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OFFICE OF THE CHANCELLOR

16 December 2020

MEMORANDUM NO. FRN-20-086

TO : Deans, Directors, and Heads of Units
Budget Officers and GAD Committee Heads

SUBJECT : SUBMISSION OF GAD ACCOMPLISHMENT REPORT WITH
EXPENSES FOR 2020 AND GAD PLAN AND BUDGET 2022


Toward the fulfillment of the University's commitment to the effective coordination, implementation, and preparation of the **2020 UP Diliman Gender and Development Accomplishment Report (UPD GAD AR 2020)** and the **2022 UP Diliman Gender and Development Plan and Budget (UPD GAD PB 2022)** as mandated by the Philippine Commission on Women, that all heads of SUCs are required to submit the GAD Plans and Budgets and GAD Accomplishment Reports pursuant to SECTION 37 of the MAGNA CARTA OF WOMEN Implementing Rules and Regulations, you are enjoined to accomplish the following:

1. Submit the **Gender and Development Accomplishment Reports with expenses** for January to December 2020 by **January 8, 2021**; and
2. Submit the **Gender and Development Plan and Budget (UPD GAD PB 2022)** to ensure their GAD budget allotment by **January 15, 2021**.

Units, colleges, and offices that have already submitted GAD accomplishment contributions for the 9th GAD Summit held last Friday, December 11, 2020, need only to submit the corresponding expenses.

As these reports are subject to examination and audit by the **Commission on Audit (COA)**, see the attached guidelines for details.

Thank you.


FIDEL R. NEMENZO, D.Sc.
Chancellor

Attached:a/s

GUIDELINES FOR GAD-RELATED EXPENSES

Below are some guidelines on determining GAD-related expenses.

Direct Expenses

Direct expenses cover all expenditures on programs, activities, and projects that are entirely dedicated to Gender and Development, such as, but not limited to:

- Childminding Rooms
- Gender-Neutral Bathrooms
- Gender Sensitivity Training (GST) and other gender-related trainings
- Forums, Film showing, Webinars on Gender
- Women and Development Program
- Gender Courses (such as Soc Sci 3, Soc Sci 10, Pan Pil 19, Media 260 and the like)
- Personnel services (PS) attribution of faculty and staff who participated in the said activities (Example: rate/salary for 6 hours if they attended an Online GST)
- HRDO: maternity benefits, and those who availed of the RA 9710 special benefit for ob-gyne-related disorder, RA 9262 (VAW survivors leave)

Attributable Expenses

Attributable expenses cover expenditures on **portions** of programs, activities, and projects that are dedicated to or can be ascribed to Gender and Development, such as, but not limited to:

- Courses (for example, an Art Studies course that has one part of its syllabus devoted to gender approaches and perspectives)
- Curriculum Review (with GAD component)
- Forums (for example, a forum where one of the speakers tackles a gender issue)
- Facilities used for GAD activities

The following can be sources of both direct and attributable expenses:

- Teaching
 - Courses
 - Film Showing
 - Video Productions
 - Plays
 - Fieldwork
 - Seminars
 - Instructional Materials
- Research
 - Journal
 - Research Projects
 - Thesis
 - Dissertation
 - Research Fellowship - Grants
 - Support Services
 - Conferences
- Extension
 - Research Consortium
 - Extension Projects
- Administrative
 - Women Administrators (salary)
 - Policies
 - Events (such as One Billion Rising, Pride Month)

- Venues
- Construction and renovation (HGDG attribution)

The GAD Focal Point Persons of each college/unit/office are familiar with these guidelines. Kindly email the GAD accomplishments and their corresponding expenses to updgo@up.edu.ph.