TESDA CIRCULAR

SUBJECT: **Implementing Guidelines for the 2022 *GAD Awards sa TVET***		Page 1 of 11 No. 002 s. 2023
Date Issued: **January 4, 2023**	Effectivity: **As indicated**	Supersedes:

In view of TESDA's continuous gender mainstreaming efforts and initiatives and effective implementation of gender-responsive programs and activities, TESDA shall implement the 2022 GAD Awards sa TVET with the following implementing guidelines:

I. RATIONALE

Republic Act No. 9710 otherwise known as the Magna Carta of Women (MCW) under Section 43 grants the establishment of an incentives and awards system which shall recognize an Agency's outstanding achievement and/or performance in upholding the rights of women and effective implementation of gender-responsive programs. To fulfill this mandate, TESDA's GAD Focal Point System (GFPS) approved a significant gender mainstreaming strategy – the "**GAD Awards sa TVET".**

The **GAD Awards sa TVET** uses the GAD acronym which highlights the gender and development (GAD) mainstreaming initiatives and achievements of TESDA Offices, officials, and personnel.

The TESDA GFPS consulted the Philippine Commission on Women (PCW), as the national agency on gender equality and women's empowerment, which supported the awards system to recognize the deserving TESDA Offices, officials, and personnel for their outstanding performance in gender mainstreaming in the technical vocational education and training (TVET) sector.

The awards system is now part of the TESDA – Program on Awards and Incentives for Service Excellence (TESDA-PRAISE) under the Agency Category and TESDA Organizational Awards by virtue of the TESDA Circular No. 114, s. 2020.

The TESDA GFPS affirms that the GAD Awards sa TVET is one integral component of the TESDA-PRAISE to fully mainstream GAD in the Agency and uphold the rights and opportunities of women and other special clients in the marginalized sectors through effective implementation of gender-responsive programs, projects, and activities.

II. PROGRAM DESCRIPTION

The TESDA GAD Awards sa TVET is a component of the TESDA-PRAISE to be conferred to an Office (Executive Office or Regional Office) and Official or Employee in recognition of their outstanding achievement and/or performance in terms of gender mainstreaming in TVET, upholding the rights of women and for effective implementation of TESDA's gender responsive programs.

The TESDA *GAD Awards sa TVET* include the following:

- The **Most Outstanding Gender-Responsive TESDA Office** shall be awarded to the Office (Executive Office or Regional Office) with the most outstanding performance in gender mainstreaming through gender-responsive policies, programs, projects and activities, and efficient utilization of the GAD budget.

- The **Most Outstanding Gender-Responsive TESDA Official or Employee** shall be given to one (1) TESDA Official or personnel, who have a proven record and achievements of championing GAD and women economic empowerment based on the criteria set by TESDA's GAD Focal Point System.

III. OBJECTIVES

This guideline aims to recognize the achievement and performance of the Most Outstanding Gender- Responsive TESDA Office and Official or Employee in terms of GAD mainstreaming in TVET.

Specifically, it intends to:

1. provide incentives to TESDA officials and personnel in the Central Office and Regional Offices by contributing to various GAD activities in their respective Offices, likewise reinforce the GAD related initiatives;
2. acknowledge the outstanding accomplishments and best practices of gender mainstreaming in different TESDA Offices; and
3. determine the level of gender mainstreaming efforts of different TESDA Offices; and
4. increase the appreciation of all TESDA Officials and personnel regarding the significance of GAD programs;

IV. DEFINITION OF TERMS

1. Gender and Development (GAD) – refers to a 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 and men are active agents of development, not just passive recipients of development *(MCW, Chapter II, Section 4, Item H)*

2. 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 and programs in all social, political, civil and economic spheres so that women and men benefit equally, and inequality is not perpetuated. 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 *(MCW, Chapter II, Section 4, Item J)*

3. Gender Mainstreaming Evaluation Framework (GMEF) – a gender analysis and self-assessment tool used to help government agencies/instrumentalities in understanding the processes and context of gender mainstreaming within an organization; help them acquire a holistic view of the gender mainstreaming process; guide them in assessing their progress in gender mainstreaming; and help them identify the next steps to be done as they go through the process *(PCW MC No. 2016-03)*

4. GAD Focal Point System (GFPS) – 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, monitoring, review, and updating of their GAD plans and GAD related programs, activities and projects *(PCW MC No. 2011-01)*

5. Harmonized GAD Guidelines (HGDG) – a gender analysis tool to assist line or implementing agencies in (1) complying with Republic Act No. 7192, known as the Women in Development and Nation-Building Act and its Implementing Rules and Regulations; (2) integrating a gender and development (GAD) perspective in development planning processes and various stages of the project cycle; and (3) addressing the issues of inadequate sex-disaggregated data and statistics for development planning and programming *(Harmonized GAD Guidelines, 3rd Edition, 2nd Printing, page 11,* https://neda.gov.ph/gender-and-development/)

6. Gender-sensitive programs/projects – refer to programs/projects which considers gender norms, roles and relations, but does not address inequality generated by unequal norms, roles or relations. This also Indicates gender awareness, although often no remedial action is developed. *(WHO Gender Responsive Assessment Scale: criteria for assessing programs and policies)*

7. Gender-responsive programs/projects - refer to programs/projects that identifies and acknowledges the existing differences and inequalities between women and men AND articulates policies and initiatives which address the different needs, aspirations, capacities and

contributions of women and men *(UNESCO.org Gender Equality Marker)*

8. Sex-disaggregated data (SDD) - Any data on individuals broken down by sex. These data allow for the measurement of differences between women and men on various social and economic dimensions and are one of the requirements in obtaining gender statistics *(European Institute for Gender Equality, https://eige.europa.eu/gender-mainstreaming/methods tools/sex-disaggregated-data)*

9. Women empowerment - is when a woman has both the ability to succeed and advance economically and the power to make and act on economic decisions. In addition, it is a condition where women have access to needed resources; can exercise control in decision-making; can exercise leadership in developing self; and have representation in decision-making bodies *(MCW, Chapter II, Section 4, Item A)*

V. SCOPE AND COVERAGE

1. The **Most Outstanding Gender-Responsive TESDA Office** shall cover the performance of TESDA **Executive Offices** and **Regional Offices.** The Regional Offices shall consider the accomplishments of their respective Provincial and/or District Offices, TESDA Technology Institutions (TTIs), and other operating units.

