

## Gender Mainstreaming Monitoring System (GMMS) Requirements

1. Assign a GMMS Focal Person (GMMS FP) from your organization. If possible, an organization should also have an alternate GMMS FP. The GMMS FP must be a member of the GAD TWG and preferably familiar with the GPB process. The GMMS FP is responsible for the following:
  - a. maintaining the agency GAD profile in the GMMS;
  - b. encoding and submitting the GPB and GAD AR of his or her agency through the GMMS;
  - c. configure in the system the reviewers and endorsers of his or her organization for the review of the GPBs and GAD ARs of its constituent organizations, i.e. bureaus, attached agencies, regional offices.
2. Depending on their structure and role of your organization in the GPB and GAD AR review and submission process, you may also need to assign reviewers and endorsers. Alternatively, a single user may be assigned the three roles, i.e. GMMS FP, Reviewer, Endorser.
3. Determine your organization's submission pattern and from there determine the GMMS use case appropriate for your submission pattern. Please refer to the GMMS guidelines in the PCW Website with address <http://www.pcw.gov.ph/gmms>
4. The organization must register their GMMS FP and other system users using the form (please refer to form below) for registering system users signed by the head of their organization and the GAD TWG Chairperson.
5. The GMMS FP, reviewers, endorsers and the encoders must familiarize themselves with the GMMS. All agencies, GOCCs, SUCs, etc. will be provided with references on how to use the GMMS or may be accessed in the aforementioned web address starting 16 October 2014. PCW will also provide orientations upon request.
6. GMMS orientations will be held in PCW every Thursday and Friday starting 6 November up to 28 November 2014. **November 13 and 14 will be reserved for single agencies, i.e. no bureaus, attached agencies, or regional office preparing separate plans.** Schedules will be posted in the PCW website.
7. Orientations in PCW will be in batches of 25; **Agencies are required to have their orientation with their bureaus, attached agencies and, if possible, regional offices.**
8. Agencies with larger groups may opt to have their orientation held in their office. These orientations may be scheduled on any weekday from 16 October to 28 November 2014 as long as it does not conflict with another orientation schedule. The venue for these trainings should have an Internet connection of at least 2MBPs. Expenses for the conduct of the orientation may be charged against the GAD Budget.
9. For the orientations, participants are required to bring a laptop. **The laptops must be installed with the latest Google Chrome or Mozilla Firefox web browser.**

10. To confirm your schedule and for related GMMS questions please call us at PCW and look for Gladys, Vicky or Robert at telephone numbers 7351653 or 7354767 loc 117 or email to [sysadmin@pcw.gov.ph](mailto:sysadmin@pcw.gov.ph).