



ANNUAL GAD ACCOMPLISHMENT REPORT CY 2024

Agency/Bureau/Office: **GUINAYANGAN WATER DISTRICT**

Total GAA of the Agency for the Year: **15,268,927.00**

Department (Central Agency): LWUA

Gender Issue/GAD Mandate	Cause of Gender Issue	GAD Result Statement/GAD Objective	Relevant Agency MFO/PPA	GAD Activity	Output Performance Indicator and Target	GAD Budget	Actual Cost/ Accomplishment	Responsible Unit/Office
GAD GOAL No. 1 Policy Development Enhanced gender-based policies and plans for the successful implementation of GAD related programs and activities.								
WD has no updated policy creating the GFPS	BOD is not fully aware on the need to update the composition of GFPS	WD GFPS is institutionally established, reorga-nized and designated	General Admin Support and Services	Issuance of Office Order and BOD Resolution creating/ reorganizing/ designating GFPS	1 updated Office Order and 1 BOD Resolution	3,600.00	3,048.44	BOD/GM/HR
WD has no updated policy requiring the collection and utilization of sex-disaggregated data (SDD)	GFPS/HR lacks initiative to maintain GAD database for employees and clients	The collection and utilization of SDD of clients is institutionalized	General Admin Support and Services	Issuance of Memo Circular for the collection and utilization of client's SDD	1 updated Memo Circular on client's SDD	800.00	552.44	GM
WD has no updated GAD Training Plan	Management lacks support and services	GAD Training is integrated in HR training plan	General Admin Support and Services	Development of GAD Training Plan	1 current GAD Training Plan	3,150.00	2,907.62	HR
WD has no updated GAD Form for survey and development of client's database	Management lacks support materials for data collection	GAD Form for Client's database use is revised and developed	Support to Operation	Review, update and revised GAD survey Forms	2 GAD survey Forms reviewed, updated and revised if necessary	1,600.00	1,453.81	GM/HR
WD has no updated policy adopting the enhanced GAD survey Form for SDD collection	Management is not aware of a timely and effective tool to collect SDD	GAD survey forms are adopted for use for SDD collection	General Admin Support and Services	Issuance of Memo Circular on adoption and usage of latest approved Survey Forms	1 Memo Circular on usage of survey form for SDD collection	800.00	552.44	GM
WD has no updated promotional plan for qualified women staff members for appointment and promotion	HR is not aware on the need to establish a development plan for the career path of their women employees	Promotional plan and identification of qualified women staff or new entrant for appointment is issued and done	General Admin Support and Services	Preparation of promotional plan and issuance of appointments of women staff to WD positions	six (6) appointments of women staff issued	5,800.00	5,815.23	GM/HR

