

Memorandum No. 2022-088

Date : December 12, 2022

To : Jovita I. Dalmacio
Department Manager – Administrative, Finance, General Services

Maria Leonora S. Romarate
Division Manager – General Services

Mary Diana S. Dela Cruz
Division Manager-Customer Accounts

From : Office of the General Manager

Re : Amendment to Memorandum No 2020-032 dated June 10, 2020
(Composition of SMWD’s GAD Focal Point System)

With the resignation of other members of the SMWD GAD Focal Point System, the new members of the GFPS shall be consist of the following:

Chairperson	Engr. Carlos N. Santos Jr.
Executive Committee	Jovita I. Dalmacio
	Maria Leonora S. Romarate
	Mary Diana S. Dela Cruz
Secretary	Samantha C. Sison
Technical Working Group (TWG)	Engr. Angelo A. Reyes
	Jess Ann N. Brozo
	Ginabelle G. Datolayta
	Jasmin L. Jose
	Alvin Policarpio

Ms. Jasmin L. Jose shall remain to be the Focal Person for the Gender Mainstreaming Monitoring System (GMMS).

In line with this, the following will be the duties and responsibilities of the GFPS:

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) 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;
- 3) Coordinate efforts of different divisions, offices, units of the agency and advocate for the integration of GAD perspectives in all their systems and processes.
- 4) 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 in the context of their agency mandate, and consolidate the same following the format and procedure prescribed by the PCW, DBM and NEDA in 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.
- 5) Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs and Budget of the agency;
- 6) Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other agency GAD Reports that maybe required under the MCW;
- 7) Strengthen the external link with other agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts in the agency;
- 8) 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; and
- 9) 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 as part of and implemented under its regular Human Resource Development program.

Roles and Responsibilities:

GFPS Chairperson or Head of Agency:

1. 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
2. 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

GFPS-TWG:

1. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting processes;
2. 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;
3. 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 agency, as the case may be;
4. 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;
5. 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;
6. Monitor the implementation of GAD PAPs and GFPS activities;
7. Prepare and consolidate agency GAD accomplishment reports; and;
8. Provide regular updates and recommendations to the head of agency GAD mainstreaming activities based on the feedback and reports of the various units of the agency.

Secretariat:

1. Preparation of Agenda and Minutes of the meeting
2. Follow-up commitment of each GFPS - TWG member
3. Provide support to the GFPS TWG

GMMS Focal Person:

- Attend the hands-on training of GMMS users
- Encoding of SMWD GPB and GAD AR

The new members of GFPS will assume responsibility effective January 2023 and until revoke by another Memorandum.

For your information and compliance.

Engr. Carlos N. Santos Jr.
General Manager