

ANNUAL GENDER AND DEVELOPMENT (GAD) PLAN AND BUDGET

FY 2024

Agency Name: Land Bank of the Philippines

Agency Category: Government-Owned and Controlled Corporation

Total Budget:	325,332,580,000.00	Total GAD Budget:	170,038,924.20	% of GAD Allocation:	0.05%
CF:	325,332,580,000.00	CF:	170,038,924.20	CF:	0.05%

GENDER ISSUE OR GAD MANDATE	RESULTS INDICATOR	RESULTS		PREXC		GAD ACTIVITIES	GAD BUDGET			RESPONSIBLE UNIT/OFFICE	
		Previous Year Accomplishment	Target	PAP Description	PAP ID		Tier 1	Tier 2	Total Amount		Source
A. Client-Focused											
Program- or Project-based capacity building for external clients do not integrate GAD perspective	# women and men attended capacity building activities; demonstrated improvement or shift in knowledge, skills, and attitude of clients who have undergone gender-based capacity building	Tools developed to aid awareness-raising on sector-specific rights	N/A	N/A	N/A	LANDBANKASAMA DIGITAL INCLUSION PROGRAM	1,000,000.00	0.00	1,000,000.00	Corporate Funds	CAG, NDLS , BRANCHES GROUP



For Review
as of 15 March 2024

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GENDER ISSUE OR GAD MANDATE	RESULTS INDICATOR	RESULTS		PREXC		GAD ACTIVITIES	GAD BUDGET				RESPONSIBLE UNIT/OFFICE
		Previous Year Accomplishment	Target	PAP Description	PAP ID		Tier 1	Tier 2	Total Amount	Source	
Limited understanding to no knowledge on GAD among clients owing to lack of sector-specific IEC materials and knowledge products on GAD	# women & women's groups engaged in continuing dialogue with LANDBANK; gender issues identified	GAD corner established in LANDBANK website by Q1	N/A	N/A	N/A	Coordination work with concerned bank units; Collection of materials for posting	0.00	0.00	0.00	Corporate Funds	"GFPS/TWG in partnership with ERD, Public Communications Department "
	Sector-specific IEC materials and knowledge products produced and disseminated among clients; Feedbacks received through suggestion box, Fb messages and tweets.	GAD corner established in 10 branches per Branch Group	N/A	N/A	N/A	Q1 Facilitation of procurement requirements including design specification Q2 Procurement process Q3 Delivery	250,000.00	0.00	250,000.00	Corporate Funds	GFPS/TWG in partnership with ERD, Public Communications Department
Limited participation of external clients in GAD activities beginning with identification of gender issues and program design up to monitoring and evaluation of impacts	GAD activities (planning, programming and budgeting, implementation, M&E) and # women and men involved	Enhanced Lending Program that integrate inputs from target beneficiaries and Enhanced banking products and services that address gender needs of target beneficiaries	N/A	N/A	N/A	"Q1-Q3 Conduct of desktop assessment based on available information and feedback from the Lending Centers and Lending Units to identify gender issues, Q4 Conduct of supplementary survey to gather feedback from current/existing and prospective clients on Credit Policy Issuances consisting of forms and procedures on loan products, Q1-Q2 Inventory of bank products and services to establish which ones can be subjected to gender analysis, Q3-Q4 Identification of appropriate products and services for proper GAD evaluation"	600,000.00	0.00	600,000.00	Corporate Funds	Branch Banking Sector, Lending Program Management Group, Lending Centers and other Lending units