Gender Issue/GAD Mandate	Cause of Gender Issue	GAD Result Statement/GAD Objective	Relevant Agency MFO/PPA	GAD Activity	Output Performance Indicator and Target	GAD Budget	Actual Cost/ Accomplishment	Responsible Unit/Office
WD has no updated policy on participation to International Women's Day/Month (WD/M) Celebration	Women employees are not encourage to actively participate in Women's Day/Month Celebration	Policy on active participation of women officials and staff to WD/M Celebration is issued	General Admin Support and Services	Issuance of policy on participation of women official and staff to WD/M celebration	1 updated policy on participation to WD/M Celebration issued	3,600.00	3,048.44	BOD/GM
RA 10398 (18-Day Campaign to End Violence against Women and Children	WD employees have limited knowledge on VAWC	Monthly status monitoring report on VAWC is submitted and reported to CSC	General Admin Support and Services	Preparation & submission of monthly VAWC monitoring report to CSC	1 monthly monitoring report on VAWC submitted to CSC	17,000.00	17,445.60	GM/HR
Committee on Decorum and Investigation (CODI) of Sexual Harassment Cases	WD employees have limited knowledge on CODI & Anti Sexual Harassment (ASH) law in the workplace	Monthly status monitoring report on CODI is submitted and reported to CSC	General Admin Support and Services	Preparation & submission of monthly VAWC monitoring report to CSC	1 monthly monitoring report on CODI submitted to CSC	17,000.00	17,445.60	GM/HR
GAD Agenda / Strategic Plan (SP)	GFPS has limited knowledge on formulation of the GAD Agenda	GAD Agenda / Strategic Plan (2023-2028) is prepared and developed	General Admin Support and Services	Preparation & Submission of GAD Agenda/SP 2023-2028	1 GAD Agenda/SP developed	5,800.00	5,815.23	GM/HR
WD has no updated policy on adoption of GAD Agenda / Strategic Plan	GFPS has limited knowledge on implementation of GAD Agenda	GAD Agenda / Strategic Plan is adopted and implemented as scheduled	General Admin Support and Services	Issuance of policy on the adoption and implementation of GAD Agenda	1 Memo Circular on the adoption of scheduled GAD Agenda issued	800.00	552.44	GM
GAD Agenda Progress Report	GFPS has limited knowledge on GAD Progress Reporting	GAD Agenda Progress Report is periodically prepared and submitted	General Admin Support and Services	Preparation & submission of GAD Agenda Progress Report	1 GAD Agenda Progress Report prepared and submitted	20,000.00	17,445.69	GFPS
Annual GAD Plan and Budget	GFPS has limited knowledge on GAD Planning and Budgeting	Annual GAD Plan and Budget is prepared and submitted	General Admin Support and Services	Preparation & submission of GAD Annual Plan & Budget	1 GAD Annual Plan and Budget prepared & submitted	20,000.00	17,446.69	GFPS
Annual GAD Accomplishment Report	GFPS is not aware to consistently prepare and submit GAD Accomplishment Report	Annual GAD Accomplishment Report is prepared and submitted	General Admin Support and Services	Preparation & submission of GAD Annual Accomplishment Report	1 Annual GAD Accomplishment Report prepared and submitted	20,000.00	17,445.69	GFPS
GWD has no Gender Impact Assessment of implemented PAPs	GFPS has limited knowledge on the use of GAD tools	HGDG PIMME Checklist is prepared and accomplished per PPA	Support to Operation	Preparation and usage of PAPs PIMME	3 Major PAPs PIMME checklist prepared & accomplished	20,500.00	17,445.69	GM/HR/GFPS

Gender Issue/GAD Mandate	Cause of Gender Issue	GAD Result Statement/GAD Objective	Relevant Agency MFO/PPA	GAD Activity	Output Performance Indicator and Target	GAD Budget	Actual Cost/ Accomplishment	Responsible Unit/Office
GAD GOAL No. 2 Information & Campaign Increased awareness of women and men to information and databases regarding national and international advocacies on Gender equalities and other implementing guidelines for Gender and Dev't.								
WD has no updated GAD database for Employees	GFPS is not aware on the need of reliable data for use in GAD planning	WD GAD database for GWD officials and employees is developed	General Admin Support and Services	Updating of GWD GAD database of officials and employees year round	1 GAD database of GWD officials & employees maintained	3,150.00	2,791.36	HR
WD has no updated GAD database for clients	GFPS is not aware on the need of reliable data for use in GAD planning	WD GAD database for clients sex disaggregated data (SDD) is developed and maintained	General Admin Support and Services	Filing and updating of client's GAD SDD in the WD database year round	100 new and 2400 existing client's GAD SDD filed and maintained	1,500.00	3,000.00	GFPS Secretariat
	GAD survey forms are not updated and revisited	Revised GAD survey Forms are developed, used and collated	Support to Operation	Reprinting, issuance and collection of GAD survey form	100 revised survey forms reprinted, issued and collected	750.00	1,100.00	GFPS Secretariat
RA 6949 International Women's Month	WD employees have limited appreciation on Women's Month/ Day Celebration	WD Employees and clients are aware of the International Women's Month Celebration	Support to Operation	Layouting, printing and displaying of Tarpaulin or online banner celebrating International Women's Month/Day	1 tarpaulin or online banner displayed in the WD info platforms during the full duration of Women's Month celebration	6,000.00	5,274.55	GM
	GFPS is not aware on the need of IEC material development	GAD IEC Material/leaflet is revised and developed	Support to Operation	Revision, layouting and development of IEC materials for distribution	1 IEC material/ leaflet revised or developed	8,800.00	8,839.10	GM
	Clients are not well-informed of RA 6949	GAD IEC Material/leaflet is printed and distributed	Support to Operation	Printing & distributing of IEC materials or leaflets during Women's Month/Day	500 IEC materials / leaflets printed and distributed	4,000.00	3,250.00	GFPS Secretariat
RA 10398 (18-day Campaign to end Violence against Women and Children (VAWC))	Clients are not well-informed of RA 10398	WD Employees and clients are aware of the Campaign to end VAWC	Support to Operation	Layouting, printing and displaying of Tarpaulin or online banner campaigning to end VAWC	1 tarpaulin or online banner displayed in the WD info platforms during the 18-day campaign to end VAWC	6,000.00	4,416.55	GM
WD and clients have limited knowledge on GAD	Employees and clients are not well-informed on GAD thus having a very limited knowledge	GAD corner in website and Bulletin Board is set-up	General Admin Support and Services	Updating and continuous development of GAD corner in the WD website	GAD corner in WD website and Bulletin Board maintained and updated	26,250.00	26,517.12	GM