2. The **Most Outstanding Gender-Responsive TESDA Official or Employee** shall be open to all TESDAns holding a permanent position in the Agency. This award shall cover the performance of any female or male **TESDA Official** (third level in the Career Executive Service) and any female or male **Employee** (first and second levels in the Career Service) in the TESDA Executive, Regional, Provincial, and District Offices. This award shall also cover those in the TESDA Technology Institutions and other operating units.

3. **For the pilot implementation of the** The *GAD Awards sa TVET*, it shall cover the performance and accomplishments of the TESDA Executive and Regional Offices and TESDA Officials or Employees for the period of three (3) years, to impartially assess their gender mainstreaming efforts before and during the COVID-19 pandemic.

4. The succeeding implementation of the Award shall be conducted annually shall cover the applicants' performance and GAD accomplishments of the previous calendar year.

VI. ELIGIBILITY FOR TESDA GAD AWARDS SA TVET

To be eligible for the Award, the applicants should meet the following minimum requirements:

Most Outstanding Gender-Responsive TESDA Office:

- Establishment of or membership to the TESDA GAD Focal Point System in the Central or Regional Offices;
- Submitted inputs to the TESDA Annual GAD Plan and Budget (GPB) and its corresponding GAD Accomplishment Report (GAD AR) ; and
- Participated in the annual TESDA GFPS Conference/Assembly

Most Outstanding Gender-Responsive TESDA Official or Employee:

- Participated in at least three (3) GAD-related capability building programs (Gender Sensitivity Training, GAD Orientation/Webinar, Gender Analysis, GAD Planning and Budgeting, and other related training) conducted by TESDA and/or other agencies or organizations;
- Served as a Speaker, Resource Person, Facilitator or spearheaded at least one (1) gender mainstreaming program and activity in their respective Offices; and

Must not be complained of gender-based discrimination, sexual harassment, or any violation of human rights in accordance with Republic Act No. 6713 otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" and other GAD-related laws and policies.

VII. GENERAL POLICIES ON ELIGIBILITY FOR TESDA GAD AWARD

1. For TESDA Central Office, all gender mainstreaming initiatives, activities, and programs conducted by various Operating Units shall be consolidated and counted as accomplishments of an Executive Office.
2. For TESDA Regional Offices, all gender mainstreaming initiatives, activities, and programs conducted by various District/Provincial Offices and TTIs shall be consolidated and counted as accomplishments of the Regional Office.
3. The applicants for the Most Outstanding Gender-Responsive Office and Most Outstanding Gender-Responsive TESDA Official or Employee shall submit their letter of intent (Memorandum) signed and endorsed by the Regional Director, Executive Director, or Head of Office when vying for the GAD Awards sa TVET.
4. All Offices applying for the GAD Awards sa TVET shall utilize the self-assessment tool prescribed by the TESDA GFPS which was patterned from the GAD indicators of thePhilippine Commission on Women's Gender Mainstreaming Evaluation Framework

(GMEF) and Harmonized GAD Guidelines (HGDG).

5. The applicants for the Most Gender-Responsive TESDA Office and Most Gender-Responsive TESDA Official/Employee should obtain a minimum total score of **200 points out of 800 points** to be eligible for the award.

VIII. MECHANICS OF IMPLEMENTATION

1. The applicants shall be evaluated based on the following criteria:

A. Most Outstanding Gender-Responsive TESDA Office

Criterion 1: Policy 200 points
Criterion 2: People 200 points
Criterion 3: Enabling Mechanisms 200 points
Criterion 4: Programs, Activities, Projects (PAPs) 200 points
TOTAL 800 points

B. Most Outstanding Gender-Responsive TESDA Official/Employee

Criterion 1: Essential GAD Mechanisms 240 points
Criterion 2: People 170 points
Criterion 3: Programs, Activities, Projects (PAPs) 190 points
Criterion 4: Awards and Recognitions 200 points
TOTAL 800 points

2. Submission, Shortlisting, and Selection Process

a. Interested applicants are enjoined to assess their gender mainstreaming initiatives within the period of three (3) years for the pilot implementation and one (1) year for the succeeding years.
b. The applicants shall utilize the self-assessment tool prescribed by the TESDA GAD Focal Point System (GFPS) and submit the results with the appropriate Means of Verifications or MOVs (e.g. Memos, PAPs documents, and photos in **certified true copy**) to the Screening Committee using the prescribed online/Google drive folders *(See **Annex A:** Self-Assessment Tool for the Most Outstanding Gender-Responsive TESDA Official/Employee and **Annex B:** Self-Assessment Tool for the Most Outstanding Gender-Responsive TESDA Office).*
c. The **Screening Committee** spearheaded by TESDA Women's Center, as the GFPS Secretariat, shall accept the submission of applications. Incomplete submissions shall not be considered for screening.

d. A cover letter or letter of intent signed by the Head of Office (e.g. Executive Director or Regional Director) attesting the accuracy of the results and authenticity of the submitted documents should be submitted together with the MOVs *(See **Annex C:** Cover Letter Template for the GAD Awards sa TVET).*

e. The Screening Committee shall ensure that the applicants meet the minimum eligibility requirements as prescribed in Section VI of this Guideline. It shall also review results of the accomplished Self-Assessment Tool and the MOVs submitted. It shall recommend a shortlist of gender-responsive TESDA Offices and Officials/Employees.

f. The **Validation Committee** shall validate the result of the screening process by conducting virtual focus group discussions (FGDs)/Key Informant Interviews (KIIs)/Video Conference with the concerned applicants, GFPS members, key officials, program/project officers, and beneficiaries, whenever necessary. It will then evaluate and finalize the scores based on the results of their validation.

g. The Validation Committee shall submit a report of its validation that includes the rankings of possible awardees deserving of the following awards:

