



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City

Tel Nos.: (043) 980-0385 loc. 1122

Email Address: secretary@g.batstate-u.edu.ph Website Address: <http://www.batstate-u.edu.ph>

**EXCERPT FROM THE MINUTES OF THE SIXTY NINTH (69th) REGULAR MEETING
 OF THE BATANGAS STATE UNIVERSITY BOARD OF REGENTS HELD VIA ZOOM
 MEETING ON 18 MAY 2021 AT 1:00PM**

PRESENT:

- | | | |
|--|---|------------------|
| Dr. LILIAN A. DE LAS LLAGAS
CHED Commissioner | - | Chairperson |
| Dr. TIRSO A. RONQUILLO
University President | - | Vice-Chairperson |
| Mr. JOHN BRYAN A. DIAMANTE
Representative of Sen. Emmanuel Joel J. Villanueva | - | Member |
| Dir. LUIS G. BANUA
Director, NEDA – Region IV-A | - | Member |
| Dir. EMELITA P. BAGSIT
OIC-Director, DOST – Region IV-A | - | Member |
| Engr. LADISLAO L. ANDAL
Private Sector Representative | - | Member |
| Engr. AMANDO A. PLATA
Alumni Regent | - | Member |
| Dr. JESSE NELSON P. LLANA
Faculty Regent | - | Member |
| Ms. FAITH AVERY T. GENEROSO
Student Regent | - | Member |
| Prof. ENRICO M. DALANGIN
Board and University Secretary | - | Head Secretariat |

OTHERS PRESENT:

- | | | |
|-----------------------------------|---|---|
| Dr. AMELIA A. BIGLETE | - | Director, CHED Regional Office IV-A |
| Dr. CHERRIE MELANIE ANCHETA-DIEGO | - | Office of Programs and Standards Development |
| Ms. BLAISDELLE C. REGACHO | - | Executive Assistant, Comm. De Las Llagas |
| Atty. MARCO CICERO F. DOMINGO | - | Resource Person |
| Dr. MA. GERALDINE FLOR CASIPIT | - | Resource Person |
| Atty. LUZVIMINDA C. ROSALES | - | Vice President for Administration and Finance |
| Prof. ROGELIO A. ANTENOR | - | Vice President for Academic Affairs |
| Atty. NOEL ALBERTO S. OMANDAP | - | Director for Administration Services |
| Mr. JONAS ERIK B. EBORA | - | Technical Staff |
| Ms. APRIL B. FLORENDO | - | Technical Staff |
| Ms. SHAIRA MAE J. DE JOYA | - | Technical Staff |

Res. No. 55, S. 2021

**Resolution Approving the Guidelines on the Creation,
 Strengthening, and Institutionalization of the Gender and
 Development (GAD) Focal Point System**

WHEREAS, Magna Carta of Women (RA 9710) mandates that 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 to 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, as well as establish and strengthen their GAD Focal Point

Certified True Copy of the Original


 EMD | BatStateU

ENRICO M. DALANGIN

Secretary of the University and of the Board of Regents



Republic of the Philippines
BATANGAS STATE UNIVERSITY

Batangas City

Tel Nos.: (043) 980-0385 loc. 1122

Email Address: secretary@g.batstate-u.edu.ph Website Address: <http://www.batstate-u.edu.ph>

**EXCERPT FROM THE MINUTES OF THE SIXTY NINTH (69th) REGULAR MEETING
OF THE BATANGAS STATE UNIVERSITY BOARD OF REGENTS HELD VIA ZOOM
MEETING ON 18 MAY 2021 AT 1:00PM**

System (GFPS) or a similar GAD mechanism to catalyze and accelerate gender mainstreaming within the agency;

WHEREAS, since 2014 Batangas State University has established its GFPS to ensure that there is mechanism which would lead in the gender mainstreaming initiatives of the University;

WHEREAS, the proposal provides the general guidelines relative to the operation and institutionalization of the University's GFPS, structure and composition at the Central and Campus levels including its functions;

WHEREAS, the guidelines were presented and deliberated upon by the Finance Committee and after thorough discussion and deliberation, it was endorsed for approval of the Board through Resolution No. 35, s. 2021;

WHEREAS, the proposal as endorsed was presented to the Board of Regents for deliberation and approval during its regular meeting on 18 May 2021;

NOW, THEREFORE:

BE IT RESOLVED, AS IT IS HEREBY RESOLVED that the Board of Regents after thorough discussion and deliberation, approved the Guidelines on the Creation, Strengthening, and Institutionalization of the Gender and Development (GAD) Focal Point System.