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Lack of facilities and services to address gender issues and concerns of external and internal clients at the field units	Availability of functional child minding and lactation facilities in field units based on expressed needs of clients; feedback from availing clients	Practical gender needs of clients across LANDBANK identified	N/A	N/A	N/A	"Q1 DATA COLLECTION - Conduct of consultations with clients to identify their gender needs (could be online survey or pen and paper research) - Inventory of existing gender facilities in LANDBANK - Identification of possible areas for pilot implementation Q2-Q4 COMPLIANCE WITH ADMINISTRATIVE AND LEGAL REQUIREMENTS - due diligence - management approval - certification by concerned entities "	200,000.00	0.00	200,000.00	Corporate Funds	Employee Relations Department (ERD); Project Management and Engineering Department (PMED); Branch Banking Support Department (BBSD); Lending Support Department (LSD); other concerned units
Client-focused programs, activities, and projects are not subjected to gender analysis at any point from inception to end-of-project evaluation	Total number and title of programs and projects subjected to HGDG and other gender analysis tools; gender issues and mitigation measures identified from gender analysis of programs and projects	% existing lending programs subjected to gender analysis using HGDG and other gender analysis tools and mitigated on the basis of findings	N/A	N/A	N/A	Q3-Q4 Conduct of gender analysis using HGDG and other gender analysis tools on various LANDBANK programs and projects (number to be decided upon consultation with lending program, crafting and implementing units)	450,000.00	0.00	450,000.00	Corporate Funds	Lending Program Management Group, Lending Units and Lending Centers, Branch Banking Sector
Sub-Total A									2,500,000.00		
B. Organization-Focused											
Women rights and privileges are oftentimes neglected and violated in the workplace (RA 7877. Anti-Sexual Harassment)	Number of Bank employees capacitated on Gender-Based Sexual Harassment	TO RE-EDUCATE LANDBANK EMPLOYEES ON THE BANK'S ANTI-SEXUAL HARASSMENT POLICY DURING THE ANNUAL CODE OF CONDUCT RE-ORIENTATION SESSIONS IN JANUARY	100% of LANDBANK employees were reeducated on the Bank's Anti-Sexual Harassment Policy during the annual Code of Conduct Reorientation Sessions in January.	N/A	N/A	Conduct of capability-building initiatives on Anti-Sexual Harassment and Safe Spaces Act (Bawal Bastos Law)	0.00	0.00	0.00	Corporate Funds	ORGANIZATION DEVELOPMENT DEPARTMENT/EMPLOYEE RELATIONS DEPARTMENT
	Presence of a functional Committee Decorum and Investigation (CODI) that will completely resolve all filed sexual harassment complaints	TO RESOLVE 100% OF SEXUAL HARASSMENT COMPLAINT FILED BEFORE THE COMMITTEE	100% of newly hired LANDBANK employees were educated on the Bank's Anti-Sexual Harassment Policy during the conduct of LANDBANK in Perspective, the Bank's employee orientation program	N/A	N/A	Maintenance of a functional CODI	40,000.00	0.00	40,000.00	Corporate Funds	EMPLOYEE RELATIONS DEPARTMENT

GENDER ISSUE OR GAD MANDATE	RESULTS INDICATOR	RESULTS		PREXC		GAD ACTIVITIES	GAD BUDGET				RESPONSIBLE UNIT/ OFFICE
		Previous Year Accomplishment	Target	PAP Description	PAP ID		Tier 1	Tier 2	Total Amount	Source	
RA 10028. Expanded Breastfeeding Promotion Act of 2009 Sec 9/12 Information Dissemination and Educational Programs of Pregnant Women and Women of Reproductive Age	Number of women-employees who attend the forums	TO CONDUCT TWO (2) FORUMS ON BREASTFEEDING WITH 50 SLOTS ALLOTTED TO WOMEN EMPLOYEES OF THE BANK	N/A	N/A	N/A	Dissemination of information and enhancement of relevant skills through forums and education and communication (IEC) materials such as posters, emails and advisories	150,000.00	0.00	150,000.00	Corporate Funds	EMPLOYEE RELATIONS DEPARTMENT
RA 10028. Expanded Breastfeeding Promotion Act of 2009 Ch III Sec 11. Establishment of Lactation Stations	Number of women-employees who avail of the services of the LBP Lactation Station	TO CONTINUE EFFICIENT OPERATION OF THE LANDBANK LACTATION STATION IN THE SERVICE OF 100% OF ITS REGISTERED LACTATING WOMEN-EMPLOYEES	A total of 53 women-employees were able to avail of the services of the LBP Lactation Station, enabling them to balance their domestic and work obligations	N/A	N/A	Efficient operation of the LANDBANK Lactation station	7,300.00	0.00	7,300.00	Corporate Funds	EMPLOYEE RELATIONS DEPARTMENT
Proclamation No. 227: Providing for the Observance of the Month of March as "Women's Role in History Month	Continuous Participation of LANDBANK to strengthen the awareness and importance of celebrating the National Women's Month Celebration (NWMC)	Continuous Participation of LANDBANK in the annual Celebration of National Women's Month Celebration (NWMC)	N/A	N/A	N/A	Participation in the Celebration National Women's Month Celebration (NWMC)	25,000.00	0.00	25,000.00	Corporate Funds	EMPLOYEE RELATIONS DEPARTMENT
Proclamation No. 1172 Declaring November 25 To December 12 of Every Year As The "18-Day Campaign To End Violence Against Women" Republic Act 10398: An Act Declaring November Twenty-Five Of Every Year As "National Consciousness Day For The Elimination Of Violence Against Women And Children	Provision of Infographics materials to raise awareness of Violence Against Women and Children.	Continuous Participation of LANDBANK in the annual Celebration of Violence Against Women and Children Campaign	N/A	N/A	N/A	Participation in support to 18 day campaign to End Violence Against Women	25,000.00	0.00	25,000.00	Corporate Funds	EMPLOYEE RELATIONS DEPARTMENT

