



REPUBLIC OF THE PHILIPPINES

**PHILIPPINE STATISTICS AUTHORITY**

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# Guidelines

on the establishment and maintenance  
of online GAD statistical databases  
in the Philippines

With assistance from UN Women

# Guidelines

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# Guidelines on the establishment and maintenance of online GAD statistical databases in the Philippines

## 1. Purpose of the Guidelines

- 1.1. The aim of these guidelines is to provide essential information, standards, procedures, and guidance in the establishment and maintenance of online statistical databases on gender and development (GAD).
- 1.2. The online GAD statistical databases are a means to strengthening the production, increasing access, and ensuring the use of gender statistics in policymaking, planning, program design and delivery, and monitoring and evaluation.
  - 1.2.1. The online GAD statistical database shall provide access to stakeholders on data and information related to gender equality and empowerment of women and girls.
  - 1.2.2. The online GAD statistical database shall provide a platform for a coordinated system of collection, storage, and retrieval of gender statistics and gender-related data for gender analysis and reporting.

## 2. Target audience and their use of the Guidelines

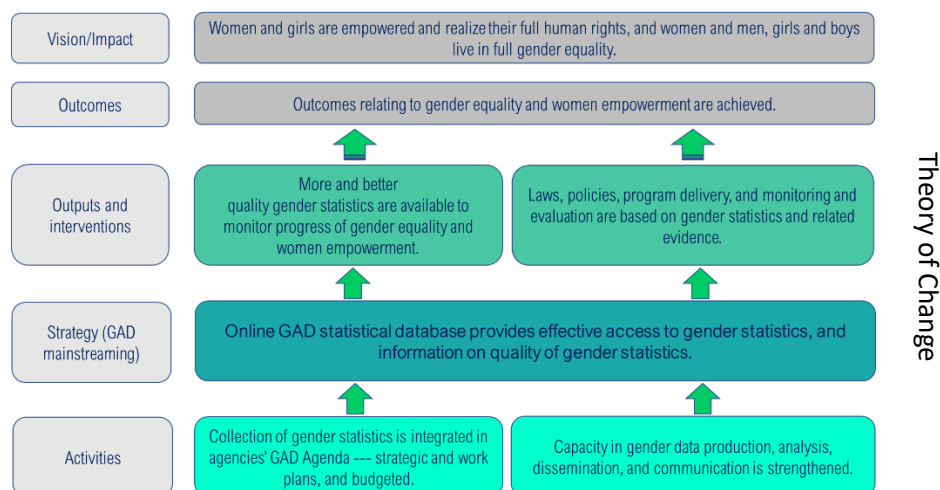
- 2.1. These guidelines are intended for all departments, including their attached agencies, offices, bureaus, state universities and colleges, government-owned and –controlled corporations, local government units, and other government instrumentalities. These shall be referred to as ‘agency’ or ‘agencies’ for purposes of these guidelines.
- 2.2. The use of these guidelines shall be preceded by an assessment of agency readiness in terms of the: (a) GAD indicators and data that must be produced by agencies according to institutional mandate and/or agreed statistical responsibilities in the Philippine System of Designated Statistics; (b) the designated institutional roles in the GAD data system; and (c) the available resources and capacities of implementing institutions.

## 3. Rationale for the Guidelines

- 3.1. The Magna Carta of Women (MCW), aka (Republic Act 9710) identifies gender mainstreaming as a core strategy in advancing gender equality and empowerment of women and girls (Section 36). While there has been significant progress over the years in institutionalizing and sustaining GAD planning, budgeting, monitoring and evaluation as well as the GAD Focal Point System in government, there remain areas for improvement and further development.
- 3.2. The ‘generation and maintenance of GAD databases’ is one of key gender mainstreaming strategies set out in the MCW that has yet to be realized. Section 37.D

(GAD Database) of the MCW Implementing Rules and Regulations (IRR) states that “All departments, including their attached agencies, offices, bureaus, SUCs, GOCCs, LGUs, and other government instrumentalities shall develop and maintain a GAD database containing GAD information to include gender statistics and age- and sex-disaggregated data that have been systematically produced/gathered, regularly updated to serve as inputs or bases for planning, programing, and policy formulation.”

