

## CALOOCAN CITY GENDER AND DEVELOPMENT COORDINATING OFFICE

### VISION

Caloocan City is a model of rights-based and gender-responsive local governance that champions women empowerment and gender equality.

### MISSION

1. To collectively work for the promotion, protection and fulfillment of women's human rights to enable women and men to contribute to and benefit equally from development.
2. To implement gender-responsive development policies, programs, projects, mechanisms and budget through mainstreaming, taking into consideration gender equality and advancement of women vis-a-vis men.
3. To adopt and implement measures to protect and promote the equal rights of women/ girls and men/ boys and ensure their widest, active participation in the pursuit of gender-responsive comprehensive development and investment plans.
4. To build capacities that promote women's leadership in the local government, private/ business sector, and civil society organizations.

<b>FRONTLINE SERVICE</b>	<b>REVIEW AND SUBMISSION OF ANNUAL BARANGAY GENDER AND DEVELOPMENT (GAD) PLANS</b>
<b>STEP 1A</b>	Barangay Councils prepare and submit respective GAD Plans to the Receiving Personnel.
<b>STEP 1B</b>	<ul style="list-style-type: none"> <li>– Receive Barangay GAD Plans with attachments submitted by the Barangay GAD Focal Person.</li> <li>– Refer to technical personnel for review and evaluation.</li> </ul>
<b>SERVICE PROVIDER/S</b>	NELDA F. LUCBAN, RSW
<b>TIME FRAME</b>	One to two minutes
<b>REQUIRED DOCUMENT/S</b>	<ol style="list-style-type: none"> <li>1. Barangay Annual GAD Plan and Budget</li> <li>2. Barangay Resolution approving appropriation for the Annual Barangay GAD Plan and Budget</li> <li>3. Project Proposal <ul style="list-style-type: none"> <li>– Background                      –Goals and Objectives            –Strategy and Implementation</li> <li>– Project Description            –Target Beneficiaries            –Budgetary Requirements</li> </ul> </li> </ol>
<b>STEP 2</b>	Review and evaluate programs/ projects/ activities in the Barangay Annual GAD Plan and Budget as to alignment with the Comprehensive Development Plan and other development and sector plans of the city.
<b>STEP 3</b>	Inform Barangay GAD Focal Person on the appropriate action to be undertaken: <ul style="list-style-type: none"> <li>– For completion of requirements or other supporting documents, if deemed necessary</li> <li>– For enhancement</li> <li>– For approval and signature of the Office Head</li> </ul>
<b>SERVICE PROVIDER/S</b>	NELDA F. LUCBAN, RSW
<b>TIME FRAME</b>	15 to 30 minutes (depending on the number of programs/ projects/ activities and completeness of documents)

<b>FRONTLINE SERVICE</b>	<b>REVIEW AND SUBMISSION OF ANNUAL BARANGAY GENDER AND DEVELOPMENT (GAD) PLANS</b>
<b>STEP 4</b>	Submit Barangay Annual GAD Plan and Budget with complete/ verified documents to the Office Head for approval and signature.
<b>SERVICE PROVIDER/S</b>	NELDA F. LUCBAN, RSW
<b>TIME FRAME</b>	Two minutes
<b>STEP 5</b>	Approve and sign Barangay Annual GAD Plan and Budget by the Office Head.
<b>SERVICE PROVIDER/S</b>	JAN CHRISTINE C. BAGTAS, RSW
<b>TIME FRAME</b>	Two minutes
<b>STEP 6A</b>	Record approved Barangay Annual GAD Plan and Budget in the logbook.
<b>STEP 6B</b>	Release approved Barangay Annual GAD Plan and Budget to respective Barangay GAD Focal Person.
<b>SERVICE PROVIDER/S</b>	NELDA F. LUCBAN, RSW
<b>TIME FRAME</b>	Two minutes
<b>REQUIRED FEES</b>	None

<b>FRONTLINE SERVICE</b>	<b>RESPONSE TO QUERIES/ REQUEST FOR INFORMATION ON GENDER AND DEVELOPMENT (GAD) MATTERS</b> – UPDATE ON GAD PLANS – SCHEDULE OF GAD MEETINGS
<b>STEP 1A</b>	Clients with or without appointment schedule register in the visitor's log book to inscribe the purpose of visit.
<b>STEP 1B</b>	– Assist client on the purpose of visit. – Refer client to office head for further assessment of request.
<b>SERVICE PROVIDER/S</b>	NELDA F. LUCBAN, RSW
<b>TIME FRAME</b>	One to two minutes
<b>STEP 2</b>	– Provide answers and Information Education and Communication (IEC) materials as needed. – Schedule interview, if requested by the researcher.
<b>SERVICE PROVIDER/S</b>	NELDA F. LUCBAN, RSW
<b>TIME FRAME</b>	Three to five minutes
<b>REQUIRED FEES</b>	None (cost of photocopying is shouldered by the client)

### FEEDBACK AND COMPLAINTS MECHANISM:

Accomplish the Feedback Form available in the office and drop in the designated Comment and Suggestion Box located at the Front Desk or send queries through any of the following form of correspondence:

**Email Address:** [ccgadco@gmail.com](mailto:ccgadco@gmail.com)

**Telephone Numbers:** (02) 288 – 8811 loc. 2270