



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
Manila 1018

NHQ-PCG/CGGAD

03 May 2023

STANDING OPERATING PROCEDURE
NUMBER.....09-23

USAGE OF GENDER-BASED ATTENDANCE SHEET

I. REFERENCE

- A. Republic Act No. 9710 (Magna Carta)
- B. Gender Mainstreaming Evaluation Framework Handbook
- C. DCS-Comptrollership Circular Number 01-16 dated 11 February 2016
"Guidelines in Annual Gender and Development (GAD) and Budgeting".
- D. Republic Act 7192, otherwise known as the "Women in Development and Nation Building Act"
- E. Republic Act 10173, otherwise known as the "Data Privacy Act of 2012"

II. PURPOSE

This SOP prescribes the use of gender-sensitive and gender-based Coast Guard-wide standard attendance sheets for all meetings, conferences and other Coast Guard activities.

III. OBJECTIVES

- A. To provide a sex-disaggregated database to the Gender and Development Center.
- B. To provide a sex-disaggregated database to the designated members of PCG-GFPS.
- C. To provide a sex-disaggregated database to the designated members of GFPS assigned in Functional Commands, Special Services Commands, Admin Support Commands, Technical Offices, Operational Support Commands, and CG Districts.

IV. SCOPE

This SOP will provide a sex-disaggregated database to all PCG personnel assigned at the Gender and Development Center, and designated members of GFPS to be utilized for gender-based activities.

V. THE GENDER-BASED ATTENDANCE SHEET

Gender-Based Attendance Sheet Description

The particulars used in the gender-based attendance sheet are described as follows:

1. **Activity Title** – to ascertain the activities' nature and reduce complexity to classify whether or not the activity is related to GAD.
2. **Date and Time** – to determine the period of time of the activity.

3. **Venue** – to determine the place where the activity took place.
4. **CG Rank/Full Name** – to identify the participants in the activity and ascertain their rank.
5. **Age** – to determine the participants' age to be included in the sex-disaggregated database of the Gender and Development Center and every unit's respective member of GFPS.
6. **Sex** – to determine the gender of the participants to be included in the sex-disaggregated database of the Gender and Development Center and every unit's respective member of GFPS.
7. **Marital Status** – to determine the marital status of the participants to be included in the sex-disaggregated database of the Gender and Development Center and every unit's respective member of GFPS.
8. **Signature** – to ensure the presence of the participants of the activity.

VI. RULES AND REGULATIONS

All PCG personnel shall make use of the attendance sheet in their activities.

VII. DATA PRIVACY

The personnel information collected through the Gender-Based Attendance Sheet shall be kept confidential and shall be used only for the purpose of monitoring and evaluating the participation and representation of men and women in the Philippine Coast Guard. Such personal information shall be stored securely and protected from unauthorized access, disclosure and destruction. Any breach of the personal information collected through the Gender-Based Attendance Sheet shall be reported to the National Privacy Commission in accordance with the "Data Privacy Act."

VIII. RESCISSION

All policies and instructions in conflict with this SOP are hereby rescinded.

IX. EFFECTIVITY

This SOP will be implemented upon approval.

BY COMMAND OF COAST GUARD ADMIRAL ABU:

OFFICIAL:


JAYSIBELLE B FERRER
CG CDR
Coast Guard Adjutant

TITO ALVIN G ANDAL
CG COMMO
Chief of Coast Guard Staff

ANNEX:

Format of Gender-Based Attendance Sheet



Philippine Coast Guard
Coast Guard Human Resource Management Command
COAST GUARD GENDER AND DEVELOPMENT
Lot 2 Block 6 M. Tinio Street Phase 1 AFPOVAI
Taguig Western Bicutan Taguig City
cggad2022@gmail.com / +639956542908

ATTENDANCE SHEET

Activity Title : _____
Date and Time : _____
Venue : _____
Office : _____

Nr	Full name	Age	Sex	Marital Status	Signature
1					
2					
3					
4					
5					
6					
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