- 3.3. Section 4.B) Establishment and Maintenance of GAD Database of the Joint Memorandum Circular 2013-01: Guidelines on the Localization of the Magna Carta of Women states that “..LGUs, through their Local Planning and Development Offices (LPDO), shall spearhead the setting up and maintenance of the GAD database to serve as basis for gender-responsive planning, programming and policy formulation. The GAD database, which can either be manually operated or developed through software, shall form part of the overall management information system (MIS) of the LGU.”
- 3.4. Section 37 of the MCW IRR further provides that “..the National Statistical Coordination Board (now the Philippine Statistics Authority), upon the recommendation of the Inter-Agency Committee on Gender Statistics (IACGS) [now the Inter-Agency Committee on Gender, Children and Youth Statistics (IACGCYS)], shall develop statistical policies on the generation of data support on gender issues and improve the system of collection and dissemination of gender statistics at the national and local levels.”
- 3.5. Philippine Commission on Women (PCW) Memorandum Circular 2014-05 on the Adoption and Generation of Data Support to the Magna Carta of Women Indicators further enjoins all government agencies mandated to implement the MCW and its IRR to generate timely, accurate and sex-disaggregated data in support to the MCW indicators.
- 3.6. These guidelines shall guide all agencies in implementing the MCW on mainstreaming of GAD in governance through the establishment of GAD databases toward achieving the desired outcomes for women and girls as envisioned in the MCW and other relevant laws, the Philippine Plan for Gender-Responsive Development, the Gender Equality and Women’s Empowerment (GEWE) Plan 2019-2025, Philippine Development Plan (PDP) as well as the UN CEDAW, the Sustainable Development Goals (SDGs) and other relevant international commitments.
- 3.7. The establishment of GAD databases is crucial in keeping GAD stakeholders including the citizens informed if and how women and girls are counted and how they count in society. Making available timely, reliable, and granular gender statistics will facilitate the use of evidence in advocacy, policy, and program interventions, and provide basis to hold government and other stakeholders accountable for GAD results.
- 3.8. The online GAD statistical database is envisioned to support outputs and interventions for GEWE that can be more meaningful and effective with the use of gender statistics and related information. The online GAD statistical database will effectively contribute toward achievement of key GEWE outcomes that will ultimately bring transformative changes for women and girls. The following theory of change situates the GAD statistical database in the overall theory of change for GEWE.



3.9. The development of online GAD statistical databases shall be guided by the relevant statistical policies issued by the National Statistical Coordination Board and Philippine Statistics Authority (e.g., NSCB Resolution No. 05 Series of 2001 – Approval and Adoption of the Statistical Framework on Gender and Development Indicators System and PSA Board Resolution No. 08 Series of 2021 – Approval and Adoption of the Updated Philippine Core Gender and Development Indicators) that are within the framework of the United Nations Fundamental Principles of Official Statistics.

3.10. The MCW IRR describes the 'GAD Database' as containing 'GAD information to include gender statistics and age- and sex-disaggregated data'. These guidelines are therefore formulated specifically for the establishment of online GAD statistical databases with recommendations to link data with other related GAD information.

## 4. Gender statistics and the gender statistical system

4.1. Gender statistics. Gender statistics are defined as statistics that adequately reflect differences and inequalities in the situation of women and men in all areas of life (United Nations, 2006).

4.1.1. Gender statistics are defined by the sum of four (4) characteristics.

- Data are collected and presented by sex as a primary and overall classification;
- Data reflect gender issues;
- Data are based on concepts and definitions that adequately reflect the diversity of women and men and capture all aspects of their lives;
- Data collection methods take into account stereotypes and social and cultural factors that may induce gender bias in the data.

4.1.2. Gender statistics are specifically developed and produced to:

- quantify vulnerability and disadvantage of women and girls;
- measure changes in conditions of women and girls and in comparison with those of men and boys;
- quantify and explain women's participation in society and their contributions to development; and

