




JUN 20 2019

**Memorandum Order**

No. 021 

Series of 2019

**SUBJECT: Policy on the Collection, Generation, and Maintenance of Gender, and Development (GAD) Database**

Pursuant to Section 36C of the Republic Act No. 9710 Magna Carta of Women requiring all departments, including their attached agencies, offices, bureaus, state universities and colleges, government-owned and-controlled corporations, local government units, and other government instrumentalities to develop and maintain a GAD database containing gender statistics and sex-disaggregated data (SDD), and in compliance to Philippine Commission on Women Memorandum Circular No. 2014-05 "*Adoption and Generation of Data Support to the Magna Carta of Women Indicators*", the policy is hereby formulated to systematically collect and generate gender statistics/SDD as well as provide guidelines on the access and maintenance of GAD Database.

**SECTION I. Definition of Terms**

Sex-disaggregated data refer to statistical information that differentiates between women and men in order to allow differential impacts on men and women to be measured.

Gender statistics refers to statistics that adequately reflects differences, gender issues, and questions related to women and men in society and in all areas of life. Producing gender statistics entails disaggregating by sex and other characteristics to reveal those differences and inequalities and collecting data on specific issues that affect one sex more than the other or relate to gender relations between women and men.

**SECTION II. Scope and Purpose**

This memorandum order shall cover all agency programs, activities and projects (PAPs) including other initiatives.

The GAD database shall be used in the identification of gender issues as guide in the policy formulation and development of programs, activities and projects to address gender gaps.

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### **SECTION III. Collection of SDD and Generation of Gender Statistics**

Sex-disaggregated data shall be systematically gathered on all agency PAPs which can be collected from the following documents:

1. Project Folder
2. Field Project Instruction
3. Minutes of the Meeting
4. Attendance Sheet
5. Client Request Form
6. Client Order Slip
7. Visitor's Log Sheet
8. Evaluation Form
9. Feedback Form
10. Geomatics Training Center (GTC) Participants Profile
11. Client Satisfaction Report
12. Training Report
13. Training Evaluation Report
14. Information and Education Campaign (IEC) Evaluation Report
15. Post Activity Report

SDD can also be collected from the stakeholder meetings and consultations, IEC, socio-demographic survey and other project-related activities.

The SDD can be used to generate gender statistics for information and assessment in relation to gender issues of the agency.

### **SECTION IV. Access and Maintenance of GAD Database**

All SDD and gender statistics collected and generated shall be stored in a GAD database. The Geospatial System Development Division-Geospatial Information System Management Branch shall develop and maintain an accessible information system for the GAD database.

The GFPS IEC Committee shall regularly update the GAD database.

The GFPS Secretariat shall maintain the digital and printed hardcopies of all documents uploaded in the GAD database.

## **SECTION V. Other Provisions**

The GFPS Policy, Plans and Programs Committee shall conduct periodic review of this policy and if deemed necessary, shall recommend amendment of the same.

## **SECTION VI. Effectivity**

This Order shall take effect immediately.



**Usec. PETER N. TIANGCO, PhD**  
Administrator