



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City

Tel Nos.: (+63 43) 980-0385; 980-0387; 980-0392 to 94; 425-7158 to 62 loc. 1546/1822
Email Address: president@g.batstate-u.edu.ph Website Address: <http://www.batstate-u.edu.ph>

Office of the University President

Memorandum Order No. **291**
Series of 2021

TO : **ALL CONCERNED**

SUBJECT : **Reorganization of the University's GAD Focal Point System
(Central Administration) FY 2021**

DATE : **17 February 2021**

Pursuant to Republic Act No. 9710, otherwise known as Magna Carta of Women (MCW) and its Implementing Rules and Regulations, the University hereby reorganizes the BatStateU's GAD Focal Point System (GFPS) at the University level that will guide, coordinate, and advocate for the development, implementation, review and updating of Gender and Development Plans and GAD-related programs, activities, and projects of the University.

In relation hereto, the following are assigned as members of the GFPS-Central Administration, with the undersigned as Chairperson:

GFPS Executive Committee :	Vice Presidents and Chancellors
Technical Working Group :	Vice Chancellors, College Deans, Campus Directors, Directors for Institutional Planning and Development, Finance Services, Administrative Services, Project Management, Research, Research Management, Extension Services, Curriculum and Instruction, Student Affairs Services Presidents of Faculty Confederation, Supreme Student Council Confederation, and Non-Teaching Personnel
GAD Focal Point Person/ Head Secretariat :	Asst. Director, Gender and Development Advocacies

You are expected to perform the herein attached duties and responsibilities of the aforementioned positions as provided for in the Implementing Rules and Regulations of the Magna Carta of Women. Attached are the guidelines on the development and functions of the GFPS, for your reference.

For guidance and compliance.


Dr. TIRSO A. RONQUILLO
University President

cc: *Office of the University and Board Secretary
Records Management Office*



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City

Tel Nos.: (+63 43) 980-0385; 980-0387; 980-0392 to 94; 425-7158 to 62 loc. 1546/1822
Email Address: president@g.batstate-u.edu.ph Website Address: <http://www.batstate-u.edu.ph>

**CREATION, STRENGTHENING, AND INSTITUTIONALIZATION OF THE
GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM**

Pursuant to Section 36 of Republic Act No. 9710, otherwise known as the Magna Carta of Women (MCW), all government departments, including their attached agencies, offices, bureaus, state universities and colleges, government-owned and controlled corporations, local government units, and all other government instrumentalities shall adopt gender mainstreaming as a strategy to promote women's human rights and eliminate gender discrimination in their systems, structures, policies, programs, process, and procedures.

