



DEPARTMENT ORDER NO. DO 2024-08-0010

**AMENDMENT TO DEPARTMENT ORDER NO. DO2020-12-0015, TITLED  
"RECONSTITUTION OF THE DEPARTMENT OF ENERGY GENDER AND  
DEVELOPMENT-FOCAL POINT SYSTEM (GAD-FPS)"**

In compliance with Memorandum Circular No. 2011-01 of the Philippine Commission on Women – Office of the President, the following provisions of Department Order (DO) No. 2020-12-0015, are hereby amended to read as follows:

**GAD FPS-SECRETARIAT**

**Head:** Chief, Planning Division - EPPB

**Assistant Head:** Chief, Human Resource Management Division - AS

**Members:**

Designated Representatives from:

- a. Accounting Division - FS
- b. Budget Division – FS
- c. Human Resource Management Division – AS
- d. Planning Division – EPPB
- e. Information System Division - ITMS

I. xxx

**II. Roles and Responsibilities**

- A. xxx
- B. xxx
- C. xxx

**D. Functions of GAD Office Staff:**

- a. xxx; and
- b. xxx.

- E. xxx
- F. xxx
- G. xxx

### III. CONDUCT OF REGULAR MEETINGS

The following schedule of meetings shall be observed:

MEETINGS	SCHEDULE
GAD FPS	One meeting per quarter/ Every last Friday of the 3 <sup>rd</sup> month
GAD TWG/Secretariat	Every 3 <sup>rd</sup> Wednesday of the month, or as the need arises

The GAD Secretariat shall inform the body of any changes in the schedule at least two days in advance. However, should the scheduled meeting fall on a holiday, the meeting shall be held on the day prior to the holiday. Moreover, should the work be suspended on the day of the scheduled meeting, it shall be held on the next working day following the work suspension.

### IV. OTHER PROVISIONS

1. Said offices/members shall continue to perform their regular to respective mandates. Further, to ensure effective implementation of GAD-related activities, the FS-Budget Divisions shall likewise provide corresponding budget for meetings, coordination activities, and travel related allowances or expenses, and salaries/compensation in accordance with the approved GAD Annual Budget. Furthermore, reimbursement of GAD staff personnel shall be in accordance with the Policy and Guidelines on the Processing of Reimbursement of Expenses Incurred During Fieldwork of Qualified Managed Employees Assigned in the Department of Energy and the usual government accounting rules and regulations.
2. xxx
3. xxx

### V. EFFECT OF VACANCY

Any changes in the members due to designation, re-assignment, separation from service, retirement, or resignation shall be automatically replaced by the next appointee/designee to the position.

### VI. REPEALING CLAUSE

All issuances which are inconsistent with this DO are hereby modified or superseded accordingly.

### VII. SEPARABILITY CLAUSE

If for any reason, any section or provision of this DO is declared unconstitutional or invalid, such parts not affected shall remain in full force and effect.

### VIII. EFFECTIVITY

This DO shall take effect immediately and remain in effect unless revoked, modified or annulled by a competent authority.

Issued this AUG 13 2024 at the DOE, Energy Center, Rizal Drive corner 34<sup>th</sup> Street, Bonifacio Global City, Taguig City.

  
**RAPHAEL P.M. LOTILLA**  
Secretary