- Most Outstanding Gender-Responsive TESDA Official/Employee
- Most Outstanding Gender-Responsive TESAD Office (Gold)
- Most Outstanding Gender-Responsive TESAD Office (Silver)
- Most Outstanding Gender-Responsive TESAD Office (Bronze)

h. The **Selection Committee** composed of the TESDA GAD Focal Point System Executive Committee (GFPS-ExeCom) and external validators from the GAD oversight agencies shall convene to review and deliberate on the report and recommendations of the Validation Committee and select the final GAD Awards sa TVET awardees. If the finalist Office or Official/Employee is a member of any of the Screening, Validation, or Selection Committee, the member shall inhibit from participating in the deliberation to protect the integrity of the selection process.

i. The decision of the GAD Awards sa TVET Selection Committee/ TESDA-PRAISE Committee shall be final.

j. All selected Offices, as well as the Most-Outstanding Gender-Responsive TESDA Official/Employee, shall be notified as awardees of the GAD Awards sa TVET. They shall prepare an AVP featuring their various gender mainstreaming programs and accomplishments. All awardees shall agree to the disclosure and publication of their GAD-related programs, activities, and initiatives in any photo, publicity, or other arrangements made by TESDA in line with the awarding of GAD Awards sa TVET 2022.

IX. CRITERIA

A. Most Outstanding Gender-Responsive TESDA Office

REQUIREMENT	POINT VALUE
A. Policy	**200 Points**
A.1. Formulation/Adoption of GAD policies	50 points
A.2. Issuance/ Dissemination of Policies to mainstream GAD	50 points
A.3. Integration of GAD in the Organization's Policy	50 points
A.4. Updating and Continuous Enhancement of Policies to Mainstream GAD	50 points
B. People	**200 Points**
B.1. Establishing GFPS and GAD Champions/Advocates	25 points
B.2. GAD Initiatives and Capacity Development Activities	20 points
B.3 GAD Sponsorship and Related Programs	15 points
B.4. GAD Champions as Program Implementers	15 points
B.5. GAD Experts	25 points
REQUIREMENT	POINT VALUE
C. Enabling Mechanisms	200 Points
C.1. Setting-up of Essential GAD Mechanisms	25 points
C.2. Functional GAD Mechanisms	25 points
C.3. Integration of GAD in the Organization's Mechanisms	25 points
C.4. Model GAD Structures	25 points
D. Programs, Activities, and Projects (PAPs)	200 Points
D. Programs, Activities, and Projects (PAPs)	**200 Points**
D.1. Activities to Facilitate GAD Mainstreaming	20 points
D.2. Establishing Commitment towards GAD Mainstreaming	15 points
D.3 GAD Application	20 points
D.4. GAD Commitment and Institutionalization	20 points
D.5. Model PAPs	25 points

B. Most Outstanding Gender-Responsive TESDA Official/Employee

REQUIREMENT	POINT VALUE
A. Essential GAD Mechanisms	**240 Points**
A.1. Gender and Development (GAD)-related Designations	50 points
A.2. GAD Foundation	30 points
A.3. Issuance/ Adoption of GAD Policies	50 points
A.4. GAD Capacity Development Activities	30 points
A.5. Partnerships & Linkages towards Strategic GAD Implementation	30 points
A.6. GAD Advocate for Gender Equality, Social Inclusion, and Safe TVET	50 points
B. People	**170 Points**
B.1. GAD initiatives in the organization	50 points
B.2. Gender Mainstreaming in PAPs	40 points
B.3 Participatory Consultations with Stakeholders	40 points
B.4. Partnerships & Linkages to Facilitate GAD Mainstreaming	40 points
C. Programs, Activities, and Projects (PAPs)	**190 Points**
C.1. Annual GAD-advocacy Programs and Activities	30 points
C.2. Gender Analysis of TESDA's GAD-Attributed Programs	40 points
C.3. Gender Mainstreaming advocacies in TVET	40 points
C.4. GAD Capacity Development Activities	40 points
C.5. Partnerships & Linkages to strengthen TESDA's GAD Commitment	40 points
D. Awards and Recognitions	**200 Points**
D.1. GAD Champion and Advocate	60 points
D.2. GAD Resource Person	40 points
D.3 Model GAD Mechanisms	40 points
D.4. GAD Commendations, Citations, and Awards	60 points

X. AWARDS AND INCENTIVES

- The awardees of the **Most Outstanding Gender-Responsive TESDA Office** will be ranked 1st (Gold Award), 2nd (Silver Award), and 3rd (Bronze Award) based on the criteria set by the GAD Focal Point System. The awardees shall receive a plaque plus a reward in cash in the amount of Thirty Thousand Pesos (P30,000.00), Twenty Thousand Pesos (P20,000.00), and Ten Thousand Pesos (P10,000.00).

- The awardee of the **Most Outstanding Gender-Responsive TESDA Official/Employee** shall receive a plaque plus a reward in cash in the amount of Ten Thousand Pesos (P10,000.00), subject to the availability of funds. Special citations may also be given.

X. IMPLEMENTATION PROCESS

Activity	**Persons Responsible**
Finalization of the 2022 Implementing Guidelines and Criteria for the *GAD Awards sa TVET*	TESDA Women's Center TESDA GFPS-TWG
Approval of the Director General	Office of the Director General
Dissemination of Implementing Guidelines to the Executive and Regional Offices	TESDA Women's Center TESDA GFPS-TWG
Submission of nominees/applicants to the Screening Committee	Screening Committee
Screening and Shortlisting	Screening Committee
Validation of Results	Validation Committee
Final Deliberation and Selection of Awardees	Selection Committee/ TESDA-PRAISE Committee
Conferment/ Awarding Ceremony	Director General

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Expenses for implementation of this Program shall be charged against the Institutional Event Funds of the agency.

Wide dissemination of this Circular to all concerned is hereby enjoined.

