

**ESTABLISHMENT OF THE COMMISSION ON FILIPINOS OVERSEAS'-  
GENDER AND DEVELOPMENT FOCAL POINT SYSTEM (CFO-GFPS)**

Pursuant to the provisions of Section 36-b of Republic Act (RA) No. 9710 also known as the Magna Carta of Women (MCW), all government agencies are mandated to establish and institutionalize the **Gender and Development (GAD) Focal Point System (GFPS)**. The GFPS is one of the institutional mechanisms that will ensure gender mainstreaming in government offices, its attached agencies and local government units (LGUs).

In view of the foregoing, the Commission on Filipinos Overseas (CFO) hereby issues the following guidelines and procedures on the establishment of GFPS in CFO:

**A. GFPS COMPOSITION**

**GFPS Executive Committee**

Chairperson	-	Maria Regina Angela G. Galias
Vice Chairperson	-	Rodrigo V. Garcia, Jr.
Members	-	Marita D. Apattad Ivy D. Miravalles Allen Dennis T. Pulma Michael A. Apattad Eumario M. Tolosa

**GFPS Technical Working Group**

Head	-	Rodrigo V. Garcia, Jr.
Vice Head	-	Michael A. Apattad
Members	-	Candelario R. Garcia Evangeline C. Nepomuceno Warner A. Dawal Janet B. Ramos Paul Vincent U. Avecilla Erwin Paul S. Cristobal Rosemarie V. Juan Troy D. Agcanas

**B. FUNCTIONS OF THE GFPS**

The GFPS shall perform the following functions:

1. Lead in mainstreaming gender perspective in CFO policies, plans and programs. In the process, the GFPS shall ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures of the CFO 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, units of the CFO and advocate for the integration of GAD perspectives in all their systems and processes;
5. Spearhead the preparation of the agency annual performance-based GAD Plans, Programs and Budget in response to gender issues of their constituencies and clients and in the context of the CFO 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 CFO, 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 CFO 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 sectors; and
10. Ensure that all CFO personnel and officers 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.

### **C. ROLES AND RESPONSIBILITIES**

#### **1. The GFPS Chairperson shall :**

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

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

**2. The Executive Committee shall:**

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

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

- a. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
- b. 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;
- c. Assist in the capacity development of and provide technical assistance in the CFO, 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;

- d. Coordinate with the various units of the agency including its regional offices and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS of the CFO Head Office shall coordinate with the GFPS of its regional offices especially on the preparation, consolidation and submission of GAD Plans and Budgets;
- e. 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;
- f. Monitor the implementation of GAD-related programs, activities and projects in their respective divisions and suggest corrective measures to improve implementation of GAD PAPs and GFPS activities;
- g. Prepare and consolidate agency GAD accomplishment reports; and
- h. Provide regular updates and recommendations to the head of agency or ExeCom on the activities of the GFPS and the progress of CFO GAD mainstreaming activities based on the feedback and reports of the various CFO divisions.

This office order shall take effect immediately.

For information and compliance.



**MARIA REGINA ANGELA G. GALIAS**  
Interim Officer-in-Charge  
Commission on Filipinos Overseas

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