



SPECIAL ORDER NO. 2025-024
7 January 2025

Pursuant to Philippine Commission on Women (PCW) Memorandum Circular No. 2011-01 which provides the establishment, strengthening and institutionalization of GAD GFPS, Technical Working Group (TWG), and Secretariat, the PCSO GAD Focal Point System is hereby reconstituted as follows, effective immediately.:

PCSO GAD Focal Point System

I. THE EXECUTIVE COMMITTEE

Chairperson: Atty. Anna Liza P. Inciong

Vice- Chairperson: Orlando Malaca

Members:

1. Atty. Anamarie V. Gonzalez
2. Ma. Cristina J. Gregorio
3. Atty. Katrina Adre
4. Josefina Sarsonas-Aguas
5. Atty. John Derek N. Porciuncula
6. Atty. Marissa O. Medrano
7. Sweepstakes Employees' Union President
8. Sweepstakes Employees' Union Vice- President

II. THE TECHNICAL WORKING GROUP (TWG)

Head: Belen E. Baltazar

A. TWG for Charity Fund Attribution

Head: Dra. Pinky M. Casas, Division Chief, CAD

Members:

1. Ethel P. Lovino, Social Welfare Officer III, CAD
2. Bernado Romero, Admin Aide, CAD
3. Maricar Santos, OIC DC/IPP, CAD
4. Minette Fernandez, Public Services Officer III, CAD

B. TWG for Training and Employee Welfare

Head: Lea Ortega, Division Chief, PRSD, HRD

Members:

1. Sarah Jane Vergabera, Division Chief III, HRD
2. Gian Carla J. Bulaong, Senior Personnel Specialist, HRD
3. Raquel Gatchalian, Training Specialist III, PSDD
4. Engr. Khim Pangilinan, Engineer III, GSD

C. TWG for Agents Commission/Lotto Shares Attribution

Head: Maria Theresa Mejia, OIC-DC Accounts Management Division, NCRD

Members:

1. Charles Darwin Cruz, Technical Assistant A/OIC-DC, NCL Department
2. Geraldine Geronimo, OIC DC, STBR Department

D. TWG for Frontline Services Improvement and Customer Care

Head: Dra. Clarissa Ferrer, OIC-Manager, MSD

Member:

1. Lorna Alfaro, Division Chief, Treasury Department
2. Dra. Krisch Trine Ramos, Medical Officer VI, OAGM Charity Sector

E. TWG for Campaigns and Public Information

Head: Andrew Limjoco, OIC-Division Chief, PRCCD, CPD

Members:

1. Aimee De Viterbo, Division Chief, Creatives Division, GTD
2. Fe Celebrado III, OIC-Division Chief, Sales and Marketing Division, PSDD

F. TWG for Mandatory Contributions

Head: Veronica Penetrante, Technical Assistant A, ABD

Member:

1. Joana Jeam E. Caloza, Financial Analyst II, ABD
2. Kirby G. Fernandez, Financial Analyst II, ABD

III. THE GFPS SECRETARIAT

Head : Jocelyn H. Goronio

Members:

1. Ma. Catherine A. Reyes
2. Annaliza P. Santos
3. Ma. Ruchiella T. Jimenez
4. Kimberly Rose S. Capistrano
5. Queenie Rose B. Aranas
6. Joyce Ann S. Pasague – Job Order
7. Lindsay B. Aurellana – Job Order

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

- A. Lead in mainstreaming gender perspective in agency/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 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 in advancing women's status.
- 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 agency 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 PCW, DBM and NEDA Joint Circular 2012-01. 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 agency GAD Accomplishment Report and other GAD Reports that maybe required under the 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.
 - J. Ensure that all personnel of the agency 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.
- 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.
 - 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.
- 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.
- 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.
- viii. Provide regular updates and recommendations to the head of agency or Executive Committee 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 2025, renewable at the discretion of the General Manager.

VIII. Previous memoranda, part thereof and directives inconsistent herewith are hereby amended, revoked, repealed, or suspended.

IX. For strict compliance.


MELQUIADES A. ROBLES
General Manager