GENDER ISSUE OR GAD MANDATE	RESULTS INDICATOR	RESULTS		PREXC		GAD ACTIVITIES	GAD BUDGET				RESPONSIBLE UNIT/OFFICE
		Previous Year Accomplishment	Target	PAP Description	PAP ID		Tier 1	Tier 2	Total Amount	Source	
No sustained implementation and monitoring of international, national, and local GAD mandates in organizational PAPs	International and national GAD mandates adopted and implemented by LANDBANK; internal communication enjoining participation of LANDBANK employees in approved activities; SDD on participating personnel	Overall GAD Policy formulated and implemented and localized across LANDBANK by EOY	N/A	N/A	N/A	Implementation of activities in celebration/observance of National and International women's activities	50,000.00	0.00	50,000.00	Corporate Funds	GAD Secretariat and all Sectors of the Bank
No existing system or mechanism to measure the gendered impact of LBP projects on external clients	Gender Database (with SDD and gender-related information) and M&E system in place in LBP and able to measure program impact on women and men/girls and boys	Data available on loan exposure, deposits, and client demographics and Data gaps established in SYMBOLS by EOY1	N/A	N/A	N/A	"Q3 Establish areas of impact; Identify necessary information; Report generation and analysis; Impact assessment, Q1-Q4 Data gap analysis"	0.00	0.00	0.00	Corporate Funds	Enterprise and Data Management Department, Operations Sector, Branch Banking Sector, Office of the President
MCW Sec 25. Right to Decent Work. Employers both in the public and private sectors shall provide services in support to balancing family obligations and work responsibilities. These include seminars on responsible parenthood.	Number of employees who participate in the forum on parenting	TO CONDUCT AT LEAST ONE (1) FORUM ON PARENTING WITH EQUAL SLOTS (50% WOMEN AND 50% MEN) FOR LANDBANK EMPLOYEES	N/A	N/A	N/A	Conduct of forums on responsible parenthood	5,000.00	0.00	5,000.00	Corporate Funds	EMPLOYEE RELATIONS DEPARTMENT

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		Previous Year Accomplishment	Target	PAP Description	PAP ID		Tier 1	Tier 2	Total Amount	Source	
MCW Sec 22. Right to Decent Work. The State shall further ensure support services that will enable women to balance their family obligations and work responsibilities including the establishment of day centers and breast-feeding stations at the work place	Number of beneficiaries of the use of leave credits for absence due to COVID-19	CONTINUED ADMINISTRATION OF THE LEAVE PRIVILEGES, WHICH WILL BE BASED ON THE ACTUAL AVAILMENT DURING THE YEAR OF IMPLEMENTATION	N/A	N/A	N/A	In compliance to CSC No. 08, s.2020, the use of leave credits for absence due to quarantine and /or treatment relative to the COVID-19.	40,595,336.39	0.00	40,595,336.39	Corporate Funds	PERSONNEL ADMINISTRATION DEPARTMENT
	Number of employees who avail of the services of the LANDBANK Day Care Center	CONTINUOUS OPERATION OF THE LANDBANK DAY CARE CENTER TO ACCOMMODATE 25 REGULAR CHILDREN PUPILS AND 5 WALK-INS OF THE EMPLOYEES OF THE BANK TO ASSURE THAT THEY ARE ABLE TO FULFILL THEIR WORK OBLIGATIONS	N/A	N/A	N/A	Efficient operation of the LANDBANK Day Care Center/Early Childhood Development Center	590,000.00	0.00	590,000.00	Corporate Funds	EMPLOYEE RELATIONS DEPARTMENT



