



January 31, 2020

GAD FPS MEMORANDUM ADVISORY NO. 2020-03

**TO : Regional Managers and GAD Focal Points
ALL REGIONAL OFFICES**

**Department Managers
ALL CONCERNED STAFF DEPARTMENTS**

**Presidents
CUE, MOVE**

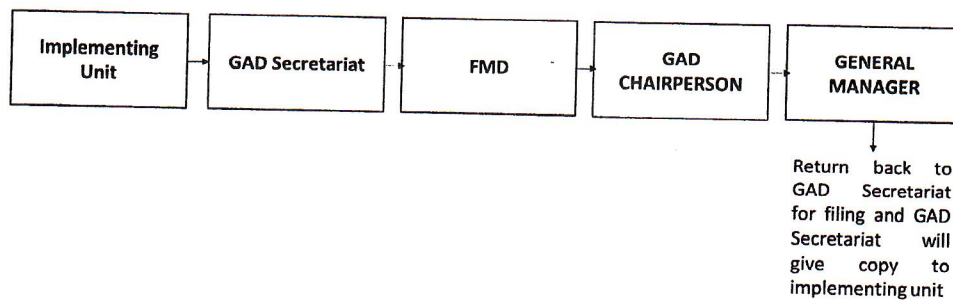
**SUBJECT : GUIDELINES IN THE PREPARATION OF 2020 GENDER AND
DEVELOPMENT ACTIVITIES**

I. PREPARATION OF PROPOSALS

The 2020 GAD Plan and Budget (GPB) submitted to Philippine Commission on Women (PCW) is subject for final review. While waiting for the approval of the 2020 GPB, all concerned units shall submit their project proposals based on the attached summary of activities and budgetary requirements (see attached proposal template). The activities are all based on the 2020 GAD Plan and Budget and the budget is based on your submitted budgetary requirements from January 10-24, 2020. Some budgetary requirements were changed because some submissions exceeded the given budget from 2020 GPB.

All proposals shall be submitted through the GAD Secretariat for review until February 17, 2020. Proposals that do not have a GAD stamp will not be entertained by other signatories.

II. PROCESS FLOW OF PROJECT PROPOSALS



Kindly note that all original copy of project proposals shall be filed by GAD Secretariat. Implementing units shall only have a duplicate copy.

III. OTHER DOCUMENTS

All documents related to GAD shall be passed through the GAD Secretariat at GAD Office, Ground Floor HTREX Center, NHA Main Office. Documents especially vouchers without GAD stamp shall not be processed by concerned departments.

For your appropriate action.



AR. MA. BENITA O. REGALA
Group Manager, HSSG/
GAD Chairperson

Encl:

- 1) Proposal Template
- 2) Budgetary Requirements per Region