



DEPARTMENT ORDER NO. 2019- 35

GUIDELINES IN MAINSTREAMING GENDER AND DEVELOPMENT IN THE PROGRAMS, ACTIVITIES AND PROJECTS OF THE DEPARTMENT

In line with existing national laws and policies on gender and development and pursuant to the Department of Tourism's Gender and Development (DOT-GAD) Policy and Framework to provide gender-responsive tourism programs and services to ensure gender equality in the tourism sector, the following guidelines are hereby prescribed:

1. All members of the DOT-GAD Focal Point System (GFPS), together with the Technical Working Group, Secretariat and Regional GAD Focal Point Persons, as duty bearers, to undergo all GAD-related capacity-building programs to include but not limited to, the following;
 - GAD Planning and Budgeting (GPB) Seminar/Workshop;
 - Gender Sensitivity Training (GST);
 - Gender Analysis (GA);
 - Gender Mainstreaming Evaluation Framework (GMEF) Training/Workshop;
 - Harmonized GAD Guidelines for Tourism (HGDGT) Training Workshop;
 - Write Shop for Project Development/Design with GAD Attribution; and
 - Tourism-related Sex-Disaggregated Data SDD Gathering Procedures and SDD Analysis Training
2. Project officers and implementers are enjoined to attend mainstreaming capacity-building trainings and workshops in using gender analysis tools, i.e., Gender Mainstreaming Evaluation Framework (GMEF) and Harmonized Gender Guidelines for Tourism (HGGT), to enable them to properly integrate GAD perspective in their project designs/documents, and to assess the level of gender responsiveness of their regular PAPs, thus, enable them to account how much from their PAPs budget can be attributed to GAD. The identified regular projects for GAD attribution shall be included in the work programs of the respective officers.
3. All Heads of Offices and Regional Directors shall spearhead the mainstreaming of regular programs for GAD using the HGGT tool to ensure that the mandated 5% budget for GAD is utilized in accordance with Philippine Commission on Women-National Economic Development Authority-Department of Budget and Management (PCW-NEDA-DBM) Joint Memorandum Circular No. 2012-01. In order to monitor the utilization of the budget allocated for GAD and the mainstreaming efforts of DOT, each operating unit shall designate a GAD focal person who shall submit a monthly progress/status report to GFPS Secretariat on their PAP's budget utilization and attribution to GAD.
4. In order to pursue the Department's mainstreaming efforts, project officers are required to collect data and information in the conduct of all trainings, meetings, consultations and the like, to facilitate the establishment of sex-disaggregated database (SDD) and/or compilation of gender statistics needed

in analyzing differential situation of men and women, as well as in the review and amendment of DOT-GAD related policies. All gathered and analyzed SDD's shall be forwarded to the GFPS, and shall be made available for project officers/implementers to serve as bases in developing new or redesigning existing programs, activities and projects, with the end in view of making them more responsive to organizational and client-focused gender issues and concerns.

5. GAD monitoring and evaluation indicators must be incorporated in project designs to measure the attainment of target GAD outputs and outcomes.
6. All DOT regular employees and job order personnel shall likewise be required to attend GST trainings conducted by the GFPS to foster better appreciation of GAD as a development strategy towards enhancing national competitiveness.
7. The DOT Central Office, through the GFPS, and the DOT Regional Offices, through their respective GAD Focal persons, shall plan, coordinate and implement activities to support institutionalized GAD-related activities such as the Women's Month Celebration and the 18-Day Campaign to End Violence Against Women and Children (VAWC).
8. DOT Management, through the Human Resource Division (HRD) and Legal Affairs Service, shall ensure that information on gender-related benefits and privileges mandated by law, e.g. Magna Carta of Women, Solo Parent's Welfare Act, Paternity Leave Law, VAWC Protection Law, etc. are disseminated to all DOT employees and accorded to DOT employees availing such privileges.
9. All information, education and communication (IEC) and promotional/marketing materials shall be referred to the GFPS for review to ensure that the messages use gender-fair and non-discriminatory language and that graphic contents depict decent, wholesome and dignified portrayal of men, women and children.
10. The Information Technology Division shall create a space in the DOT website for Gender and Development to contain GAD-related policies, laws, events, etc. The space shall also provide opportunities for regional offices to feature their initiated GAD activities. Hence, all regional GAD GFPS are enjoined to submit updates on successfully implemented GAD PAPs.

Please be guided accordingly.

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