



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

DEPARTMENT ORDER NO. DO2019-03-0008

**RECONSTITUTION OF THE DEPARTMENT OF ENERGY (DOE)
GENDER AND DEVELOPMENT FOCAL POINT SYSTEM (GFPS)**

In compliance with the Memorandum Circular No. 2011-01 of the Philippine Commission on Women (PCW)-Office of the President (OP), providing guidelines for the Creation, Strengthening, and Institutionalization of the Gender and Development Focal Point System (GFPS), and the Executive Order No. 348, Implementing Rules and Regulations on Gender and Development (GAD), the following are hereby designated as members of the Department of Energy GFPS:

GFPS EXECUTIVE COMMITTEE

Chairperson : Assistant Secretary
Alternate Chair : Assistant Secretary
Members : Directors, Heads of Bureaus/Services/Offices
President/Representative, DOE Employees Association (EA)

GFPS EXECOM ADVISER: Undersecretary for Administration

GFPS TECHNICAL WORKING GROUP (TWG)

Chairperson : Director, Energy Policy and Planning Bureau (EPPB)
Vice-Chairperson : Director, Energy Research and Testing Laboratory (ERTLS)
Members : Assistant Directors of the following Bureaus:
Oil Industry Management Bureau (OIMB)
Renewable Energy Management Bureau (REMB)
Electric Power Industry Management Bureau (EPIMB)
Energy Resource Development Bureau (ERDB)
Energy Policy and Planning Bureau (EPPB)
Energy Utilization Management Bureau (EUMB)
Chief/Supervisor of the following Offices:
Legal Services (LS)/Financial Services (FS)/EPPB

GFPS SECRETARIAT

Head : Chief/Supervisor, EPPB
Asst. Head : Chief/Supervisor, Administrative Services (AS)
Members : Chief/Supervisor of the following Offices:
Office of the Secretary (OSec)
OIMB/EPIMB/REMB/ERDB/EUMB
Chief/Supervisor of the following Services:
Information Technology & Management Services (ITMS)/
ERTLS/LS/FS
Ad Hoc : Chief/Supervisor, Field Offices

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FOCAL PERSONS OF THE PCW GENDER MAINSTREAMING MONITORING SYSTEM (GMMS)

Approving Officer : Director, EPPB
Endorsing Officer : Director, ERTLS
Reviewing Officer : Director, ITMS
Encoding Officer : Information Technology Division (ITD)-ITMS

GAD PROJECT PROPONENTS/IMPLEMENTERS-

Bureaus : EPPB, REMB, EPIMB, ERDB, OIMB, and EUMB
Services : AS, FS, ITMS, ERTLS, and LS
Exec/FOs : OSEC, LFO, VFO, and MFO
Special Disbursing Officer (SDO) : Chief, Treasury Division/Alternate for overall GAD project
Respective SDOs of GAD Project Implementer/Proponent

GAD OFFICE SUPPORT STAFF- Gender Consultant/ Contractual staff/Job Order

RULE I: FUNCTIONS OF THE GAD FOCAL POINT SYSTEM (GFPS)

The GFPS shall perform the following functions:

- a. Lead in mainstreaming gender perspective in the DOE policies, plans, and programs. In the process, they shall ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures in the Department 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 (SDD) 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 in the said Joint Circular No. 2012-01 of the PCW, DBM, and NEDA. The GFPS shall likewise be responsible for submitting the consolidated DOE GAD Plans and Budgets (GPBs), 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 Reports (ARs) 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 GAD to harmonize and synchronize gender 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 DOE 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.

RULE II: 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 (4Ps), and activities, budget, systems and procedures of the agency including the creation, strengthening, modification, or reconstitution of the GFPS; and
- b. Approve the Department's GAD Plans, Programs, and Budgets as duly endorsed by the DOE GFPS Executive Committee, with the assistance of the TWG/ Secretariat, and ensure its implementation.

