about women's protection and enhancement of rights or any content relative to gender equality and women empowerment. It is also responsible for maintaining a website's existing features through hosting and updating content, as well as ensuring the website is safe from cyber-attacks.



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## 6.2 GAD Agenda, Vision and Mission and Goals

### 6.2.1 Formulating GAD Agenda

- a. GAD Agenda refers to the Bureau's strategic framework and plan for gender mainstreaming and achieving gender equality and women's empowerment outcomes.
- b. GAD Agenda shall be achievable within the 3-year timeframe.
- c. The GAD Focal Point System (GFPS) Chairperson shall organize the planning team with the representation and participation of the Regional Offices for the preparation of the GAD Agenda in accordance with guidelines set forth under Philippine Commission on Women (PCW) Memorandum Circular 2018-04.
- d. In the preparation of the GAD Agenda, the team may seek the support of external GAD practitioners or sectoral experts from women or GAD-related civil society organizations, members of the PCW Gender Resource Pool, and representatives of Regional GAD Resource Centers, to serve as resource persons or consultants for the preparation of the GAD Agenda.

### 6.2.2 Setting the Vision and Mission (See Annex A)

**6.2.2.1** The GAD vision shall be formulated to reflect the Bureau's projected direction to achieve its gender equality and women's empowerment based on its mandate, priorities and thrusts.

**6.2.2.2** The GAD Mission should articulate the Bureau's purpose based on its mandate in relation to achieving gender equality and women's empowerment.

### 6.2.3 Formulating GAD Goals (See Annex B)


**6.2.3.1** GAD Goals are broad statements of the desired gender equality results based on the clustered gender issues; are higher-order objectives to which a GAD intervention is intended to contribute.

**6.2.3.2** The Bureau shall set 3-5 GAD Goals that can be achieved within the 3-year timeframe of the GAD Agenda.

**6.2.3.3** In prioritizing the gender issues to be addressed, the agency may consider the following criteria:

- a. Strategic– aligned with the priorities of the administration and sectoral plans;



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b. Relevant – aligned with the Bureau’s mandate under the MCW and other GAD-related policies and plans; affects a significant number of stakeholders;

c. Urgent – immediate action or attention is necessary to respond to a pressing gender issue/concern

#### 6.2.4 Accomplishment Reporting Tool (See Annex C)

The BJMP-GAD Report shall be in accordance with the guidelines provided under PCW-MC-2018-04 which contains inputs not limited to the following: GAD Activity, Indicator and Target, Cost, and Gender Issues.

*GAD Activity* - is an intervention to achieve the desired GAD outcome of the agency or sector; an action taken through which inputs are mobilized to produce specific outputs\*

*GAD Indicator* – is a quantitative or qualitative factor or variable that provides means to measure achievement, to reflect the changes connected to GAD intervention.

*GAD Target* - refers to a specific value or range of values set for a GAD indicator that will help determine the level of achievement of the GAD outcome.

*Gender Issue* - refers to any issue or concern determined by gender-based and/or sex-based differences between women and men. Gender issues include all aspects and concerns related to women’s and men’s lives and situations in society, to the way they interrelate, their differences in access to and use of resources, their activities, and how they react to changes, interventions and policies


The gender issue could be client-and/or organization-focused.

- a. A *client-focused gender issue* refers to gap/s arising from the unequal status of women and men (Personnel, PDL, visitors, and other beneficiaries of jail service) in the Bureau including the extent of their disparity over access to benefits from and contributes to a Bureau’s policy, program, projects and/or services.
- b. An *organization-focused gender issue* points to the gap/s in the capacity of the organization to integrate a gender dimension in its programs, systems or structure.

## 7.0 MONITORING CLAUSE

**7.1** The GAD FPS Chairperson shall ensure the mainstreaming of all GAD activities, plans, projects and budgets and compliance with all laws and rules relative to Gender and Development.



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**7.2** An annual GAD accomplishment report shall be prepared, consolidated and submitted to the PCW for evaluation and confirmation of compliances.

**7.3** The GAD FPS Chairperson or his representative shall hold meetings quarterly for any updates or new guidelines on GAD Activities.

**8.0 FINANCIAL CLAUSE**

Funds for the GAD activities, programs and projects shall be taken out of the five percent (5%) Gender and Development allocated to the BJMP as mandated by sec. 36 of RA 9710 or "The Magna Carta for Women."