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		Previous Year Accomplishment	Target	PAP Description	PAP ID		Tier 1	Tier 2	Total Amount	Source	
MCW Ch VI. Institutional Mechanisms. Creation and Strengthening of the GAD Focal Point.	Number of attendees to the different capability-building programs conducted for the GAD Focal Points under the Finance Sector	TO CONTINUE 100% PARTICIPATION IN VARIOUS CAPACITY BUILDING PROGRAMS ORGANIZED BY THE DEPARTMENT OF FINANCE (DOF)	N/A	N/A	N/A	Active participation in the various capacity building programs organized by the DOF	0.00	0.00	0.00	Corporate Funds	EMPLOYEE RELATIONS DEPARTMENT
	Number of capacitated members of LANDBANK GAD Focal Point System (GFPS)-Technical Working Group (TWG) and Regional GAD Focal Point Sub-systems (GFPSs) through various GAD and related capability-building initiatives	CONDUCT OF CAPACITY BUILDING TRAINING PROGRAMS FOR THE YEAR 2021 TO CAPACITATE THEM IN DEVELOPING , IMPLEMENTATION, MONITORING AND EVALUATION OF GAD PROGRAMS, PLANS AND BUDGET	N/A	N/A	N/A	Conduct of relevant capacity building programs on Gender Sensitivity, Gender Analysis, and GAD Planning and Budgeting	1,500,000.00	0.00	1,500,000.00	Corporate Funds	EMPLOYEE RELATIONS DEPARTMENT
	Number of policies or documents issued on the strengthening of the GAD-FPS	TO ISSUE SPECIAL ORDER DESIGNATING SPECIFIC AND PERMANENT MEMBERS OF THE LBP REGIONAL GFPS	N/A	N/A	N/A	Strengthening of the existing LBP Regional FPS through reconstitution	0.00	0.00	0.00	Corporate Funds	EMPLOYEE RELATIONS DEPARTMENT
Magna Carta of Women, Solo Parents Welfare Act, Anti Violence Against Women and their Children Act, etc.	Number of beneficiaries of the different leave privileges	CONTINUED ADMINISTRATION OF THE LEAVE PRIVILEGES, WHICH WILL BE BASED ON THE ACTUAL AVAILMENT DURING THE YEAR OF IMPLEMENTATION	N/A	N/A	N/A	Compliance with relevant laws, rules and regulations on various leave privileges	67,921,287.81	0.00	67,921,287.81	Corporate Funds	PERSONNEL ADMINISTRATION DEPARTMENT
M&E system unable to track impacts of GAD PAPs on internal clients	M&E System incorporates GAD perspective and indicators including on impacts of GAD PAPs	Prerequisites of gender-based M&E System completed and in place	N/A	N/A	N/A	"Q1-Q2 Inventory of internal PAPs; Participatory identification of impact assessment parameters and methodology, Q3-Q4 Conduct of participatory impact assessment of existing internal PAPs"	300,000.00	0.00	300,000.00	Corporate Funds	Human Resource Management Group (Personnel Administration Dept., ERD, ODD)

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Low level of gender awareness among LANDBANK personnel	# male and female staff who have undergone basic GAD trainings; changes in knowledge, attitude, skills of participants; reported cases of SH and other gender-based offenses (severity, frequency); access and passing rate of employees in the LANDBANK E-Learning Access Portal (LEAP) GAD Module	Structures and mechanisms in place and assisting in gender-awareness raising of LANDBANK personnel	N/A	N/A	N/A	"Q1 - Develop behavior-level assessment tool for trainings conducted; Crafting and implementation of LEAP GAD Module, Q3 - Conduct of GST (at least 2 batches) "	280,000.00	0.00	280,000.00	Corporate Funds	LBP GAD - TWG, GAD Secretariat (ERD)
Lack of policies that clearly articulate support to GAD mandates including gender responsive planning and budgeting	# of policies that support GAD in place	Overall GAD Policy formulated and implemented and localized across LANDBANK by EOY	N/A	N/A	N/A	"Q1-Q2 Issuance of LANDBANK Policy Statement on GAD, Q3-Q4 Cascading of approved LANDBANK Policy Statement on GAD to the Bank Sectors; Formulation of Sectoral Policy on GAD "	0.00	0.00	0.00	Corporate Funds	GAD Secretariat (ERD), LBP GFPS & TWG
Lack of internal GAD resource person	Organic GAD Resource Pool of LANDBANK in place and functional, # members trained and available as RP	TOT program design and participants selected based on eligibility requirements	N/A	N/A	N/A	"Q1-Q2 - Identification of potential GAD Resource Persons; Conduct of TNA, Q3-Q4 - Series of consultations with prospective consultant to come up with a comprehensive TOT design based on TNA and organizational needs"	0.00	0.00	0.00	Corporate Funds	GFPS Secretariat (ERD), ODD

