

Republic of the Philippines
NATIONAL POLICE COMMISSION
371 Sen. Gil Puyat Avenue,
Makati City

MEMORANDUM CIRCULAR No. 2003-004

GUIDELINES IN ESTABLISHING PNP GENDER AND DEVELOPMENT (GAD) MECHANISMS TO ENSURE THAT GAD CONCERNS OF THE PNP AND ITS CLIENTELE ARE RECOGNIZED AND ADDRESSED

WHEREAS, Section 14, Article II of the 1987 Constitution mandates that "*The State recognizes the role of women in nation building and shall ensure the fundamental equality before the law of women and men*";

WHEREAS, Section 2 of Republic Act No. 7192 otherwise known as "Women in Development and Nation Building Act, further states that "*the State shall provide women rights and opportunities equal to that of men*";

WHEREAS, Section 59 of Republic Act 8551 otherwise known as "The PNP Reform and Reorganization Act of 1998" requires the formulation of gender sensitivity program that includes but not limited to the establishment of equal opportunities for women in the PNP, the prevention of sexual harassment in the workplace, and the prohibition of discrimination on the basis of gender or sexual orientation.

NOW, THEREFORE, the COMMISSION, in the exercise of its administration and control function over the PNP and in accordance with Section 9 of RA 7192 HAS RESOLVED TO DIRECT, AS IT HEREBY DIRECTS, the PNP chain of command, from the Chief, PNP to the Chief of Police of cities/municipalities, to establish GAD mechanisms such as Focal Points and Technical Secretariats to ensure that GAD concerns in the PNP are recognized and addressed in the formulation and implementation of Annual GAD Plan and to observe the following guidelines:

1. Organizational Functions of the PNP GAD Focal Points

The PNP GAD Focal Point shall be constituted at the national, regional, provincial levels including the equivalent offices of the latter, the district and highly urbanized city police offices.

a. The National GAD Focal Point

The National GAD Focal Point shall be the central coordinating body for all the PNP GAD related programs/projects/activities. It shall be chaired by the Director for Police Community Relations and co-chaired by the Director for Plans. The Director for Human Resource and Doctrine Development shall be the vice-chair. Considering the frequent re-assignment of uniformed officers and to ensure continuity of implementation of GAD programs and projects, the highest ranking female NUP shall be designated as co- vice-chair. It shall be composed of member coordinators from all the Directorates and NSSUs of the PNP NHQs who successfully graduated from Gender Sensitivity Training (GST) and/or Gender Responsive Planning (GRP) Seminar-Workshop. The Chairperson of the PNP national GAD Focal Point shall represent the PNP at the DILG GAD Focal Point. It shall not be limited to women officials. It shall perform, among others, the following functions:

1. Catalyze, provide direction to, coordinate, monitor, and serve as technical adviser for all programs/projects/activities on women/gender and development concerns of the PNP;

2. Establish linkages with the National Commission on the Role of Filipino Women (NCRFW), National Police Commission GAD Focal Point, DILG Interior Sector - GAD Focal Point and organizations that advocate gender and development;
3. Ensure the enhancement of gender awareness and sensitivity in the PNP organization through the conduct of Gender Sensitivity Trainings for all PNP officers and members in the uniformed and non-uniformed services at the national and local levels.
4. Determine gender issues and concerns that affect the PNP employees and clientele;
5. Initiate resolution of gender issues brought to its attention by its members and the Regional GAD Focal Points.
6. Initiate, in coordination with the Directorate for Plans, the preparation of the Gender Sensitivity Program and Annual GAD Plan. All functional offices/units shall be involved in the planning and implementation of their respective GAD Plans;
7. Monitor and evaluate the implementation of GAD programs and projects;
8. Consolidate all reports of GAD accomplishments consolidated and submitted by the Police Regional GAD Focal Points;
9. Undertake all activities required of the GAD Focal Point under Section 9 of the Implementing Rules and Regulations of RA 7192 and other issuances that promote the integration of women as full and equal partners of men in development and nation building; and
10. Submit the annual GAD Accomplishment Report to the NAPOLCOM, DILG and NCRFW.

b. The Regional GAD Focal Point

The Regional GAD Focal Point shall be chaired by the Chief of the Regional Police Community Relations Division, with the Chief, Regional Human Resource and Doctrine Development Division as vice-chair and the highest ranking female NUP as co-vice-chair. It shall be composed of members/coordinators from all the functional offices, and NSSUs, who successfully graduated from Gender Sensitivity Training (GST) and/or Gender Responsive Planning (GRP) Seminar-Workshop. It shall perform among others the following functions:

1. Identify and initiate resolution of gender issues and concerns that affect personnel and clientele of the police regional office and all lower level offices-police provincial, district, city, and municipal offices under its jurisdiction;
2. Recommend to the National GAD Focal Point the approval, funding and/or inclusion in the Annual PNP GAD Plan GAD related program/project/activity proposals from the regional and lower level offices that address concerns and issues peculiar to these areas;
3. Ensure that all GAD related information and directives emanating from the National GAD Focal Point are disseminated to and implemented in the regional office and all lower level offices under its jurisdiction;
4. Establish linkages with NAPOLCOM and DILG Regional Office Focal Points and local NGOs which advocate gender and development;

activities in the police regional office, and all lower level offices under its jurisdiction;

