



Republic of the Philippines
Professional Regulation Commission
Manila



MEMORANDUM ORDER NO. 40
SERIES OF 2025

June 03, 2025

TO : ALL OFFICERS AND PERSONNEL
Central and Regional Offices

ALL PROFESSIONAL REGULATORY BOARDS

SUBJECT : COLLECTION AND MAINTENANCE OF SEX-DISAGGREGATED
DATABASE (SDD)

Pursuant to Republic Act No. 9710, or the Magna Carta of Women which mandates the generation and maintenance of gender statistics and sex -disaggregated databases to aid planning, programming and policy formulation, and Philippine Commission on Women (PCW) Memorandum Circular No. 2014-05: Adoption and Generation of Data Support to the Magna Carta of Women (MCW) Indicators, the Professional Regulation Commission (PRC) hereby promulgates the following:

1. All central and regional offices, divisions, and operating units shall collect and generate sex-disaggregated data¹ (SDD) in the implementation of their activities/plans/programs, if applicable. The same shall be reflected in the corresponding PRC forms/documents.

Sample Illustration:

	Activities/Programs	NO. OF ATTENDEES		Total
		Female	Male	
Office/Division/Unit	(i.e)			
	1. Orientation of New Employees			
	2. Conduct of Inspection and Monitoring			

2. All offices shall develop a sex-disaggregated database system via an electronic device and continuously improve/update the same in their respective offices for inclusion in the central database system.

Central and Regional offices shall submit a quarterly report on the collected SDD to the Gender and Development (GAD) Focal Point System Technical Working Group (GFPS-TWG) every 5th day of the month following the reference month.

3. The GFPS, through the TWG, shall be responsible for the development and maintenance of the PRC's Central GAD Database System.
4. The GFPS, through the TWG and Regional TWGs, shall conduct a GAD Survey Questionnaire Summary for all PRC personnel in the Central and Regional Offices. The survey form shall include the following information:
 - a. Age bracket (21-30, 31-40, 41-50, 51-60, 61-65)
 - b. Distribution of Personnel with respect to Marital Status (Single, Married, Annulled, Separated, Widowed, Solo Parent)
 - c. Distribution of Personnel with respect to No. of Dependents
 - d. Distribution of Personnel with respect to Work as a Hinder to Role as a Parent
 - e. Distribution of Personnel with Respect to Health Problems
 - f. Distribution of Personnel with respect to access to the use/utilization of the Office Resources
 - g. Distribution of Personnel with Respect to Awareness of Women and Child Protection-related Laws

¹ Data collected and tabulated separately for women and men

For purposes of updating, the TWG/RTWGs shall, from time to time or as needed, conduct surveys essential to the preparation of GAD reports.

5. The SDD gathered shall be stored and maintained in the agency's Central GAD database and updated as needed. SDD shall be analyzed using applicable gender analysis tools such as the Gender Mainstreaming Evaluation Framework (GMEF), Harmonized Gender and Development Guidelines, and other applicable tools. The Research and Statistics Division shall render support in the conduct of gender analysis, if necessary.
6. The results of the gender analysis shall be used in policy and program development to address gender issues in the agency particularly in the preparation of annual GAD plans and budgets and accomplishment reports.
7. Necessary funding for the development and maintenance of the SDD shall be charged against the PRC's annual GAD Budget following the existing guidelines set by the PCW, subject to existing government accounting and budgetary rules.

This Order shall take effect immediately.

For compliance.


CHARITO A. ZAMORA
Chairperson