- assess outcomes and impacts of development on women's capabilities, wellbeing, and participation in society.
- 4.2. Uses and users of gender statistics. Gender statistics are purposely designed to be used in
- promoting better understanding of the actual situation of women and men in society;
  - gender mainstreaming in development policies and programs, including the reduction of violence against women, and investment in human capital and labor force;
  - monitoring progress towards gender equality and full and equal rights for women and girls, including reduction of violence against women; and
  - advancing gender analysis and research.
- 4.2.1. The primary target users of gender statistics are the policymakers and program and service deliverers at all levels of government including local government units in support of GAD mainstreaming towards gender-related development outcomes.
- 4.2.2. Other key target users are the private sector, civil society, and the international development community toward promoting and ensuring full and equal rights and empowerment of women and girls.
- 4.2.3. The research and academic community and media are encouraged to use gender statistics to advance gender-related research, analysis, and advocacy.
- 4.2.4. Citizens may use gender statistics to hold government and other stakeholders accountable for relevant GAD results.
- 4.3. Production of gender statistics. Gender statistics are a crosscutting statistical concern in the national statistical system and in the wider data ecosystem. Gender data come from many different sources at different levels — citizens, households, organizations, and institutions, and across all development sectors.
- 4.3.1. Gender statistics are inherently produced by and in all units of government in the exercise of their mandates and functions following the typical statistical business process.
- 4.3.2. Gender statistics produced by government agencies come from censuses, surveys, administrative data, and other emerging sources such as big data and citizen-generated data, and organizational data.
- These are designed to respond to gender issues relevant to the agency and for which the agency is mandated to address; and
  - Are classified as client-focused and/or organization-focused to wit:
    - Client-focused gender statistics refer to data on women and men/girls and boys stakeholders (clientele/beneficiaries) of a particular agency; include data on status/conditions, extent of disparity between women and men/girls and boys in terms of access and benefits of programs and

services of the agency, as well as their contribution to policy, programs, and services of the agency.

- Organization-focused gender statistics are data that measure gender issues within the agency, including disparities and gaps in working conditions and access to and benefits from organizational resources and opportunities.

## 5. Guidelines on database development

This section defines and describes the considerations and steps in the development and management of online GAD statistical databases.

5.1. **Policy use framework.** The Agency GAD statistical database structure and data content shall be anchored on and organized based on the Agency's GAD policy/results framework (Section 5.6 Outlining the GAD Outcomes, Indicators, Baseline Data, and Targets per GAD Goal, PCW Memorandum Circular No. 2018-04) to facilitate user understanding of the data and how data is used to assess progress of the Agency's GAD Agenda.

5.2. **Scope of data.** The Agency GAD statistical database shall include all relevant and available gender indicators, statistics, and data from different material sources (e.g., plan, report), activity sources (e.g., census, survey, administrative system, research), or institutional sources, including data from emerging sources such as big data and citizen-generated data subject to proper data collaboration, review, and validation. Data shall include client-focused and/or organization-focused data of the Agency.

5.2.1. The Agency GAD statistical database shall contain at minimum data produced according to mandate and statistical responsibility as defined in the System of Designated Statistics. Where applicable, data should include those that support the GEWE indicators, the Core GAD Indicators, and other gender and development frameworks, plans, and statistical reports such as but not limited to the:

- Compendium of Gender Equality and Women's Empowerment Indicators,
- Philippine Statistics Authority (PSA) New Core Set of GAD Indicators,
- Gender Equality and Women's Empowerment (GEWE) Plan 2019-2025,
- Philippine Development Plan (PDP), and
- The Sustainable Development Goals Indicators and other international gender indicators system.

5.3. **Platform and design.** The Agency shall have the choice of overall design and platform for the database. The database may be built as a website (a component of an existing website or a separate website) or as a web-based database management system (a component of an existing database system or a separate database system) on the Agency website, if it exists. If the Agency does not have existing website, database, or database management system or has other forms of database, the Agency shall refer to provisions on phased implementation of the Guidelines (see Section 6.2).

5.3.1. The Agency shall adopt recommended minimum basic design elements of an online GAD statistical database which are:



- A clear, concise, and consistent user interface. The database should have a user interface that shows clearly the details of information that may be provided by the database including the agency policy/results framework, data attributes, and related resources, and how all components are organized.
- Standard data attributes. The database shall adopt the recommended set of standard attributes.
- Standard nomenclature and classification. The database shall adopt and use recommended standard data nomenclature and classification for consistency across agencies.
- Standard output formats. The database should have the ability to generate statistical outputs in widely-accepted standard formats such as spreadsheet and text.
- Common metadata template. The database shall include a metadata based on a recommended template.
- Technical notes, disclosures, and disclaimers. The database should provide adequate and relevant technical notes, disclosures, and disclaimers about the data and sources.
- Links to related information resources. The database should have links to related information resources including qualitative data and relevant references.
- User support and feedback. The database should provide information on how users may seek assistance, ask questions, or provide feedback about the data and the database. Information should include at least a working centralized email and/or telephone number.