DANILO P. CRUZ
Director General

Annex A
Self-Assessment Tool for the Most Outstanding Gender-Responsive TESDA Official/Employee

A. Essential GAD Mechanisms					
A.1 Gender and Development Designations					
DESCRIPTOR	**SCORE**			**SCORE PER ITEM**	**MOVs/ REMARKS**
	NO	**PARTLY YES**	**FULL YES**		
1. Does the applicant/nominee of the GAD Awards sa TVET an officer/member of the TESDA GAD Focal Point System and serving in various GAD-related Committees/TWGs?	No membership to the GFPS and other GAD-related Committees/TWGs (score – 0)	Officer/Member to 1-3 GAD-related Committees/TWGs (max score – 5)	Officer/Member to 4 or more GAD-related Committees/TWGs (max score – 15)		Enumerate the GAD-related Committees/TWGs, etc., and attach a copy of the TESDA Order/Office Order and other related documents. (e.g. TESDA GFPS, CODI, NSCWPS, IA-TWG)
2. Does the applicant/nominee able to articulate the gender needs and issues in the development of TESDA's GAD PAPs?	He/ She is not able to articulate the gender needs and issues in the development of TESDA's GAD PAPs? (score – 0)	He/ She is able to articulate the gender needs and issues in the development of 1 - 2 TESDA's GAD PAPs? (max score – 10)	He/ She is able to articulate the gender needs and issues in the development of 3 or more TESDA's GAD PAPs? (max score –20)		Attach documentation of meetings/ consultations and a list of gender issues/needs raised during the consultation
A.2 GAD Foundation					
1. Years of serving as an officer/member of the	Less than one (1) year (max score – 5)	1 – 3 years (max score – 10)	More than 4 years (max score – 15)		Attach a list of TESDA

TESDA GAD Focal Point System					Order/Office Order
A.3 Issuance/Adoption of GAD Policies					
1. Has the applicant/nominee been involved in the formulation/adoption/ issuance of GAD-related policies in the Authority?	No GAD-related policy/policies formulated/adopted/ issued (score – 0)	1-3 GAD-related policy/policies formulated/adopted/ issued (max score – 10)	More than 4 GAD-related policies were formulated /adopted/issued (max score – 15)		Enumerate the GAD-related policies formulated/ adopted/issued
2. Has the applicant/nominee been involved in the review of existing policies for consistency with emerging GAD concerns/issues?	No GAD-related policy reviewed and/or re-issued/revised for consistency with emerging GAD issues and new issuance (score – 0)	1-3 GAD-related policy reviewed and/or re-issued/revised for consistency with emerging GAD issues and new issuance (max score – 10)	More than 4 reviewed and/or re-issued/revised for consistency with emerging GAD issues and new issuance (max score – 15)		Enumerate the GAD-related policies reviewed and/or re-issued/revised for consistency with emerging GAD issues and new issuance
A.4 GAD Capacity Development Activities					
1. Has the applicant/nominee attended various GAD Capacity Development Activities?	Applicant/nominee has not yet attended GAD CBP (score – 0)	Attended 1-3 GAD CBP including Basic Gender Sensitivity Training and/or GAD Orientation (max score – 10)	Attended more 4 or more GAD CBP including Attended Basic GST/GAD Orientation/Gender Analysis Workshops and GAD Planning and Budgeting (max score – 20)		Attach attendance sheets of all GAD CBP attended
A.5 Partnerships & Linkages towards Strategic GAD Implementation					
1. Has the applicant/nominee initiated or been involved	Has not partnered with other organizations toward the strategic	Partnered with 1-2 organizations	Partnered with 3 or more organizations		List the partnership/s or joint program/s

in partnerships with agencies/LGUs or other institutions/organizations towards strategic implementation of GAD PAPs?	implementation of GAD PAPs (score – 0)	towards the strategic implementation of GAD PAPs (max score – 10)	towards the strategic implementation of GAD PAPs (max score – 20)		towards the strategic implementation of the organization's GAD PAPs. If applicable, attach copies of the Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Terms of Reference (TORs), Partnership Agreement, etc.
A.6 GAD Advocate for Gender Equality, Social Inclusion, and Safe TVET					
1. Does the applicant/nominee able to serve as a GAD resource person/speaker within the organization, including its regional offices/operating units?	Applicant/nominee not yet serving as a resource person/speaker on GAD within the organization (score – 0)	Served as a resource person/speaker on GAD for 1-2 programs/events within TESDA (max score – 10)	Served as a resource person/speaker on GAD for 3 or more programs/ events within TESDA (max score – 15)		Attach a copy of program/s wherein the applicant/ nominee served as RP/Speaker
2. Does the applicant/nominee able to serve as a GAD resource person/speaker outside TESDA including its partner industries, LGUs, and other	No participation as a resource person yet outside TESDA (score – 0)	Served as a resource person/speaker on GAD for 1-2 programs/events outside TESDA (max score – 10)	Served as a resource person/speaker on GAD for 3 or more programs/ events outside TESDA		Attach a copy of program/s wherein the applicant/ nominee served as RP/Speaker

requests/ invitations from external clients?			(max score – 15)		
B. People					
B.1 GAD initiatives in the organization					
1. Does the applicant/nominee direct or facilitate the implementation of the GAD Plan and Budget (GPB) of the Office/Training Institution?	The applicant/nominee does not direct or facilitate the implementation of the GPB (score – 0)	The applicant/nominee directs or facilitates the implementation of the GPB through the conduct of 1-3 GAD activities (max score – 10)	The applicant/nominee directs or facilitates the implementation of the GPB through the conduct of 4 or more GAD activities (max score –15)		Attach relevant documents indicating various GAD activities in the GPB which was directed/facilitated by the applicant/nominee *(e.g. TOR, TESDA/Office Order, Documentation Report)*
2. Does the applicant/nominee spearhead or support GAD activities that are innovative and beneficial to TESDA's gender mainstreaming initiatives?	The applicant/nominee does not spearhead or support GAD activities that are innovative and beneficial to TESDA's gender mainstreaming initiatives (score – 0)	The applicant/nominee spearhead or support one (1) innovative GAD activity beneficial to TESDA's gender mainstreaming initiatives (max score – 10)	The applicant/nominee spearhead or support 2 or more innovative GAD activity beneficial to TESDA's gender mainstreaming initiatives (max score – 15)		Attach relevant documents indicating various GAD innovative activities *(e.g. TOR, TESDA/Office Order, Documentation Report)*
B.2 Gender Mainstreaming in PAPs					
1. Does the applicant/nominee participate/support the integration of Gender	The applicant/nominee does not participate/support the integration of Gender	The applicant/nominee participates/supports the integration of only one (1) of the	The applicant /nominee participates/		Attach relevant documents indicating various GAD

