



PREPARATION OF GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET

The GAD plan and budget is being prepared by the Planning Division in accordance with Philippine Commission on Women (PCW), National Economic and Development Authority (NEDA) and Department of Budget and Management (DBM) Joint Circular No. 2012-01 and in the context of the agency mandates focusing on the Department's overall agenda of equitable/inclusive access to justice for women.

Office or Division:	Planning and Management Service – Planning Division
Classification:	Highly Technical
Type of Transaction:	Government to Government (G2G)
Who may avail:	Department of Justice (DOJ), Philippine Commission on Women (PCW), National Economic and Development Authority (NEDA)

CHECKLIST OF REQUIREMENTS

Document	No. of Copies	Where to Secure
1. PCW Memorandum Circular on the Preparation of GAD plans and budget.	1	Philippine Commission on Women
2. DOJ issuances on the GAD Plan Preparation	1	DOJ-Proper/Records

PROCEDURES

Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
	Upon the issuance of the PCW of the guidelines regarding planning and budgeting, the Planning Division will prepare an agency level Memorandum directing the Prosecution and DOJ Proper Office to prepare their respective GAD Plan and Budget	None	5 days	Planning Division Staff
1. Prosecution Offices and DOJ proper submits their GAD plan and budget	Consolidates all the submission into Department GAD Plan and Budget	None	5 days	Planning Division Staff / Committee on women and Children Secretariat



Presentation to the Committee on Women and Children	1 day	Planning Division Staff / Committee on women and Children Secretariat
Encoding and Submission of the approved GAD Plan and Budget to the PCW GMMS	1 day	Planning Division Staff
TOTAL:		12 days

Note: A longer period not exceeding twenty (20) shall be allowed in exceptional circumstances such as non-submission of offices of their respective GAD Plan and Budget.