



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL IRRIGATION ADMINISTRATION
CENTRAL OFFICE



MEMORANDUM CIRCULAR No. 104
Series of 2025

TO : THE SENIOR DEPUTY ADMINISTRATOR, DEPUTY ADMINISTRATORS, THE REGIONAL/DEPARTMENT/PROJECT MANAGERS, DIVISION MANAGERS, AND ALL OTHERS CONCERNED

SUBJECT : NIA's 6-Year GAD AGENDA (2024-2029)

In line with the attached Executive Committee Resolution No. 75, series of 2025, approving the Agency's 6-Year GAD Agenda (2024-2029) and its adoption and implementation, attached herewith is a copy of the same for everyone's information and ready reference as well as its Google Drive Link: <https://drive.google.com/drive/folders/1v2tqiad53ehVn3Ew664Q3IEESvw9BhqA?usp=sharing>

With the approval of the Agency's GAD Agenda, please be reminded that programs, activities and projects (PAPs) indicated in the submitted GAD Plans and Budget are in line with the identified goals. Further, all Regional/Project Offices and Integrated Irrigation Systems Offices are hereby directed to ensure that PAPs included in your respective GAD Plans and Budgets shall be strictly implemented.

For your information and compliance.

ENGR. EDUARDO EDDIE G. GUILLEN
Administrator

Date: 28 NOV 2025





EXECUTIVE COMMITTEE RESOLUTION

RESOLUTION NO. 75 Series of 2025

WHEREAS, the Gender and Development (GAD) is a government-mandated framework to ensure that all programs, projects, and activities are gender-responsive. It aims to eliminate gender bias and promote equal opportunities for men and women;

WHEREAS, in accordance with the Republic Act. No. 9710-Magna Carta of Women (MCW) and the Philippines' commitment to achieve gender equality and women's empowerment (GEWE), the Guidelines for the Preparation of Annual GAD Plans and Budgets (GPBs) and GAD Accomplishment Reports (ARs) was issued by the Philippine Commission on Women (PCW), the National Economic and Development Authority (NEDA) and the Department of Budget and Management (DBM) as per PCW-NEDA-DBM Joint Circular No. 2012-01;

WHEREAS, PCW Memorandum Circular No. 2018-04 provides guidelines for government agencies to formulate, implement, monitor, and evaluate their 6-year Gender and Development (GAD) Agenda, which is the strategic framework for achieving gender equality and women's empowerment;

WHEREAS, the objectives of GAD Agenda are:

1. Institutionalize gender mechanisms at all levels of NIA;
2. Ensure gender mainstreaming in irrigation systems/projects;
3. Strengthen awareness, monitoring, and evaluation of GAD;
4. Promote equal opportunities and women empowerment;

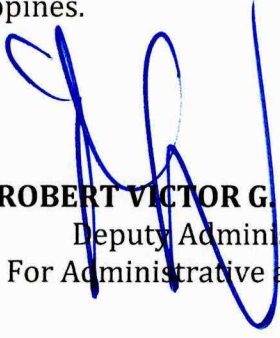
WHEREAS, in the Executive Committee meeting held on October 20, 2025, Ms. Elaine P. Villanueva, Manager, Procurement and Property Div./Head, Technical Working Group, GAD Focal Point System (GFPS), presented and requested, on behalf of Atty. Ailyne C. Agtuca-Selda, Manager, Administrative Department/ Chairperson, ExeCom GFPS, the approval of the Executive Committee of the NIA's 6-Year GAD Agenda (2024-2029) and its adoption and implementation;

WHEREAS, after the deliberation of the Executive Committee, the request of Ms. Elaine P. Villanueva, was approved and recommended for appropriate actions to be implemented;

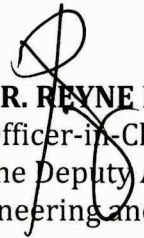
NOW, THEREFORE, IT IS HEREBY RESOLVED, that the above-said ExeCom recommendation shall be acted-upon immediately, and appropriate actions be implemented.



APPROVED during the Executive Committee Meeting held on **20th of October 2025**, in the Administrator's Conference Room, NIA Building, EDSA, Diliman, Quezon City, Philippines.



