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|  | LBP INSURANCE BROKERAGE, INC. | | CLASS D |
| | | | Control No.: |
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| | Guidelines in the Mainstreaming and Institutionalization of Gender And Development (GAD) | | Revision No.: |
| | | | 00 |
| | | | Effective Date |
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| Prepared by: | | Reviewed by: | Approved by: |
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DOCUMENT HISTORY LOG

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A. RATIONALE

Republic Act 9710 or the Magna Carta of Women mandates all government agencies, offices, bureaus, instrumentalities, State Universities and Colleges, Government Owned and Controlled Corporations and LGUs to adopt gender mainstreaming strategy to promote and fulfill women's human right and eliminate gender discrimination in their systems, structures, policies, programs, processes and procedures.


B. OBJECTIVES

This guideline is prepared to:

1. Institutionalize and mainstream the Gender and Development (GAD) within the organization through the development, implementation, and monitoring and evaluation of policies, enabling mechanisms, programs, activities and projects consistent with the requirement of RA 9710 or the Magna Carta of Women;
2. Establish and operationalize the GAD Focal Point System.
3. Enhance compliance to requirements of Gender and Development (GAD).


C. COVERAGE

These guidelines shall be used by all LIBI Officers and employees for the implementation and mainstreaming of GAD.


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D. DEFINITION OF TERMS

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| Gender | Means (a) the socially determined differences between women and men such as roles, attitudes, behaviors and values; and (b) the roles, attitudes and values assigned by culture and society to women and men. These roles, attitudes and values define the behaviors of women and men and the relationship between women and men. They are created and maintained by social institutions such as families, governments, communities, schools, churches and media. |
| Development | is the sustained capacity to achieve a better life and that development is for all, equally for women and men. |
| Gender and Development | Refers to the development perspective and process that is participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices and contends that women are active agents of development, not just passive recipients of development. |
| Gender Analysis | Refers to a framework to compare the relative advantages and disadvantages faced by women and men in various spheres of life, including the family, workplace, school, community and political system. It also takes into account how class, age, race, ethnicity, culture, social and other factors interact with gender to produce discriminatory results. |
| GAD Focal Point System | Is an interacting and interdependent group of people in all government instrumentalities tasked to catalyze and accelerate gender mainstreaming. It is a mechanism established to ensure and advocate for guide, coordinate and monitor the development, implementation, review and updating of their GAD plans and GAD-related programs, activities and projects. |

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| Gender Mainstreaming | Refers to the strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation policies, programs and projects in all social, political, civil and economic spheres so that women and men benefit equally. It is the process of assessing the implications for women and men any planned action, including legislation, policies or programs in all areas and at all levels. |
| Gender Responsive | Means the consistent and systematic attention to the differences between women and men in society with a view to addressing structural constraints to gender equality. |
| Gender Equality | Refers to the principles asserting the equality of women and men and their right to enjoy equal conditions realizing their full human potentials to contribute to and benefit from the results of development, and with the State recognizing that all human beings are free and equal in dignity and rights. |
| GAD Budget | Means the cost of implementing the annual GAD Plan, which may include agency PAPs designed to address gender issues and promote women's empowerment and gender equality |
| GAD Plan | Means a systematic designed set of programs, activities and projects with corresponding budget carried out by agencies over a given period of time to address gender issues and concerns in their respective sectors and constituents. |
| Organization focused GAD activities | Are activities that seek to: (a) create the organizational environment for implementing gender-responsive policies, programs and projects; and (b) address the gender issues of employees particularly those that affect women's performance as government workers like sexual harassment, low participation of women in human resource development |
| | undertakings and decision-making structures and processes and lack of support to ease women's multiple burden such as day care in the workplace ; and |
| Client-Focused GAD activities | Are activities that seek to address the gender issues of agency's clients |

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| Sex-Disaggregated Data | Means (a) any data that is cross classified by sex, presenting information separately for women and men, girls and boys and (b) statistical information that differentiates between women and men and slows one to see where the gaps are in their positions or conditions. |
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E. GENERAL GUIDELINES