Gender Issue/GAD Mandate	Cause of Gender Issue	GAD Result Statement/GAD Objective	Relevant Agency MFO/PPA	GAD Activity	Output Performance Indicator and Target	GAD Budget	Actual Cost/ Accomplishment	Responsible Unit/Office
GAD GOAL No. 3 International Women's Month Celebration Enhanced participation of women in international and national women's month celebrations and campaigns								
RA 6949 International Women's Month (Organization Focussed)	WD employees have limited appreciation on the roles and contributions of women in nation building	WD Employees have increased appreciation on the privileges, roles and contribution of women in nation-building	General Admin Support and Services	Conduct of Women's Month kick-off activities as per PCW guidelines	100% WD female officials and staff participated in the local Women's Month kick-off activity	6,500.00	9,020.68	HR/Women Officials and Employees
		WD female Officials and Employees have increased appreciation on their privileges, roles and contributions	Support to Operation	Provision of women's necessities or body treatments to WD women officials and staff	100% of WD female officials and staff provided with women's personal necessities or body treatment	4,000.00	2,760.00	HR/Women Officials and Employees
		WD female Employees have increased appreciation on their privileges, roles and contributions	General Admin Support and Services	Conduct of women -centered health improvement activities (zumba, group exercise, others)	75% of WD female officials and staff participated in health-improvement activities	6,500.00	3,368.42	HR/Women Officials and Employees
		WD staff are provided with first-aid medicines and supplies	Support to Operation	provision of first-aid medicines and supplies for emergency use of employees at the office	1 medicine cabinet equipped with emergency first-aid medicines and supplies responding to the needs of WD employees	4,000.00	15,900.00	HR/GFPS
RA 6949 International Women's Month (Clients Focussed)	WD clients have limited appreciation on the roles and contributions of women in nation building	WD clients have increased appreciation on the privileges, roles and contribution of women in nation-building	Support to Operation	Provision of women's necessities or body treatments to WD female clients to celebrate Women's Day	50 WD female clients provided with women's personal necessities or body treatments	11,000.00	7,800.00	HR/GFPS
		WD female clients have increased appreciation on their privileges, roles and contributions	Support ot Operation	Conduct of emergency health check (BP reading, oxygen saturation and pulse oximeter reading)	100 WD clients provided with emergency health check reading	2,000.00	1,000.00	HR/GFPS