ROBERT VICTOR G. SEARES, JR.
Deputy Administrator
For Administrative and Finance



ENGR. REYNE B. UGAY
Officer-in-Charge
Office of the Deputy Administrator
For Engineering and Operations



ENGR. ROBERT C. SUGITAN
Senior Deputy Administrator



ENGR. EDUARDO EDDIE G. GUILLEN
Administrator

AGENCY: National Irrigation Administration
 GAD GOAL #: 1 - Institutionalize GAD mechanisms at all levels

GENDER ISSUE/ GAD MANDATE	GAD OUTCOME/RESULT STATEMENT	INDICATOR	BASELINE	RESPONSIBLE OFFICE	YEAR 1			YEAR 2			YEAR 3			YEAR 4			YEAR 5			YEAR 6		
					TARGET	PPA	ESTIMATED BUDGET	TARGET	PPA	ESTIMATED BUDGET	TARGET	PPA	ESTIMATED BUDGET	TARGET	PPA	ESTIMATED BUDGET	TARGET	PPA	ESTIMATED BUDGET	TARGET	PPA	ESTIMATED BUDGET
Client-Focused																						
Limited involvement/engagement of women in designing, programming, and decision making	Increased involvement/engagement of women in designing, programming, and decision making in NIA's initiated programs and initiatives	No. of attendees: - % women	Note: Determine the baseline	Institutional Development Division and Human Resource Division (IDD abd HRD)	No. of attendees (30 percent of the total population of women farmers)	Mapping of women farmers for the collection of SDD and gender related information	Php 90,000.00 (P5,000/office x 18)	No. of attendees (35 percent of the total population of women farmers)	Conduct of pre-construction meeting with women farmers/partner beneficiaries	Php 2,250,000.00 (P125,000 x 18 offices) - 100 attendees both men and women	No. of attendees: - 40% women	Launching of mobile caravan with IEC materials showcasing the importance of women involvement in designing, programming, and decision making	Php 4,500,000.00 (P250,000 x 18 offices) - printing cost, logistics	No. of attendees: - 42% women	Conduct of Recognition of Empowered Women in the field of Irrigation and engineering during the National Women's Month Celebration (NWMC)	P900,000.00 (P50,000 x 18 offices)	Sharing of experience, showcasing success stories among others through radio program (utilize available modalities in the region)				Evaluation previous PPAs	
Lack of knowledge and involvement of all internal and external clients in NIA's advocacy to mainstream GAD in its PPAs specifically in human resource actions (recruitment, selection, and placement) Note: Transfer to org-focused	Increased knowledge and involvement of all internal and external clients in mainstreaming GAD concepts and initiatives in all HR actions	Number of documents drafted/revised	One (1) memorandum circular institutionalizing gender-fair language to all official documents	Human Resources Department	Number of meetings conducted	Determination of baseline data by concerned staff/officials and training needs analysis and timelines	P432,000.00 (24,000.00 x 18 offices - meal expenses; 1 virtual meeting/month attended by CO concerned officials and regional representatives)	-1 document (Merit Selection Plan) - Number of trainings conducted	Training for HR (Gender Sensitivity); Review and approval of NIA's Merit Selection Plan	Php 250,000.00 - Honoraria (CSC Resource Speaker), Meals	-2 documents (MSP, Employee Onboarding/Orientation Manual) - Number of training conducted	WriteShop - crafting of Employee Manual incorporating GAD concepts	Php 1,150,000.00 - Honoraria (Resource Speaker), Meals, Venue	To monitor the utilization of all offices in their HR actions GAD Inclusive forms	P90,000.00 (P5,000 x 18 offices)							
Limited number of women farmers occupying leadership roles in Irrigators Association	Increase the number of women farmers occupying leadership roles in Irrigators Association	Number of women recognized		GFPS in Coordination with the HR TCDS	15 % of women in leadership positions within the agency	Develop and implement gender-responsive policies and practices that support the advancement of women	99,000 (18 x 5,500)	25 % of women in leadership positions within the agency	Implement and cascade the targeted initiatives to increase recognition and representation of women	990,000 (550x100pax18offices)	35 % of women in leadership positions within the agency	Expand gender-responsive policies and practices to all departments and units within the agency.	1,485,000 (550x150pax18offices)	50% of women in leadership positions within the agency	Intensify gender-responsive policies and practices within the agency and its stakeholders	1,980,000 (550x200pax18offices)	% of women in leadership positions within the agency					
TOTAL							Php 621,000.00			Php 3,490,000.00			Php 5,651,485.00		Php 2,970,000.00							
Org-Focused																						
