



Office Order No. 058  
Series of 2024

### RECOMPOSITION OF THE CFO-GAD FOCAL POINT SYSTEM (CFO-GFPS)

The composition of the CFO-Gender and Development Focal Point System (CFO-GFPS) per Office Order No. 014, Series of 2022 is hereby amended to ensure continuous and strengthened gender mainstreaming efforts of the Commission on Filipinos Overseas:

**Head of Agency & GFPS Chairperson:** Secretary Romulo V. Arugay

#### Executive Committee

**Chair:** Atty. Alma C. Royandoyan-Alli  
Head Executive Assistant  
Office of the Secretary

**Members:** Undersecretary Valery Joy A. Brion (OED)  
Director Marita D. Apattad (PMD)  
OIC Janet B. Ramos (MIED)  
Director Mario O. Garcia (AFD)  
Director Romeo M. Rosas, II (MISD)  
OIC Rodrigo V. Garcia, Jr. (PPRD)

#### Technical Working Group (TWG)

**Team Leader:** Mr. Michael A. Apattad (PPRD)

**Members:** Ms. Racquel B. Austria (AFD)  
Mr. Kevin N. Ladi (AFD)  
Ms. Janine Irene D. Paz (AFD)  
Ms. Mia A. Bisa (MIED)  
Ms. Kimberly Joy O. Dizon (CFO MIED-Cebu)  
Ms. Celine Shaira M. Del Monte (CFO MIED-Davao)  
Mr. Enrique R. Custado (MISD)  
Ms. Ma. Auxilium M. Obispo II (MISD)  
Mr. Erwin Paul S. Cristobal (PMD)  
Ms. Patricia Marie M. Salvador (PMD)  
Ms. Maria Christina T. Silvestre (PMD)  
Mr. Manolo V. Tibe (PPRD)  
Atty. Forrah Mae G. Ramos (OED)  
Ms. Ethelinda M. Abarro (OED)  
Ms. Shareefa A. Gadjali (OSEC)  
Ms. January Danielle T. Sanchez (OSEC)  
Ms. Kathleen Ann Elaine A. Basa (OSEC)

**Secretariat:** Ms. Darlene May E. San Juan (PPRD)  
Ms. Jhunella Joy C. Rulloda (PPRD)





In accordance with the provisions of Section 36 (b) of Republic Act No. 9710, otherwise known as the Magna Carta of Women (MCW) and Memorandum Circular No. 2011-01 of the Philippine Commission on Women (PCW), the following functions, roles, and responsibilities shall guide the CFO-GFPS in strengthening the Commission's gender mainstreaming efforts and initiatives:

#### **A. Functions of the GAD Focal Point System**

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 Code in advancing women's status in the CFO;
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 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 2012-1. 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; g) Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that may be required under the MCW;
7. 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;
8. 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 sectors; and
9. Ensure that all agency personnel, including the finance officers (e.g. accountant, budget officer, and 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.



## **B. ROLES AND RESPONSIBILITIES**

### **1. The GFPS Chairperson or Head of Agency shall:**

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

### **2. The Executive Committee shall:**

- i. Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and agency's GAD mainstreaming activities;
- ii. 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 CFO in response to the gender issues faced by its clients and employees;
- iii. Ensure the timely submission of the agency GAD Plan and Budget, Accomplishment Report, and other GAD-related reports to the PCW and to DBM;
- iv. Ensure the effective and efficient implementation of the agency's GAD programs, activities, and projects and the judicious utilization of the GAD Budget;
- v. Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups, and other stakeholders in pursuit of gender mainstreaming;
- vi. Recommend approval of agency GAD Plans and Budgets and GAD ARs; and
- vii. Recommend awards or recognition to outstanding institutional GAD programs, activities, projects, and /or GAD FP members.

### **3. The Technical Working Group (TWG) and Secretariat shall:**

- i. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
- ii. Formulate agency GAD Plans, Programs, and Budget 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;
- iii. 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 all CFO divisions, as the case may be;

- iv. Coordinate with the agency's various divisions including its satellite offices and ensure their meaningful participation in GAD strategic and annual planning exercises.
- v. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of CFO officials, staff, and relevant stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities;
- vi. 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;
- vii. Prepare and consolidate agency GAD accomplishment reports; and
- viii. Provide regular updates and recommendations to the head of the agency or ExeCom on the activities of the GFPS and the progress of agency GAD mainstreaming activities based on the feedback and reports of the various agency units.

The amendment to the CFO-GFPS aims to ensure the sustained vigor and efficacy of the Commission's gender mainstreaming efforts and initiatives.

All necessary expenses required by the CFO-GFPS to function effectively and ensure compliance with relevant PCW-GAD circulars and other regulations and guidelines as may be issued are hereby authorized, subject to the usual accounting and auditing regulations.

Moreover, the CFO-GFPS must ensure that all plans and activities outlined in the CFO-GPB 2024 are duly implemented with the Administrative and Finance Division ensuring the timely release of funding for each of the approved plans and activities under the GPB 2024.

This Office Order takes effect immediately and supersedes all previously issued Office Orders concerning the organization of the CFO-GFPS.



**SECRETARY ROMULO V. ARUGAY**  
Chairperson

22 February 2024