1. Gender and Development shall be integrated in policies, plans and programs, activities, projects of the Corporation in as much as it would be applicable. Annual and medium-term plan shall incorporate the components of GAD in relation to information and education awareness and campaign, development studies, infrastructure development, implementation, monitoring, evaluation and human resource capacity building.
2. Under the Magna Carta of Women, LIBI's mandate aligns with Section 27 – Social Protection (b) *The State shall institute policies and programs that seek to reduce the poverty and vulnerability to risks and enhance the social status and rights of the marginalized women by promoting and protecting livelihood and employment, protecting against hazards and sudden loss of income, and improving people's capacity to manage risks.* Furthermore, as a Government Owned and Controlled Corporation (GOCC), LIBI shall formulate and implement policies, plans, and programs that provide women especially those in marginalized sectors with accessible and preferential insurance services and advancing a better quality of life in line with gender and development advocacy.
3. The Corporation shall facilitate conduct of Gender Mainstreaming initiatives pursuant to RA 9710 otherwise known as the Magna Carta for Women. LIBI shall be guided by the different levels of gender mainstreaming as it implements gender mainstreaming.
4. Gender mainstreaming entry points for LIBI shall be instituted in the Policies, People, Enabling mechanism and Programs, Activities and Projects (PAPs).

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5. The Corporation shall allocate at least five percent (5%) of the Corporation's total budget for the implementation of GAD programs, projects and activities.

E. SPECIFIC GUIDELINES

1. LIBI shall formulate policies, plans and programs supporting the GAD mandate which shall include the GAD Agenda, Use of Gender Fair Language and Images, Policies to address identified gender needs of internal and external clients, Anti-Sexual Harassment Policy and other organizational policies related to GAD.
2. The GAD policies, plans and programs shall be regularly reviewed and revised, as needed. The results of gender analysis, audit, current and emerging issues and recent issuances related to GAD shall be incorporated in the revisions, as deemed appropriate, to continuously strengthen compliance with GAD.
3. Capacity Development Plan for GAD shall be included in the annual training program of the Corporation. It should also include GAD orientation requirement for new employees.
4. GAD requirements shall also form part of the Annual Procurement Plan of the Corporation.
5. LIBI shall establish a GAD Focal Point System (GFPS) composed of Officers and representatives from various Groups/Units. A Special Order shall be issued for the composition of the GFPS. The duties and responsibilities of members of GFPS include the following among others:
 - a. Act as lead in mainstreaming gender perspective in LIBI plans and programs;
 - b. Ensure assessment of the gender-responsiveness of systems, structures, policies and procedures.
 - c. Assist in the formulation of the new policies such as GAD Code in advancing woman status.
 - d. Lead in setting up appropriate systems and mechanism to ensure the generation, processing, review and updating of SDD or GAD database
 - e. Coordinate efforts of different LIBI groups/units and advocate for the integration of GAD Plans and Programs

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- f. Lead in monitoring the effective implementation of GAD related policies and the annual GAD Plans, Programs and budget
 - g. Lead the preparation and consolidation of the annual LIBI GAD Accomplishment Report as required.
 - h. Strengthen the external link with other agencies or organizations working on women's right.
 - i. Promote and actively pursue the participation of women and gender advocates
 - j. Ensure that all personnel of LIBI are capacitated in GAD
6. LIBI shall strengthen established mechanism for GAD particularly the GFPS and CODI through conduct of regular meetings and capacity building activities ensuring that their functions are performed.
 7. The GFPS, top management and all LIBI personnel shall attend appropriate and relevant trainings on GAD to include basic GAD trainings such as Gender Sensitivity Training, Gender Analysis and GAD Planning and Budgeting among others.
 8. Results of implementation and monitoring of GAD Program and Budget shall be presented to the ManCom after end of each semester.
 9. LIBI shall facilitate preparation and/or updating of Sex-Disaggregated database (SDD) to help in the preparation of analysis and in the GAD Plans, Programs and budget.
 10. The Corporation shall strengthen awareness in its GAD efforts through enhancement of marketing tools and/or establishment of GAD corner. The effectiveness of the tools in raising awareness shall be monitored and these shall be regularly reviewed and updated as deemed necessary.
 11. LIBI shall enable regular consultations and/or articulation of gender needs/issues of internal and external clients for the continuous development of the Corporation's GAD.

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12. LIBI shall conduct meetings/consultation with PCW, organizations and/or individual to facilitate gender mainstreaming efforts. The Corporation may also tap other organization and government agencies in the conduct of GAD related PAPs.
13. The yearly GAD activities of the Corporation classified as Organization-Focused and Client-Focused shall be mainstreamed in the Corporation's Programs, Activities and Projects (PAPs).
14. LIBI shall actively participate and support GAD related activities particularly those initiated by PCW such as Celebration of Women's month and 18-day campaign of VAW.
15. LIBI shall conduct regular assessments of programs and projects using the Harmonized GAD Guidelines for monitoring and program enhancement purposes.

F. EFFECTIVITY

These guidelines shall take effect immediately upon the approval of the LIBI Board of Directors. Any amendment to these guidelines shall be approved by the Board of Directors.