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Lack of gender perspective in existing organizational and Sectoral policies and plans	Gender responsive organizational and sectoral policies and plans formulated	Structures and mechanisms in place to facilitate mainstreaming GAD in Sectoral policies and plans	N/A	N/A	N/A	"Q1-Q2 - Creation of a Sectoral group in charge of crafting the Sectoral policy, Q3-Q4 - Capacity building of Sectoral group to come up with Sectoral policies; Validation of draft Sectoral policies, Q3 - Preparation of Annual GAD Plan & Budget; Submission of Sectoral inputs "	2,100,000.00	0.00	2,100,000.00	Corporate Funds	GAD Secretariat (ERD),LBP GFPS & TWG and all Sectors of the Bank
GFPS members have limited knowledge on GAD and performing limited functions based on provisions of the guidelines	# GFPS members attended basic GAD trainings including orientation on the GAD Focal Point System's functions and responsibilities based on PCW-MC 2011-01 or the GFPS Guidelines	Conceptual clarity on GAD and its operationalization in LANDBANK among GFPS members by EOY	N/A	N/A	N/A	"Q1 Conduct a TNA; Develop a training plan for the GFPS members, Q2-Q4 - Conduct of GAD trainings (GST in the Context of Covid-19 Pandemic, Gender Mainstreaming, Introduction to Gender Analysis, GAD Planning and Budgeting, Gender-related Laws)"	300,000.00	0.00	300,000.00	Corporate Funds	GFPS Secretariat (ERD), ODD
Existing policies do not clearly address gender gaps among external and internal clients in terms of visibility, access to and benefit from, and contribution to LANDBANK programs, projects and services	# and gender responsive policies in place	Better appreciation and increased support for GAD across the organization. At least one policy to be reviewed / developed per sector of the bank where applicable; Sectoral Policy on GAD Policies address the gender gaps among external and internal clients	N/A	N/A	N/A	"Q1 Issuance of a GAD policy statement for the whole bank Q3-Q4 Sectoral policy review/development Review/revisit/revisio n of existing policies as needed"	0.00	0.00	0.00	Corporate Funds	GAD Secretariat (ERD),LBP GFPS & TWG

GENDER ISSUE OR GAD MANDATE	RESULTS INDICATOR	RESULTS		PREXC		GAD ACTIVITIES	GAD BUDGET				RESPONSIBLE UNIT/OFFICE
		Previous Year Accomplishment	Target	PAP Description	PAP ID		Tier 1	Tier 2	Total Amount	Source	
Development planning cycle (planning, programming and budgeting, management and implementation, monitoring and evaluation) is not based on SDD or gender statistics	LANDBANK policy to subject all programs and projects to gender analysis from planning stage to M&E; mechanisms in place to warrant gender analysis such as the HGDG LANDBANK Core Team	Policy formulated and issued by end of June	N/A	N/A	N/A	"Q1-Q2 Crafting, approval, issuance of Policy "	0.00	0.00	0.00	Corporate Funds	GAD Secretariat (ERD), TWG
	Planning, programming and budgeting, management and implementation, monitoring and evaluation of policies and PAPs based on SDD and gender indicators	Report on LANDBANK programs and services utilizing SDD and gender statistics that can serve as basis for the succeeding development planning cycle	N/A	N/A	N/A	Q1-Q4 Data gap analysis; Design and development of the report; Report generation (new data gaps maybe generated as needed or on demand)	300,000.00	0.00	300,000.00	Corporate Funds	Enterprise Data Management Department, System owners
Absence of an institutional GAD Agenda consisting of GAD Strategic Framework (GAD Vision, Mission, Goals) and six-year GAD Strategic Plan	GAD Agenda completed, approved, and circulated among LANDBANK offices	Broad, systematic gender mainstreaming in the organization and PAPs of LANDBANK	N/A	N/A	N/A	Q1-Q4 - Implementation of GAD Strategic Plan	4,000,000.00	0.00	4,000,000.00	Corporate Funds	GAD Focal Point System (Chair, Executive Committee, TWG, GFP Sub-system, Secretariat)
A significant number of policy issuances do not use gender fair language and images	Policy on the use of gender fair language issued; # trainings on GFL conducted and # attendees (sex-disaggregated)	Institutionalized use of GFL warranted by internal policy and guidelines and knowledgeable staff	N/A	N/A	N/A	Q1-Q4 - Training on GFL for personnel involved in policy formulation, program design, and corporate affairs; Adoption of CSC Memorandum Circular on the Use of Non-sexist Language; Issuance of internal policy and guidelines on the use of GFL	2,100,000.00	0.00	2,100,000.00	Corporate Funds	GFPS-TWG (collaborative effort for the policy), ODD
Sub-Total B									120,288,924.20		
C. GAD-Attributed Programs or Projects											

