



## GENDER AND DEVELOPMENT OFFICE

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Board Secretary V

August 06, 2024

**RENATO G. REYES, PhD**  
SUC President II  
Aurora State College of Technology

Dear Sir:

Greetings of peace and prosperity!

Under the Magna Carta of Women and its IRR, the college positively responded to the Commission on Higher Education mandate stipulated in Part IV, Section 1. CMO #01, Series of 2015 – Creation of GFPS in Higher Education Institutions (HEIs).

In line with this, may I request your good office to release a memo updating the request for approval of the updated list of the GAD Technical Working Group (TWG), and the updated composition of the GAD Focal Point System (GFPS). Attached herewith is the list for your reference.

Thank you very much for your continuous support of our campaign and advocacy!

For equality and inclusivity,

**AMPARO ROBERTA A. ESPINOSA**  
Director, Gender and Development

Approved:

**RENATO G. REYES, PhD**  
SUC President II



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### GAD Technical Working Group (TWG)

#### TWG Chairperson

Amparo Roberta A. Espinosa (Director, Gender and Development  
Office)

#### GAD Coordinators

Jomer B. Mangawang (Bazal Campus)  
Maximo M. Marte, Jr. (Arts and Sciences)  
Joeben Fontanos (Industrial Technology)  
King Alvin Grospe (Information Technology)  
Marlon Lingon (Forestry and Environmental Sciences)  
Dan Amiel M. Moral (Casiguran Campus)  
Christine Renomeron (Engineering)  
Ma. Tricia C. Gelido (Non-academic Representative)  
Kirk Joshua C. Bautista (Arts and Sciences)

#### TWG Secretariat

Arnold Monteverde

### GAD Focal Point System (GFPS)

Head: Renato G. Reyes, PhD      College President

#### Executive Committee:

Engr. Oscar C. Barawid, Jr., PhD	VP for Administration, Planning, and Finance
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Lorna R. Babiera	General Services Officer
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Genalyn C. Gudoy	College Nurse
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Ricardo G. Gonzales, Jr., PhD	Director, Extension and Rural Development
Rowel G. Olila, PhD	Dean, School of Education
Malou C. Angara	Dean, School of Arts and Sciences
Mayreen V. Amazona	Dean, School of Information Technology



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RB J. Gallego, PhD

Norma T. Barbasa  
Glenda M. Gines  
Joshua D. Dela Cruz  
Mark Joseph R. Rafael, PhD  
Mario B. Andres  
Oliver Ian A. Abordo

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Technology  
Dean, School of Forestry and  
Environmental Sciences  
Director, NSTP  
Director, SWK  
Director, Socio-Cultural Office  
Administrator, Casiguran Campus  
Chief, Security and Safety Office  
Administrator, Bazal Campus

### TERM OF REFERENCE

#### Technical Working Group

1. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
2. Assist the GFPS member in the formulation of school/unit GAD Plans, Programs, and Budgets 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 or review of sex-disaggregated data;
3. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support to the activities of the GAD Focal Point System and GAD mainstreaming activities;
4. Monitor the implementation of GAD-related programs, activities, and projects in their respective offices and suggest corrective measures to improve the implementation of GAD PAPs and GFPS activities;
5. Assist in the capacity development and provide technical assistance to the agency, and as needed, to their offices and 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 the other offices under the school/unit or agency, as the case may be;
6. Prepare and consolidate school/unit GAD accomplishment reports; and
7. Provide regular updates and recommendations to the GAD Focal Person/Director and GFPS on the progress of the school/unit GAD Mainstreaming activities based on the feedback and reports of the various clients or stakeholders.





## GENDER AND DEVELOPMENT OFFICE

### The GAD Focal Point System Executive Committee

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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 the 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. 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 the sex-disaggregated data or GAD database to serve as a basis in performance-based gender responsive planning;
4. Coordinate efforts of different school, office, units of the agency and advocate for the integration of GAD perspectives in all their systems and processes.
5. Spearhead the preparation of the agency's annual performance-based GAD Plans, Programs, and Budget in response to gender issues of their constituencies and clients and 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 school/unit, and as needed, in responding to PCW's comments or requests for additional information.
6. Lead the monitoring of the effective implementation of GAD-related policies and the annual GAD Plans, Programs, and Budget;
7. Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that may be required under the MCW;
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 school/unit 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.