



May 9, 2025

ROLYN C. DAGUIL, PhD
University President
Caraga State University

Dear Dr. Daguil:

Warm greetings from the **Philippine Commission on Women!**

The PCW, through its North Mindanao Field Office (NMFO), would like to invite representatives from Caraga State University to participate in the **“GMEF Baseline and Validation Session for State Universities and Colleges in Regions 9, 10 and 13”** on **June 18-19, 2025** in **Cagayan de Oro City**. The activity aims to increase the knowledge and understanding of SUCs on the application of the Gender Mainstreaming Evaluation Framework (GMEF) tool in advancing gender mainstreaming within their respective institutions. Following this, a validation session will be conducted to guide SUCs through the assessment process, establish baseline data on GM levels, and identify areas for improvement.

The objectives of this activity are the following:

1. Orient GFPS members of invited SUCs on the GMEF tool, including its objectives, benefits, indicators, and practical application in institutional GAD planning, monitoring, and reporting
2. Facilitate a validation session to review and assess the GMEF self-assessment results of participating SUCs
3. Collect baseline GMEF data from SUCs in Regions 9, 10 and 13 to provide an overview of the current state of gender mainstreaming in the higher education sector

PCW will cover the full board and accommodation of three (3) participants per SUC. We kindly request the SUCs to provide the allowable daily subsistence allowance and travel expenses of their representatives, charged to the GAD budget.

Additionally, the activity will also serve as a platform to discuss the GADTimpala (Gender and Development Transformation and Institutionalization through Mainstreaming of Programs, Agenda, Linkages & Advocacies) guidelines for SUCs. The PCW intends to recognize SUCs that exhibit outstanding performance in gender mainstreaming. With this initiative, we hope to motivate more SUCs to incorporate gender mainstreaming into their institutional policies, programs, and practices.

Pre-work Requirements

To ensure a smooth and productive session, participating SUCs must conduct a GMEF self-assessment before the activity. A pre-work guide will be provided to facilitate the process. You may access the GMEF Scoring template to input your SUC's ratings via this link: <https://tinyurl.com/PreWork-GMEF>. A dedicated Google Drive folder will be created for



SUCs to submit supporting Means of Verification (MOVs). During the activity, participants are encouraged to bring either hard or soft copies of their MOVs for validation.

Reference Materials

A copy of the GMEF tool can be downloaded at <https://library.pcw.gov.ph/enhanced-gender-mainstreaming-evaluation-framework-handbook-and-toolkit/> to serve as a reference for GFPS members in preparing the required MOVs. For detailed guidance on scoring, agencies may refer to “A Handbook on the Application of the Gender Mainstreaming Evaluation Framework (GMEF)”. Step-by-step instructional videos on administering the tool are also available at <https://library.pcw.gov.ph/gender-mainstreaming-evaluation-framework-gmef-instructional-videos/>.

Confirmation of attendance

Each SUC is invited to send three (3) representatives to participate in the activity. Ideally, the delegation should include one (1) GFPS Executive Committee (ExeCom) member and two (2) GFPS Technical Working Group (TWG) members, prioritizing those with direct knowledge and involvement on the application of the GMEF tool. To confirm attendance, registration must be completed by May 16, 2025 via this link: <https://tinyurl.com/Registration-Form-GMEF>

Onboarding Session

To better prepare the participants for the upcoming activity, we will be conducting a virtual onboarding session and coordination meeting via Zoom. This is to ensure and monitor the status of each SUC’s participation in the activity and their pre-work assignments. The virtual meeting details are as follows:

Onboarding session May 16, 2025 (Friday), 10:00 AM Meeting ID: 918 8075 0682 Password: 051625	Coordination meeting May 26, 2025 (Monday), 10:00 AM Meeting ID: 935 4120 4688 Password: 052625
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For any questions or concerns, you may reach **Patricia Mae L. Mabalos**, GAD Specialist II of the PCW-NMFO during office hours via SMS at **0927 492 8536** or via email address at mindanaofo@pcw.gov.ph, copy furnish pmlmabalos@pcw.gov.ph.

We look forward to your SUC’s active participation in this meaningful initiative. Thank you very much for your continued support!

Sincerely,

NHARLEEN SANTOS-MILLAR

Executive Director *N. Santos-Millar*

ANNEX 1. PROGRAM FLOW

Day 0 (June 17, 2025)

Arrival of PCW and participants in Cagayan de Oro City

Day 1 (June 18, 2025)

TIME	ACTIVITY/SESSION	RESPONSIBLE TEAM/UNIT
8:00 AM - 8:30 AM	Ingress	
8:30 AM - 9:00 AM	Preliminaries	NMFO
9:00 AM - 9:30 AM	Opening Remarks	PCW Official
9:30 AM - 10:00 AM	Overview of the Activity	NMFO
10:00 AM - 11:30 AM	Session 1: Fundamentals of Gender Mainstreaming Evaluation Framework Tool	SCD
11:30 AM - 12:00 PM	Validation Sessions	PCW Technical Officers (NMFO, TSRCD, SCD, PDPMED)
12:00 PM - 1:00 PM	Lunch	
1:00 PM - 4:45 PM	Validation Sessions	PCW Technical Officers (NMFO, TSRCD, SCD, PDPMED)
4:45 PM - 5:00 PM	Synthesis and Reminders for Day 2 Validation Sessions	NMFO

Day 2 (June 19, 2025)

TIME	ACTIVITY/SESSION	RESPONSIBLE TEAM/UNIT
8:30 AM - 12:00 PM	Continuation of Validation Sessions	PCW Technical Officers (NMFO, TSRCD, SCD, PDPMED)
12:00 PM - 1:00 PM	Lunch	
1:00 PM - 2:00 PM	Session 2: GADTimpala Award Herstory and Guidelines for SUCs	PDPMED
2:00 PM - 2:45 PM	Ways Forward and Commitment Setting Implementing Gender Mainstreaming	NMFO
2:45 PM - 3:00 PM	Closing Activities (Accomplishing of Activity and RP Evaluation Forms, Synthesis)	Participants
3:00 PM - 3:15 PM	Closing Remarks	PCW Official
3:15 PM onwards	Presentation of certificates, distribution of IEC materials, and photo opportunity	NMFO