



DOST Special Order No. 10.30.17.004  
Series of 2017

**Subject: Reconstitution of the DOST VII GAD Focal Point System**

Pursuant to the Philippine Commission on Women (PCW) Memorandum Circular 2011-01 (Guidelines for the Creation, Strengthening and Institutionalization of the Gender and Development (GAD) Focal Point System) and the Joint Circular No. 2012-01 of PCW, National Economic Development Authority (NEDA), and the Department of Budget and Management (DBM), the DOST VII GAD Focal Point System (GFPS) is hereby created and composed of the following officials and personnel:

Chairperson	:Edilberto L. Paradela
GFPS Executive Committee	
Chair	:Bernarda G. Perez
Co-Chair	:Jesus F. Zamora, Jr.
Technical Working Group (TWG)	
Chair	:Marichu D. Baclay
Members	:Vivian S. Cabando :Vicente M. Cueme :Robert B. Edra :Samuel A. Parcon :Marcial T. Tanggaan :Gilbert R. Arbon :Mario E. De La Peña :Tristan L. Abando

The DOST 7 Focal Point System as mandated in Sec. 5.2 of the PCW Memo 2011-12 shall perform the following functions:

- 1.) 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;
- 2.) Assist in the formulation of new policies such as the GAD Code in advancing women's status;
- 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 agency and advocate for the integration of GAD perspectives in all their systems and processes;

5.) Spearhead the preparation of the agency annual performance based GAD

PCW, DBM and NEDA in the Joint Circular 2011-1. 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;

- 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 the annual agency GAD Accomplishment Report and other GAD Reports that maybe 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 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 and implemented under its regular human resource development program.

This order shall take effect immediately and will remain in force unless revoked.

  
**EDILBERTO L. PARADELA**  
Regional Director

Date: October 30, 2017