Equality, Women Empowerment, and Social Inclusion principles in TVET?	Equality, Women Empowerment, and Social Inclusion principles in TVET (score – 0)	aspects/principles of GAD in TVET: Gender Equality, Women Empowerment, or Social Inclusion (score – 15)	supports the integration of all three (3) aspects/principles of GAD in TVET: Gender Equality, Women Empowerment, and Social Inclusion (score – 25)		activities supportive of Gender Equality, Women Empowerment, and Social Inclusion in TVET *(e.g. TOR, TESDA/Office Order, Membership in GAD-related Committees/ TWGs)*
B.3 Participatory Consultations with Stakeholders					
2. Does the applicant/nominee lead or participate in various consultations with clients (internal and external) to help them articulate their gender needs/issues relative to TESDA's PAPs?	The applicant/nominee does not lead or participate in various consultations with clients (internal and external) to help them articulate their gender needs/issues relative to TESDA's PAPs (score – 0)	The applicant/nominee leads or participates in various consultations with either internal or external clients to help them articulate their gender needs/issues relative to TESDA's PAPs (max score – 15)	The applicant/ nominee leads or participates in various consultations with both internal and external clients to help them articulate their gender needs/issues relative to TESDA's PAPs (max score – 25)		Attach documentation of consultations/meetings/FGDs/KIIs with a list of gender issues raised by clients (internal and/or external) during consultations
B.4 Partnerships & Linkages to Facilitate GAD Mainstreaming					
3. Has the applicant/nominee led or initiated partnerships with	Has not partnered with other organizations to facilitate GAD	Partnered with 1-3 organizations	Partnered with 4 or more organizations to facilitate GAD		List the partnership/s joint program/s to facilitate

agencies/LGUs/Institutions/Individuals to facilitate GAD mainstreaming in TVET?	mainstreaming in TVET (score – 0)	to facilitate GAD mainstreaming in TVET (max score – 15)	mainstreaming in TVET (max score – 25)		GAD mainstreaming in TVET. If applicable, attach copies of the MOA, MOU, TOR, Partnership Agreement, etc.
C. Programs, Activities, and Projects (PAPs)					
C.1 Annual GAD-advocacy Programs and Activities					
1. Does the nominee/applicant support the TESDA annual GAD advocacy programs and activities?	He/she does not yet directly support the annual GAD advocacy programs and activities (score – 0)	He/she attends/participates in the annual GAD advocacy programs and activities including NWMC and End-VAWC campaign (max score – 10)	He/she leads/conducts various GAD advocacy activities during the annual NWMC and End-VAWC campaign (max score – 20)		Enumerate the GAD programs and activities conducted in support of the NWMC and End-VAWC campaign and attach the program/ documentation report, Certificate of Participation/ Recognition
C.2 Gender Analysis of TESDA's GAD-Attributed Programs					
1. Does the nominee/applicant utilize Gender Analysis Tools for effective GAD mainstreaming in TVET?	He/she does not yet utilize the Gender Analysis Tools for effective GAD mainstreaming in TVET (score – 0)	He/she utilizes one (1) Gender Analysis Tool for effective GAD mainstreaming in TVET including GMEF and HGDG (max score – 15)	He/she utilizes 2 or more Gender Analysis Tool for effective GAD mainstreaming in TVET including GMEF and HGDG (max score – 25)		Attach a copy of accomplished Gender Analysis Tools utilized/applied by the nominee

C.3 Gender Mainstreaming Advocacies in TVET					
1. Does the nominee/applicant support the major GAD mainstreaming advocacies in TVET?	He/she does not yet support the major GAD mainstreaming advocacies in TVET (score – 0)	He/she supports 1-2 major GAD mainstreaming advocacies in TVET (score – 15)	He/she supports 3 or more major GAD mainstreaming advocacies in TVET (score – 25)		Enumerate the major GAD mainstreaming advocacies in TVET supported and corresponding accomplishments including, but not limited to those indicated in the Planning Guidelines and Consolidated Annual GPB: - Increase the number of women in NTT - Use of Gender-Sensitive Curriculum in Basic Competencies - Empower more women and men in the marginalized sectors
C.4 GAD Capacity Development Activities					
1. Does the nominee/applicant	He/she does not yet directly support the	He/she attends/participates in	He/she leads/conducts		Enumerate the GAD Capacity

support the GAD Capacity Development Activities?	GAD Capacity Development Activities (score – 0)	various GAD Capacity Development Activities (max score – 15)	various GAD Capacity Development Activities (max score – 25)		Development activities attended or conducted and attach the program/ documentation report, Certificate of Participation/ Recognition
C.5 Partnerships & Linkages to Strengthen TESDA's GAD Commitment					
1. Is the nominee/applicant involved in partnerships and linkages with other agencies/LGUs/organizations to strengthen TESDA's GAD Commitment?	No involvement yet with other agencies/LGUs/organizations in terms of partnership/collaboration to strengthen TESDA's GAD Commitment (score – 0)	Involved with either NGAs or LGUs in terms of partnership/collaboration to strengthen TESDA's GAD Commitment (max score – 15)	Involved with both NGAs or LGUs and other organizations in terms of partnership/collaboration to strengthen TESDA's GAD Commitment (max score – 25)		List the partnership/s joint program/s to strengthen TESDA's GAD Commitment including the nominees' involvement in the partnership. If applicable, attach copies of the Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Terms of Reference (TORs), Partnership Agreement,

