



PHILIPPINE NATIONAL OIL COMPANY

Energy Center, Rizal Drive, BGC, Taguig City 1634

MEMORANDUM

To: All Departments

Date: April 10, 2025

Subject:

Institutionalization of the Use of the Harmonized Gender and Development Guidelines (HGDG) in All PNOC Programs, Projects, and Activities

In line with the Philippine Commission on Women (PCW) guidelines and the provisions of Republic Act No. 9710 (Magna Carta of Women), and pursuant to the Commission on Audit's recommendation under Audit Observation Memorandum PNOC 24-16 (23), the PNOC hereby institutionalizes the use of the **Harmonized Gender and Development Guidelines (HGDG)** in the planning, design, implementation, monitoring, and evaluation of all PNOC programs, projects, and activities (PPAs)—regardless of whether these are directly intended for Gender and Development (GAD) or not.

The HGDG is a results-based tool that promotes the integration of gender equality and women's empowerment into development programming. It serves both as a checklist for project assessment and as a guide for ensuring gender responsiveness throughout the project cycle. The HGDG score also determines the extent to which project costs may be attributed to GAD and will serve as a key reference in the preparation of PNOC's GAD Accomplishment Reports (GAD ARs).

To support this initiative, the **PNOC GAD Focal Point System – Technical Working Group (GFPS-TWG)** will conduct an **orientation workshop** to provide technical assistance and capacity-building on the effective application of the HGDG tool.

As part of the preparatory activities, **Department Managers are hereby requested to submit their Calendar Year 2025 PPAs to the GFPS-TWG on or before April 30, 2025**, through R.M. Santos, GAD Specialist.

Submissions must include the following information:

- Project/program/activity title and objectives
- Budget allocation
- Gender disaggregation of the workforce involved
- Other relevant documentation, if available (e.g., project briefs or concept notes)

(Template attached for reference)

This directive reflects PNOC's continued commitment to gender mainstreaming as a cross-cutting governance strategy and our obligation to allocate and attribute at



least five percent (5%) of our annual budget for GAD-related initiatives, in line with national policy. HGDG compliance will be monitored and used to validate budget attribution, ensure relevance, and assess progress in gender equality outcomes.

We expect the full cooperation of all units in this institutional endeavor. **For immediate and full compliance.**

Thank you.

A handwritten signature in black ink, appearing to be "Josephine Cui", written over the printed name.

Atty. Josephine Cassandra J. Cui
Senior Vice President – Finance & Admin
GFPS Executive Committee – Vice Chairperson

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