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4700								
WD employees have no mechanism to inform their gender issues and needs	Absence of WD mechanism to generate gender issues and concerns	Gender issues and concerns of GWD staff are generated and informed	General Admin Support and Services	Conduct of Staff Meeting and Learning Session (Gender Analysis) to generate gender issues and concerns among 100% of the staff in workplace	1 Staff Meeting and Learning Session (Gender Analysis) held with 100% attendance to generate gender issues and concerns among staff in the workplace	4,700.00	4,571.80	GM/HR
WD GAD program implementers have limited knowledge and appreciation on Gender Analysis and Gender Sensitivity	WD program implementers have limited access to GAD related training	WD GAD program implementers have increased knowledge and appreciation in implementing GAD programs	General Admin Support and Services	Attendance to Gender Analysis and Gender Sensitivity Training	1 GFPS participant attended Gender Analysis and Gender Sensitivity Training	0.00	0.00	GFPS
WD GAD program implementers and WD officials and staff have limited awareness and appreciation on GAD related programs, projects and activities and its implementation	WD program implementers have limited access to GAD related training	WD GAD program implementers and WD officials and staff have increased knowledge and appreciation in implementing GAD programs, projects and activities	General Admin Support and Services	Conduct of GAD-centered Team Building activity with invited speaker/s to deal on topics related to GAD	1 GAD centered Team Building Activity held with 75% attendance	130,000.00	134,907.84	WD Officials and employees
GAD GOAL No. 5 GAD Attributed Programs, Projects and Activities (PAPs) Improved access of men and women stakeholders to GAD attributed programs, projects and activities related to constant access to safe and potable water.								
Constituent/Clients have no access to safe and potable water	WD water system pipeline is not available for waterless households and communities	Interconnected water pipeline system is installed and extended to constituents/ clients with no access to safe and potable water	Water Facility Service Management	installation and extension of transmission/ distribution/ service pipelines to new service area	2 areas/ locations installed with service transmission/ distribution/ service lines and ____ of beneficiaries with sex-disaggregated data	300,000.00	0.00	GWD OMS

GAD ATTRIBUTIONS COMPUTATION - 2024

Title of Activity:	Participants			Total Activity PS Attribution			Basic PS/Other Attributions Computation/Assumption
	Name (To be lifted from Attendance Sheet)	Female	Male	Basic rate per hour	Hours utilized for GAD	GAD Attributable PS	
1. Issuance of revised Policies on the re-designation/reorganization of GFPS	D. Laduan, C. Marjes, P. Segueria, R. Macalintal, GM Pujalte, A.Alcantara	4	2	Please See Basic Computation	1 hour (1 session)	3,048.44	BOD Chairman = 1728.00 / session (3hrs) = 576.00/hour
2. 1 policy on SDD issued by 1st Quarter	GM Pujalte	0	1	Please See Basic Computation	1 hour	552.44	BOD Members and Sec to the BOD = 1440.00 / session (3hrs) = 480.00/hour BOD Per Diem = 400.00/day
3. 1 GAD Training Plan developed in March 2024	GM Pujalte, RMManalo	1	1	Please See Basic Computation	4 hours (half day)	2,907.62	GM Pujalte = 97,230/Mo. ; = 4419.55/day = 552.44/hr Per Diem = 400.00
4. 2 revised forms (version May 2023) reviewed and implemented for usage	GM Pujalte, RMManalo	1	1	Please See Basic Computation	2 hours	1,453.81	SVasquez = 42,052/mo; 1911.45/day; = 238.93/hr
5. 1 office policy implementing usage of the latest approved survey form issued	GM Pujalte	0	1	Please See Basic Computation	1 hour	552.44	Manalo = 30,705/mo; 1395.68/day ; 174.46/hr Porlay = 29150/mo; 1325/day; 165.63/hr
6. 1 female permanent appointment, 4 female casual appointments & designation were issued & submitted to CSC and 1 female Job Order Worker Appointment issued	GM Pujalte, RMManalo	1	1	Please See Basic Computation	8 hours (1day)	5,815.23	Lomarez = 18680/mo; 849.09/day; 106.14/hr Javier/Privado = 18255/mo; 829.77/day; 103.72/hr Nicolas = 15948/mo; 724.91/day = 90.61/hr
7. 1 policy on participation to Women's Day Celebration issued by 1st Quarter	D. Laduan, C. Marjes, P. Segueria, R. Macalintal, GM Pujalte, A.Alcantara	4	2	Please See Basic Computation	1 hour (1 session)	3,048.44	Espinola/Solo/Encarnacion = 16209/mo; = 736.775/day; 92.10/hr
8. 12 (monthly) monitoring report on VAWC prepared and submitted to CSC	RMManalo, GM Pujalte	1	1	Please See Basic Computation	2 hours (per month)	17,445.60	EJavier/Juvida = 13970/mo; 635/day; 79.38/hr LDelaCruz = 13,200/mo; 600/day; 75.00/hr
9. 12 (monthly) monitoring reports on ASH/CODI prepared and submitted to CSC	RMManalo, GM Pujalte	1	1	Please See Basic Computation	2 hours (per month)	17,445.60	Gayeta/Reformado = 12760/mo; 580/day; 72.50/hr Cabiles/Diesmos = 12,100/mo; 550/day; 68.75/hr
10. 1 GAD Agenda (2023-2028) revisited for continuous implementation beginning 1st Quarter 2024	GM Pujalte, RMManalo	1	1	Please See Basic Computation	8 hours (1 day)	5,815.23	Villa/Almanza/JVasquez = 11000/mo; 500/day = 62.50/hr
11. 1 policy on GAD Agenda continuous adoption and implementation issued by 1st Quarter	GM Pujalte	0	1	Please See Basic Computation	1 hour	552.44	JNicolas/Fruto = 8800/mo; 400/day; 50.0/day
12. 1 End-of Year progress report on GAD Agenda / Strategic Plan prepared	GM Pujalte, RMManalo	1	1	Please See Basic Computation	24 hours (3days)	17,445.69	
13. 1 GAD Annual Plan and Budget prepared & submitted	RMManalo, GM Pujalte	1	1	Please See Basic Computation	24 hours (3days)	17,445.69	Van Hire (Guinayangan-Lucena vice versa) per day = 6,000.00 - 6,500.00 (Outside Quezon = 12,000 - 15,000.00/day)
14. 2024 GAD Accomplishment Report developed by December 2024	RMManalo, GM Pujalte	1	1	Please See Basic Computation	24 hours (3days)	17,445.69	Motorcycle Rental - short distance - two-way - 60.00/head