					Minutes of Meeting, etc.
D. Programs, Activities, and Projects (PAPs)					
D.1 GAD Champion and Advocate					
1. Does the nominee/applicant able to serve as GAD Resource Person for TESDA stakeholders (internal and external)?	The nominee/applicant has yet to serve as GAD Resource Person for TESDA stakeholders (score – 0)	The nominee/applicant serves as a GAD Resource Person within the Agency only (e.g. employees, trainees, other regional offices, and operating units) (max score – 10)	The nominee/ applicant serves as a GAD Resource Person both within and outside the Agency (max score – 20)		Attach list and title of GAD-related training conducted/ facilitated.
2. Does the nominee/applicant reflect GAD functions in their IPCR/Performance Contract/TOR/CESPES?	The nominee/applicant has yet to reflect GAD functions in their IPCR/Performance Contract/TOR/ CESPES (score – 0)	The nominee/applicant reflected GAD functions in their IPCR/Performance Contract/TOR/ CESPES for 1 calendar year (max score – 10)	The nominee/applicant reflected GAD functions in their IPCR/Performance Contract/TOR/ CESPES for 2 or more calendar years (max score – 20)		Attach a copy of the approved IPC/Performance Contract/TOR/ CESPES of the nominee/ applicant
D.2 GAD Resource Person					
3. Has the nominee/applicant conducted various GAD capacity development sessions to increase GAD expertise?	The nominee/applicant only conducted one (1) type of GAD capacity development session, including Basic GST/GAD Orientation (score – 5)	The nominee/applicant conducted two (2) types of GAD capacity development sessions, including Basic GST/GAD Orientation, Gender Analysis, etc. (max score – 10)	The nominee/ applicant conducted 3 or more types of GAD capacity development sessions, including Basic GST/GAD Orientation, Gender Analysis, GAD Planning and		List GAD capacity development activities conducted for clients.

			Budgeting, SOGIE 101, etc. (max score – 30)		
D.3 Model GAD Mechanisms					
1. Has the nominee formulated or assisted GAD mechanisms been used as a model/standard by other organizations?	The nominee formulated or assisted GAD mechanisms have yet to be used as a model/standard by other organizations (score – 0)	The nominee formulated or assisted GAD mechanisms have been used as a model/standard by 1-2 other organizations (max score – 10)	The nominee formulated or assisted GAD mechanisms have been used as a model/standard by 3 or more other organizations (max score – 20)		List down existing GAD mechanisms used as a model or replicated by other organizations (e.g. GAD-related policy, Gender-sensitive curriculum, CODI, PAPs, and other GAD mechanisms).
D.4 GAD Commendations, Citations, and Awards					
1. Has the nominee/applicant been recognized as a GAD expert by other organizations?	The nominee/applicant is not yet been tapped as a GAD expert by other organizations? (score – 0)	The nominee/applicant is recognized as a GAD expert and tapped by internal clients (e.g. TESDA Offices, TTIs, etc.) (max score – 10)	The nominee/applicant is recognized as a GAD expert and tapped by both internal and external clients (max score – 20)		List down awards/citations/commendations/documented testimonies received.
2. Has the nominee/applicant received GAD awards, citations, or commendations from reputable local, national,	The nominee/applicant is not yet recognized for gender mainstreaming initiatives and efforts (score – 0)	The nominee/applicant received awards and recognitions for gender mainstreaming initiatives and efforts from local or national organizations	The nominee/applicant received awards and recognitions for gender mainstreaming initiatives and		List down awards/citations/commendations/documented testimonies received.

or international organizations?		(score – 10)	efforts from local/national organizations and international organizations (score – 20)		

Annex B
Self-Assessment Tool for the Most Outstanding Gender-Responsive TESDA Office

A. Policy					
A.1 Formulation/Adoption of GAD policies					
DESCRIPTOR	**SCORE**			**SCORE PER ITEM**	**MOVs/ REMARKS**
	NO	**PARTLY YES**	**FULL YES**		
1. Has the Office formulated/adopted policies articulating support to the GAD mandates of TESDA?	No GAD policy formulated/adopted yet (score – 0)	The Office formulated/adopted 1-2 policies articulating support to the GAD mandates of TESDA (max score – 10)	The Office formulated/ adopted more than 3 policies articulating support to the GAD mandates of TESDA (max score – 15)		Enumerate the GAD-related policies formulated/ adopted
2. Has the Office conducted a review of existing policies for consistency with emerging GAD mandates and issues in TVET?	No policy reviewed (score – 0)	Some existing policies were reviewed but no new policies were re-issued and/or revised (max score – 10)	Some existing policies were reviewed, revised, or re-issued and/or revised (max score – 15)		Enumerate policies reviewed and/or re-issued/revised for consistency with GAD mandates/ issues in TVET
A.2 Issuance/ Dissemination of Policies to mainstream GAD					
1. Has the Office issued/disseminated policies reflecting its interest in gender mainstreaming?	No policy reflecting interest in gender mainstreaming issued (score – 0)	1-2 policies reflecting interest in gender mainstreaming issued (score – 10)	3 or more policies reflecting interest in gender mainstreaming issued (score – 15)		Attach a list of GAD policies issued

2. Has the Office issued/disseminated policies addressing the gender needs of the clients (internal and external)?	No policy addressing the gender needs of the clients issued (score – 0)	Policies addressing the gender needs of either the internal or external clients issued (score – 10)	Policies addressing the gender needs of both the internal and external clients issued (score – 15)		Attach a list of GAD policies issued
A.3 Integration of GAD in the Organization's Policy					
1. Has the Office adopted the GAD Logic Framework in its Annual GAD Plan and Budget?	GAD Logic Framework formulated but not adopted by management (score – 0)	The Office adopted the GAD Logic Framework in one (1) calendar year of its Annual GAD Plan and Budget only (max score – 20)	The Office adopted the GAD Logic Framework in more than 2 calendar years of its Annual GAD Plan and Budget (max score – 30)		Attach copies of the Annual GPBs which adopted the TESDA GAD Logic Framework
A.4 Updating and Continuous Enhancement of Policies to Mainstream GAD					
1. Have the organization's GAD policy/policies resulted in bridging the gender gaps of its clients (internal and external)?	No gender gaps are addressed by GAD policy/policies (score – 0)	Gender gaps of either internal and/or external clients are addressed by 1-2 GAD policies (score – 15)	Gender gaps of both internal and/or external clients are addressed by 1-2 GAD policies (score – 35)		List down existing GAD policies of the Office and how it bridged gender gaps of its internal and/or external clients
A.5 Partnerships & Linkages towards Strategic GAD Implementation					
1. Has the Office initiated or been involved in partnerships with agencies/LGUs or other institutions/organizations towards strategic	Has not partnered with other organizations toward the strategic implementation of GAD PAPs (score – 0)	Partnered with 1-2 organizations towards the strategic implementation of GAD PAPs	Partnered with 3 or more organizations towards the strategic implementation		List the partnership/s or joint program/s towards the strategic implementation

