

OFFICE ORDER NO.: 23 - 1328  
Series of 2023

**SUBJECT : RECONSTITUTION OF SHFC GAD FOCAL POINT SYSTEM**

Pursuant to the Philippine on Women (PCW) memorandum Circular 2011-01 (Guidelines for the Creation, Strengthening, and Institutionalization of the Gender and Development (GAD) Focal Point System and the Joint Circular No. 2012-01 of Philippine Commission on Women (PCW) Department of Internal and Local Government (DILG), National Economic Development Authority (NEDA), and Department of Budget Management (DBM) to all officials and employees of the government agency, government-owned and controlled corporation, and other government instrumentalities shall be responsible in promoting and ensuring that gender and development are mainstreamed in policy, plans, programs, budget, implementation, monitoring, and evaluation. To implement the Magna Carta of Women as a strategy and pursue gender mainstreaming and ensure that mechanisms and processes are in place, the SHFC GAD Focal Point System is hereby created and composed of the following officials and personee:

**GAD FOCAL POINT SYSTEM**

**Chairperson:** Federico A. Laxa M President

**EXECUTIVE COMMITTEE**

<b>Chairperson:</b>	Maria Rosalie Richa A.Taguian	F	Vice President, Program Development and Enhancement
<b>Members:</b>	Annicia D. Villafuerte	F	Vice President, Recovery Projects Group
	Tristan Frederick L. Tresvalles	M	OIC- Vice President, Resettlement and Project Management Group
	Dulce C. Abusman	F	OIC-Vice President, Management Services Group
	Elsa Juliana D. Calimlim	F	OIC Vice President, Mega Manila I Regional Operations
	Josefina B. Banglagan	F	OIC Vice President, Mega Manila II Regional Operations
	Emmanuel C. Peñarubia	M	OIC Vice President, Western Visayas Regional Operation
	Jones A. Tomas	M	OIC Vice President, North Luzon Regional Operations
	Lawrence N. Bañiso	M	OIC Vice President, Southeastern Mindanao Regional Operations
	Jesus Eden A. Cidro	M	OIC Vice President, Eastern Visayas Regional Operation

Jimmy M. Manes	M	OIC Vice President, South Luzon Regional Operations
Ann Margarette C. Vista	F	OIC Vice President, Central Luzon Regional Operation
Jason C. Yap	M	OIC-Vice President, Treasury Group

## TECHNICAL WORKING GROUP COMMITTEE

<b>Chairperson:</b>	Cezar M. Macaspac	M	OIC-Manager, Insurance and Community Enhancement/ Gender and Development
<b>Members:</b>	Jhoanna Marie D. Ong	F	Chief of Staff, Office of the President - Executive Division
	Eleanor J. Buenaobra	F	OIC-Manager, Records Department
	Jasmin V. Luyun	F	OIC Manager, Budget and Expense Management Department
	Jonsua D. Ventabal	M	OIC-Chief of Division, Corporate Accounting Department
	Rick P. Caddawan	M	Project Evaluation Officer II, Data Management Department
	Ofelia N. Nisperos	F	OIC Manager, NCR South Area Operation
	Eva Brenda C. Amo	F	OIC-Chief of Division, Laguna Area Operation
	Charito C. Lontayao	F	Division Chief III, Cavite Area Operation
	Irish M. Lavado	F	Appraiser III (Senior Mortgage Specialist), NCR North Area Operation
	Elvira A. Frias	F	OIC-Chief of Division, NCR Central Area Operation
	Emma P. Lintao	M	OIC-Chief of Division, Rizal Area Operation
	Isabella Louise A. Abustan	F	Planning Officer IV, Planning and Policy Department
	Acherman G. Bienvenido	M	OIC-Chief of Division, Human Resource Services and Benefits Department
	Ergineil A. Dela Cruz	M	HRMO III, Human Resource Development Department
	Jemuel Moises C. Villanueva	M	Technical Staff IV, Settlements Management Group
	Antonio L. Alvarado	M	OIC Manager, GSAT Unit
	Chito R. Arquillo Jr.	M	Internal Auditor V, Internal Audit Department
	Naden Kristinezen A. Ortega	F	Project Development Officer IV, Office of the Executive Vice President
	Crisanto R. Alanes	M	Manager, Information and Communication Technology Department
	Marc Angelo P. Maliwat	M	Technical Staff VI, Partner Relations Department



Emerson D. Gello-agan	M	Community Development Officer II, Customer Relations and Complaints Department
Goldy B. Galamiton	F	Technical Staff VI, Engineering Group
Luz R. Tolentino	F	OIC Manager, Investigation and Enforcement Department
Pacita A. Guinez	F	OIC-Manager, Trust Administration Department
Elizabeth A. Arboleda	F	Account Specialist, Isabela Area Operation
Will O. Peran	M	OIC Manager, Naga Area Operation
Randolph A. Librando	M	OIC Manager, Cebu Area Operation
Ma. Corina A. Montilla	F	OIC Manager, Tacloban Area Operation
Cheven D. Mermida	M	Account Specialist, Bacolod Area Operation
Phoebe T. Tumulac	F	Technical Staff III, Palawan Area Operation
Elsie V. Suarez	F	Senior Accounts Specialist, Iloilo Area Operation
Janet T. Lumayag	F	OIC Manager, Cagayan De Oro Area Operation
Gina P. Lumbre	F	OIC Manager, Zamboanga Area Operation
Charmaine D. Barcelona-Morante	F	Mortgage Specialist, Davao City Area Operation
James E. Naquita	F	OIC-Chief of Division, General Santos Area Operation
Merry Cris S. Berdin	F	Oic Manager, Caraga Area Operation