Title of Activity:	Participants			Total Activity PS Attribution			Basic PS/Other Attributions Computation/Assumption
	Name (To be lifted from Attendance Sheet)	Female	Male	Basic rate per hour	Hours utilized for GAD	GAD Attributable PS	
15. 3 Major PAPs PIMME checklist prepared & accomplished	RMManalo, GM Pujalte	1	1	Please See Basic Computation	24 hours (3days)	17,445.69	Old Project Attributions Score
16. 1 GAD Database for employees updated & maintained - March 2024	RMManalo	1	0	Please See Basic Computation	16 hours (2 days)	2,791.36	
17. 1 GAD database program for concessionaires collected, filed & updated year-round	DRVilla	1	0	Please See Basic Computation	4 hours/month	3,000.00	
18. 200 survey forms printed in January-December 2024	DRVilla	1	0	Please See Basic Computation	16 hours (2 days) & 1.00/form	1,100.00	
19. 1 Tarpaulin prepared, layout, fabricated and displayed	GM Pujalte	0	1	Please See Basic Computation	8 hours and 855/tarpaulin cost	5,274.55	
20. IEC material/ leaflet revised, updated and developed	GM Pujalte	0	1	Please See Basic Computation	16 hours (2 days)	8,839.10	
21. 500 IEC materials reprinted in March 2024 (Women's Month)	DRVilla	1	0	Please See Basic Computation	32 hours (4 days) & 2.50/IEC matl.	3,250.00	
22. 1 online banner prepared, layout, fabricated and displayed	GM Pujalte	0	1	Please See Basic Computation	8 hours	4,419.55	
23. 1 GAD corner updated and maintained for the whole year (website and bulletin board)	GM Pujalte	0	1	Please See Basic Computation	4 hrs/month	26,517.12	
24. 12 female participated in Local Women's Day Celebration	R Manalo, J. Javier, S. Vasquez, AR Espinola, L. Dela Cruz, P Seguerria, A. Alcantara, MR. Macalintal, C. Marjes, RCabiles, IGDiesmos, DRVilla	12	0	Please See Basic Computation	8 hours (1 day)	9,020.68	
25. 12 female WD officials and staff provided with women's personal neccesities and body treatment and 10 Male employees with haircut	12 Female GWD Officials and staff and 10 Male Officials and Staff	12	10	Please See Basic Computation	@ 60/manicure @ 60 pedicure @ 60/haircut	2,760.00	
26. 8 female participated in Zumba/exercise during Women's Day Celebration	R Manalo, J. Javier, S. Vasquez, AR Espinola, L. Dela Cruz, RCabiles, IGDiesmos, DRVilla	8	0	Please See Basic Computation	2 hours and 1600/zumba instructor	3,368.42	
27. 1 medicine cabinet maintained and refilled	GWD OMS Section - Engr. Renz	0	1	Please See Basic Computation	1 hour / month plus materials	15,900.00	
28. 150 WD female clients provided with women's personal neccesities or body treatments	GWD Clients	150	0	Please See Basic Computation	labor/job order cost	7,800.00	

