



February 8, 2022

**SPECIAL ORDER NO. 2022-09**  
**Series of 2020**

**FROM:**

  
**NANCY A. BANTOG**  
Regional Director 

**SUBJECT: Reconstitution of the DOST-CAR Gender and Development Focal Point System (GFPS)**

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In the exigency of the service, the DOST-CAR GAD Focal Point System is hereby reconstituted as follows:

<b>Chairperson:</b>	Nancy A. Bantog
<b>Alternate Chairperson:</b>	Maria Rowena C. Madarang
<b>Executive Committee:</b>	Nancy A. Bantog Maria Rowena C. Madarang Pepita S. Picpican
<b>Technical Working Group Head:</b>	Angel L. Maguen
<b>Members:</b>	Ralf B. Sapi-il Debbie Glynn V. Manangkil Genna B. Jallorina Dexy M. Catacutan Alfonso K. Berto Sheila Marie Singa-Claver Alicia A. Balacua Shela Lorraine T. Cosalan Nova Consuelo B. Santos
<b>Secretariat:</b>	Judy-anne V. Basbas

**Functions:**

- Lead in mainstreaming gender perspective in DOST's policies, plans, and programs. In the process, they shall ensure the assessment of the gender-responsiveness of system, structures, policies, programs, processes, and procedures of the agency based on the priority, needs, and concerns of the customers and its employees and the formulation of recommendations including their assessment;
- Assist in the formulation of new policies in advancing women's status;
- 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;
- Coordinate efforts of different divisions, and units of the agency and advocate for the integration of GAD perspectives in all their systems and processes;



- Spearhead the preparation of the DOST-CAR annual performance-based GAD Plans, Programs, and Budget in response to gender issues of their stakeholders and customers in the context of its mandate, and consolidate the same following format and procedure prescribed by the Philippine Commission on Women (PCW), Department of Budget and Management (DBM) and National Economic Development Authority (NEDA) in the Joint Circular 2012-1. The GFPS shall likewise be responsible for submitting the consolidated DOST GAD Plans and Budgets, and as needed, in responding to the PCW's comments or requests for additional information;
- Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs and Budgets;
- Lead the preparation and consolidation of the annual DOST GAD Accomplishment and Report and other GAD Reports that maybe required under the Magna Carta of Women (MGW);
- Strengthen the external link with other agencies and organizations working on women's rights and gender development to harmonize and synchronize GAD efforts at various levels of governance; and
- Ensure that all personnel of the agency are capacitated on GAD. Along the line, the GFPS will recommend, plan appropriate capability building programs on gender and development for its employees implemented under its regular human resource development program.

#### **Roles and Responsibilities:**

##### **A. The Regional Director shall –**

1. Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems, procedures of the agency including the creation, strengthening, modification or reconstitution of the GFPS; and
2. Approved the DOST-CAR GAD Plan, Program, and Budget and ensure its implementation.

##### **B. The GFPS Chairperson/Alternate Chairperson shall –**

1. Ensure that the agency's policies, plans, programs, projects and activities, budget, systems and procedures support the GAD mainstreaming efforts;
2. Provide direction and give policy advice to the Regional Director to support and strengthen the GFPS and the agency's GAD mainstreaming activities.
3. 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 customers and employees;
4. Ensure the timely submission of the DOST-CAR GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW, DBM and DOST Central Office;
5. Ensure the effective and efficient implementation of the DOST-CAR GAD Programs, activities and projects and the judicious utilization of the GAD Budget;
6. Build and strengthen the partnership of the agency with PCW, RGADC, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
7. Recommend approval of the DOST-CAR GAD Plans and Budgets and GAD Ars; and

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8. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and/or GFPS members.

**C. The Executive Committee shall –**

1. Develop policies, programs and plans to support GAD mainstreaming initiatives;
2. Oversee the full implementation of policies, programs and plans along with gender responsiveness of systems, structures, policies programs and procedures of DOST-CAR; and
3. Review issues and concerns that arise from the implementation of gender mainstreaming initiatives of DOST-CAR and develop and implement proper interventions.

**D. The Technical Working Group (TWG) shall –**

1. Facilitate the implementation of the gender mainstreaming efforts of DOST-CAR through the GAD planning and budgeting process;
2. Formulate the agency's GAD Plans, Programs and Budget in response to the gender gaps and issues faced by its customers and other stakeholders, women, and men, employees, following the conduct of a gender audit, gender analysis, and/or review of sex-disaggregated data;
3. Monitor and evaluate the implementation of GAD-related programs, activities and project and suggest corrective measures to improve implementation of GAD PAPS and GFPS activities;
4. Prepare and consolidate the DOST-CAR GAD accomplishment reports; and
5. Provide regular updates and recommendations to the Chairperson and Regional Director on the activities of the GFPS and the progress of DOST-CAR GAD mainstreaming activities.

This order takes effect immediately and shall remain in full force until revoked in writing.

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