5.3.2. If the Agency has an existing general or GAD database, the Agency shall explore measures to integrate the minimum set of data attributes and data as far as applicable to fully realize the intent and objectives of GAD statistical database (e.g., mapping data to specific gender issues or outcomes).

5.4. **Data content and metadata.** Data must be anchored on and aligned with the Agency's GAD policy/results framework.

5.4.1. Data must be organized to show the specific gender issue/s or results (outputs and outcomes) that the Agency is mandated to address/deliver based on the GAD policy/results framework (Section 5.6 Outlining the GAD Outcomes, Indicators, Baseline Data, and Targets per GAD Goal, PCW Memorandum Circular No. 2018-04).

5.4.2. Data must show alignment with national, subnational, and/or sectoral policy and related indicator frameworks such as

- Policy frameworks: MCW, PPGD, GEWE, PDP, SDGs, and
- Indicator frameworks: GAD, GEWE, SDGs, CBMS.

5.4.3. Data must be categorized or referenced according to focus and data source (for client-focused data) and which must be specified in the metadata as follows:

- Focus: client-focused, organization-focused, and

- Source for client-focused data: census, survey, administrative data (program/service clientele/beneficiaries, regulatory systems, other monitoring and reporting mechanisms).
- 5.4.4. The Agency GAD statistical database shall as may be relevant or applicable adopt and reflect the recommended minimum set of data attributes in the database structure and user interface as follows:
- Key policy use reference (MCW, PPGD, GEWE, PDP, SDGs),
  - Related indicator frameworks (GAD, GEWE, SDGs, CBMS),
  - Sex disaggregation,
  - Age disaggregation,
  - Geographic reference (national, regional, provincial, city, municipality, barangay, district),
  - Time reference (annual, semestral, quarterly, monthly, multi-year), and
  - Sector/domain reference (health, education, agriculture, industry, etc.).
- 5.4.5. The Agency shall prepare the metadata for all data included in the Agency GAD statistical database using the recommended standard metadata template. The metadata shall include the recommended minimum set of data attributes.
- 5.5. **Functionalities.** The Agency GAD statistical database should have capability to provide basic functionalities that facilitate data updating, data access, and use of data in gender analysis including but not limited to:
- Data encoding (for administrator). Data encoding should be simple and fast. The Agency may choose to use appropriate applications to facilitate data encoding from different data formats.
  - Data access (for users). The database should have a simple, well-organized, and easy-to-navigate user interface without special effort from users.
  - Statistical output generator (for users). The database should have the ability to generate tables, charts, and data analysis at least on key GAD indicators and statistics.
  - Data download (for users). The database should provide options for downloading data into standard data formats and statistical outputs such as tables, charts, and data interpretation or analysis.
- 5.6. **Values and principles.** The Agency shall be guided by recommended values and principles in statistics, data management, and database development, including the UN FPOS and the national quality assurance framework (NQAF).
- 5.6.1. Data quality assurance. Quality of data is critical in ensuring best use of data in gender analysis and decision-making. Quality dimensions typically include relevance, accuracy, timeliness, accessibility, interpretability and coherence. Making available information about the quality of data is important to advise users of the level of quality and gaps that may impact the usefulness of data. The Agency may refer to the Philippine Statistical Quality Assurance Framework (PSQAF) (PSA Board Resolution No. 17 Series of 2019 – Adopting the United Nations National Quality Assurance Framework for Official Statistics) for guidance in the application of relevant data quality assurance elements.

- The Agency GAD statistical database shall include the corresponding metadata following the recommended template.
- The Agency shall conduct periodic review of the quality of data to assess relevance and usefulness in gender analysis and policy. The assessment shall inform the Agency's statistical development plan to address issues toward improved data.
- The metadata shall be updated with any changes in the attributes and quality of data. Updates to the metadata shall be immediately reflected in the Agency GAD statistical database and communicated to users.

5.6.2. Data integrity. Good values and practices in data production, management, and dissemination are vital to building and assuring trust and confidence of users in the data and in the Agency that produces it. Data integrity is characterized by the reliability of data based on its accuracy, validity, and consistency across the data production lifecycle.

- The Agency shall proactively notify and explain to users any major change in the data from the time of initial addition to the database to every updates made. Major changes include amendments or modifications in concept, definition, methodology, and source of raw/input data.
- The Agency shall in advance communicate to users any updates or revisions to the data and attendant reasons for the changes as well as an ancillary table showing the original and updated data as may be relevant.