Attached and made as an integral part of this resolution is the guidelines.

APPROVED.

Certified Correct:

ENRICO M. DALANGIN
Secretary

Certified True Copy of the Original

ENRICO M. DALANGIN
Secretary of the University and of the Board of Regents



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

**GUIDELINES ON THE 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).

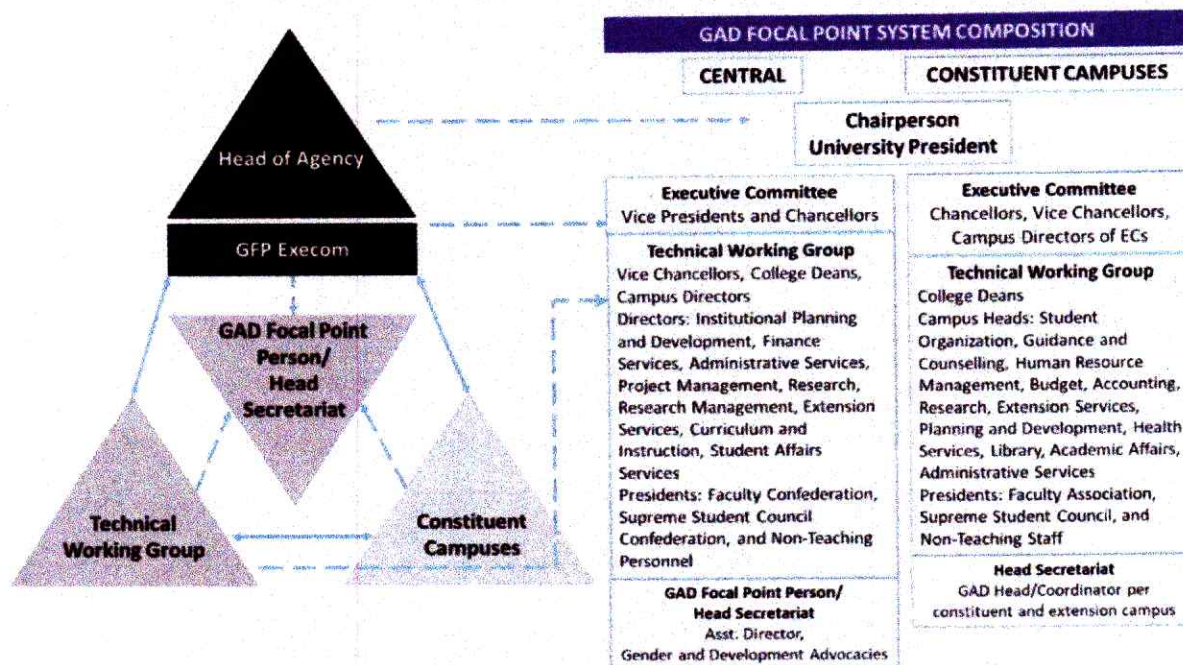
I. GENERAL GUIDELINES

1. The head of agency shall issue appropriate directives to institutionalize the creation of the GFPS;
2. Existing GFPS or similar mechanism shall be reconstituted and strengthened 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. GAD capacity development programs that support continuing gender education, updating and enhancing skills customized according to the functions of the GFPS, to be integrated in the regular agency Human Resource Development Plan shall be developed. These capacity development programs may include gender sensitivity, gender analysis, gender- responsive planning and budgeting and gender audit, among others;
5. Periodic monitoring and evaluation of GFPS shall be conducted and measures to address possible issues hindering the performance of their functions in accordance with the MCW and other GAD-related laws, policies and plans shall be undertaken; 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.



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

II. GFPS Structure



III. Functions of the GAD Focal Point System

The GFPS shall perform the following functions:

1. Lead in mainstreaming gender perspective in the University's 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 University 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 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, office, and units of the University and advocate for the integration of GAD perspectives in all their systems and processes;
5. Spearhead the preparation of the annual performance-based GAD Plans, Programs and Budget in response to gender issues of constituencies and clients and in the context of the University's 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, 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 GAD Accomplishment Report and other GAD Reports that maybe required under the MCW;



Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

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 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.