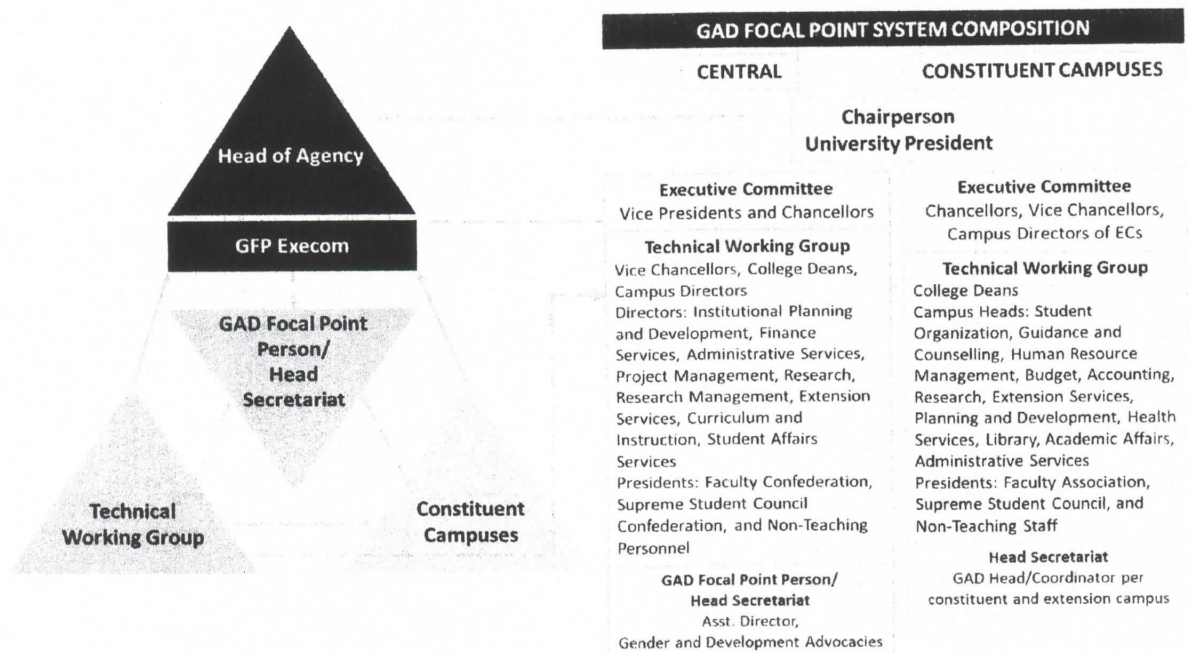
Section 37- C of the implementing Rules and Regulations (IRR) of the MCW provides that all concerned government agencies and instrumentalities mentioned above shall establish or strengthen their GFPS or a similar GAD mechanism to catalyze and accelerate gender mainstreaming within the agency.

GAD Focal Point System – is an interacting and interdependent group of people in all government instrumentalities tasked to catalyze and accelerate gender mainstreaming. It is a mechanism established to ensure and advocate for, guide, coordinate, and monitor the development, implementation, review, and updating of their GAD plans and GAD-related programs, activities, and projects (PAPs).

GENERAL GUIDELINES

1. The heads of agencies shall issue appropriate directives to institutionalize the creation of the GFPS in their respective agencies;
2. Agencies with existing GFPS or similar mechanism shall reconstitute and strengthen said mechanisms based on the provisions of RA 9710, its IRR, and this Memorandum Circular,
3. The task and function of the members of the GFPS shall form part of their regular key result areas and work plans and shall be given due consideration during performance evaluation;
4. Agencies shall develop GAD capacity development programs that support continuing gender education, updating and enhancing skills customized according to the functions of the GFPS, to be integrated into the regular agency Human Resource Development Plan. These capacity development programs may include gender sensitivity, gender analysis, gender-responsive planning and budgeting, and gender audit, among others;
5. Agencies shall conduct periodic monitoring and evaluation of their GFPS and shall undertake measure to address possible issues hindering the performance of their functions in accordance with the MCW and other GAD-related laws, policies, and plans; and
6. Funds shall be allocated for programs, activities, and projects to support the organization, management, and operations of the GFPS, to be charged to the agency's GAD budget.

GFPS STRUCTURE



FUNCTIONS OF THE GAD FOCAL POINT SYSTEM

The GFPS 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 the 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 the sex-disaggregated data or GAD database to serve as basis in performance-based gender-responsive planning;
4. Coordinate efforts of different campuses, 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 Plans, Programs and Budget in response to gender issues of their constituencies and clients and 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.
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 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 agency including the finance officers (e.g. accountant, budget officer, auditors) is 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.

ROLES AND RESPONSIBILITIES

- a. The **GFPS Chairperson or Head of Agency** shall:
 - i. 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
 - ii. 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.
- b. The **Executive Committee** shall
 - i. Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and agency's GAD mainstream activities;
 - ii. Direct the identification of GAD Strategies, programs, activities, and projects based on the results of the gender analysis and according to the identified priorities of the agency in response to the gender issues faced by its clients and employees;
 - iii. Ensure the timely submission of the agency GAD Plan and Budget, Accomplishment Report, and other GAD-related reports to the PCW and DBM;
 - iv. Ensure the effective and efficient implementation of the agency GAD programs, activities, and projects and the judicious utilization of the GAD Budget;
 - v. Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups, and other stakeholders in pursuit of gender mainstreaming;
 - vi. Recommend approval of agency GAD Plans and Budgets and GAD ARs; and;
 - vii. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects, and/ or GAD FP members
- c. The **Technical Working Group (TWG)** or Secretariat shall:
 - i. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
 - ii. 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;
 - iii. 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;

- iv. 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;
- v. 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;
- vi. 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;
- vii. Prepare and consolidate agency GAD accomplishment reports; and
- viii. Provide regular updates and recommendations to the head of the 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.