GENDER ISSUE OR GAD MANDATE	RESULTS INDICATOR	RESULTS		PREXC		TITLE OF MAJOR PROGRAM/ PROJECT	HGDC DESIGN/ FUNDING FACILITY/ GENERIC CHECKLIST SCORE	TOTAL ANNUAL BUDGET OF MAJOR PROGRAM/PROJECT	GAD-ATTRIBUTED BUDGET				RESPONSIBLE UNIT/ OFFICE
		Previous Year Accomplishment	Target	PAP Description	PAP ID				Tier 1	Tier 2	Amount	Source	
SECTION 13. Equal Access and Elimination of Discrimination in Education, Scholarships, and Training. — (a) The State shall ensure that gender stereotypes and images in educational materials and curricula are adequately and appropriately revised. Gender-sensitive language shall be used at all times. Capacity-building on gender and development (GAD), peace and human rights, education for teachers, and all those involved in the education sector shall be pursued toward this end. Partnerships between and among players of the education sector, including the private sector, churches, and faith groups shall be encouraged.	Number of attendees to the different trainings for Bankwide implementation with equal opportunities for all LANDBANK Employees.	To enhance skills that will be applicable in their work/function	N/A	N/A	N/A	ADMINISTRATION OF TRAININGS/SEMINAR	7.99	100,000,000.00	0.00	0.00	0.00	Corporate Funds	ORGANIZATION DEVELOPMENT DEPARTMENT
SECTION 13. Equal Access and Elimination of Discrimination in Education, Scholarships, and Training. — (a) The State shall ensure that gender stereotypes and images in educational materials and curricula are adequately and appropriately revised. Gender-sensitive language shall be used at all times. Capacity-building on gender and development (GAD), peace and human rights, education for teachers, and all those involved in the education sector shall be pursued toward this end. Partnerships between and among players of the education sector, including the private sector, churches, and faith groups shall be encouraged.	Number of participants will undergo the training program	To strengthen the Bank's Succession Program by ensuring the availability of a highly trained and qualified management pool.	N/A	N/A	N/A	MANAGEMENT TRAINING PROGRAM	7.99	3,300,000.00	0.00	0.00	0.00	Corporate Funds	ORGANIZATION DEVELOPMENT DEPARTMENT
R.A. 7192 - SECTION 5. Equality in Capacity to Act — Women of legal age, regardless of civil status, shall have the capacity to act and enter into contracts which shall in every respect be equal to that of men under similar circumstances: (1) Women shall have the capacity to borrow and obtain loans and execute security and credit arrangements under the same conditions as men;	Number of borrowers	CONTINUED ADMINISTRATION OF THE LOAN FACILITIES, WHICH WILL BE AVAILABLE TO THE EMPLOYEES	N/A	N/A	N/A	LBP PROVIDENT FUND LOAN FACILITIES	13.50	67,500,000.00	47,250,000.00	0.00	47,250,000.00	Corporate Funds	PROVIDENT FUND DEPARTMENT
Sub-Total C											47,250,000.00		
Grand Total (A + B + C)											170,038,924.20		

Prepared By:

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Date: N/A

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PRESIDENT AND CEO

Date: N/A



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