No orientation modules for employees on GAD awareness	Developed orientation modules on GAD awareness	Number of Orientation modules developed	0	NIA-CO GFPS (in consultation with Regional GFPS)	INDICATOR (number of orientation modules developed) BL- 0 1	Conduct of FGD with Regional GFPS	Php 3,900,000.00	INDICATOR (number of orientation modules developed) 1	Writeshop	Php 2,800,000.00	INDICATOR (number of orientation modules developed) 2	Conduct of 5-day Training on GA Training	Php 4,500,000.00	50% of GFPS are trained on the application of GA tools	Conduct of Advanced 5-day Training on GA training	1,600,000.00	70% of GFPS are trained on the application of GA tools	Conduct of series of trainers/ training facilitated by PCW accredited Resource Persons (ToT, Specialized Writeshop, etc.)	Php 6,600,000.00	80% of GFPS are trained on the application of GA tools	Continuous professionalization of NIA accredited GAD Resource persons	
Limited knowledge of the conduct of gender analysis	Adequate knowledge in conducting gender analysis	number of NIA wide key personnel	5% of NIA wide personnel (6000 casuals, 2500 plantilla positions)	Human Resources	- Number of Regional GFPS trained	Conduct of Gender Analysis (HGDC and GMEF) training-workshops to Regional GFPS	2,562,600 (4pax x 18regions x 3days x 1100 + {35k venue x 3days} + honorarium + TEV	- Increased trained GFPS on GA tools	- Conduct of echo training to responsible units (regional level)	1,486,080 (2pax x 6IMOs x 3days x 1100 + {10k venue x 3days} + TEV x 18 regions)	- Higher GAD trainings conducted for Regional GFPS (GPB)	Conduct of Gender Planning and Budgeting to Regional GFPS	2,562,600 (4pax x 18regions x 3days x 1100 + {35k venue x 3days} + honorarium + TEV	- Three accredited GAD Resource persons - One GST manual and One SDD manual	Training of Trainers	1,486,080 (2pax x 6 IMOs x 3days x 1100 + {10k venue x 3days} + TEV x 18 regions)	- Three (3) accredited GAD Resource persons	Professionalization of NIA accredited GAD Resource Persons (higher level)	112,500 (3pax x 3days x 2,500TF) + TEV	Six accredited GAD Resource Persons	Conduct of 5-days training on Gender Audit	
NIA utilized below 5% requirement of agency Budget in implementing GAD Programs	Utilized higher than 5% of Agency budget to implement GAD	Percentage of agency budget utilized for GAD	3% of agency budget utilized (based on GAD AR 2022)	GFPS	- Number of regions utilizing more than 5% (GAD Agency Budget)	Orientation on Gender-Responsive Irrigation Proposals		- Increase in percentage of attributed programs	- Strengthening of GFPS of all regions/offices to enable them to maximize attributable PPAs		- Increase in GAD Utilization from 3% to 8%	Training-Workshop on Gender and Development Accomplishment Report		- Increase in GAD Utilization from 8% to 12%	Focus Group Discussions on new irrigation projects for attribution							
Limited GAD perspective integrated in organizational/national and sectoral plans	Revised PIP, National Irrigation Management Plan, RIMP, PIMP with GAD perspective			NIA Management		Conduct of gender analysis training			Conduct training on monitoring and evaluation of PPAs subject to HGDC			Conduct of Gender Audit of organizational /national and sectoral plans.		-One GST manual and One SDD manual	Application/ preparation for RPs accreditation		-One HGDC manual					
Limited knowledge on the application of Gender Analysis tools as bases for planning, implementation, monitoring and evaluation of PPAs	Increased level of knowledge on the application of GA tools	Percentage of GFPS trained on the application of GA tools such as SDD, GMEF and HGDC	30% of GFPS are trained on the application of GA tools	GFPS		Issue uniform guidelines on the conduct of HGDC			Conduct of advance Training on GA Tools			Crafting of updated organizational / national and sectoral plans based on the result of Gender Audit.						Conduct of Advanced training on GA tools				
Lack of accredited pool of GAD resource speakers to develop tools and knowledge products on GAD for organization and external clients	-Established accredited pool of GAD resource persons from GFPS members of Central Office, RIO, IISO, PMO -Develop tools and knowledge on GAD products - Develop Certified NIA Pool of Trainers	Number of GFPS member who are accredited GAD resource persons Number of developed tools and knowledge products on GAD	No existing pool of accredited resource speakers.	NIA Central Office- GFPS	Number of GFPS trained Note: Revise this based on the identified PPAs	Formulation of GAD Agenda Strategic framework in NIA wide - Revisit the identified activity/ies for Year 1, Suggested activities: a) Selection and identification of potential members of Trainers		25 candidates for intensive training identified (Batch 1 of trainer?)	Intensive trainings on GST and GA tools		- 10 candidates advancing to higher trainings	Trained GFPS to undergo RP accreditation		- 5 RPs accredited	RPs conducting GST to Regional GFPS - RPs crafted Agency Manual on GST		- 1 additional RP accredited	RPs conducting GA Tools training to Regional GFPS - Regional GFPS cascading GST to respective Institutional Development Section and stakeholders		- 3 additional RPs accredited	Regional GFPS to conduct GAD trainings to stakeholders	