5.6.3. Data accountability. The Agency shall make known to users its policy and practice in taking responsibility for the quality of data it produces, compliance with appropriate data quality assurance framework, and the protection of data. The Agency GAD statistical database must make available all appropriate documentation of measures for data protection and accountability.

5.6.4. Data interoperability. The Agency shall explore measures that can facilitate integration of its data with similar or related data sets without or with minimal effort on the part of users. There must be clear, shared understanding and expectations on the content, context, and meaning of data by adopting recommended standard nomenclature and classifications such as PSGC, PSIC, PSOC, PSCED, etc..

5.7. **Data collection/buildup**. The initial data collection/buildup is critical in determining the Agency GAD statistical database's adequacy and effectiveness in providing data needed to analyze progress of the Agency's GAD Agenda.

5.7.1. Policy use assessment. It is essential for the Agency to assess or revisit its policy framework – planned outcomes to address gender issues (Section 5.6 Outlining the GAD Outcomes, Indicators, Baseline Data, and Targets per GAD Goal, PCW Memorandum Circular No. 2018-04, and Section 4.C.1 Gender and Development (GAD) Planning and Budgeting and Section 4.C.2 Steps in Formulating the LGU GAD Plan and Budget, JMC No. 2013-01) and the information needs of primary users to facilitate mapping of data content. Primary users may include policymakers and monitoring and evaluation specialists within the Agency, other government agencies, and other stakeholders.

5.7.2. Data assessment. Assessing data quality in reference to policy uses and the information needs of users will generate useful information on key quality gaps to inform the Agency's statistical development plan. The Agency may refer to and build upon prior gender analysis for the Agency's GAD Agenda (Section 5.2 Conducting Gender Analysis, PCW Memorandum Circular No. 2018-04 and Section 4.C.2 Steps in Formulating the LGU GAD Plan and Budget, JMC No. 2013-01).

- The Agency shall conduct an inventory of all GAD indicators, statistics, and data that it produces from various sources (e.g., census, survey, administrative data) to build the metadata.
- The Agency shall perform quality gap analysis with reference to the data quality assurance framework. The Agency may consider as additional basis the findings of the periodic review of surveys and administrative data by the PSA.

5.7.3. Initial data collection. The Agency shall collect and compile all available gender statistics and data that the Agency has ever produced, or those it has gathered from external sources in accordance with relevant policies, guidelines, and standards on the collection, compilation and analysis of gender statistics issued by the PCW, PSA, and other relevant agencies, including LGUs. The Agency shall be guided by a standard data collection template with guidance based on the recommended minimum set of data attributes (Section 5.4.4) to facilitate data collection.

5.8. **Database management**. Managing a database involves data collection or compilation, validation, coding, encoding, and updating, metadata updating, data documentation, data archiving, and user communication.

5.8.1. The Agency GAD statistical database shall be updated as soon as new or updated/revised data becomes available based on pre-announced periodicity of the data and advance release calendars (ARC).

5.8.2. The Agency GFPS and M&E team/unit shall in general lead the development and maintenance of the Agency GAD statistical database.

5.8.3. The Agency shall designate a dedicated Database Manager to manage the database and its operations.

5.8.4. Where feasible, the Agency may consider the formation of a Data Reference Group (DRG) and Technical Support Team (TST) to support the Database Manager. The DRG, to be comprised of policy and statistics (or M&E) personnel, shall guide and provide inputs in database design and development, data content, data quality assurance, generation of statistical outputs, user communication, and statistical development planning. The TST shall be composed of IT personnel (or the existing IT unit) to assist in the upkeep of systems supporting the database.

5.9. **Data archiving**. Data needs to be preserved and protected for future use and users. The Agency shall make sure that data is periodically and systematically preserved and protected according to the Agency's data archiving policy and procedures and

consistent with the data archiving policies and guidelines for the PSS. (NSCB Resolution No.11 Series of 2002 – Approving the Data Archiving Policies and Guidelines for the Philippine Statistical System).

- 5.10. **Integration of databases.** With the wide range of GAD data across different sources, integration of data and databases will significantly facilitate comprehensive GAD analysis.

5.10.1. All Agencies shall ensure adherence to data interoperability principles and appropriate standards to facilitate integration with existing databases or into an integrated GAD statistical database.

