

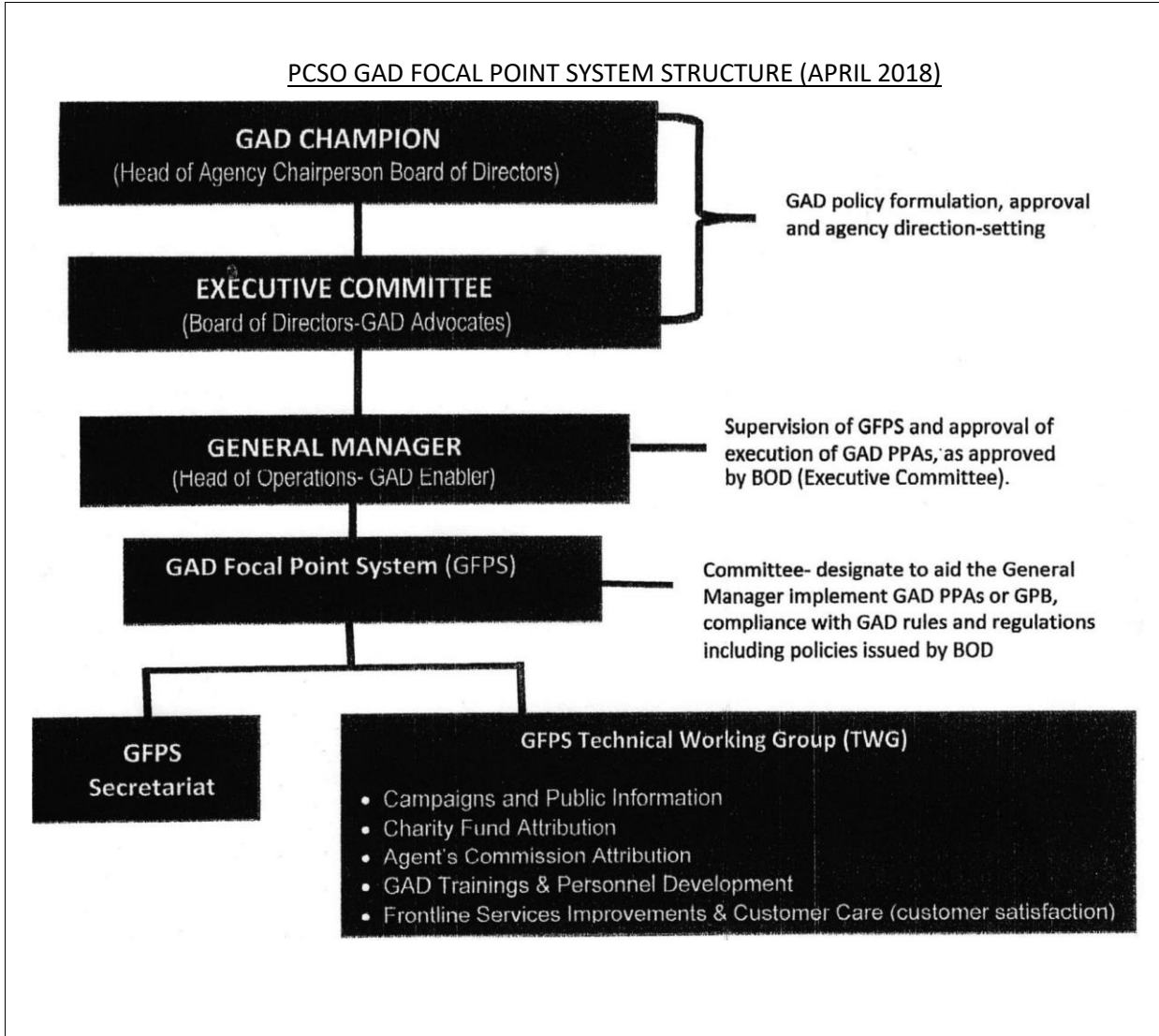
SPECIAL ORDER NO. 2018-234
May 7, 2018

WHEREAS, 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 , processes, and procedures;

WHEREAS, 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;

WHEREAS, Section 5.1 (b) of PCW Memorandum Circular No. 2011-01 (October 21, 2011), also known as Guidelines for the Creation, Strengthening, and Institutionalization of the Gender and Development (GAD) Focal Point System provides that, "[t]he structure and composition of the GAD Focal Point System may be modified based on the organizational structure of the agency or office. When necessary, the membership may be reconstituted in accordance with item (a) above";