#### **GFPS SECRETARIAT**

Margeline Kate D. Moncada	F	Technical Staff VI, Gender and Development Unit
Mitz Dianne L. Gudio	F	Technical Staff VI, Gender and Development Unit
Jean Raizalyn O. Coligado	F	Technical Staff III, Gender and Development Unit

SHFC GAD Focal Point System and GAD Champions as mandated in Sec. 5.2 of the PCW Memo 2011-01 shall perform the following functions:

1. Lead in mainstreaming a gender perspective in agency/department policies, plans, and programs. In the process, they shall ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures of the agency based on the priority needs and concerns of constituencies and employees and the formulation of recommendations including their implementation;
2. Assist in the formulation of new policies such as the GAD Agenda in advancing women's status;

3. Lead in setting up appropriate systems and mechanisms to ensure the generation, processing, review, and updating of sex-disaggregated data or GAD database to serve as basis in performance-based gender responsive planning;
4. Coordinate efforts of different divisions, offices, and units of the agency and advocate for the integration of GAD perspectives in all their systems and processes;
5. Spearhead the preparation of the agency's annual performance-based GAD Plans, Programs, and Budget in response to gender issues of their constituencies and clients and in the context of their agency mandate, and consolidate the same following the format and procedure prescribed by the PCW, DBM and NEDA in the Joint Circular 2011-1. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of the department/agency, and as needed, in responding to PCW's comments or requests for additional information.
6. Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs and Budget;
7. Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that maybe required under the MCW;
8. Strengthen the external link with other agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various levels of governance;
9. Promote and actively pursue the participation of women and gender advocates, other civil society groups and private organizations in the various stages of the development planning cycle, giving special attention to the marginalized sector; and
10. Ensure that all program implementers of the agency (e.g. accountant, budget officer, auditors) are capacitated on GAD. Along this line, the GFPS will recommend and plan an appropriate capacity development program on gender and development for its employees as part of and implemented under its regular human resource development program.

In accordance with Section 5.3 of the PCW Memo 2011-12, the GFPS Roles and Responsibilities are as follows:

**A. The Chairperson or Head of Agency shall;**

1. Issue Policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities budget systems and procedures of the agency including the creation, strengthening, modification or reconstitution of the GFPS, and



2. Approve the GAD Plan, Program and Budget of the agency and duly endorsed by the Executive Committee with the assistance of the Technical Working Group and ensure its implementation.

**B. Executive Committee shall;**

1. Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and agency's GAD mainstreaming activities;
2. Direct the identification of GAD strategies, programs, activities, and projects based on the results of the gender audit, and gender analysis and according to the identified priorities of the agency in response to the gender issues faced by its clients and employees;
3. Ensure the timely submission of the agency GAD Plan and Budget, Accomplishment Report, and other GAD-related reports to the PCW and to DBM;
4. Ensure the effective and efficient implementation of the agency's GAD programs, activities, and projects and the judicious utilization of the GAD Budget;
5. Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups, and other stakeholders in pursuit of gender mainstreaming;
6. Recommend approval of agency GAD Plans and Budgets and GAD ARs; and
7. Recommend awards or recognition to outstanding institutional GAD programs, activities, and projects and /or GAD FP members.

**C. GFPS/Technical Working Group/Secretariat shall;**

1. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD Planning and Budgeting process;
2. Formulate agency GAD Plans, Programs and Budgets in response to the gender gaps and issues faced by their clients and constituencies, women and men employees, following the conduct of a gender audit, gender analysis, and/or review of sex-disaggregated data;
3. Assist in the capacity development of and provide technical assistance to the agency, and as needed, to officers in the other offices or units. In this regard, the TWG shall work with the human resource development office on the development and implementation of an appropriate capacity development program on gender equality and women's empowerment for its employees, and as requested or deemed necessary, for other offices under the Department or Agency, as the case may be;
4. Coordinate with the various units of the agency including its regional and attached agencies and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS of the central agency shall coordinate with the GFPS of

its attached agencies, bureaus, and regional offices, especially on the preparation, consolidation, and submission of GAD Plans and Budgets;

5. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of agency officials, staff, and relevant stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities;
6. Monitor the implementation of GAD-related programs, activities, and projects in their respective offices and suggest corrective measures to improve the implementation of GAD PAPs and GFPS activities;
7. Prepare and consolidate agency GAD Accomplishment reports; and
8. Provide regular updates and recommendations to the head of the agency or execom on the activities based on the feedback and reports of the various units of the agency.

This Office Order is in accordance with the mandated structure and composition of GFPS of the PCW Memo Circular No. 2011-01.

To ensure proper gender mainstreaming, we would like to reiterate that all GFPS members are expected to put up their membership and GAD-related training in their Department Action Plan and Individual Performance Plan.

This Office Order takes effect immediately, all office policies, special orders and memoranda or parts thereof inconsistent with any provisions of this Order are deemed modified or repealed accordingly.

 **FEDERICO A. LAXA**

President and CEO

 Date Approved: Jan. 11, 2023