**GENDER AND DEVELOPMENT FOCAL POINT SYSTEM
CENTRAL ADMINISTRATION
FY 2021**

CHAIRPERSON	
University President	Dr. TIRSO A. RONQUILLO
GFPS EXECUTIVE COMMITTEE	
Vice Presidents and Chancellors	
Vice President for Academic Affairs	Prof. ROGELIO A. ANTENOR
Vice President for Research, Development and Extension Services	Assoc. Prof. ALBERSON D. AMANTE
Vice President for Administration and Finance	Atty. LUZVIMINDA C. ROSALES
Vice President for Development and External Affairs	Dr. KRISTOFFER CONRAD M. TEJADA
Chancellor – Pablo Borbon	Dr. EXPEDITO V. ACORDA
Chancellor – Alangilan	Dr. JESSIE A. MONTALBO
Chancellor – Lipa	Atty. ALVIN R. DE SILVA
Chancellor – JPLPC Malvar	Dr. PHILIP Y. DEL ROSARIO
Chancellor – ARASOF Nasugbu	Prof. ENRICO M. DALANGIN
TECHNICAL WORKING GROUP	
Vice Chancellors- Pablo Borbon	
Vice Chancellor for Academic Affairs	Dr. CHARMAINE ROSE I. TRIVINIO
Vice Chancellor for Research, Development and Extension Services	Dr. VABERLIE MANDANE – GARCIA
Vice Chancellor for Administration and Finance	Dr. GINA D. BONIFACIO
Vice Chancellor for Development and External Affairs	Dr. TEODORICA G. ANI
Vice Chancellors-Alangilan	
Vice Chancellor for Academic Affairs	Prof. PAULINA M. MACATANGAY
Vice Chancellor for Administration and Finance	Assoc. Prof. MYRNA A. COLIAT
Vice Chancellor for Research, Development and Extension Services	Dr. ELISA D. GUTIERREZ
Vice Chancellor for Development and External Affairs	Assoc. Prof. ALEX I. MAGBOO
Vice Chancellors- ARASOF Nasugbu	
Vice Chancellor for Academic Affairs	Dr. LORISSA JOANA E. BUENAS
Vice Chancellor for Administration and Finance	Assoc. Prof. JOSEPHINE D. VERGARA
Vice Chancellor for Research, Development and Extension Services	Prof. FROILAN G. DESTREZA
Vice Chancellor for Development and External Affairs	Assoc. Prof. ERWIN A. CAPARAS
Vice Chancellors- JPLPC Malvar	
Vice Chancellor for Academic Affairs	Dr. AMADO C. GEQUINTO
Vice Chancellor for Administration and Finance	Engr. JOVITO P. PERMANTE
Vice Chancellor for Research, Development and Extension Services	Engr. ROSANA C. LAT
Vice Chancellor for Development and External Affairs	Dr. SHARON G. ANGULO

