



Republic of the Philippines
DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)

DEPARTMENT ORDER NO. DO 2016 - 03 - 0006

**RECONSTITUTION OF THE
GENDER AND DEVELOPMENT FOCAL POINT SYSTEM
(GAD FPS)**

In compliance with the Joint Memorandum Circular No. 94-1 and the Executive Order No. 348 implementing Rules and Regulations on Gender and Development (GAD) on the establishment of the Focal Point System (FPS), the following are hereby designated as members of the DOE Gender and Development (GAD) Focal Point System (FPS):

EXECUTIVE COMMITTEE

Honorary

Chairperson:	Secretary
Chairperson :	Undersecretary
Vice-Chairperson :	Assistant Secretary for Planning
Members :	Chief of Staff, Office of the Secretary (OSEC)/ Director, Energy Utilization Management Bureau (EUMB) Director, Energy Policy & Planning Bureau (EPPB) Director, Energy Resource Development Bureau (ERDB) Director, Electric Power Industry Management Bureau (EPIMB) Director, Oil Industry Management Bureau (OIMB) Director, Renewable Energy Management Bureau (REMB) Director, Administrative Service (AS) Director, Legal Service (LS) Director, Information Technology Management Services (ITMS)
Ad-hoc Members :	Director, Luzon Field Office (LFO) Director, Visayas Field Office (VFO) Director, Mindanao Field Office (MFO) Representative, DOE Employees Association (EA)

TECHNICAL WORKING GROUP (TWG)

Head : Asst. Director, EPPB
Assistant Head : Director, OSEC
Members : Director, Financial Service (FS)
Director, ERTLS
Chief, EPPB
Supervisor, Information Services Division (ISD), ITMS

Project Proponents/
Implementers: Assistant Director, ERDB or Alternate
Assistant Director, REMB or Alternate
Assistant Director, EUMB or Alternate
Assistant Director, OIMB or Alternate
Assistant Director, EPIMB or Alternate
Chief, Consumer Welfare & Promotions Staff or
Alternate
Chief, Budget Division (BD) or Alternate, FS
Chief, Geo-scientific Research & Testing Laboratory,
or Alternate, ERTLS
Chief, Information Technology Division or Alternate,
ITMS
Legal Officer IV or Alternate, LS
Supervisor, PFRD or Alternate, EPPB
Chief, LFO or Alternate
Chief, VFO or Alternate
Chief, MFO or Alternate
Other Project Implementers: TBA (through the GPSC)

SECRETARIAT

Head : Chief, HRMD, AS
Assistant Head: Chief, PWPMS-HRMD, AS
Members : Chief, General Services Division or Alternate, AS
Supervisors, Special Assignment Section, Accounting
Division / Regular Program Section, BD, FS
Supervisors, HRMD, AS
Executive Assistant, OAssec
Staff, ISD, ITMS

Special Disbursing
Officer : Chief, Treasury Division or Alternate, AS

GAD Staff : Job Order Staff

GENDER MAINSTREAMING MONITORING SYSTEM (GMMS) CORE GROUP

Endorser : Member, GAD Executive Committee (AS Director)
Recommendatory: Head TWG, GAD TWG (EPPB Assistant Director)
Reviewer : Head Secretariat, GAD TWG (Chief, Human Resource Management Division [HRMD], AS)
Encoder : Member, TWG (Supervisor, Information Services Division [ISD], ITMS)

DOE & ATTACHED AGENCIES GAD PROJECT STEERING COMMITTEE

Chairperson : Undersecretary
Vice-Chairperson : Assistant Director, REMB
Members : Director, AS
Director, Financial Service (FS)
Director, Energy Research & Testing Laboratory Services (ERTLS)
Assistant Director, EPPB
Director, OSEC
Supervisor, REMB
Chief, Policy Formulation & Research Division, EPPB or Alternate
Chief, HRMD, AS or Alternate

FUNCTIONS OF THE GAD FOCAL POINT SYSTEM (GFPS)

The GFPS shall perform the following functions:

