



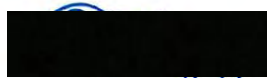
OFFICE ORDER NO. 046
Series of 2024

2024 NATIONAL WOMEN'S MONTH CELEBRATION ACTIVITIES

In coordination with all the CFO units, the CFO GAD Focal Point System - Technical Working Group (GFPS-TWG) is hereby directed to spearhead all the proposed 2024 National Women's Month Celebration (NWMC) activities as outlined in the approved memorandum for the Secretary dated 19 February 2024.

Attached is a copy of the memorandum, along with pertinent documents related to the activities, for everyone's reference.

For strict compliance.



SECRETARY ROMULO V. ARUGAY
Chairperson

19 February 2024





MEMORANDUM

FOR : SECRETARY ROMULO V. ARUGAY
Chairperson

THROUGH : [REDACTED]
ATTY. ALMA ROYANDOYAN-ALLI
Head Executive Assistant

[REDACTED]
MR. RODRIGO V. GARCIA, JR.
Officer-in-Charge
Policy, Planning, and Research Division

FROM : TECHNICAL WORKING GROUP
CFO GAD FOCAL POINT SYSTEM (CFO-GFPS)

[REDACTED]
MR. MICHAEL A. APATTAD
Team Leader – PPRD

[REDACTED]
MS. JANUARY SANCHEZ
Member – OSEC

[REDACTED]
MS. CELINE DEL MONTE
Member – MIED

[REDACTED]
MR. ENRIQUE CUSTADO
Member – MISD

[REDACTED]
MR. ERWIN PAUL CRISTOBAL
Member – PMD

[REDACTED]
MS. SHAREEFA A. GADJALI
Member – OSEC

[REDACTED]
MS. RACQUEL B. AUSTRIA
Member – AFD

[REDACTED]
MS. JANET RAMOS
Member – MIED

[REDACTED]
MS. ROSEMARIE JUAN
Member – MISD

[REDACTED]
MS. MARIE LINDA SANTOS
Member – PMD

[REDACTED]
MS. PATRICIA M. SALVADOR
Member – PMD

[REDACTED]
MS. CHRISTINA SILVESTRE
Secretariat – PMD

SUBJECT : **PROPOSED CFO ACTIVITIES FOR THE 2024 NATIONAL WOMEN'S MONTH CELEBRATION**

DATE : 19 February 2024

In view of the 2024 National Women's Month Celebration (NWMC) on 08 March 2024, the Technical Working Group (TWG) of the CFO GAD Focal Point System (GFPS) respectfully requests the Secretary's consideration and approval for the implementation of its proposed activities. Most of the activities outlined below align with the recommendations the Philippine Commission on Women (PCW) provided for the NWMC.

NO.	ACTIVITY	ESTIMATED COST
PREPARATIONS		
1	Advocacy polo shirts Procurement of 200 advocacy polo shirts for CFO employees featuring the logos of the Commission, NWMC, and Bagong Pilipinas	PHP 80,000.00
2	Rollup banners Procurement of 5 rollup banners using the official design by the PCW; to be put up in The Upper Class 20th floor, 21st floor, and Sct. Reyes entrance, and Davao and Cebu satellite offices	PHP 10,000.00
ENTIRE MARCH		
3	NWMC Banners of support Upload PCW posters and banners on the CFO website and social media platforms	PHP 0.00
4	#MusikaNgKababaihan Play the winning compositions in the PCW's MusikJuana Songwriting Contest 2021 in the frontline registration area and within office spaces in CFO Main, Cebu, and Davao	PHP 0.00
5	#JuanaSays2024, #WOMENspiration Post inspirational statements by successful women migrants and success stories of female Presidential awardees, CFO stakeholders, and clients every Monday and Thursday, in collaboration with the Media Committee	PHP 0.00

6	#PurpleThursdays All personnel are required to wear anything purple on all Thursdays of the month. Divisions are also encouraged to decorate their offices in purple.	PHP 0.00
CELEBRATION WEEK		
7	Opening, <u>04 March 2024</u> Conduct of an NWMC-themed flag-raising ceremony	PHP 0.00
8	CFO <i>MusikJuana</i> Songwriting Contest, <u>Until 18 March 2024</u> An internal songwriting contest; four winning entries will be posted on the CFO's website and online platforms	PHP 10,000.00
9	#PanulatParaKayJuana: Creative Writing Contest, <u>Until 18 March 2024</u> A creative writing contest; winning submissions will be posted on the CFO's website and online platforms	PHP 5,000.00
10	<i>Kakayahan ng Kababaihan, Patutunayan!</i> Workshop Series, <u>21 March 2024</u> Conduct a one-day training for CFO employees in collaboration with the Learning and Development Committee; Session 1 – Economic Empowerment Workshop Session 2 – Republic Act 9262 or Violence Against Women and Children (VAWC) Act Session 3 - GAD-related Laws	PHP 150,000.00 (inclusive of rental of venue)
11	Attendance at the onsite PCW event, <u>08 March 2024</u> Require all CFO employees to attend the PCW event during International Women's Day	PHP 45,000.00
12	Women's Day Celebration, <u>11 March 2024</u> <ol style="list-style-type: none"> 1. Photobooth setup 2. Harana 3. Game for clients 4. GAD AVP 5. #SerbisyoParaKayJuana: Distribution of token sets and desk calendars to female clients and token sets to CFO female employees 6. Food for CFO Juanas 7. Sorbetes cart 	

13	CFO Juana Have Fun, 25 March 2024 Zumba workout	
TOTAL		PHP 300,000.00


For the kind information of the Secretary, the allocated budget for the NWMC is **PHP 150,000.00** and **PHP 430,000.00** for GAD-related training, as indicated in the FY 2024 GAD Plan and Budget (GPB).