6. Consolidate GAD Accomplishment Reports submitted by the different functional units of the Regional Office, and all lower level offices under its jurisdiction. The Regional GAD Accomplishment Report shall be integrated by the National GAD Focal Point into the PNP Accomplishment Report; and
7. Furnish the NAPOLCOM Regional Office a copy of the approved PNP Regional Annual GAD Plan and consolidated report of significant activities and accomplishments of the regional office and all lower level offices under its jurisdiction.

c. The Provincial, District, and Highly Urbanized City GAD Focal Points

The GAD Focal Point of the Police Provincial, District, or Highly Urbanized City Office shall be chaired by the Chief of their respective Police Community Relations Division, with the Chief of the Human Resource and Doctrine Development Division as vice-chair and the highest ranking female NUP as co-vice-chair. It shall be composed of members/coordinators from all the functional units of the office who successfully graduated from Gender Sensitivity Training (GST) and/or Gender Responsive Planning (GRP) Seminar-Workshops. It shall perform among others the following functions:

1. Identify and initiate resolution of gender issues and concerns that affect personnel and clientele of the police provincial, district, or highly urbanized city office and lower level offices under their respective jurisdiction;
2. Recommend to the National GAD Focal Point thru the Regional GAD Focal Point the approval, funding and/or inclusion in the Annual PNP GAD Plan, GAD related program/project/activity proposals from the provincial, district, or highly urbanized city office and lower level offices under their respective jurisdiction that address concerns and issues peculiar to them;
3. Ensure that all GAD related information and directives emanating from the National and Regional GAD Focal Points are disseminated to and implemented in all functional units of the provincial, district, or highly urbanized city office and all lower level offices under their respective jurisdiction;
4. Establish linkages with the GAD Focal points of the NAPOLCOM and DILG Regional Offices and other government agencies, and local NGOs which advocate gender and development;
5. Supervise, monitor and evaluate the implementation of GAD projects and activities in the provincial, district, or highly urbanized city office, and lower level police offices under their respective jurisdiction: and
6. Consolidate and submit to the Regional GAD Focal Point all GAD Accomplishment Reports submitted by the different functional units of the provincial, district, or highly urbanized city office, and all lower level offices under their respective jurisdiction. The consolidated GAD Accomplishment Report shall be integrated by the National GAD Focal Point into the PNP Accomplishment Report.

d. The City/Municipal Police Office GAD Focal Point/Officer

To ensure that GAD concerns and issues affecting PNP personnel and clients at the city and municipal levels are addressed, the Chief of Police shall designate the head of the Women and Children's Protection Desk (WCPD) or a

police officer who has undergone Gender Sensitivity Training as the GAD Focal Point Officer.

The city/municipal office GAD Focal Point Officer shall among others:

1. Identify and initiate resolution of gender issues and concerns that affect municipal/city personnel and clientele;
2. Ensure that all GAD related information and directives emanating from the National, Regional, Provincial and other higher level GAD Focal Points are disseminated and/or implemented in the city/municipal police office/s;
3. Submit for inclusion in the PNP Annual GAD Plan through the Provincial GAD Focal Point project proposals or plans that address concerns or issues peculiar to the area;
4. Establish linkages with GAD Focal Points of Local and National Government Offices, and local NGOs which advocate gender and development;
5. Submit regular GAD Accomplishment Reports and other GAD Reports as required to the Provincial or other higher level GAD Focal Point.

2. The Technical Secretariat of the GAD Focal Point

The PNP National, Regional, Provincial, District, and Highly Urbanized City GAD Focal Points shall each have their own Technical Secretariat.

- a. A Technical Secretariat shall be organized for each of the National, Regional, Provincial, District, Highly Urbanized City GAD Focal Point.
- b. A Division under the Directorate for Police Community Relations which is under the direct supervision of the PNP GAD Focal Point Chairperson shall serve as the Secretariat of the PNP National GAD Focal Point.
- c. A section under the Regional Police Community Relations Division shall be the Technical Secretariat of the Regional GAD Focal Point.
- d. A section under the Provincial, District, and Highly Urbanized City Police Community Relations Divisions shall be the Technical Secretariat of their respective GAD Focal Point.
- e. The Technical Secretariat of the various police GAD Focal Points shall perform among others, the following functions:
 1. Provide guidance to other functional units and/or lower level offices with regards to the preparation of the GAD Plan and/or project proposals;
 2. Consolidate yearly GAD Plans/Project Proposals submitted by functional units and lower level offices and submit the same to higher authorities for inclusion in the PNP Annual GAD Plan which is a required attachment to the PNP Annual Budget Proposal;
 3. Monitor and evaluate the implementation of planned GAD programs and projects in their respective offices;
 4. Consolidate, prepare and submit regular GAD reports and other reports as maybe required by higher authorities;
 5. Provide secretariat services and administrative support necessary for the operation of the GAD Focal Point;
 6. Maintain files and records of GAD related documents for safekeeping; and