WHEREAS, to ensure the establishment of an engaged workforce and hasten gender mainstreaming in the core projects/programs of the agency, the PCSO Gender and Development (GAD) Focal Point System is hereby RECONSTITUTED pursuant to Board Resolution No. 102-C, series of 2018 dated April 5, 2018 (Annex A) as follows:



The strengthened GFPS structure shall be composed of the following:

1. Gender and Development (GAD) Champion: Head of the Agency/Chairperson, Board of Directors
2. GAD Executive Committee: Members, Board of Directors
3. GAD Enabler: General Manager
4. GAD Focal Point System (GFPS):

Chairperson: Gay Nadine P. Alvor Vice-Chairperson:
Rubin Z. Magno

Members: Laila D. Galang

Ma. Teresita V. Carbonel
Atty. Marissa O. Medrano
SEU President (Walfredo Ignacio)
SEIJ Representative (Jasper Espino)

Secretariat: Agnes S. Ibera (Head)

Queenie Balita
Marifi Baladad
Catherine Reyes
Gemma Julian
Christian Cunanan
Archie Sopenasky

GFPS Adviser: Atty. Lauro A. Patiag (AGM, Management Services Sector)

4.1. TWG for Agents Commission Attribution

Team Leader (GFPS Member): Laila D. Galang

Panel of Advisers: AGM, Branch Operations Sector

AGM, Gaming Product Development and Marketing Sector
Office of the Chairperson (COS Ted Quiaños or representative)
Office of the General Manager (COS Reynaldo Liwag or representative)

Members:

1. Demosthenes Magno — Vice Team Leader (Product Standard and Development Department)
2. Marites Jose — Product Standard and Development Department
3. Ellery Castro — Product Standard and Development Department
4. Pilar Cruz — Corporate Planning Department (PPFD)
5. One representative- OAGM, Branch Operations Sector
6. National capital Region Department- one representative
7. Northern and Central Luzon Department-one representative
8. Sout hern Tagalog and Bicol Region Department- one representative
9. Visayas Department — one representative
10. Mindanao Department — one representative

4.2. TWG for Charity Fund Attribution to GAD

Team Leader (GFPS Member): Rubin Magno

Panel of Advisers: AGM, Charity Sector

AGM, Management Services Sector
Office of the Chairperson (Dr. Alexander Castillo or representative)
Office of the General Manager (COS Reynaldo Liwag or representative)

Members:

1. Jose Bernardo H. GochocoJr. — Vice Team Leader (Medical Services Department)
2. Muriel Pajarillo — Charity Assistance Department (SPD)
3. Ma. Isabel Vinteres, M.D. — Medical Services Department
4. DivinaSta. Inez — Charity Assistance Department (IMAP- Head Office)
5. Vilma Tumamos— Charity Assistance Department (IMAP- Branch Offices at Head Office)
6. Trine Ramos, M.D. — Representative, OAGM Charity Sector
7. Pilar Cruz — Corporate Planning Department (PPFD)
8. National Capital Region Department- one representative
9. Northern and Central Luzon Department-one representative
10. Southern Tagalog and Bicol Region Department- one representative
11. Visayas Department— one representative
12. Mindanao Department — one representative
13. Maricar Santos— Charity Assistance Department (ODM, CAD)

4.3. TWG for Training and Personnel Development

Team Leader (GFPS Member): Marissa O. Medrano

Panel ofAdvisers: AGM, Administrative Sector

DM, Human Resources Department

Office of the Chairperson (COS Ted Quiaños or representative)

Office of the General Manager (COS Reynaldo Liwag or representative) SEIJ President or representative Members:

1. Jasper Espino — Vice Team Leader (GFPS Member)
2. Luzette P. Junio
3. Myrna J. Malana
4. Lea V. Ortega
5. Blesilda B. Pilapil
6. Andreo B. Nualda
7. Myrine B. Crame
8. Olivia R. Castro
9. Romano Latorza
10. Emojean Z. Gogola
11. Helena Marie C. Robles

4.4. TWG for Frontline Services Improvement and Customer Care

Team Leader (GFPS Member): Ma. Teresita V. Carbonel

Panel ofAdvisers: AGM, Administrative Sector

AGM, Branch Operations Sector

AGM, Charity Sector

AGM, Gaming Product Development and Marketing Sector

AGM, Management Services Sector

Office of the Chairperson (COS Ted Quiaños or representative)

Office of the General Manager (COS Reynaldo Liwag or representative)

Members:

1. Walfredo Ignacio- Vice Team Leader (GFPS Member-SEU Representative)
2. Rene M. Relucio- Information Technology Services Department
3. Maximino Balayo, Jr. — General Services Department
4. Eugenio Jose, Jr. — General Services Department
5. Agnes Castillo — Assets and Supply Management Department

