



SPECIAL ORDER NO. 2023-108
03 February 2023

Pursuant to Philippine Commission on Women (PCW) Memorandum Circular No. 2011-01 which provides the establishment, strengthening and institutionalization of GAD GFPS and its Secretariat and Technical Working Groups (TWG) are hereby reconstituted with the following composition, effective immediately.

PCSO GAD Focal Point System

I. CHAIRPERSON: Atty. Anna Liza P. Inciong

II. The Executive Committee

Vice-Chairperson: Cynthia Amelia C. Regudo

Members:

1. Atty. Marissa O. Medrano
2. Ma. Christina J. Gregorio
3. Atty. Gay Nadine P. Alvor
4. Irma S. Guemo
5. Laila D. Galang
6. Roger C. Ramirez
7. Frederick V. Magallon
8. Sweepstakes Employees' Union President
9. Sweepstakes Employees' Union Vice President

III. GFPS SECRETARIAT OR THE TECHNICAL WORKING GROUP (TWG)

Head: Pinky M. Casas

Members:

1. Ma. Catherine A. Reyes
2. Annaliza P. Santos
3. Jocelyn H. Goronio
4. Maricar S. Aquino
5. Archie S. Sopenasky
6. Ma. Ruchiella T. Jimenez
7. Frederick Imson
8. Kimberly Rose S. Capistrano
9. Queenie Rose B. Aranas

A. TWG for Agents Commission Attribution

Team Leader: Manager, Product and Standard Development Department

Vice Team Leader: Division Chief, Product and Standard Development Department

Panel of Advisers: AGM, Branch Operations Sector

AGM, Gaming Product Development and Marketing Sector

Chief of Staff, Office of the Chairperson
Chief of Staff, Office of the General Manager

Members: Representative, Product and Standard Development
Representative, Corporate Planning Department
Representative, OAGM for Branch Operations Sector
Representative, National Capital Region Department
Representative, Northern and Central Luzon Department
Representative, Southern Tagalog and Bicol Region Department
Representative, Visayas Department
Representative, Mindanao Department

B. TWG for Charity Fund Attribution

Team Leader: Manager, Charity Assistance Department

Vice Team Leader: Manager, Medical Services Department

Panel of Advisers: AGM, Charity Sector
AGM, Management Services Sector
Representative, Office of the Chairperson
Representative, Office of the General Manager

Members: Two (2) Division Chiefs, Charity Assistance Department
Division Chief, Medical Services Department
Representative, OAGM for Charity Sector
One (1) Representative from each department of the Branch Operations Sector

C. TWG for Training and Personnel Development

Team Leader: Manager, Human Resources Department

Vice Team Leader: Representative, Information Technology Services Department

Panel of Advisers: AGM, Administrative Sector
Representative, Office of the Chairperson
Representative, Office of the General Manager
President or Representative, Sweepstakes Employees' Union

Members: Two (2) Division Chiefs, Human Resources Department
Two (2) Representatives, Personnel Relations & Services Division, Human Resources Department
One (1) Representative from each Sector

D. TWG for Frontline Services Improvement and Customer Care

Team Leader: Manager, Internal Audit Services

Vice Team Leader: Division Chief, General Services Department

Panel of Advisers: AGM, Administrative Sector
AGM, Branch Operations Sector
AGM, Charity Sector
AGM, Gaming, Product Development and Marketing Sector
AGM, Management Services Department
Representative, Office of the Chairperson
Representative, Office of the General Manager

Members: Representative, Charity Assistance Department

Representative, Medical Services Department
Representative, Treasury Department
Representative, Accounting and Budget Department
Representative, National Capital Region Department
Representative, Southern Tagalog and Bicol Region Department
Representative, Northern and Central Luzon Department
Representative, Visayas Department
Representative, Mindanao Department
Representative, Assets and Supply Management Department
Representative, Product and Standard Development
Department
Representative, General Services Department
Representative, Corporate Planning Department

E. TWG for Campaigns and Public Information

Team Leader: Division Chief, Advertising Division

Vice Team Leader: Division Chief, Sales and Marketing Division

Members: Representative, Security Printing and Production Department
One Representative from each Sector

IV. The above mentioned employees as the PCSO GFPS shall:

a) Lead in mainstreaming gender perspective in PCSO 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;

b) Assist in the formulation of new policies such as the GAD Code;

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 PCSO annual performance-based GAD Plans, Programs and Budget in response to gender issues of their constituencies and clients and in the context of PCSO mandate, and consolidate the same following the format and procedure prescribed by the PCW, DBM and NEDA in the Joint Circular 2012-1. The PCSO GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of PCSO, 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 PCSO GAD Accomplishment Report and other GAD Reports that maybe required under the Magna Carta of Women;

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 PCSO personnel including the finance officers (e.g. accountant, budget officer, auditors) are capacitated on GAD. Along this line, the PCSO GFPS shall 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.

V. They shall be present during the frequency and duration of the committee meetings. Moreover, they shall submit an exit report every end of their term.

VI. Their specific roles and responsibilities are the following:

a. **The GFPS Chairperson shall :**

i. 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

ii. 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.

b. **The Executive Committee shall:**

i. Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and agency's GAD mainstreaming activities;

ii. Direct the identification of GAD strategies, programs, activities and projects 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;

iii. Ensure the timely submission of the agency GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to DBM;

iv. Ensure the effective and efficient implementation of the agency GAD programs, activities and projects and the judicious utilization of the GAD Budget;

v. Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;

vi. Recommend approval of agency GAD Plans and Budgets and GAD ARs; and

vii. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members.

c. **The Technical Working Group (TWG) or Secretariat shall:**

i. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;

ii. 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;

iii. 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 Department or Agency, as the case may be;

iv. 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;

v. 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;

vi. 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;

vii. Prepare and consolidate agency GAD accomplishment reports; and

viii. Provide regular updates and recommendations to the head of agency 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. "

- VII.** The term of this Committee shall be until 31 December 2023, renewable at the discretion of the General Manager.
- VIII.** Previous memoranda, part thereof and directives inconsistent herewith are hereby amended, revoked, repealed or superseded.
- IX.** For strict compliance.


MELQUIADES AYPA ROBLES
General Manager