**9.0 SEPARABILITY CLAUSE**

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

**10.0 REPEALING CLAUSE**





All other existing issuances that are inconsistent with this policy are hereby amended or repealed accordingly.

**11.0 EFFECTIVITY**


This Circular shall take effect fifteen (15) days after its filing at the Office of the National Administrative Register (ONAR), University of the Philippines Center in consonance with Sections 3 and 4, Chapter 2, Book VI of Executive Order No. 292, otherwise known as the "Administrative Code of 1987."

**12.0 ANNEXES**

- Annex A - Bureau's GAD Vision and Mission
- Annex B - Bureau's GAD Goals
- Annex C - Reporting Tool

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                               |
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| <p><b>Prepared by:</b><br/> <br/> <b>MELCAH T QUIPSE</b><br/>         Jail Senior Inspector<br/>         Chief, Liaison Section, LLO</p> <p><b>Submitted by:</b><br/> <br/> <b>FILIPINAS T FULGENCIO</b><br/>         Jail Senior Superintendent<br/>         Chief, Legislative Liaison Office/<br/>         Chairperson, GAD TWG</p> | <p><b>Reviewed by:</b><br/><br/> <br/> <b>DENNIS U ROCAMORA, CESE</b><br/>         Jail Chief Superintendent<br/>         Deputy Chief for Operations<br/>         of the Jail Bureau/ QMR</p> | <p><b>Approved by:</b><br/><br/> <br/> <b>ALLAN S IRAL, CESE</b><br/>         Jail Director<br/>         Chief, BJMP</p> |
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Annex A

**Bureau's GAD Vision and Mission**


**VISION:**

TO BE A MODEL AGENCY IN THE INSTITUTIONALIZATION OF GENDER-RESPONSIVE PROGRAMS TOWARD GENDER EQUALITY AND WOMEN EMPOWERMENT FOR THE ENHANCEMENT OF PUBLIC SAFETY.

**MISSION:**

TO INTENSIFY GENDER MAINSTREAMING AND IMPLEMENT GENDER-RESPONSIVE PROGRAMS THAT ENABLE GENDER EQUALITY AND WOMEN EMPOWERMENT THEREBY PROMOTING PUBLIC SAFETY.



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## Annex B

### Bureau's GAD Goals

#### Goals:

1. Intensify gender mainstreaming by providing developmental opportunities and access to everyone in all corners of jail facilities;
2. Institutionalize gender-responsive plans, programs, projects, and activities that enable gender equality and women empowerment;
3. Equal opportunities and access to men and women in the creation of policies and rules and in decision-making that affects them.
4. Recalibrate programs and policies on safekeeping to better promote human rights and dignity.





# MEMORANDUM CIRCULAR

DOCUMENT NO.

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TOPIC

**INSTITUTIONALIZATION OF THE GENDER AND DEVELOPMENT FOCAL POINT SYSTEM IN THE BUREAU OF JAIL MANAGEMENT AND PENOLOGY**

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Annex C

## Reporting Tool

### GENDER AND DEVELOPMENT (GAD) ACCOMPLISHMENT REPORT

Agency/Bureau/Region: BJMP

Department: DILG

Total GAA of Region:

| Gender Issue and/or GAD Mandate | Cause of the Gender Issue | GAD result Statement/ GAD Objective | Relevant Agency MFQ/PAP | GAD Activity | Performance Indicators and Target | Actual Results (Outputs/ Outcomes) | Total Agency Approved Budget | Actual Cost/ Expenditures | Variance/ Remarks |
|---------------------------------|---------------------------|-------------------------------------|-------------------------|--------------|-----------------------------------|------------------------------------|------------------------------|---------------------------|-------------------|
| <b>ORGANIZATIONAL FOCUSED</b>   |                           |                                     |                         |              |                                   |                                    |                              |                           |                   |
|                                 |                           |                                     |                         |              |                                   |                                    |                              |                           |                   |
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| Gender Issue and/or GAD Mandate | Cause of the Gender Issue | GAD result Statement/ GAD Objective | Relevant Agency MFQ/PAP | GAD Activity | Performance Indicators and Target | Actual Results (Outputs/ Outcomes) | Total Agency Approved Budget | Actual Coast/ Expenditures | Variance/ Remarks |
|---------------------------------|---------------------------|-------------------------------------|-------------------------|--------------|-----------------------------------|------------------------------------|------------------------------|----------------------------|-------------------|
| <b>CLIENT-FOCUSED</b>           |                           |                                     |                         |              |                                   |                                    |                              |                            |                   |
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