- a. Lead in mainstreaming gender perspective in the 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 DOE based on the priority needs and concerns of constituencies and employees, and the formulation of recommendations including their implementation;
- b. Assist in the formulation of new policies such as the GAD Code in advancing women's status, such as in the case of the LGUs;
- c. 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;

- d. Coordinate efforts of different divisions, offices, units of the agency and advocate for the integration of GAD perspectives in all their systems and processes;
- e. Spearhead the preparation of the Department 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 Philippine Commission on Women (PCW), Department of Budget and Management (DBM), and National Economic Development Authority (NEDA) in the Joint Circular No. 2012-01. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of the department, and as needed, in responding to PCW's comments or requests for additional information;
- f. Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs, and Budget;
- g. Lead the preparation and consolidation of the annual GAD Accomplishment Report and other GAD Reports that maybe required under the Magna Carta of Women (MCW);
- h. 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;
- i. 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
- j. Ensure that all personnel of the department 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 & RESPONSIBILITIES

- A. 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 Department as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation.

B. The Executive Committee shall:

- a. Provide direction and give policy advice to the Agency Head to support and strengthen the Gender Focal Point System (GFPS) and agency's GAD mainstreaming activities;
- b. Direct the identification of GAD strategies, programs, activities, and projects (PAPs) based on the results of the gender audit, gender analysis, and according to the identified priorities of the agency in response to the gender issues faced by its clients and employees;
- c. Ensure the timely submission of the agency GAD Plan and Budget (GPB), Accomplishment Reports (ARs) and other GAD-related reports to the Philippine Commission on Women (PCW) and to the Department of Budget and Management (DBM);
- d. Ensure the effective and efficient implementation of the agency GAD PAPs, and the judicious utilization of the GAD budget;
- e. Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups, and other stakeholders in pursuit of gender mainstreaming;
- f. Recommend approval of agency GPB and ARs; and
- g. Recommend awards or recognition to outstanding institutional GAD programs, activities, and projects and/or GAD Focal Point members.

C. The Technical Working Group (TWG) shall:

- a. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
- b. Formulate DOE's 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;
- c. Assist in the capacity development of and provide technical assistance to the agency, and as needed. In this regard, the TWG shall work with the Human Resource Management Division on the development and implementation of an appropriate capacity development program on gender equality and women's

development program on gender equality and women's empowerment for its employees, and as requested or deemed necessary;

- d. Coordinates with the bureaus/services/units/field offices/attached agencies and ensure their meaningful participation in GAD strategic and annual planning exercises;
- e. Lead the conduct of advocacy activities and the development of Information, education, and communication (IEC) campaign materials to ensure critical support of agency officials, staff and relevant stakeholders to the activities of the GFPS and GAD mainstreaming activities;
- f. 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;
- g. Prepare the department GAD accomplishment reports;
- h. Provide regular updates and recommendations to the Secretary 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.
- i. Attend meetings, consultations, briefings, etc., of GFPS conducted/called for by the PCW, DBM, Senate, Congress, NEDA, and other concerned agencies; and
- j. Undertake other functions that the GAD FPS may assign from time to time.

D. The GAD Secretariat shall:

- a. Consolidate/finalize/distribute/submit/file the approved DOE's GAD PAPs, and ARs;
- b. Process/monitor/record/consolidate all the disbursements/expenses incurred/made by the GFPS and prepare/submit the same on a quarterly basis to the TWG for the accurate/efficient/timely submission of GAD PAPs and ARs to the DBM, PCW, and COA;
- c. Coordinate with the various units of the DOE including its field offices and attached agencies and ensure participation in GAD strategic and annual planning exercises, especially in the logistics preparation, consolidation, and their submission of the GAD Plans and Budgets to the GFPS;

