
	Republic of the Philippines Department of Health BAGUIO GENERAL HOSPITAL AND MEDICAL CENTER Baguio City		
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HOSPITAL ORDER
NO. 2019-0275

FROM :  **RICARDO B. RUNEZ, JR., MD, FPCS, MHA, CESE**
Medical Center Chief II

SUBJECT : **Composition of Gender and Development (GAD) Focal Point System**

DATE : **October 15, 2019**

Effective October 16, 2019, the following personnel of this hospital are hereby designated as chairpersons and members of the Gender and Development Focal Point System. This is in reference to the Philippine Commission on Women Memorandum Circular 2011-01 dated October 21, 2011 and DOH-Memorandum Circular 2013-022, wherein the Gender and Development (GAD) Focal Point System (GFPS) shall be structured and composed of :

Ricardo B. Runez Jr., MD, FPCS, MHA, CESE Medical Center Chief II	
Executive Committee (Management Committee)	Technical Working Committee
Chairperson: Dr. Ricardo B. Runez Jr. Members : Dr. Ray P. Suanding Ms. Jovita E. Pajarillo Ms..Priscilla P. Galiste Mr. Edward C. Pudlao Dr. Concesa B. Padilla Dr. Ferdinand P. Ganggangan Dr. Frederick Mars B. Untalan Atty. Patrick Henry M. Villanueva	Chairperson : Dr. Mildred D. Torres Vice Chairperson: Ms. Edna L. Mogamog Members : Ms. Vilma O. Moltio Dr. Nowell Benedict C. Catbagan Mr. Norman E. Dagang Ms. Apryl Gretchen P. Cofin Engr. Richie Rhey R. Dirige Secretariat : Ms. Vanessa C. Sibayan Mr. Sergio C. Jularbal Mr. Darius T. Munoz

GAD Point Person per Department

Internal Medicine
 Obstetrics and Gynecology
 Surgery
 Pediatrics

 WCPU
 HACT
 Nursing Service
 Psychiatry
 Cancer Center
 Medical Social Works
 Family & Community Medicine
 Family Planning Unit
 Dental
 Radiology
 Pathology

- Dr. Nowell Benedict C. Catbagan
- Dr. Filipina S. Ramos
- Dr. Lydana Carreon-Casuga
- Dr. Renelyn P. Ignacio
- Dr. Nora Genevieve M. Recolizado
- Dr. Elizabeth J. Batino
- Dr. Maria Lorena L. Santos
- Ms. Frances Ann M. Ordon
- Dr. Ramona E. Abat
- Dr. Karen C. Tadeo
- Ms. Apryl Gretchen P. Cofin
- Dr. Joseph L. Alunes
- Ms. Grace W. de Castro
- Dr. Flora B. Pelingen
- Dr. Loida A. Hora
- Dr. Rhesa Michelle M. Wong

The GFPS shall perform the following functions:

1. 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 hospital based on the priority needs and concerns of constituencies and employees and the formulation of recommendations;
2. Assist in the formulation of new policies such as the GAD Code in advancing women's status;
3. 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 the performance-based gender responsive planning;
4. Coordinate efforts of different offices and units of the hospital and advocate integration of GAD perspectives in all their systems and processes;
5. Spearhead the preparation of the hospital annual performance-based GAD Plans, Programs and Budget in response to gender issues of their constituents and clients. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of the hospital, and as needed, in responding to comments or requests for additional information from the reviewers of DOH and PCW;
6. Lead in monitoring the effective implementation of GAD-related policies and annual GAD Plans and Budget;
7. Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD reports that may be required by DOH and PCW;
8. 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;
9. 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
10. 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.

Roles and Responsibilities

A. GFPS Chairperson :

1. 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, reconstitution of the GFPS.
2. Approve the GAD Plan and Budget of the agency as duly endorsed by the Management Committee and Technical Working Group, and ensure its implementation.

B. Management Committee :

1. Provide direction and give policy advice to the GFPS Chairperson to support and strengthen GFPS and agency's GAD mainstreaming activities;
2. Direct the identification of GAD strategies, programs, activities and projects based in 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 clients and employees;
3. Ensure the timely submission of agency GAD Plan and Budget, GAD Accomplishment Report and other GAD-related reports to DOH, PCW and DBM;
4. Ensure the effective and efficient implementation of the agency with PCW, GAD advocates, women's groups and other stakeholders in pursuit of mainstreaming;
5. Recommend approval of agency GAD Plan and Budget and Accomplishment Report;
6. Recommend awards and recognition to outstanding institutional GAD programs, activities and projects and/or employees.

C. Technical Working Group :

Roles and Responsibilities:

1. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
2. Collate the GAD Plans and Budget in response to the gender gaps and issues faced by clients and constituents, women and men employees, following the conduct of a gender audit, gender analysis and/or review of sex disaggregated data;
3. Review all submitted GAD Plans and Budget prior to consolidation;
4. Assist in capacity development of and provide technical assistance to offices, sections and units;
5. Coordinate with the various units of the agency to ensure meaningful participation in GAD strategic and annual planning exercises;
6. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of the management staff and other relevant stakeholders to the activities of the GFPS and GAD mainstreaming activities;
7. Monitor the implementation of GAD-related programs, activities and projects and suggest corrective measures to improve implementation of GAD PAPs and GFPS activities;
8. Prepare and consolidate GAD Accomplishment reports; and
9. Provide regular updates and recommendations to the head of agency and Management Committee on the activities of the GFPS and the progress of agency GAD mainstreaming based on the feedback and reports of the various units;
10. Lead the conduct of gender audit and gender analysis as needed.

D. GAD Point Persons :

1. Formulate GAD Plans and Budget in their department in response to the gender gaps and issues faced by their clients and constituents, women and men employees, following the conduct of a gender audit, gender analysis and/or review of sex disaggregated data;
2. Implement the programs, projects and activities in the GAD Plan and Budget; and
3. Submit GAD Accomplishment Reports quarterly.

In addition to the present duties and responsibilities of the above personnel, they shall perform the expected functions required for the optimal functioning of the committee.

This order shall take effect on this date, October 15, 2019. All other issuances inconsistent herewith are hereby rescinded.