

| DEMONSTRATING GENDER RESPONSIVENESS- ability to recognize gender issues, analyze these and intergrate gender and development in the formulation of policies, strategies, and implementation of plans, programs and activities | | | | |
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| LIST OF COMPETENCIES | LEVEL OF PROFICIENCY | | | |
| 1. Awareness of gender issues in the workplace | | | | |
| 1.1 Awareness of existing and applicable laws, policies, and other government issuances related to gender and development. | 1 | 2 | 3 | 4 |
| 1.2 Awareness of the existence of proper authorities, offices, fora, and venues that can address gender-related concerns and issues. | 1 | 2 | 3 | 4 |
| 1.3 Identifies problems arising from gender inequality and discrimination. | 1 | 2 | 3 | 4 |
| 1.4 Recognizes the different situations and needs of women/men and consider them in making actions and decisions. | 1 | 2 | 3 | 4 |
| 1.5 Possesses the knowledge to identify gender violations, problems manifested by a certain action or behavior of a person. | 1 | 2 | 3 | 4 |
| 1.6 Participates in all gender and development PPAs of the organization. | 1 | 2 | 3 | 4 |
| 2. Demonstrates gender sensitivity in the workplace | | | | |
| 2.1 Understands and respects the views of women and men; and apply this daily work. | 1 | 2 | 3 | 4 |
| 2.2 Uses gender-fair language in all means of communication. | 1 | 2 | 3 | 4 |
| 2.3 Gives men and women the opportunity to view each other as individuals with different capacities. | 1 | 2 | 3 | 4 |
| 2.4 Considers the needs, strengths and weaknesses of men and women in the workplace. | 1 | 2 | 3 | 4 |
| 2.5 Avoids gender stereotyping | 1 | 2 | 3 | 4 |
| 2.6 Avoids any sexist (suggestive, abusive, foul) language that may violate the rights of other. | 1 | 2 | 3 | 4 |
| FOR THOSE OCCUPYING TECHNICAL AND LEADERSHIP POSITIONS | | | | |
| 3. Analyses and Advocates Gender and Development (GAD) | | | | |
| 3.1 Treats all employees equally with respect regardless of their sex, age, level, disability, personality and ethnicity. | 1 | 2 | 3 | 4 |
| 3.2 Encourages others to participate in any gender-related learning interventions/initiatives. | 1 | 2 | 3 | 4 |
| 3.3 Advocates GAD not only in the organization but also in own family and community. | 1 | 2 | 3 | 4 |

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| 3.4 Recommends gender-responsive measures and mechanisms in the formulation of policies, strategies, plans, programs and activities to address gender issues in the workplace and in public service delivery. | 1 | 2 | 3 | 4 |
| 3.5 Continuously seeks new information, updates about gender and development. | 1 | 2 | 3 | 4 |
| 3.6 Shares knowledge, ideas and opinions on gender and development. | 1 | 2 | 3 | 4 |
| 3.7 Initiates the establishment and maintenance of GAD database. | 1 | 2 | 3 | 4 |
| 3.8 Mainstreams gender perspectives in local development plans. | 1 | 2 | 3 | 4 |
| 3.9 Ensures the inclusion of GAD in the planning and budgeting of department's PPAs. | 1 | 2 | 3 | 4 |
| 3.10 Initiates the use of gender analysis tools to measure the level of gender mainstreaming in PPAs (assessment, planning, implementation, monitoring, evaluation) | 1 | 2 | 3 | 4 |
| TECHNICAL ONLY | | | | |
| 3.11 Collects sex-disaggregated data and other gender-related information in PPAs | 1 | 2 | 3 | 4 |
| 3.12 Uses gender analysis tools in the household and community level (i.e. gender gaps, gender analysis matrix, 24-hour activity profile. | 1 | 2 | 3 | 4 |
| 3.13 Analyses sex-disaggregated data and other gender-related information to identify/surface gender issues/ differential situation of women and men. | 1 | 2 | 3 | 4 |