6. Marileth Rodriguez — General Services Department (or representative- Procurement Division)
7. Muriel Pajarillo — Charity Assistance Department (SPD)
8. Pinky Casas, M.D. — Charity Assistance Department (ODM)
9. CerryCerelia Abad- Information Technology Services Department
10. One (1) Representative from Branch Operations Sector
11. Francis Albert Enriquez

4.5. TWG for Campaigns and Public Information

Team Leader (GFPS Member): Gay Nadine P. Alvor

Panel of Advisers: AGM, Management Services Sector

DM, Corporate Planning Department

Office of the Chairperson (COS Ted Quiaños or representative)

Office of the General Manager (COS Reynaldo Liwag or representative)

Members:

1. Aimee De Viterbo — Vice Team Leader (Gaming and Technology Department)
2. Agnes Ibera — Corporate Planning Department (PRCCD)
3. Ruby Mae Lambengco — Gaming and Technology Department
4. Pilar Cruz — Corporate Planning Department (PPFD)
5. Junette Sangil — Security Printing Department
6. Elizabeth Manalac — Security Printing Department
7. Erik Imson — Product Standard and Development Department
8. Archie Sopenasky - Corporate Planning Department (PRCCD)
9. One representative each per Member of the Board of Directors
10. One representative from Branch Operations Sector

4.6. Mandatory TWG members (i.e., common to all TWGs pursuant to Sec. 5.2 (j), PCW Memorandum Circular No. 2011-01):

1. Budget Division, Accounting and Budget Department (Norina Potazo)
2. Operating Fund Division, Accounting and Budget Department (Erlic Dela Peña)
3. Charity Fund Division, Accounting and Budget Department (to be designated by Manager)
4. Pre-audit personnel, Accounting and Budget Department (to be designated by Manager)
5. Treasury Department (Lorna Alfaro)
6. Alyssa Janine M. Ignacio

Similarly, pursuant to the Board approved strengthened structure of the GFPS and consistent with PCW Memorandum Circular No. 2011-01 (October 21, 2011):

1. Assist the PCSO Board of Directors in the formulation of new policies (i.e., diversity and inclusion policy; GAD Code in advancing women's status within the agency, equal employment opportunity policy, etc.);
2. The tasks and functions of the members of the GFPS, its secretariat and TWGs shall form part of their regular key result areas and work plans and shall be given due consideration during performance evaluation;
3. The GFPS members including its Secretariat and TWGs shall be authorized to undergo 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. These capacity development programs may include gender sensitivity, gender analysis, gender-responsive planning and budgeting and gender audit, among others;

4. The GFPS shall also initiate and lead in the attribution of major programs/projects of the agency to GAD in an amount equivalent to at least five percent (5%) of the annual budget in compliance with RA 9710 and PCW- NEDA-DBM Joint Memorandum Circular No. Joint Circular No. 2012-01 (Guidelines for the Preparation of Annual Gender and Development (GAD) Plans and Budgets and Accomplishment Reports to Implement the Magna Carta of Women), as follows:
 - 4.1. Development, conduct of survey, utilization, management of sex desegregated data using the Harmonized Gender and Development Guidelines (HGDG) test and tool kit;
 - 4.2. Monitoring and evaluation of the agency's gender mainstreaming programs/projects using the Gender Mainstreaming Evaluation Framework (GMEF);
 - 4.3. Introduce mechanisms and/or measures to address possible issues hindering the performance of their functions in accordance with the Magna Carta of Women (RA 9710) and other GAD-related laws, policies and plans;
 - 4.4. Conduct gender audit, gender analysis, and/or review of sex disaggregated data;
 - 4.5. 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; and
 - 4.6. Perform function and activities to promote, monitor and evaluate gender and development programs of the agency, and other instructions from the Board of Directors and Management, from time to time.
5. Unless otherwise instructed by the PCSO Board of Directors, the implementation of the agency's annual GAD Plan and Budget and related activities, shall be supervised by the General Manager, in his capacity as Head of Operations and GAD Enabler. As such, the GFPS shall report and get specific instructions from the General Manager and/or the GFPS Chairperson, as the case may be;
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, as approved by the PCSO Board of Directors, subject to compliance with applicable laws and the usual accounting and auditing laws, rules and regulations;
7. All previous issuances by the undersigned, in so far as inconsistent with this Special Order, are deemed modified, amended and/or set-aside accordingly.

For compliance and immediate implementation.

ALEXANDER F. BALUTAN
General Manager