

MEMORANDUM FOR THE CHAIRPERSON

Thru : **UNDERSECRETARY ASTRAVEL PIMENTEL-NAIK**
Executive Director

From : Maria Regina Angela G. Galias *Galias*
Chairperson, Gender Focal Point System Exec. Committee

Subject : Proposed Activities for the 2019 National Women's Month Celebration

Date : 01 March 2019

May we respectfully submit, for the Chairperson's consideration, the following proposed activities to be implemented in line with the 2019 National Women's Month Celebration:

1. Uploading of National Women's Month Celebration banner in the CFO Website and social media platforms
2. Launching of National Women's Month Celebration during Flag Ceremony on March 4, 2019
3. #CFOJuanaSays : daily dose of inspirational quotes from CFO women to be posted on CFO's Facebook accounts
4. Wearing of Purple Ribbon and/or Purple Shirt on March 8 and 22
5. Development of IEC materials
 - E-book on Women beyond borders (stories on 2018 PAFIOO female awardees)
 - Infographics about the salient features of the Magna Carta of Women (c/o Tobi Cristobal/PMD)
 - Infographics on CFO clientele statistics (c/o Rose Juan/MISD)
 - AVP on CFO women employees (c/o PPRD OJTs)
 - Calendar of activities for the 2019 NWMC (c/o Troy Agcanas/MISD)
6. Distribution of tokens for women clients of CFO (budget: P30,000)
 - BaLinkBayan pouch with pastry
7. "Me Time for CFO Juana"
 - Gift of time for CFO women employees
 - One (1) whole day off
 - Optional, for 1 time availment only within the month of March 2019
 - Subject to approval of the division head to ensure that services will not be disrupted
 - Applies to both permanent and contract of service women personnel
 - Guidelines for availment to be issued by the AFD

For the consideration and approval of the Chairperson.

[APPROVED / [DISAPPROVED


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

“Me Time for CFO Juana”

Guidelines for Availment

In line with the National Women's Month Celebration for 2019, 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.**

Recognizing that time is the most precious commodity for any individual, the CFO Management strongly believes in the importance of taking care of oneself, especially among women employees, to improve work productivity and to be able to serve the public better. This special privilege will hopefully allow the women employees of CFO to spend much-needed time for herself in the way she sees fit or most advantageous to her.

To avail of the said privilege, the following rules shall apply:

1. Availment is optional for women employees;
2. Time-off may only be availed of once, only for the month of March 2019. 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 (Purpose: NWMC or National Women's Month Celebration) through the CFO Time Monitoring System (TMS) for the day she is taking the time-off; and
6. For permanent employees, leave credits will not be deducted. For contract of service personnel, the “no work no pay policy” will not be applied.

For further clarifications, please contact AFD (c/o Regina or Graciela) at local 795 or 791.

For information.