

**PHILIPPINE CENTER FOR POSTHARVEST DEVELOPMENT AND
MECHANIZATION (PHiMECH)**

CLSU Compound, Science City of Munoz, Nueva Ecija

December 15, 2020

SPECIAL ORDER

Series of 2020

No. 12

**SUBJECT: RE-INSTITUTIONALIZING THE CREATION OF PHILMECH GENDER AND DEVELOPMENT
FOCAL POINT SYSTEM (GFPS)**

13. In the interest of the service and by way of an amendment to Special Order No. 2019-07-31, pursuant to the Republic Act No. 9710, otherwise known as the Magna Carta of Women, and Memorandum Circular No. 2011-01, of the Philippine Commission on Women, to further catalyze and strengthen gender mainstreaming within the agency, the DA-PHiMech Gender and Development Focal Point System (DA-PHiMech GFPS) is hereby re-institutionalized and made of record.

The DA-PHiMech GFPS shall be composed of the Head of the Agency, Executive Committee and Technical Working Group (TWG). The designation of the following Officials and staff as Members of the DA-PHiMech GFPS is hereby authorized and made of record:

GFPS Chairperson: BALDWIN G. JALLORINA, PhD; Director IV

GFPS Executive Committee Chairperson: ARNEL RAMIR M. APAGA;
Director I/ Planning and R&D Cluster Head

Members: All other Management Committee Members

GFPS Technical Working Group Chairperson/ GAD Focal Person: HELEN F. MARTINEZ, PhD.
Sup. Sci. Res. Specialist, EDD

GFPS TWG Members:

DIVISION	MEMBERS:	
	Regular Representative	Alternate Representative
FPD	MIA V. DELA CRUZ	ELIJAH Z. DAVALOS
AMD	MARIA ELIZABETH V. RAMOS	ARLENE C. JOAQUIN
SEPRD	MA. CECILIA R. ANTOLIN	GIGI B. CALICA
LSD	NELSON C. SANTIAGO	AGNES M. WY
FMFOD	MAY VILLE B. CASTRO	GRACE O. GAOIRAN
AD	JANE A. FORONDA	LEILANI A. IDAGO

PHiMech - IMS
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01-04-21

June 15/2021

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TMTD	REMELLIE M. HERMOSO	ANA MARIN C. MIRANDA
PMITD	MA. RESURRECCION L. ALTAMERA	HILDA G. TOMAS
ACD	MILAGROS B. GONZALEZ	BEZT GEE S. MAGARARU
FD	MA. TERESA T. DIÑO	ARLENA A. TUATES
EDD	DANILO A. BRIONES	ROSALIE C. FELICIANO
BPED	LORENA N. MIRANDA	SHIELA MARIE A. VILLOTA

GFPS TWG SECRETARIAT:

Head Secretariat: HELEN F. MARTINEZ, PhD.

Member: CHRISTINE L. VALMONTE, Administrative Officer II, EDD

As such, the DA-PHiMech GFPS shall be responsible for the following:

1. Lead in mainstreaming gender perspective in agency 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;
2. 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;
3. Coordinate efforts of different divisions, offices, units of the agency and advocate for the integration of GAD perspectives in all their systems and processes;
4. Spearhead the preparation of the agency annual performance-based GAD Plan, 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 in the Joint Circular 2012-1. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of the department/ agency, and as needed, in responding to PCW's comments or requests for additional information;
5. Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs and Budget;
6. Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that maybe required under the MCW;
7. 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;
8. 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,

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9. Ensure that all personnel of the agency 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.

The **GFPS Chairperson or Head of Agency** shall be responsible for:

1. Issue policies or other directives that support the 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;
2. Approve the GAD Plan, Program and Budget of the agency as duly endorsed by the Executive Committee, with the assistance of the TWG, and ensure its implementation.

Further, the duties and responsibilities of the **Executive Committee** are as follows:

1. Provide direction and give policy advice to the GFPS Chair to support and strengthen the System and DBP's mainstreaming activities;
2. 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 Bank in response to the gender issues of its clients and employees;
3. Ensure the timely submission of GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to DBM;
4. Ensure the effective and efficient implementation of GAD programs, activities and projects and the judicious utilization of the GAD Budget;
5. Build and strengthen partnership with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
6. Recommend approval of GAD Plans and Budgets and GAD ARs; and,
7. Recommend Awards or recognition to outstanding institutional GAD programs, activities and projects and/or GAD PF members.

To ensure that functional units are represented in GAD matters, all members of the Management Committee shall constitute the GFPS Executive Committee.

The **Technical Working Group** shall be composed of at least 1 Senior Regular Staff and 1 Alternate from each functional unit of the Agency and shall be ably supported by a Secretariat. They shall be responsible for the following:

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

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- conduct of a gender audit, gender analysis, and/or review of sex-disaggregated data;
2. Assist in the capacity development of and provide technical assistance to the agency. In this regards, the TWG shall work with the Human Resource Management Section on the development and implementation of an appropriate capacity development program on gender equality and women's empowerment for its employees;
 3. Coordinate with the various units of the agency and ensure their meaningful participation in GAD strategic and annual planning exercises;
 4. 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;
 5. 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;
 6. Prepare and consolidate agency GAD accomplishment reports; and,
 7. Provide regular updates and recommendations to the head of agency of ExeCom on the activities of the GFPS and the progress of agency GAD mainstreaming activities based on the feedback and report of the various units of the agency.

The above-named personnel shall serve with the highest degree of integrity, professionalism and competence and shall remain accountable to the people at all times in accordance with the moral and legal doctrine that public service is a public trust.

This order shall take effect immediately and shall remain in force unless sooner revoked and/or superseded.


BALDWIN G. JALLORINA PhD.
Director IV

PHiMech