



Republic of the Philippines
DEPARTMENT OF FINANCE

Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

DEPARTMENT PERSONNEL ORDER NO. 059.2022

In the interest of the service and pursuant to R.A 7192, otherwise known as "Women in Development and Nation-Building Act", R.A No. 9710 otherwise known as "The Magna Carta of Women and its Implementing Rules and Regulations" and Memorandum Circular No. 2011-01 dated October 21, 2011 of the Philippine Commission on Women, the **DEPARTMENT OF FINANCE GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM (GFPS)** is hereby reconstituted as an institutional mechanism to ensure the gender-responsiveness and to sustain GAD mainstreaming programs of the Department of Finance:

I. CHAIRPERSON:

Undersecretary **MARIA EDITA Z. TAN** – Policy Development and Management Services Group (PDMSG)

II. ALTERNATE CHAIRPERSON:

Assistant Secretary **VALERY JOY A. BRION** – Domestic Finance Group (DFG)

III. EXECUTIVE COMMITTEE:

Mr. Alvin P. Diaz Director IV, Central Administration Office (CAO)

Ms. Lolita R. Verdadero Director IV, Central Finance and Management Office (CFMO)

IV. TECHNICAL WORKING GROUP (TWG):

| Name | Position | Office |
|------------------------------|----------------------------|--------|
| Ms. Nany Z. Villafuerte | Intelligence Officer V | OSEC |
| Ms. Maria Esperanza Garcia | Planning Officer III | ROG |
| Ms. Myrna V. Sampayo | Supervising Tax Specialist | RO |
| Ms. Victoria D. Pedres | Supervising Tax Specialist | RO |
| Mr. Melquiades D.C. Castillo | Chief Tax Specialist | OSS |

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| Ms. Lourdes A. Arante | Supervising Tax Specialist | OSS |
| Mr. Froilan S. De Vera | Financial Analyst IV | COO |
| Ms. Irene R. Sta. Ines | Development Management Officer IV | FPPO |
| Ms. Anabelle D. Magno | Development Management Officer III | FPPO |
| Ms. Camille S. Ilao | Development Management Officer II | PRLO |
| Engr. Job G. Besmonte | Development Management Officer II | PRLO |
| Ms. Willa Nicole F. Tac-an | Planning Officer II | IFG |
| Ms. Romina Mae R. Alpuerto | Financial Analyst III | LSG |
| Ms. Bernadette A. Espeleta | Intelligence Officer III | FAI |
| Ms. Mary Jane I. Baldago | Outreach and Capacity Building Specialist | Ph-EITI |
| Ms. Rhea Mae Bagacay | Administrative Officer | Ph-EITI |
| Ms. Mary Ann Dizon-Rodolfo | Operations & Finance Specialist | Ph-EITI |
| Ms. Venida M. Valdez | Graft Prevention & Control Officer IV | RIPS |
| Ms. Helena L. Delos Reyes | Graft Prevention & Control Officer III | RIPS |
| Ms. Imelda C. Myers | Internal Auditor IV | IAS |
| Ms. Ronina C. Abundo | Internal Auditor I | IAS |
| Ms. Ma. Rose Teresa B. Morales | Planning Officer V | CMIO |
| Ms. Ma. Victoria V. Manzano | Information System Analyst III | CMIO |
| Mr. James G. Nuestro | Administrative Officer IV | Budget |
| Ms. Maryjane V. Yaranon | Administrative Officer IV | Budget |
| Ms. Maria Carmela P. Romerosa | Chief Administrative Officer | HRMDD |
| Ms. Rosemary G. Abelgas | Administrative Officer V | HRMDD |

V. SECRETARIAT:

| Name | Position | Office |
|----------------------------|---------------------------|---------------|
| Ms. Joana Marie C. Balarag | Administrative Officer IV | HRMDD |

The GFPS shall perform the following functions:

- a. Lead in mainstreaming 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;



- b. Assist in the formulation of new policies such as the GAD Code in advancing women's status, such as in the case of LGUs;
- c. 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;
- d. Coordinate efforts of different divisions, offices, units of the agency and advocate for the integration of GAD perspectives in all their systems and processes;
- e. 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 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;
- f. 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 maybe required under the MCW;
- h. 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;
- i. 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
- j. Ensure that all personnel of the agency including the finance officers (e.g. accountant, budget officer, 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.

Further, the **GFPS Chairperson or Head of Agency** 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 agency including the creation, strengthening, modification or reconstitution of the GFPS; and
- b. 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;

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 the agency 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 agency 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;



and 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 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 other offices under the Department or Agency, as the case may be;
- d. Coordinate with the various units of the agency including its regional and attached agencies and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS of the central agency shall coordinate with the GFPS of its attached agencies, bureaus and 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 agency 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 offices 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 agency GAD




mainstreaming activities based on the feedback and reports of the various units of the agency.

The tasks and functions of the members of the GFPS shall be included in their Individual Performance Commitment and Review (IPCR) Form and shall regularly be capacitated on gender sensitivity, gender mainstreaming, gender analysis, gender-responsive planning and budgeting and gender audit, among others.

This Order takes effect immediately and all concerned shall be guided accordingly.




CARLOS G. DOMINGUEZ
Secretary
MAR 10 2022