Limited GAD information on NIA website (GAD Corner)	Increased GAD information initiatives, policies and activities posted on the NIA website	Standard number of updated GAD information on the NIA website (Central Office and Regional Offices)	Four main GAD content	MID, PAMS, GPPS	8 main GAD content (to include Gender Concepts and GAD legal frameworks) at the Central Office level	Conduct one-day workshop to identify additional GAD content/subconcepts for posting	P18,000 (CO-level 20 participants at P900-meet & snacks only)	Six main GAD content (to include Gender Concepts and GAD legal frameworks) at the Regional Offices level	Conduct one-day orientation on the implementation of new GAD content on website	P1,700,000.00 (17 Regions 14 participants/region)	Updated six main GAD content	Conduct regular monitoring to maintain six main GAD content	0.00	Adjusted one main GAD content	Conduct review on the content and relevance of the GAD information on the website	P18,000 (CO-level 20 participants at P900-meet & snacks only)	1 downloadable brochure on GAD legal frameworks	Conduct workshop to develop and produce downloadable E-C materials on GAD	(P18,875.00) (CO-level 20 participants at P900-meet & snacks only)	1 AVP	Conduct workshop to develop and produce AVP on NIA GAD initiatives	P91,000.00 (CO-level 20 participants at P900-meet & snacks only)
GAD initiatives are not being recognized under the existing NIA PRAISE awards	Increased GAD awardees from POFMNG/ISG/MSD	Number of CORM/MSD/ISG recognized as GAD Awardees	6 PRAISE award category for GAD	NIA CO PRAISE Committee	Approved guidelines on GAD Awards System	Conduct 2 one-day workshops (1 for the formulation and setting of initial guidelines + for the enhancement and finalization of guidelines for GAD awards) inclusion of the GAD relative (except in the IPOR and OPCR)	P1,832,000 (17 Regions (2 participants/region) 3 Projects (2 participants/project) Central Office (20 participants) at P20,000 (CO per region participant)	1 CORM/MSD/ISG recognized as GAD awardee	Nomination and evaluation of qualified GAD Awardees	P115,000 (P55,000.00 trophy and cash prize, validation expenses - 3 visitors @ P20,000)	2 Offices (1 POFMNG/MSD, 1 ISG) recognized as GAD awardees	Nomination and evaluation of qualified GAD Awardees	P230,000 (trophies and cash prizes P10,000.00, visitors 3 (1 RC, 1 IAO) @20,000 - 120,000)	4 Offices (3 POFMNG/MSD, 2 ISG) recognized as GAD awardees	Nomination and evaluation of qualified GAD Awardees	P460,000 (trophies and cash prizes P220,000.00, visitors 3 (2 RCs, 1 IAO) @20,000 - 240,000)	6 Offices (3 POFMNG/MSD, 3 ISG) recognized as GAD awardees	Nomination and evaluation of qualified GAD Awardees	P560,000 (trophies and cash prizes P330,000.00, visitors 3 (3 RCs, 3 IAOs) @20,000 - 360,000)	8 Offices (4 POFMNG/MSD, 4 ISG) recognized as GAD awardees	Nomination and evaluation of qualified GAD Awardees	P880,000 (trophies and cash prizes P440,000.00, visitors 4 (4 RCs, 4 IAOs) @20,000 - 420,000)
TOTAL:							3,882,000.00			3,447,000.00			1,882,000.00			2,168,000.00			880,875.00		1,183,000.00	