Table 1	
HGDG Score	Corresponding budget for the year of the program that may be attributed to the GAD budget
Below 4.0	0% or no amount of the program budget for the year may be attributed to the GAD budget
4.0-7.9	25% of the budget for the year of the program may be attributed to the GAD budget
8.0-14.9	50% of the budget for the year of the program may be attributed to the GAD budget
15.0-19.9	75% of the budget for the year of the program may be attributed to the GAD budget
20.0	100% of the budget for the year of the program may be attributed to the GAD budget

Title of Activity:	Participants			Total Activity PS Attribution			Basic PS/Other Attributions Computation/Assumption
	Name (To be lifted from Attendance Sheet)	Female	Male	Basic rate per hour	Hours utilized for GAD	GAD Attributable PS	
29. 20 WD clients provided with emergency health check reading	GWD Clients	20	0	Please See Basic Computation	labor/job order cost	1,000.00	<p>New Project Attribution Formula</p> $\frac{\text{HGDG PIMME Score}}{\text{Total HGDG Points}} \times 100\%$ <p>= % of annual program expenditure attributable to GAD</p>
30. 1 Staff Meeting and Learning Session (Gender Analysis) held during one of the Management Meetings	GM Pujalte, 8 regular employees, 9 Casual employees and 3 JO Workers	8	13	Please See Basic Computation	2 hours	4,571.80	
31. GM, 5 BODs, 7 regular employees, 7 Casual employees and 1 JO Worker attended the local GAD-Team Building Activity (venue - Caliraya Resort)	GM Pujalte, 5 BODs/Sec, 7 regular employees, 7 Casual employees and 1 JO Workers	12	9	Please See Basic Computation	16 hours (2 days) including meals & snacks, venue, transpo expenses	134,907.84	
32. 103 new households installed with individual metered service connections, 515 total beneficiaries; sex disaggregated (Labor component)	G. Reformado, M. Gayeta, TAlmanza, JVasquez, RSolo, NJuvida, NEncarnacion	0	7	Please See Basic Computation	1 connection per day = 103 days @613.65 ave. daily wage HGDG score 14.67)	46,361.56	
33. material component - 2 procurements in January 2024 and 1 procurement in Sept. 2024 and 2 shopping method procurements in October 2024	RFQ 001-2024 and RFQ 002-2024 and RFQ 007-2024	0	8	Please See Basic Computation	as per program of works (73.35% - HGDG score 14.67)	613,830.94	
34. 6 areas with old and delapidated pipelines were replaced with new/extended service transmission/ distribution pipeline (Brgy. Dungawan Pantay, Dancalan Caimawan, Arbismen, Ligpit Bantayan, Calimpak and Brgy. Sintones) - Labor components	RRAPorlay, G. Reformado, M. Gayeta, TAlmanza, JVasquez, RSolo, NJuvida	0	7	Please See Basic Computation	3 days/project = 18 days (73.35% - HGDG score 14.67)	42,749.33	

Prepared by:

Approved by:

Date:

RIKKA MAY I. MANALO**CARMELO ALEJANDRO C. PUJALTE****December 2024**

GFPS Technical Working Group Chairperson

GFPS Chairperson/General Manager