5.10.2. The IACGCYS shall explore and continue to work toward integration of gender statistics in the PSS.

5.10.3. The IACGCYS may explore and include in the statistical development plan for gender statistics the establishment of an integrated GAD statistical database system that can connect and serve as common gateway to Agency GAD statistical databases and related information resources.

- 5.11. **Data dissemination and communication.** A statistical database is only as effective as the usefulness of outputs it generates and communicates to users. The Agency are enjoined to produce other statistical outputs (e.g., publication, press releases, social media posts) that make use of the data in the Agency GAD statistical database to communicate with target users.

5.11.1. The Agency shall in advance or upon availability of data disseminate information on new, updated, or revised data as well as the reasons for changes, as well as statistical outputs produced from the Agency GAD statistical database.

- 5.12. **Data user support and feedback.** Maintaining user relations is a key aspect of the data production lifecycle. The Agency shall establish a user support system that provides information, feedback, and assistance to data users, and undertakes periodic monitoring and analysis of users and their use of the Agency GAD statistical database and data.

## 6. Implementation of the Guidelines

This section describes the essential steps toward implementation of the specific guidelines by the target agencies.

- 6.1. **Agency readiness assessment.** Agency readiness in terms of institutional resources and capacity is an essential consideration in the implementation of these Guidelines. The establishment of an online GAD statistical database rely on adequate human, financial, knowledge, data, and technology resources in terms of sustaining data supply, ensuring effective data management, dissemination, and communication, and maintaining healthy user relations.

6.1.1. The IACGCYS shall lead coordinated assessment of resources and capacity to establish an online Agency GAD statistical database. PSA and PCW shall assist in

the design of an appropriate Agency readiness assessment tool and the definition of levels of readiness (e.g., basic, developing, advanced).

6.1.2. All Agencies shall undertake Agency readiness assessment to inform their work plan for the implementation of the Guidelines.

- 6.2. **Database development.** Designing and developing an online Agency GAD statistical database requires strategic planning with realistic targets, timeline and budget according to Agency readiness. A *phased approach* to implementation is recommended to consider varying levels of readiness (e.g., basic, developing, advanced).

6.2.1. The IACGCYS shall lead PSS-wide planning to implement the Guidelines according to Agency readiness.

6.2.2. All Agencies shall prepare a costed strategic plan for the establishment of online Agency GAD statistical database with concrete targets and timeline based on Agency readiness for inclusion in the Agency GAD Agenda, Strategic Plan, and Budget (Section 5.6 Outlining the GAD Outcomes, Indicators, Baseline Data, and Targets per GAD Goal and Section 5.7 Translating the GAD Outcomes into GAD Programs, Projects, and/or Activities, PCW Memorandum Circular No. 2018-04, and Section 4.1.C.2 Steps in Formulating the LGU GAD Plan and Budget, JMC No. 2013-01).

- 6.3. **Coordination and monitoring.** Implementation of the Guidelines shall be facilitated by existing and new governance mechanisms in the PSS including coordination, monitoring, and provision of technical assistance to agencies.

6.3.1. The IACGCYS shall provide overall directions and oversee the implementation of the Guidelines by all Agencies. The IACGCYS may request the assistance of Regional Statistical Coordination Committees in coordination and monitoring at the subnational levels.

6.3.2. The IACGCYS shall form an inter-agency Technical Working Group (TWG) to coordinate, monitor and provide technical support to Agencies. The TWG shall develop all standards, classifications, codes, templates, and manuals as may be needed to implement the Guidelines.

6.3.3. PCW and PSA shall provide resources and technical support to the work of the IACGCYS and TWG in the implementation of the Guidelines.

- 6.4. **Statistical development plan (SDP) for gender statistics.** The online Agency GAD statistical databases can provide useful information through periodic assessment of quality of data, its uses and users. This information will facilitate strategic planning in gender statistics to address identified quality gaps and other statistical issues, including capacity development.

6.4.1. The IACGCYS through the PSA and PCW shall coordinate the preparation of Agency SDPs toward a national strategy for the development of gender statistics that is aligned with or integrated into the PSDP. Monitoring of Agency SDPs shall be integrated into the monitoring of IACs.

6.4.2. All Agencies are recommended to include their SDP for gender statistics in their Agency strategic, work, and budget plans.

6.5. **Capacity development and support.** Building or enhancing capacity in gender statistics and database design is essential in the effective implementation of the Guidelines.

6.5.1. The IACGCYS shall design a capacity development and support program to assist agencies in implementation of the Guidelines. The program may include training, workshop, and other learning solutions on gender statistics, and technical support in data assessment, and database design, development, and management.