B. The GFPS Executive Committee shall:

- a. Provide direction and give policy advice to the DOE Secretary to support and strengthen the GFPS and its 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 PCW and to the 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;
 - 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)/Secretariat shall:
- a. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process via an effective evaluation of project proposals;
 - 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 HRMD 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 the other offices under the Department or Agency, as the case maybe;
 - d. Coordinate 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 (ARs);
 - 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.
- D. The Focal Persons shall have their specific functions in implementing the PCW Gender Mainstreaming Monitoring System (GMMS):
- a. Approving Officer shall maintain and view the GAD Profile, and submit the revised GAD Plan and Budget (GPB) and the Accomplishment Report (AR).

- b. Endorsing Officer shall examine/recommend the GPB and AR to the Approving Officer.
 - c. Reviewing Officer shall analyze the entries/data in the GPB and AR.
 - d. Encoding Officer shall input the data/information submitted by the project implementers.
- E. The GAD Office Staff shall have their respective functions as stated in their contracts of services:
- a. The GAD Office shall have three (3) staff, which shall compose of a senior staff, who will oversee the GAD Office' mandate and functions, and shall regularly monitor the annual plans and programs of the GFPS and the Project Implementers for effective facilitation/reporting to the PCW and the COA, among others.

He/She will be assisted by the technical and administrative staff which shall provide the necessary able support. The GAD staff shall perform their functions and will be directly supervised by the TWG/Secretariat.

- b. GAD Consultant on Energy shall be employed to provide the necessary technical assistance in the effective implementation of the 5-year GAD plan of the Energy Toolkit.
- c. The GAD staff and the GAD Consultant on Energy shall be allowed to claim their salaries for the services rendered, including reimbursements of travel expenses during field assignments/project monitoring visits, as the case maybe, subject to the usual government accounting rules and regulations.

RULE III: 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
Steering Committee	One meeting per quarter / Every last Friday (1:00pm) of the 3 rd month
TWG/Secretariat	Every last Wednesday of the month (9:00am) and 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 case of work suspension, the day after shall be the meeting schedule.

RULE IV: OTHER PROVISIONS

- 1. 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 FS-Budget Division shall likewise provide corresponding budget for meetings, coordination activities, and travel allowances or expenses, and salaries/ compensation in accordance with the approved GAD annual budget.

2. All GAD Project Implementers/end-users are hereby directed to pass through first at the GAD Office for the necessary stamping of your GAD documents prior to submission of documents relating to claims/payment to the Budget Division, Accounting Division, and the Treasury Division. These Divisions are strictly enjoined not to process such claims/payments without the GAD Office stamped. This is an effective measure to enable have complete record of all activities' expenses for reporting purposes at the COA, PCW, etc.
3. All DOE offices are enjoined to use the following:
 - 3.1 Gender fair language (Annex "A") – as our effective way of communication with people;
 - 3.2 Gender Attendance Sheet template (Annex "B") – in every meeting/activity;
 - 3.3 Project Proposal template (Annex "C") – whenever one will submit project proposals on gender;
 - 3.4 Gender Mainstreaming Monitoring System (GMMS) in the preparation of the Plans and Budget (Annex "D") – to facilitate input of data in the PCW system
 - 3.5 GPB and Accomplishment Report template (Annexes "E" & "F") – to facilitate entries of data/inputs as well as the monitoring of GPBs.

RULE V: FUNCTIONS & TERM OF DUTY

The above offices/members of the DOE GFPS shall perform their functions and responsibilities as above stated and will be effective on 22 February 2019. Any changes in the members due to retirement, resignation, separation from the service, shall be automatically replaced by the incumbent next-in-rank in the office where he/she is assigned to facilitate matters and effectiveness of the operations of the said GFPS.


RULE VI: SEPARABILITY CLAUSE

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

RULE VI: EFFECTIVITY

This Department Order shall take effect on 22 February 2019.

For compliance and implementation.


ALFONSO G. CUSI
Secretary



Republic of the Philippines
DEPARTMENT OF ENERGY
IN REPLYING PLS. CITE:

DOE-AGC-19000700

