

OFFICE ORDER NO. 017
Series of 2021

Implementation of Purple Mondays and National Women's Month Celebration Activities

In line with the 2021 National Women's Month Celebration (NWMC), all CFO Personnel are hereby directed to observe **Purple Mondays** by wearing anything purple on all the Mondays of March to signify support for women's empowerment and gender equality.

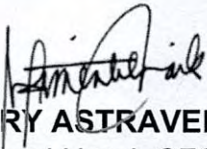
The Technical Working Group of the CFO GAD Focal Point System, in coordination with appropriate and concerned divisions is also directed to implement all its proposed activities for the NWMC as indicated in the signed Memorandum for the Chairperson and Secretary dated 18 February 2021. A copy of the Memorandum, including the relevant documents for all the activities are attached for the information of all the personnel.

For strict compliance.


SECRETARY FRANCISCO P. ACOSTA
Chairperson 

26 February 2021

**MEMORANDUM FOR THE CHAIRPERSON AND SECRETARY
JUSTICE FRANCISCO P. ACOSTA (Ret.)**



Thru : **UNDERSECRETARY ASTRAVEL PIMENTEL NAIK**
Executive Director and Head, CFO-GFPS Execom

From : **THE TECHNICAL WORKING GROUP**
CFO GAD FOCAL POINT SYSTEM

Subject : Proposed Activities for the 2021 National Women's Month
Celebration

Date : 18 February 2021

This is to respectfully submit for the Chairperson's consideration, thru the GFPS Execom chair, the following proposed activities to be implemented in line with the 2021 National Women's Month Celebration:

PROPOSED ACTIVITIES AND DETAILS	ESTIMATED COST (PHP)
1. Launching of 2021 National Women's Month Celebration during the Flag Ceremony on 01 March 2021.	No cost involved
2. "WomenWin 2021 Quiz Show" after the flag ceremony on 01 March 2021.	GFPS will seek sponsorship for the prizes
3. Uploading of Advocacy Streamer designed by the Philippine Commission on Women (PCW) in the CFO Website and CFO social media platforms. <i>Please refer to Annex A for reference.</i>	No cost involved
4. Printing of 1 Advocacy Streamer designed by the PCW (with dimensions of 11ft width and 4ft height)	5,000.00 (GAD budget)
5. Orientation on Men Opposed to VAW Everywhere (MOVE) for CFO male personnel	IACAT-ADVOCOM budget
6. Printing of at least 140 Advocacy Shirt for CFO personnel following the design of the Philippine Commission on Women. <i>Please refer to Annex B for the proposed placement of CFO logo.</i>	42,000.00 (GAD budget)

7. "Offline Muna si CFO Juana" (1 day leave for all CFO women personnel from permanent to contract of service). <i>Please refer to Annex C for the draft guidelines.</i>	No cost involved
8. "My Wonder Juana" Photo Contest on CFO Social Media. <i>Please refer to Annex D for reference.</i>	2,500 (500 each for 5 winners) (GAD budget)
9. "Juana Laban sa Pandemya, Kaya" Comment Contest on CFO Facebook Page. <i>Please refer to Annex D for reference.</i>	2,500 (500 each for 5 winners) (GAD budget)
10. Development of an AVP dedicated for CFO Women	No cost involved
TOTAL	P 52,000.00

Per the approved GAD Plan and Budget for FY2021, the budget allocated for the office's activities for Women's Month is **Fifty-two Thousand and Five Hundred Pesos (PhP52,500.00)**.

For the kind consideration and approval of the Chairperson.

CFO GFPS TECHNICAL WORKING GROUP			
 Rodrigo Garcia Jr.	 Michael Apattad	 Janet Ramos	
 Racquel Austria	 Erwin Cristobal	 Rosemarie Juan	 Jenny Rose Gomez

ACTION TAKEN

APPROVED / DISAPPROVED

JUSTICE FRANCISCO P. ACOSTA (Ret.)
Secretary and Chairperson

Date: _____

ANNEX C
CFO Juana Leave Guidelines

OFFLINE MUNA SI CFO JUANA
Guidelines for Availment

The CFO Management recognizes that a time-off from ones usual routine, especially during these uncertain times of the on-going pandemic significantly helps in invigorating oneself, especially among women employees.

Thus, in line with the National Women's Month Celebration for 2021, all women personnel of the Commission on Filipinos Overseas (permanent and contract of service) are granted permission to take an optional one (1) day off for the month of March.

Dubbed as **Offline Muna si CFO Juana**, this special privilege will likely allow the women employees of CFO to spend much-needed time for herself to be disconnected from the existing **Work from Home** arrangement or physically reporting to the office.

The following rules shall apply when availing of the said privilege:

1. Availment is optional for women employees;
2. Time-off may only be availed of once, only for the month of March 2021. The employee may not divide the time-off into several days/hours nor postpone availment to succeeding months;
3. Time-off may not be used to offset absences or tardiness/undertime for March;
4. Employee must seek prior approval from her division head to ensure that services will not be affected;
5. Employee must file for Official Business with purpose of National Women's Month Celebration (NWMC) with the existing and appropriate leave form of the Administrative and Finance Division for the day she is taking the time-off; and
6. For permanent employees, leave credits will not be deducted.
7. For contract of services personnel, the "no work no pay policy" will not be applied.

ANNEX D
Social Media Contest Mechanics

JUANA LABAN SA PANDEMYA: KAYA!
2021 Women's Month Celebration

PCW
#WomenMakeChange
#MyWonderJuana
#SuperJuanas

CFO
#JuanaOnTheMove
#MyJuanaMyHero

1. Photo contest – Who is your #My Wonder Juana?
#MyJuanaMyHero #JuanaOnTheMove

Posters for CFO Fb page

1st poster - infographics on women migrants (stats, countries, etc.)

2nd poster – photo and caption contest

Mechanics for the contest:

- a. Facebook users will upload a photo of a significant woman migrant in their lives in the post chat box.
- b. The photo must have a caption describing her as #MyWonderJuana, including the name and location overseas of the #MyWonderJuana. Captions should not exceed 75 words, excluding the hashtags.
- c. To join, hashtags #MyWonderJuana #WomenMakeChange #JuanaOnTheMove should be included in the caption.
- d. 10 winning photos with captions will receive P500.00 each plus CFO materials.
- e. Winning photos with captions will be selected by:
 - Entries with the most likes, or
 - First 10 posts, or
 - Best photos and captions.
- f. Contest will run from March 5 – 9. Winners will be announced on March 10.

2. Comments post – Juana, Laban sa Pandemya. Kaya!
From March 15-21

1st poster – women's month theme (in Filipino)

2nd poster- Paano kinakaya ni Juana ang hamon ng pandemya?

Fb users will leave a comment by answering the question.