Vice Chancellors- Lipa	
Vice Chancellor for Academic Affairs	Dr. NERRIE E. MALALUAN
Vice Chancellor for Administration and Finance	Dr. MICHAEL C. GODOY
Vice Chancellor for Research, Development and Extension Services	Dr. FRANCIS G. BALAZON
Vice Chancellor for Development and External Affairs	Dr. VANESSAH V. CASTILLO
College Deans- Pablo Borbon	
Dean, College of Arts and Sciences	Dr. MATILDA H. DIMAANO
Dean, College of Accountancy, Business, Economics and International Hospitality Management	Dr. BENDALYN M. LANDICHO
Dean, College of Teacher Education	Dr. ROWENA R. ABREA
Dean, College of Nursing and Allied Health Sciences	Dr. CHARMAINE ROSE I. TRIVIÑO
Dean, College of Law	Atty. EDGARD E. VALDEZ
College Deans- Alangilan	
Dean, College of Engineering, Architecture and Fine Arts	Dr. REYNATO A. GAMBOA
Dean, College of Industrial Technology	Dr. ELISA D. GUTIERREZ
Dean, College of Informatics and Computing Sciences	Dr. PRINCESS MARIE B. MELO
College Deans - Nasugbu	
Dean, College of Engineering	Prof. FROILAN G. DESTREZA
Dean, College of Industrial Technology	Dr. GLORIA A. REARTE
Dean, College of Informatics and Computing Sciences	Dr. LORISSA JOANA E. BUENAS
Dean, College of Arts and Sciences	Dr. MARIA LUISA A. VALDEZ
Dean, College of Accountancy, Business, Economics and International Hospitality Management	Asst. Prof. MARITHEL J. TIANGCO
Dean, College of Teacher Education	Dr. ANANIA B. AQUINO
Dean, College of Nursing and Allied Health Sciences	Assoc. Prof. GLORIA L. ARAOS
OIC-Dean and Department Chairperson, School of Criminal Justice	Mr. ALMERIAN B. TAYOBONG
College Deans – JPLPC Malvar	
Dean, College of Engineering	Engr. NORXINE L. MONTALBO
Dean, College of Industrial Technology	Dr. AMADO C. GEQUINTO
Dean, College of Informatics and Computing Sciences	Mrs. MARIA GRACIELA R. BUCAD (OIC)
Dean, College of Arts and Sciences	Dr. ALVIN RYAN A. DIZON (OIC)
Dean, College of Accountancy, Business, Economics and International Hospitality Management	Dr. DENNIS B. LEGASPI
Dean, College of Teacher Education	Dr. GENALYN P. LUALHATI
College Deans - Lipa	
Dean, College of Engineering	Engr. EUFEMIA H. AMUL
Dean, College of Industrial Technology	Dr. EUFRONIA M. MAGUNDAYAO
Dean, College of Informatics and Computing Sciences	Dr. FRANCIS G. BALAZON
Dean, College of Arts and Sciences	Assoc. Prof. MARIA LUCIA A. CARINGAL
Dean, College of Accountancy, Business, and Economics	Dr. MONETTE M. SOQUIAT

Dean, College of Teacher Education	Dr. NERRIE E. MALALUAN
Campus Directors	
Lemery	Assoc. Prof. SANDY M. GONZALES
Rosario	Dr. ROSALINDA M. COMIA
San Juan	Dr. JOY M. REYES
Balayan	Dr. RHOBERT E. ALVAREZ
Lobo	Dr. ROMEL U. BRIONES
Mabini	Dr. JODI BELINA A. BEJER
Directors	
Institutional Planning and Development	Atty. EARVENE JARED S. CUNANAN
Finance Services	Mr. ROMEO L. RAMOS
Administration Services	Atty. NOEL ALBERTO S. OMANDAP
Project Management	Engr. ANTONIO A. GAMBOA
Research	Dr. ROSENDA A. BRONCE
Research Management	Dr. SHIRLEY G. CABRERA
Extension Services	Assoc. Prof. ARMANDO V. MENDOZA, JR.
Curriculum and Instruction	Prof. ROGELIO A. ANTENOR
Student Affairs Services	Dr. LUCILLE D. EVANGELISTA
Presidents	
Faculty Confederation	Dr. JESSE NELSON LLANA
Supreme Council Confederation	Ms. FAITH AVERY GENEROSO
Non- Teaching Personnel	Ms. RHEA M. DURAN
GAD Focal Point Person/Head Secretariat	
Asst. Director, GAD Advocacies	Assoc. Prof. MARIA THERESA A. HERNANDEZ