7. Perform other GAD related functions as directed by higher authorities.

3. The PNP Annual GAD Plan/Gender Sensitivity Program

Simultaneous with the formulation of the annual budgetary proposal, GAD plans shall be prepared. Among others, the gender responsive plan required from the PNP GAD Focal Points shall:

- a. Have as reference the Joint Circular/s which set/s the Guidelines To Implement Gender Mainstreaming and Institutionalization in the Existing Agency's Programs, Activities and Projects issued by the Department of Budget and Management, National Economic Development Authority and the National Commission on the Role of Filipino Women;
- b. Be a 3-year rolling GAD Plan to allow continuity and sustainability of GAD activities. However, to facilitate easier monitoring of the GAD plan implementation, a separate GAD plan shall also be prepared for each year;
- c. Aim to address the needs and concerns of the PNP women clientele, constituents and female personnel and respond to the social, economic, political and cultural issues that affect their lives;
- d. Be consistent with the PNP mandates and medium term and local development plans and Framework Plans for Women 2002-2004 and must take its direction from the Philippine Plan for Gender Development (PPGD);
- e. Facilitate the mainstreaming of gender concerns in all PNP programs/activities/projects (PAPs) and ensure the participation of both women and men in the PNP development agenda/process by purposively and deliberately incorporating/counting in their concerns as partners in development. The establishment of women organizations in both the uniformed and non-uniformed service shall therefore be encouraged;
- f. Ensure the prevention of sexual harassment in the workplace and the prohibition of discrimination on the basis of gender or sexual orientation;
- g. Ensure equal opportunity for policemen and policewomen in recruitment, training, schooling, promotion and assignment to all aspects of police work such as investigation and intelligence;
- h. Ensure that male and female PNP personnel in the non-uniform service shall have equal opportunity to undergo schooling/training/seminars locally and abroad and to receive benefits granted to their counterparts in the uniform service;
- i. Ensure the evolvement of gender awareness and sensitivity in the organization through the conduct of Gender Sensitivity Training and other relevant trainings for all PCOs, PNCOs and NUPs in all levels of the PNP;
- j. Ensure proper utilization of PNP GAD Funds through the implementation of GAD focused programs, projects and activities. In this regard, seminar/training on Gender Responsive Planning and Budgeting for personnel involved and/or in charge of plans and budgets in all levels of the PNP organization shall be conducted; and
- k. Include existing programs, projects and activities that are gender responsive such as the Women and Children's Protection Desk (WCPD).

For purposes of uniformity, the PNP National GAD Focal Point with the technical assistance of the Directorate for Plans shall formulate the gender sensitivity and mainstreaming programs for the national and local levels of the organization. Lower level offices may however, submit project proposals or plans that will address concerns or issues peculiar to their areas for inclusion in the PNP Annual GAD Plan. The GAD Plan is a required attachment to the Annual Budget proposal of all government agencies.

The Chief PNP shall approve the GAD Plan and include it as a key result area of performance commitment to the President.

The National Police commission and NCRFW shall be furnished with a copy of the approved 3 year PNP GAD Plan and Budget.

The PNP National GAD Focal Point shall submit the PNP Annual GAD Accomplishment Report and other GAD Reports as required to NAPOLCOM, DILG and NCRFW.

4. The PNP GAD Budget


Section 27 of the General provisions of the 2002 General Appropriations Act is the legal basis for the GAD Budget. It directs all departments, bureaus, offices, agencies, and instrumentalities to "*set aside a minimum amount of five percent out of their appropriations to be used for programs, projects and activities designed to address gender issues in accordance with Republic Act 7192 – The Women in Development and Nation Building Law.*"


To ensure that the mainstreaming of GAD concerns in the PNP programs, projects and activities, and utilization of GAD Funds in relation to projects initiated/implemented may be done to the optimum, the Director of the Directorate for Police Community Relations, as the Chairperson of the PNP National GAD Focal Point is tasked to manage the GAD Funds of the PNP equivalent to 5% of the entire budget of the PNP.

A GAD project proposal should be prepared and duly approved by the PNP program director or head of office before the necessary funds are released and the GAD project is implemented.

All other issuances or portions thereof which are contrary to, or inconsistent herewith, are hereby modified or repealed accordingly.

Adopted this 10th day of January in the year Two Thousand Three, at Makati City, Metro Manila, Philippines.


JOSE D. LINX, JR.
Chairperson


LINDA MALENAB-HORNILLA
Commissioner
Officer In-Charge, OVCEO

Re: Memorandum Circular No.

Celia Sanidad-Leones
CELIA SANIDAD-LEONES
Commissioner

Hermodanes E. Espinoza, Jr.
HERMOGENES E. ESPINOZA, JR.
Commissioner

Attested by:

Adelmalyn A. Munieza
ADELMALYN A. MUNIEZA
Acting Chief, Secretariat

LWA/LaP/cpc