



MEMORANDUM CIRCULAR No. 41
Series of 2026

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

SUBJECT : SUBMISSION OF REVISED GAD PLANS AND BUDGET ONCE ^{THE} GENERAL APPROPRIATIONS ACT (GAA) IS APPROVED _A

In line with the implementation of Gender and Development (GAD) programs, activities, and projects, and in accordance with the provisions of the **General Appropriations Act (GAA)** and existing guidelines on GAD Planning and Budgeting, all offices and units are hereby reminded to review and revise (*if necessary*) their previously submitted **GAD Plans and Budget (GPB)** following the approval of the GAA.

The revision aims to ensure that the approved GAD budget and planned activities are aligned with the final appropriations reflected in the approved agency budget.

In this regard, all concerned offices are instructed to:

1. Review their initially submitted GAD Plans and Budget (GPB);
2. Incorporate necessary revisions consistent with the **approved** GAA; and
3. Submit the **soft copy of the revised GAD Plans and Budget** to the GAD Focal Point System (GFPS) Secretariat by uploading it on this link: <https://drive.google.com/drive/folders/1zolXIZEjZ81ul288s1aQVfSvAZdMj7i?usp=sharing> on **April 15, 2026, and every year thereafter** for consolidation and further review.

Compliance with this Memorandum Circular is hereby enjoined to ensure the timely implementation and monitoring of the agency's Gender and Development programs, activities and projects (PAPs).

For strict compliance.

ENGR. EDUARDO EDDIE G. GUILLEN

Administrator

Date 22 APR 2026



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