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MEMORANDUM CIRCULAR NO. 2013-22
Series of 2013

SUBJECT : **GUIDELINES ON MAINSTREAMING GENDER AND DEVELOPMENT (GAD) IN COOPERATIVES**

DATE : November 12, 2013

Section 1. Legal basis

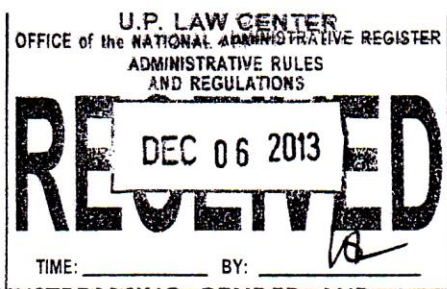
The 1987 Constitution, Article II Section 14 in the Declaration of Principles provides that "The State recognizes the role of women in nation-building and shall ensure the fundamental equality before the law of women and men". The same Constitution under Article XIII Section 14 further assures that "protection to working women by providing safe and healthful working conditions taking into account their maternal functions, and such facilities and opportunities that will enhance their welfare and enable them to realize their full potential in the service of the nation". Pursuant to this Constitution, the Philippines committed to achieve the Millennium Development Goals more specifically goal number three which "requires governments to promote gender equality and empower women".

Furthermore, Executive Order (EO) 273 otherwise known as the Philippine Plan for Gender-Responsive Development (PPGD 1995 – 2025) mandated the implementation of gender and development in accord with our constitutionally guaranteed human rights. It envisions a society that promotes gender equality and women's empowerment as enunciated in the United Nations Fourth World Conference Platform for Action. Paragraph 1.1 of the said EO directs all government agencies and instrumentalities to "take appropriate steps to ensure the full implementation of the policies/strategies and programs/projects outlined in the Plan".

In fulfilment of this Philippine government's commitment, the Philippine Commission on Women (PCW) in paragraph 12.1 of PCW-National Economic Development Authority (NEDA)-Department of Budget and Management (DBM) Joint Circular No. 2012-01 is mandated to lead in setting the priority agenda for women's empowerment and gender equality including the targets for such. While NEDA, in paragraph 12.3 of the same joint circular shall ensure that "gender and development (GAD) issues and concerns, gender equality and women's empowerment are mainstreamed and integrated in the sector outcome indicators" of agencies.

It is also pursuant to the policy of the State "to promote the viability and growth of cooperatives as instruments of equity, social justice and economic development" (Section 1 RA 6939), where the Cooperative Development Authority (CDA) was created (Section 2 RA 6939) to "formulate, adopt and implement integrated and comprehensive plans and programs on cooperative development consistent with the national policy on cooperatives and the overall socio-economic development plans of the Government" (Section 3 (a) RA 6939); and in pursuance to the urging of the government in EO 273 paragraph 2.2 for "Non-Government Organizations and private entities to assist and support in the implementation, monitoring, assessment and updating of the Plan (PPGD)".

COOPERATIVE DEVELOPMENT AUTHORITY
 RECORDS SECTION
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 BY: [Signature]
 DATE: 12-3-13



Section 2. Title

The title of this shall be known as **"GUIDELINES ON MAINSTREAMING GENDER AND DEVELOPMENT IN COOPERATIVES."**

Section 3. Purpose

This Circular aims to disseminate to the cooperative sector the GAD mandate of the government. This is to ensure the promotion of gender equality (GE) and institutionalization of GAD in policies, programs and other activities of the cooperatives. On the other hand, this shall also mandate the monitoring of progress in the implementation of GAD programs and activities of cooperatives towards achieving GE.

Section 4. Scope

This Circular shall be applicable to all cooperatives duly registered with the Cooperative Development Authority.

Section 5. Aspects of GAD mainstreaming

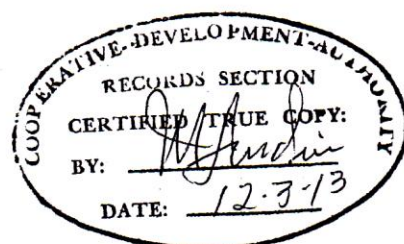
All cooperatives shall implement mainstreaming of GAD in the following:

- a. Policy. There shall be an approved and implemented policies related to GAD and GE.
- b. Cooperative Development Plan. The approved Cooperative Development Plan shall include strategies/programs/activities/projects that address issues and concerns on gender and policy implementation.
- c. Programs/Activities/Projects. The cooperative shall prove that gender programs and projects in the Cooperative Development Plan are implemented.
- d. Budget. A GAD budget must be allocated to the programs/activities/projects in the Cooperative Development Plan.
- e. Mechanisms and Instruments. There shall be mechanisms and instruments established in the cooperative that will ensure GAD mainstreaming is facilitated, implemented and monitored.

Section 6. GAD Mainstreaming Mechanisms and Instruments

The cooperative shall create, appoint and establish the following GAD mainstreaming mechanisms and instruments:

- a. GAD Committee. The Board of Directors shall create the GAD Committee and appoint its members. The Committee shall be composed of at least three (3) members, provided that at least one member shall come from the Board. The Committee shall elect from among themselves a chairperson. The Committee members shall hold office until replaced by the Board.
- b. GAD Focal Person. A GAD Focal Person (GFP) shall be designated by the Board from the recommendee(s) of the management. He or she must be an employee of the cooperative and shall perform GFP roles as additional function.