IV. Roles and responsibilities

1. 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 University as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation;
2. 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 analysis and according to the identified priorities of the University in response to the gender issues faced by its clients and employees;
 - c. Ensure the timely submission of the 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, projects and activities and the judicious utilization of the GAD Budget;
 - e. Build and strengthen the partnership of the University with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
 - f. Recommend approval of GAD Plans and Budgets and GAD ARs; and;
 - g. Recommend awards or recognition to outstanding institutional GAD programs, project and activities and/ or GAD FP members;



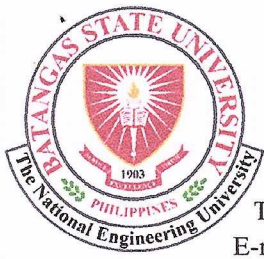
Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

3. The **Technical Working Group (TWG)** or Secretariat shall:

- a. Facilitate the implementation of the gender mainstreaming efforts of the University through the GAD planning and budgeting process;
- b. Formulate GAD plans, programs and budget in response to the gender gaps and issues faced by 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 and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS of the Central Administration shall coordinate with the GFPS of its constituent campuses 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 University 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, projects and activities in their respective offices and suggest corrective measures to improve implementation of GAD PPAs and GFPS activities;
- g. Prepare and consolidate agency GAD accomplishment reports; and
- h. Provide regular updates and recommendations to the Head of Agency or Executive Committee on the activities of the GFPS and the progress of University's GAD mainstreaming activities based on the feedback and reports of the various units of the University.

V. EFFECTIVITY

This guidelines shall take effect upon approval of the BatStateU Board of Regents



Republic of the Philippines
BATANGAS STATE UNIVERSITY

The National Engineering University

Rizal Avenue Ext., Batangas City, Batangas, Philippines 4200

Tel Nos.: (+63 43) 980-0385; 980-0387; 980-0392 to 94; 425-7158 to 62 loc. 1546/1822

E-mail Address: president@g.batstate-u.edu.ph | Website Address: <http://www.batstate-u.edu.ph>

Office of the University President

Memorandum Order No. **285**

Series of 2023

TO : **ALL CONCERNED**

THRU : **CHANCELLORS**

SUBJECT : **Reorganization of the Localized GAD Focal Point System
(Constituent Campuses) FY 2023**

DATE : **3 JANUARY 2023**

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 localized GAD Focal Point System (GFPS) 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 the members of the Localized GFPS per constituent campus, with the undersigned as Chairperson:

Pablo Borbon and Alangilan

Each constituent campus shall establish one GAD Focal Point System composed of the following members:

Executive Committee : Chancellor, Vice Chancellor, Campus Director of Extension Campuses

Technical Working Group Chair : Chancellor

Technical Working Group : College Deans
Campus Heads: Student Organization, Guidance and Counselling, Human Resource Management, Budget, Accounting, Research, Extension Services, Planning and Development, Academic Affairs, Administrative Services
Presidents: Faculty Association, Supreme Student Council, and Non-Teaching Staff

Head Secretariat : GAD Head/Coordinator (*Each constituent campus and extension campus shall designate one GAD Head/Coordinator*)

ARASOF-Nasugbu, Lipa and JPLPC-Malvar

Each constituent campus shall establish one GAD Focal Point System composed of the following members:

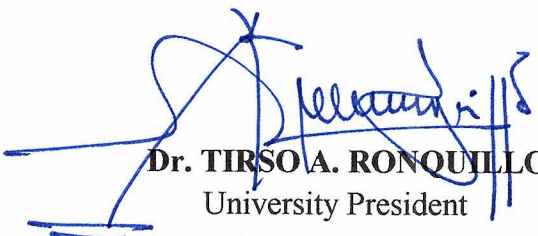
- Executive Committee : Chancellor and Vice Chancellors
- Technical Working Group Chair : Chancellor
- Technical Working Group : College Deans
Campus Heads: Student Organization, Guidance and Counselling, Human Resource Management, Budget, Accounting, Research, Extension Services, Planning and Development, Health Services, Library
Presidents: Faculty Association, Supreme Student Council, and Non-Teaching Staff
- Head Secretariat : GAD Head/Coordinator (*Each constituent campus shall designate one GAD Head/Coordinator*)

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 and BOR Res. No. 55, S. 2021.

You are also instructed to submit to the Asst. Director for Gender and Development Advocacies the list of GFPS members of your respective constituent campus not later than January 17, 2023.

Any issued memorandum in conflict hereof is hereby repealed.

For guidance and compliance.


Dr. TIRSO A. RONQUILLO
University President

cc: *Office of the University and Board Secretary*
Records Management Office, Central Administration and BatStateU Constituent Campuses