



Republic of the Philippines
DEPARTMENT OF FINANCE

Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004

DEPARTMENT PERSONNEL ORDER NO. 416.2023

In the interest of the service and pursuant to Republic Act (RA) No. 7192 (*Women in Development and Nation-Building Act*), RA No. 9710 (*The Magna Carta of Women*) and its Implementing Rules and Regulations, and Memorandum Circular No. 2011-01 dated 21 October 2011 of the Philippine Commission on Women (PCW), the **Department of Finance (DOF) Gender and Development - Focal Point System (GAD FPS)** is hereby reconstituted as an institutional mechanism to ensure gender-responsive and sustained GAD mainstreaming programs in the DOF, as follows:

Name/Position/Office	Designation
Undersecretary Maria Luwalhati C. DOROTAN-TIUSECO	Chairperson
Assistant Secretary Niño Raymond B. ALVINA	Vice Chairperson
Executive Committee (ExeCom)	
1. Alvin P. DIAZ , Director IV, CAO	Members
2. Lolita R. VERDADERO , Director IV, CFMO	
3. Atty. Maria Karla L. ESPINOSA , Director IV, PRLO	
Technical Working Group (TWG)	
1. Atty. Euodia Grace C. GARVIDA , Executive Assistant V, OSEC	Members
2. Venida M. VALDEZ , Graft Prevention & Control Officer IV, RIPS	
3. Zephaniah Beatriz E. KALONG , Information Officer III, IMS	
4. Mary Ann DIZON-RODOLFO , Deputy Coordinator, PH-EITI	
5. Irene R. STA. INES , Development Management Officer IV, FPPO	
6. Victoria D. PEDRES , Supervising Tax Specialist, RO	
7. Kimberly Anne K. BANAAG , Project Evaluation Officer II, IFG	
8. Borris G. COSICO , Administrative Officer V, PCAG	
9. Ma. Rose Teresa B. MORALES , Planning Officer V, CMIO	
10. Danica P. SONEJA , Administrative Officer IV, Budget Division	
11. Krishna A. VELASCO , Administrative Assistant III, GSD	
12. Maria Carmela P. ROMEROSA , Chief Admin. Officer, HRMDD	
13. Joana Marie B. EVANGELISTA , Admin. Officer V, HRMDD	Secretariat
14. Pedriluz Joy Love S. GAMAS , Nurse II, HRMDD	

The DOF GAD FPS shall perform the tasks and functions set in *Annex A*, as per PCW Memorandum Circular No. 2011-01, which forms an integral part hereof. The tasks and functions of the officials and members of the DOF GAD GFPS shall likewise form part of their regular key result areas and workplans, and shall be given due consideration during performance evaluation.

Capacity development programs on GAD shall be pursued to support continuing gender education, updating and enhancing skills that are customized according to the functions of the GAD FPS. Such programs shall be integrated in the regular DOF Learning and Development Plan, which may include 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.


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BENJAMIN E. DIOKNO
Secretary of Finance
OCT 04 2023



Annex A

Duties and Functions of the DOF GAD FPS

The DOF GAD FPS shall perform the following functions:

1. Lead in mainstreaming gender perspective in DOF 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;
2. Assist in the formulation of new policies such as the GAD Code in advancing women's status, such as in the case of LGUs;
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 DOF and advocate for the integration of GAD perspectives in all their systems and processes;
5. Spearhead the preparation of the DOF annual performance-based GAD Plans, Programs and Budget in response to gender issues of their constituencies and clients and in the context of the DOF 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 DOF, 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 annual DOF GAD Accomplishment Report and other GAD Reports that may be 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 personnel of the DOF, 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 **DOF GAD FPS Chairperson and Vice Chairperson** shall:

1. Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems and procedures of the DOF, including the creation, strengthening, modification or reconstitution of the GFPS; and
2. Approve the GAD Plan, Program and Budget of the DOF, as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation.

The **DOF GAD FPS Executive Committee (ExeCom)** shall:

1. Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and DOF's GAD mainstreaming activities;
2. 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 DOF in response to the gender issues faced by its clients and employees;
3. Ensure the timely submission of DOF GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and the DBM;
4. Ensure the effective and efficient implementation of the DOF GAD programs, activities and projects and the judicious utilization of the GAD Budget;
5. Build and strengthen the partnership of the DOF with the PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
6. Recommend approval of DOF GAD Plans and Budgets and GAD ARs; and
7. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members.

The **DOF GAD FPS Technical Working Group (TWG) or Secretariat** shall:

1. Facilitate the implementation of the gender mainstreaming efforts of the DOF through the GAD planning and budgeting process;
2. Formulate DOF 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;
3. Assist in the capacity development of and provide technical assistance to the DOF, 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 DOF, as the case may be;

4. Coordinate with the various units of the DOF, 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;
5. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of DOF officials, staff and relevant stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities;
6. 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;
7. Prepare and consolidate the DOF GAD accomplishment reports; and
8. Provide regular updates and recommendations to the head of agency or the ExeCom on the activities of the GFPS and the progress of the DOF GAD mainstreaming activities based on the feedback and reports of the various units of the DOF.