implementation of GAD PAPs?		(max score – 15)	of GAD PAPs (max score – 35)		of the organization's GAD PAPs. If applicable, attach copies of the Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Terms of Reference (TORs), Partnership Agreement, etc.
B. People					
B.1 Establishing GFPS and GAD Champions/Advocates					
1. Has the Office designated people in strategic positions as members of its GAD Focal Point System (GFPS)?	The organization has yet to identify key people to be member (score – 0)	Some members of the GFPS occupy strategic positions in the organization (max score – 10)	Majority of the members of the GFPS occupy strategic positions in the organization (max score –20)		Provide details on the policy formalizing the creation/reconstitution of the organization's GAD Focal Point System (GFPS) and attach a copy for validation.
2. Does the Office regularly conduct GFPS meetings to fully mainstream GAD in TVET?	The Office has yet to conduct regular GFPS meetings (score – 0)	The Office conducts regular (at least twice a year) GFPS – TWG Meetings	The Office conducts regular (at least twice a year) GFPS –		Attach relevant Notice, Highlight of Meetings or

		(max score – 10)	ExeCom and TWG Meetings (max score – 20)		Documentation Report
B.2 GAD Initiatives and Capacity Development Activities					
1. Has the Office conducted and sustained the GAD capacity development of its clients (internal and external)?	No GAD capacity development conducted and sustained for clients (score – 0)	1-2 GAD capacity development conducted and sustained for either internal or external clients (max score – 10)	3 or more GAD capacity development conducted and sustained for both internal and external clients (max score –30)		List GAD capacity development activities conducted for clients
B.3 GAD Sponsorship and Related Programs					
1. Does the top management direct the integration of GAD perspective in the organization's programs/activities/ projects (PAPs) and performance indicators?	No initial discussion among top management officials on the integration of GAD perspective in the organization's PAPs and performance indicators (score – 0)	With initial discussion among top management officials regarding integration of GAD perspective in the organization's PAPs and performance indicators (max score – 10)	Top management issued directive/s to integrate GAD perspective in the organization's PAPs and performance indicators (max score – 20)		Attach directive/s issued by top management to integrate GAD perspective in the organization's program/activities/projects (PAPs) and performance indicators.
B.4 GAD Champions as Program Implementers					
1. Are program implementers trained on gender analysis (GA)	Program implementers not yet trained on GA and use of GA tools	Only selected program implementers are	All program implementers are trained on GA		Enumerate training on Gender Analysis (GA)

and the use of gender analysis (GA) tools?	(score – 0)	trained on GA and use of GA tools (max score – 10)	and use of GA tools (max score – 20)		and Gender Analysis (GA) Tools attended by program implementers. Attach training design and attendance sheets of Gender Analysis and GA Tools training attended by program implementers.
2. Are male employees involved and appreciative of the organization's GAD PAPs?	Male employees do not participate in the organization's GAD PAPs (score – 0)	Male employees participate in the organization's GAD PAPs (max score – 10)	Male employees initiate and participate in the organization's GAD PAPs (max score – 15)		Provide list of the organization's PAPs initiated and/or participated by male employees
B.5 GAD Experts					
1. Does the top management raise GAD concerns during high-level meetings/discussions?	Top management has not raised GAD concerns during high-level meetings (score – 0)	Top management is able to raise GAD concerns during high-level meetings (max score – 10)	Top management is able to raise and receive support on GAD concerns from colleagues during high-level meetings (max score – 20)		Attach documentation of meetings and/or discussions where GAD concern/s was/were raised by the organization's

					top management.
2. Has the organization's staff members recognized as GAD experts by other organizations?	Staff members not yet tapped by other organizations (score – 0)	Staff members recognized as GAD experts and tapped by 1-2 organizations (max score – 10)	Staff members recognized as GAD experts and tapped by 3 or more organizations (max score – 30)		Attach list and profile of internal GAD experts. Enumerate seminars/conferences/training facilitated by internal GAD experts for other agencies and organizations.
C. Enabling Mechanisms					
C.1 Setting-up of Essential GAD Mechanisms					
1. Has the Office initiated exploratory activities with the Philippine Commission on Women (PCW) or other agencies/LGUs, institutions and/or individuals to facilitate gender mainstreaming?	No exploratory activities initiated at all (score – 0)	The Office conducted initial meetings/ consultations with PCW, organizations and/or individuals to facilitate gender mainstreaming (max score – 10)	The Office initiated exploratory activity/activities with PCW, organizations and/or individuals to facilitate gender mainstreaming (max score – 20)		If yes, list down the exploratory activities initiated by the organization (e.g.meeting with PCW for the identification of necessary capacity development activities for GFPS and staff members) to facilitate

					gender mainstreaming
2. Has the Office collected information towards the establishment of sex-disaggregated database and enhancement of its M&E system?	No information collected (score – 0)	Data and information collected but are not yet disaggregated by sex (max score – 5)	Intake forms developed and used to collect sex-disaggregated data or gender statistics (max score – 15)		Attach intake forms such as attendance sheets, profile forms, etc., with separate columns for sex, used by the organization to gather sex-disaggregated data. Include list of information that can be disaggregated by sex (e.g. list of client beneficiaries, service providers, partners, etc.)
C.2 Functional GAD Mechanisms					
1. Has the Office established other various functional GAD mechanisms? (GFPS not included)	No other functional GAD mechanism established (score – 0)	2 other GAD mechanism established (max score – 10)	3 or more other GAD mechanisms established (max score – 20)		Enumerate other GAD mechanisms established [e.g. Committee on Decorum and Investigation (CODI),