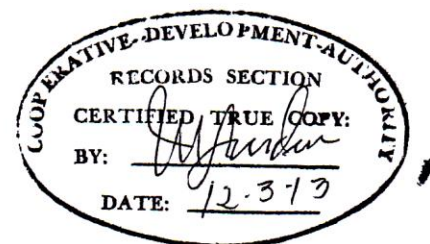
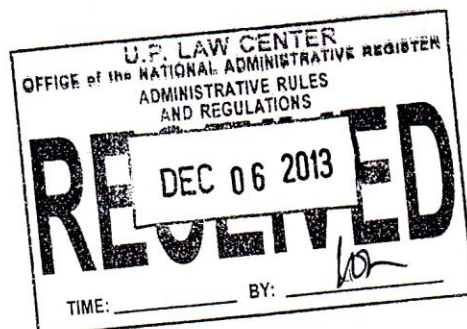


- c. GAD Education and Training Programs. The cooperative shall identify GAD and GE-related education and training programs. These shall be included in the annual education and training plan.
- d. GAD Support Systems and Services. The cooperative shall implement other services that address GAD and GE issues and concerns. It shall also develop and establish necessary support systems that will enhance implementation of the GAD and GE services of the cooperative.

Section 7. Functions and Responsibilities

In order to realize the purposes of this Circular, the following officers or persons shall perform among others the following responsibilities and functions:

- a. GAD Focal Person
 - i. Coordinates and reviews implementation of GAD programs/activities/projects based on approved plans and budget
 - ii. Prepares performance reports and recommends policy improvements to the GAD Committee
 - iii. Gathers and analyzes gender-related information and other data
 - iv. Provides administrative services to the GAD Committee
- b. GAD Committee
 - i. Conducts gender analysis
 - ii. Develops and recommends GAD and GE policies and programs/ activities/projects to the Board
 - iii. Monitors and assesses progress in the implementation of GAD programs/ activities/projects towards achieving GE
 - iv. Submits report to the Board
 - v. Provides directional guidance
- c. Education Committee
 - i. Facilitates the conducts of gender advocacy and promotion through training especially in the conduct of Pre-Membership Education Seminar (PMES) and/or Basic Coop Education Seminar (BCES)
 - ii. Builds the capacity of the management staff, the GAD Committee and officers on GAD
- d. Management
 - i. Implements the GAD plan and budget
 - ii. Reports and evaluates accomplishments
- e. Board of Directors
 - i. Acts on reports of the GAD Committee and management
 - ii. Approves GAD and GE policies
 - iii. Approves GAD plan and budget



Section 8. **Monitoring**

There shall be a system of monitoring the progress of the implementation of GAD programs/activities/projects of the cooperative towards GE.

- a. Reports to the General Assembly must include updates on the implementation of gender plans and programs.
- b. Social performance reports to CDA must include GAD accomplishments.

Section 9. **Separability**

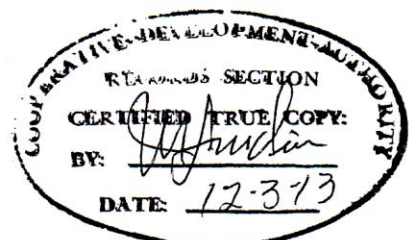
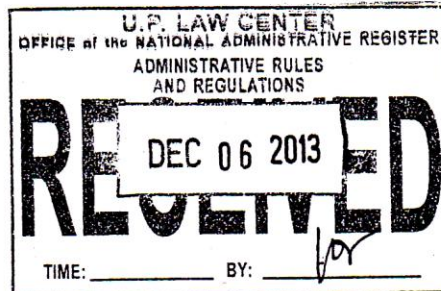
Should there be any part of this Circular declared unconstitutional, the rest of the provisions shall remain in force and effect.

Section 10. **Effectivity**

This Memorandum Circular shall take effect upon the approval of the Board of Administrators of the Cooperative Development Authority and fifteen (15) days after its publication in the Office of the National Administrative Registry (ONAR).

Approved by the Board of Administrators of CDA under Resolution No. 245, Series of 2013 dated November 18, 2013.


EMMANUEL M. SANTIAGUEL, PhD.
Chairman





EXCERPTS FROM
MINUTES OF REGULAR MEETING
OF THE CDA BOARD OF ADMINISTRATORS HELD ON NOVEMBER 18, 2013
Board Room, CDA Central Office

PRESENT:

Hon. Emmanuel M. Santiagué, Ph.D.	- Chairman/Presiding Officer
Hon. Nelson B. Alindogan	- Administrator from Luzon
Hon. Eulogio T. Castillo, Ph.D.	- Administrator from Luzon
Hon. Mercedes D. Castillo	- Administrator from Visayas
Hon. Pendatun B. Disimban	- Administrator from Mindanao

ALSO PRESENT:

Atty. Niel A. Santillan	- Executive Director
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RESOLUTION NO. 245,s-2013

Upon motion of Adm. Mercedes D. Castillo, duly seconded by Adm. Pendatun B. Disimban, be it RESOLVED as it is hereby RESOLVED to approve the Proposed Guidelines on Mainstreaming Gender and Development (GAD) in Cooperatives.

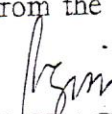
APPROVED.

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This is to certify that the foregoing is true and correct from the minutes of the CDA Board of Administrators' Regular Meeting.


MARY GRACE I. CINCO
Acting Board Secretary IV

ATTESTED:


EMMANUEL M. SANTIAGUEL,
Chairman