Furthermore, the Chairperson is requested to temporarily suspend the mandatory wearing of the office-prescribed uniform on 11 March and 25 March 2024 during the Women's Day Celebration and Zumba workout, respectively.

For the Secretary's review and approval.

ACTION TAKEN:

[] Approved [] Disapproved


SECRETARY ROMULO V. ARUGAY
 Chairperson

Date: _____

ANNEX A



Shirt mockup



Website banner



BAGONG PILIPINAS



The Commission on Filipino Overseas
joins the celebration of the

2024 National Women's Month



In support of:



#WEcanbeEquALL

f @PCWgovph www.pcw.gov.ph

Rollup banner

ANNEX B

2024 CFO MUSIKJUANA SONGWRITING CONTEST

In view of the forthcoming National Women's Month Celebration, the CFO, through its GAD Focal Point System - Technical Working Group (GFPS-TWG), initiates the 2024 MusikJuana Songwriting Contest as a means to promote gender equality and women empowerment.

Mechanics, Terms, and Conditions

1. Qualification of Composers

- a. The contest is open to all CFO employees, including permanent, coterminous, and contract-of-service personnel. A participant may be an individual or a group of employees in collaboration.
- b. Each division is encouraged to have at least one participant partake in the contest.
- c. Members of the GFPS-TWG are not qualified to join the contest.

2. Song Entry Requirements

- a. Each entry must be an original work of the contestants. All rights to the entry must be owned exclusively by the contestant.
- b. The song should embody the principles advocating for women's rights and gender equality in such a manner that the listening public will easily understand its contents.
- c. The lyrics must be in Filipino.
- d. Once submitted, the melody and lyrics of an entry shall be final and may not be altered or modified prior to the pre- and final screening.
- e. The participant can use any musical instrument as accompaniment.
- f. The song's running time shall be 3 to 5 minutes, inclusive of the intro and outro.
- g. The following works shall not be eligible as entries:
 - i. Those that have been previously published, recorded, or released;
 - ii. Those that have been commissioned by a third party;
 - iii. Those that have been found to contain two (2) or more bars of melody or lyrics similar to that of a copyrighted, published, or released song; and
- h. A contestant may submit a maximum of two (2) entries, whether the same be as an individual, a collaboration, or both.
- i. Any use of AI-generated lyrics will automatically lead to disqualification.

3. Submission of Entries

- a. The participant must submit the MP3 file and lyrics of their musical composition, together with their name, contact number, and email address. Submission starts upon the approval of this memorandum.

- b. The deadline for the submission of entries is on 18 March 2024 at 5:00 PM Philippine Standard Time.

4. Screening

- a. The GFPS-TWG shall form the Pre-screening Committee, which will check and verify all entries and endorse finalists for final screening.
- b. The Final Screening Committee will be composed of Secretary Romulo V. Arugay, Undersecretary Valery Joy A. Brion, and Head Executive Assistant Atty. Alma Royandoyan-Alli. They will choose the winners based on the following criteria:
 - i. **Lyrics (35%)** – The lyrics shall be relevant to the theme, have an identifiable rhyme scheme or pattern, and be easy to recall.
 - ii. **Song structure and composition (15%)** – The entry must have a clear and cohesive idea, clearly identifiable sections (e.g., verse, chorus, etc.), and must be between 3 to 5 minutes.
 - iii. **Music and melody (20%)** – The music and melody must complement the lyrics. This will also include the entry's melodic structure, chordal progression, and other technical aspects.
 - iv. **Originality (30%)** – The entry is new to the ears and must have recall value and appeal.
- c. The decision of the judges shall be final and unappealable.

5. Prizes

- a. Prizes for the grand winners are as follows:

1st Prize	– PHP 4,000
2nd Prize	– PHP 3,000
3rd Prize	– PHP 2,000
4th Prize	– PHP 1,000

6. Announcement of Winners

Finalists and winners shall be notified through the contact information that they provided during the submission of entries.

By entering this contest, the participants declare that the musical composition submitted is their original work and does not infringe on any third party's existing copyrights. The CFO shall not be liable in case of any complaint or dispute that may arise regarding the originality of the submitted work.

ANNEX C

PANULAT PARA KAY JUANA: 2024 CFO CREATIVE WRITING CONTEST

Guidelines and Mechanics

- Qualification** This contest is open to all CFO employees, including permanent, coterminous, and contract-of-service personnel, except members of the GFPS-TWG.
- Theme** Entries must revolve around themes related to women empowerment, gender equality, and the celebration of women's achievements.
- Format** Entries can be in prose or poetic form (e.g., letter, poem, flash fiction), with a minimum of 100 and a maximum of 200 words. Entries can be written in Filipino or English.
- Submission** Entries must be submitted via email to ecustado@cfo.gov.ph on or before 18 March 2024, with the subject line "**Panulat Para Kay Juana: [Title of entry].**"
- Criteria** Submissions will be evaluated based on creativity and relevance to the theme.
- Disqualification** Any use of an AI generator will automatically lead to disqualification.
- Prizes**
- 1st Prize – PHP 2,000.00
 - 2nd Prize – PHP 1,500.00
 - 3rd Prize – PHP 1,000.00
 - 4th Prize – PHP 500.00
- Publication Rights** By submitting an entry, participants grant permission for their work to be shared on the CFO's social media platforms for promotional purposes.