- d. Schedule meetings of GFPS of DOE and attached agencies, and prepare Minutes of Meeting;
 - e. Attend meetings, consultations, briefings, etc. conducted/called for by the DOE GAD FPS, PCW, DBM, Senate, Congress, NEDA, etc.;
 - f. Maintenance and safekeeping of GAD documents, programs, surveys, results, reports, etc.;
 - g. Provide administrative and logistical support to the GFPS and be the central channel of communications for the GFPS, GAD-TWG, PCW, DBM, etc., and other concerned government/private agencies/SUCs/NGOs/LGUs, etc.; and
 - h. Perform other related tasks as may be necessary.
- E. The GAD GMMS Core Group shall:
- a. Handle the on-line system of the PCW GMMS in the Department;
 - b. Coordinate with the PCW and Attached Agencies in the preparation and submission of Annual GPB and ARs of DOE and Attached Agencies;
 - c. Attend training on GMMS and meetings/briefings called for by the PCW;
 - d. Respond, comment, and refer matters to the GAD PSC relating to the observations made by the PCW on the GPB and ARs; and
 - e. Regularly submit report to the PCW and to the PSC for guidance and direction.
- F. The DOE & Attached Agencies GAD Project Steering Committee (GPSC) shall:
- a. Provide direction and give policy advice in support/strengthening and in monitoring of GAD PAPs, including provision of direction to GFPS of Attached Agencies in the programming and implementing gender PAPs through mainstreaming processes;
 - b. Deliberate/evaluate/approve/disapprove project proposals on gender submitted by the Bureau/Service/Units through the DOE Project Review Committee, and GPBs of Attached Agencies as endorsed by their GFPS to ensure that the project is gender responsive to the localities/stakeholders and is within the purview of the energy sector

and consistent with the PCW guidelines and the DOE Gender Toolkit for the Energy Sector;

- c. Recommend endorsement of the Annual GPBs and ARs of Attached Agencies to the PCW;
- d. Regularly conduct meetings with the project proponents of DOE and Attached Agencies for any clarifications/requirements including conduct of quarterly monitoring, visits, and assessments and periodic review of the GAD project/s of DOE and Attached Agencies, and recommend appropriate measures/suggestions for improvement; and
- e. Prepare write-ups/video messages/etc. of the GAD FPS Honorary Chairperson and Chairperson relating to the DOE GAD PAPs' news/success stories or accomplishments on gender.

CONDUCT OF REGULAR MEETINGS

The following schedule of meetings shall be observed. The GAD Secretariat shall inform the body of any change in schedule at least two days in advance:

GAD FPS	SCHEDULE
Executive Committee	One meeting per quarter / Every last Friday (3:00pm) of the 3 rd month
Gender Project Steering Committee	Every last Wednesday of the month (1:30 pm) and as the need arises
GMMS Core Group	As the need arises
Technical Working Group	Every last Wednesday of the month (8:00am) and as the need arises
Secretariat	As the need arises

Should the scheduled day fall on a regular/legal holiday, it is understood that the day before shall be the meeting schedule, further, should the scheduled day be declared as a holiday or in cases of work suspension, the day after shall be the meeting schedule.

OTHER PROVISIONS

The said offices/members shall continue to perform their regular functions according to respective mandates. Further, to ensure effective implementation of GAD-related activities, the Financial Services shall provide corresponding budget for meetings, coordination activities, and travel allowances or expenses, and salaries/compensation in accordance with the approved GAD annual budget.

TERM OF DUTY

The above offices/members of the DOE GAD FPS shall serve for a period of two (2) years reckoned from the date of appointment, subject to renewal at the discretion of the Secretary. In case of resignation, retirement, separation, transfer, reassignment, or removal from the service, the replacement shall serve only for the unexpired term, provided that in case of leave of absence or suspension, the replacement shall serve only for the duration of such leave of absence or suspension.

SEPARABILITY CLAUSE

All Department Orders and other issuances inconsistent with this Department Order are hereby modified or superseded accordingly.

EFFECTIVITY

This Department Order shall take effect immediately.

For compliance and implementation.


ZENAIDA Y. MONSADA
Secretary
Honorary Chairperson, GAD FPS

Fort Bonifacio, Taguig City, Manila



MAR 22 2016