- The program may build upon available programs and tools such as the Training Guide on Formulating the Gender and Development (GAD) Agenda developed by PCW and training courses and materials on the collection, analysis, dissemination, and communication of gender statistics designed by PSA, Philippine Statistical Research and Training Institute (PSRTI), and other institutions.

6.5.2. PSA and PCW shall explore collaborative partnership with the PSRTI in the design and implementation of the program.

6.5.3. All Agencies shall include proposed capacity development initiatives in their SDPs and GAD Strategic Plan and Budget.

## 7. Review, updating, and revision of the Guidelines

The IACGCYS shall initiate and oversee the periodic review, updating, and revision of the Guidelines based on results of monitoring and assessment of implementation by the Agencies.

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## Annex A

### Glossary of selected terms

This document provides selected concepts and definitions as used/applied or referred to in the Guidelines.

#### Administrative data

- Data generated in the performance of administrative and regulatory functions, program implementation, monitoring and reporting, and internal organizational reporting.

#### Big data

- Extremely large data sets that may be analyzed computationally to reveal patterns, trends, and associations, especially relating to human behavior and interactions. (Oxford Languages)
- Large amounts of digital data continually generated by the population through electronic transactions such as mobile communication, credit card, and social media.
- 'Passively collected data deriving from everyday interactions with digital products or services, including mobile phones, credit cards, and social media.' (United Nations)

#### Citizen-generated data

- Data that people or their organizations produce to directly monitor, demand or drive change on issues that affect them. This can be produced through crowdsourcing mechanisms or citizen reporting initiatives, often organized and managed by civil society groups. (Civicus.org)
- Citizen-generated data are data produced by non-state actors under the active consent of citizens to tackle social issues explicitly; denotes three distinguishing features that help NSOs and other stakeholders to identify and understand the nature of CGD.

#### Data accountability

- 'To be accountable for data, researchers must be able to describe in a way sufficient for the social situation at hand how any perceived data problems are anomalous, correctable, or in fact not problematic at all—they must be “answerable” for their data.' (Mayernik M., 2017)
- 'Those collecting data are accountable for upholding human rights in their processes. Data should be used to hold States and other actors accountable for human rights.' (Transparency, Accountability & Participation Network)

#### Data integrity

- Refers to the 'characteristics that determine the reliability of the information in terms of its physical and logical validity. Data Integrity is based on parameters such as accuracy, validity and consistency of the data across its lifecycle. It is

the absence of unintended change to the information between two successive updates or modification to data records.’ (Raza, M.,2018)

#### Data interoperability

- ‘..addresses the ability of systems and services that create, exchange and consume data to have clear, shared expectations for the contents, context and meaning of that data.’ (Data Interoperability Standards Consortium)
- ‘..a characteristic of a product or system, whose interfaces are completely understood, to work with other products or systems, at present or future, in either implementation or access, without any restrictions.’ (Wikipedia)
- Denotes the ability of diverse systems and organizations to work together (inter-operate). In this case, it is the ability to interoperate - or intermix - different datasets. (Open Data Handbook)

#### Data quality

- Refers to the essential characteristics of good data. While the definition varies among organizations, quality typically consists of elements or dimensions including relevance, accuracy, timeliness, accessibility, coherence, and consistency. (Eurostat, Statistics Canada; UN, IMF, OECD)

#### Data quality assurance framework

- (Quality assurance framework) refers to the ‘set of management, operating and consultative practices, procedures, and mechanisms to manage the quality of information products; links user needs with program products and provides for feedback, performance review, and ongoing planning and development; gives direction and guidance to project and program managers, to achieve overall coherence and balance within programs among what may be conflicting priorities, constraints, and design and quality issues.’ (Statistics Canada)
- (Data quality assessment framework) is ‘an assessment methodology that aims to provide structure and a common language for the assessment of data quality; facilitates a comprehensive view of data quality, one that recognizes interrelations, including tradeoffs, among elements of quality and allows emphases to vary across data categories and uses/users; facilitates dialogue with national statistical agencies and country authorities, as well as a more homogenous approach to assessing data quality.’ (IMF)

#### Database

- An organized collection of structured information, or data, typically stored in a filing system or electronically in a document, spreadsheet, or computer system.