					RGADC membership, Women and children-friendly facilities, PWD-inclusive facilities, etc.
C.3 Integration of GAD in the Organization's Mechanisms					
1. Do the organization's other GAD mechanisms coordinate, monitor and report the progress of the implementation of its functions?	Other GAD mechanisms established but not functional (score – 0)	Other GAD mechanisms coordinate and monitor progress of implementation but do not generate status/progress report (score – 10)	Other GAD mechanisms coordinate, monitor and generate status/ progress report of implementation (score – 20)		Attach status/progres s report of the other GAD mechanisms established by the organization, including analysis of its functions and recommendati ons. (e.g. Monitoring and status report of TESDA's CODI in TESDA Offices and Training Institutions)
2. Has the organization utilized 30% or more of its total budget to implement GAD PAPs?	Organization utilized 5% or less of total budget to implement GAD PAP (score – 0)	Organization utilized 6-29% of total budget to implement GAD PAPs (score – 10)	Organization utilized 30% or more of total budget to implement GAD PAPs		Attach the GPB and GAD AR from the same fiscal year (e.g. 2019

			(score – 20)		GPB and 2019 GAD AR)
C.4 Model GAD Structures					
1. Has the organization's GAD mechanisms been recognized as models by other organizations?	GAD mechanisms not yet recognized by other organizations as models (score – 0)	GAD mechanisms recognized as models by 1-2 organizations (max score – 20)	GAD mechanisms recognized as models by 3 or more organizations (max score – 40)		List awards/citations/documented testimonies received.
D. Programs, Activities, and Projects (PAPs)					
D.1 Activities to Facilitate Gender Mainstreaming					
1. Is the organization observing Annual international/national/local GAD-related events?	Organization has not initiated or participated in the observance of Annual international/national/local GAD-related events (score – 0)	Organization initiated or participated in 1-2 observance of Annual international/national/local GAD-related events (max score – 15)	Organization initiated or participated in 3 or more observance of Annual international/national/local GAD-related events (max score – 25)		Enumerate GAD-related events initiated by the Office
2. Has the organization conducted Basic GAD Orientation or Gender Sensitivity Training (GST) for its clients (internal and external)?	No Basic GAD orientation or GST conducted for its clients (score – 0)	Basic GAD Orientation or GST conducted for either internal or external clients (max score – 15)	Basic GAD Orientation or GST conducted for both internal and external clients (max score – 25)		Attach training design, attendance sheets and results of training evaluation, if available.
D.2 Establishing Commitment towards GAD Mainstreaming					
1. Has the organization developed/adopted orientation modules for	No GAD orientation module with gender sensitivity as a core	Developed GAD orientation module but not yet included in the	Developed GAD orientation module and included in the		List GAD capacity development

new employees with gender-sensitivity as a core competency?	competency developed/adopted/utilized (score – 0)	orientation in all new employees (score – 15)	orientation in all new employees (score – 25)		activities conducted for clients.
2. Has the organization developed and disseminated new IEC materials on GAD to clients (internal and external)?	No new GAD IEC materials developed (score – 0)	Developed but has not disseminated new GAD IEC materials to both internal and external clients (score – 15)	Developed and disseminated new GAD IEC materials to both internal and external clients score – 25)		Provide list of new GAD IEC materials and the target audience
D.3 GAD Application					
1. Has the organization prepared and submitted inputs to the TESDA Consolidated GAD Plan and Budget (GPB) and GAD Accomplishment Report (GAD AR) within the prescribed deadline?	Inputs to the GPB or GAD AR not submitted (score – 0)	Inputs to the GPB and GAD AR submitted but beyond the prescribed deadline (max score – 20)	Inputs to the GPB and GAD AR submitted within the prescribed deadline (max score – 40)		Provide copies of submitted GAD Plans and Budgets (GPBs) and GAD Accomplishment Reports (GAD ARs), including cover letters.
D.4 GAD Commitment and Institutionalization					
1. Has the organization sustained implementation and monitoring of international, national and local GAD mandates in its PAPs?	GAD mandates not implemented and monitored (score – 0)	GAD mandates continuously implemented but not regularly monitored by the organization (max score – 15)	GAD mandates continuously implemented and regularly monitored by the organization (max score – 25)		List down GAD-related mandates being implemented and monitored by the organization and attach the relevant

					monitoring reports.
2. Has the organization conducted/participated in organizational/sector-specific capacity development sessions on GAD for clients (internal and external)?	No organizational sector- specific capacity development session/s on GAD conducted/ participated (score – 0)	Organizational/ sector-specific GAD capacity development session/s for either internal or external clients were attended (max score – 10)	Organizational/ sector-specific GAD capacity development session/s conducted for both internal or external clients were participated and conducted (max score – 20)		List down titles of organizational/ sectorspecific capacity development session/s on GAD conducted or discuss status of the development of sector-specific GAD capacity development session/s for clients being done by the organization (e.g. GESI, NAPWPS, MCW Provisions for TVET)
D.5 Model PAPs					
1. Has the organization been recognized as a GAD learning hub for its notable GAD PAPs?	Organization is still developing notable GAD PAPs (score – 0)	Organization has been recognized as a learning hub but GAD PAPs are not yet replicated (max score – 20)	Organization has been recognized as a learning hub and its GAD PAPs are replicated by		List down awards/citations/recognitions/ nominations received.

			other organizations (max score – 40)		

Annex C

Cover Letter for the Submission of Application:
2022 GAD Awards sa TVET

Date: _____

THE TESDA 2022 GAD AWARDS SA TVET SECRETARIAT
c/o TESDA Women's Center
TESDA Complex, East Service Road
South Luzon Expressway
Taguig City, Metro Manila

Dear Sir/Madame,

This is to officially submit the results of our self-assessed gender audit using the prescribed self-assessment tool of the TESDA GAD Focal Point System (GFPS) complete with the accomplished tool, scoresheets, and means of verifications (MOVs).

May we request you to consider our submission for the TESDA 2022 GAD Awards sa TVET under the category: _____.

I attest to the integrity of the results of this assessment including the information reflected in the attached documents as true and valid to the best of my knowledge.

Should you consider our application for the award, your team is welcome to conduct validation sessions with our management, personnel, and with our programs, and other stakeholders.

Thank you.

Yours truly,

(Name of the Head
of Office)
(Name of the Office)