

Memorandum Reference No. M16-06-246

Guidelines in the Creation, Strengthening and Institutionalization of ATI – Training Centers Gender and Development Focal Point System (GFPS)

June 28, 2016

The memorandum provides guideline and procedures for the establishment, strengthening, and institutionalization of the GAD GFPS. Also to identify and describe the roles and responsibilities, composition and structure as a mechanism for catalyzing and accelerating gender mainstreaming in the organization towards the promotion of Gender Equality and Women's Empowerment.

Salient Extension Provisions

5. The function of the GAD Focal Point System
 - 5.1. Lead in mainstreaming GAD perspectives in agency's 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 constituents and employees, and the formulation of recommendations including their implementation.
 - 5.2. Lead in setting-up appropriate systems and mechanisms to ensure the generation, processing, review, and updating of sex-aggregated data or GAD database to serve as basis in performance-based gender-responsive planning and budgeting;
 - 5.3. Coordinate efforts of different implementing units within the agency and advocate for the integration of GAD perspectives in all systems and processes;
 - 5.4. Spearhead the preparation of the annual GAD Plan and Budget (GPB) in response to gender issues and or concerns identified and in the context of the agency's mandate; and consolidate the same following the format and procedures prescribed by the PEW, DBM, and NEDA in the Joint Circular 2011-1. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets (GPBs) of the agency;
 - 5.5. Lead in monitoring the effective implementation of the annual GPB, GAD Code and other GAD related policies and plans;
 - 5.6. Lead in the preparation of the agency's GAD Accomplishment Report (GAD AR) and other GAD reports that may be required under the Magna Carta of Women (MCW);
 - 5.7. Strengthen linkages with other agencies inside and outside the department working on women's rights and gender and development to harmonize and synchronize GAD efforts;
 - 5.8. Promote and actively pursue the participation of women and gender advocates, other civil society groups and private organizations in the various stages of development planning cycle; giving special attention to the marginalized sectors; and
 - 5.9. Ensure all personnel of the agency including the planning and finance officers (e.g. accountant, budget officers, and auditors) is 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 the regular human resource development program.

Source:

Retrieved from ATI Quality Management Systems Documents (Guidelines)