#### Database Management System

- A collection of programs that enable its users to access databases, manipulate data, report, and represent data. It also helps to control access to the database. (Guru99)

#### Open data

- Data that can be freely used, re-used and redistributed by anyone - subject only, at most, to the requirement to attribute and *sharealike*. (Open Data Handbook, World Bank)
- Data or content is open if anyone is free to use, re-use or redistribute it, subject at most to measures that preserve provenance and openness. (Open Data Toolkit)

#### Statistical database

- A database system that is designed to support statistical applications; contains mostly statistical data and other quantitative information organized according to general or specific development framework.
-

## Annex B

### Implementation milestones

Milestone/Activity/Output		Correspondence with PCW MC 2018-04 and Joint MC 2013-01	Implementation level
<b>Database design and development</b>			
<b>1</b>	<b>Agency readiness assessment</b>		
1.1	Policy use framework (GAD policy framework)	Revisit PCW MC - Section 5.2.1.1, 5.2.13, 5.2.1.4 Revisit JMC - Section 4.C.1.4	Agency
1.1.a	User assessment		Agency
1.2	Data assessment	Build upon PCW MC - Section 5.2.1.2	Agency
1.3	Resources and capacity assessment		Agency
<b>2</b>	<b>Database system development</b>		
2.1	Strategic/work and budget plan	Refer to Section 5.6 and 5.7 Refer to JMC Section 4.C.1.5.c	Agency
2.2	Resource allocation	Refer to Section 5.6 and 5.7 Refer to JMC Section 4.C.1.5.c	Agency
<b>3</b>	<b>Data buildup</b>		Agency
3.1	Data collection/compilation		Agency
3.2	Data coding and encoding		Agency
3.3	Statistical outputs		Agency
<b>4</b>	<b>Statistical development planning</b>		Agency

### Governance

## Annex C

### Agency readiness assessment criteria

For further discussion/development by the IACGCYS

Readiness area	Phase		
	Basic	Developing	Advanced/Ready
<b>Policy use framework</b>			
Reviewed GAD-related mandates, policies, and plans	No	Planned	Yes
Identified specific gender issues	No	Planned	Yes
Client-focused	No	Planned	Yes
Organization-focused	No	Planned	Yes
Developed Agency GAD results framework	No	Planned	Yes
<b>Data assessment</b>			
Identified gender statistics and related data	No	Planned	Yes
Client-focused	No	Planned	Yes
Organization-focused	No	Planned	Yes
Reviewed/analyzed gender statistics and related data	No	Planned	Yes
Agency GAD Strategic Plan	No	Planned	Yes
<b>Resources and capacity</b>			

<b>Human resources</b>			
GAD Focal Point	None	Limited	Adequate
M&E unit/group	None	Limited	Adequate
Statistician/Statistical officer	None	Limited	Adequate
Database specialist/staff	None	Limited	Adequate
IT staff/Unit	None	Limited	Adequate
<b>Financial resources</b>			
GAD budget	None	Limited	Adequate
<b>GAD data resources</b>	None	Minimal	Substantial
<b>Technology resources</b>			
Website	None	Basic	Advanced
Database management	Spreadsheet	Website	Database management system - web-based application
		Database management system - standalone	

## Annex D

### Selected acronyms

ARC	Advance Release Calendar
CBMS	Community-Based Monitoring System
GAD	Gender and Development
GEWE	Gender Equality and Women's Empowerment
GFPS	Gender Focal Point System
IMF	International Monetary Fund
IRR	Implementing Rules and Regulations
JMC	Join Memorandum Circular
MCW	Magna Carta of Women
NSCB	National Statistical Coordination Board
PCW	Philippine Commission on Women
PDP	Philippine Development Plan
PPGD	Philippine Plan for Gender-Responsive Development
PSA	Philippine Statistics Authority
PSDP	Philippine Statistical Development Program
PSRTI	Philippine Statistical Research and Training Institute
SDGs	Sustainable Development Goals
SDP	Statistical Development Plan
PSCED	Philippine Standard Classification on Education
PSGC	Philippine Standard Geographic Code
PSIC	Philippine Standard Industrial Classification
PSOC	Philippine Standard Occupational Classification
UNCEDAW	United Nations Convention on the Elimination of All Forms of Discrimination Against Women
UNFPOS	United Nations Fundamental Principles of Official Statistics
UNNQAF	United Nations National Quality Assurance Framework
DQAF	Data Quality Assessment Framework

## Guidelines on Establishing and Maintenance of the Online GAD Statistical Database

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