



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF HEALTH  
COMMISSION ON POPULATION

Office Order No. 85 s. 2014

GUIDELINES TO MAINSTREAM MR GAD/KATROPA AT THE LOCAL LEVEL

I. Rationale

For a long time, promoting gender equality has focused on women's empowerment and has been driven largely by women. This can be largely attributed to the fact that women are the ones mostly disadvantaged by the patterns of gender inequality, and have been the ones to push for the implementation of programs that will address such inequalities.

However, there are many who believe that gender issues are only about women and of no concern to men. These beliefs have begun to change, and there is a growing interest in the roles and responsibilities of men in relation to gender equity and equality. Men have to be held accountable so that their actions, perceptions and attitudes about women can be changed.

Programs such as Men's Responsibilities in Gender and Development (MR GAD) and Kalalakihang Tapat sa Responsibilidad at Obligasyon sa Pamilya (KATROPA) are being implemented to address gender inequalities. MR GAD/KATROPA projects are trainings or activities of interventions aimed to transform pilot communities (barangay leaders and its constituents) to become responsive to gender and reproductive health concerns. The target participants for these projects are men. It is widely believed that men talking to men about gender issues and concerns have a bigger impact in dealing with gender issues involving men.

II. Objectives

These guidelines provide the mechanism to implement the mainstreaming of gender concerns in the RP/FP program at the regional and local level and to promote men's responsibility in gender and development through a programmatic approach. The MR GAD/KATROPA at the local level aims to mainstream gender concerns in the RP/FP program at the local government units, and promote men's responsibilities in gender and development and reproductive health.

III. General Guidelines

- MR GAD/KATROPA projects are trainings or activities aimed to transform communities to become responsive to gender and reproductive health concerns. These projects may also include assistance to LGUs in the conduct of MR GAD/KATROPA orientations, reorientations, trainings and other MR GAD/KATROPA-related activities. GAD-related orientations, meetings and other activities of RPO staff cannot be funded through this project.

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RFA (3 pages)

- Strategy Paper on "Promoting & Institutionalizing Male's Responsibility and Involvement in Responsible Parenthood, Gender Equality and Reproductive Health – Family Planning" issued by POPCOM will serve as a reference for training and communication activities. Please refer to the sample training and program designs in the annexes.
- Responsible Parenting and Family Planning concerns must be integrated in the gender program.
- The target participants for this project may include LGU population officers and workers, barangay officials and community or purok leaders in the barangay. Male participants are preferred for this activity. RPO staff shall not be selected as participants for this project.

### III. Specific Guidelines

#### 1. Project Summary

RPOs shall submit a project summary using the recommended format set by the Planning, Monitoring and Evaluation Division (PMED), such as:

- a. Background/Rationale
- b. Objectives
- c. Strategies
- d. Schedule of Activities
- e. Budget Breakdown

RPOs shall not be allowed to proceed with the implementation of the project without an approved project summary by Central Office.

#### 2. Project Duration

The project must be completed on or before December 15, 2014.

#### 3. Fund Utilization

- a) Each RPO shall be given a fund allocation of One Hundred Thousand Pesos Only (P100,000) except for RPO 4 and 12 which shall receive an additional P100,000 each for region 4B and ARMM, respectively. The total expenditures for this project shall not exceed the amount provided in these guidelines.
- b) The fund shall be utilized for the payment of meals, venue, hotel accommodation, transportation, gasoline, communication, per diem, IEC materials and/or related collaterals, supplies and materials and other miscellaneous expenses during the conduct of the mentoring.
- c) The fund shall be disbursed through cash advance, direct payment or reimbursements. However, expenses related to hotel accommodation shall only be through direct payment.
- d) The required documents for cash advance are the following:
  1. Disbursement Voucher
  2. Obligation Request
  3. Project Summary
  4. Letter of request for funding
  5. Signed Purchase Request with number
  6. Detailed budget breakdown
  7. Detailed estimated list of participants

8. Certificate of no pending cash advance from RPO
  9. Certified true copy of bond certificate
  10. Special Order for designation of special disbursing officer
  11. Proposed program of activities
- e) The required documents for direct payment and reimbursements are the following:
1. Disbursement Voucher
  2. Obligation Request
  3. Project Summary
  4. Statement of billing (direct payment)
  5. Official Receipts
  6. Activity Report
  7. Report of Disbursements;
- f) The required documents for liquidation of cash advance are the following:
1. Disbursement Voucher
  2. Obligation Request
  3. Project Summary
  4. Statement of billing
  5. Official Receipts
  6. Activity Report
  7. Report of disbursements
- g) In the event that portion of the allocated fund is not utilized for the intended purposes, such amount must not be used to support other activities of the RPO and shall be returned to Central Office.
- h) The utilization of the allocated fund shall follow the usual accounting and auditing rules and regulations.

#### 4. Monitoring and Evaluation

Representatives from PMED shall monitor the implementation of the project. RPOs shall inform and provide PMED with the schedule of activities one month prior to the conduct of the activity. In the event that the schedule is changed, the RPO must notify PMED immediately to enable PMED to make proper arrangements for the monitoring of the activity.

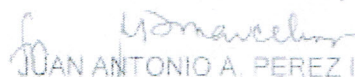
#### 5. Reporting

Upon completion of the project, all RPOs shall submit an activity report and fund utilization report to PMED. Submission of reports shall be within fifteen (15) days upon completion of the project.

#### IV. Effectivity

These guidelines shall take effect immediately.

Approved:

  
JUAN ANTONIO A. PEREZ III, MD, MPH  
Executive Director