



7 February 2022

SEI Special Order No. **2022.032**  
Series of 2022

**Subject: Reconstitution of DOST-SEI GAD Focal Point System (GFPS)**

To institutionalize the implementation of the Gender Mainstreaming Program of the Department of Science and Technology, the SEI-GAD Focal Point System is hereby created to be composed of the following:

**GAD Executive Committee (ExeCom)**

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|----------------------------|---|
| 1. Josette T. Biyo, Ph.D   | Chairperson and Director, SEI             |
| 2. Albert G. Mariño        | Member and Deputy Director, SEI           |
| 3. Ruby R. Cristobal, Ph.D | Member and Division Chief, STMERPD        |
| 4. Peter Gerry P. Gavina   | Member and Division Chief, STSD           |
| 5. Philip J. Bue           | Member and Division Chief, FAD            |
| 6. Cynthia T. Gayya        | Member and OIC, Office of the Chief, SEID |

**GAD Technical Working Group (TWG)**

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|-----------------------------------|----------------------------------|
| 1. Liezl de Lara                  | Chairperson and GAD Focal Person |
| 2. Maria Elena Agbuis-Constantino | Member, STSD                     |
| 3. Susana Esquivel                | Member, Patriot                  |
| 4. Jobelle Gayas                  | Member, SEID                     |
| 5. Marren Joy Belgado-Aquino      | Member, STMERPD                  |
| 6. Jemmalyn Miniao                | Member, OD Planning Unit         |
| 7. Joana Teresa Medina            | Member, FAD HRM Unit             |
| 8. Mary Ann Manila                | Member, FAD Budget Unit          |

The GAD Focal Point System (GFPS) shall perform the following functions as stipulated in the Joint Circular No. 2012-01 on the Guidelines for the Preparation of Annual Gender and Development (GAD) Plans and Budget and Accomplishment Reports to Implement the Magna Carta for Women (MCW):

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, structure, 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 such as in the case of LGUs;
3. Lead in setting up appropriate systems and mechanisms to ensure the generation, processing review and updating of sex-disaggregated data for GAD database to serve as basis in the performance-based gender responsive planning;
4. Coordinate efforts of different units and divisions of the agency and advocate for the integration of GAD perspectives in all their systems and processes;
5. 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 procedures prescribed by the Department of Budget and Management (DBM), National Economic and Development Authority (NEDA) and Philippine Commission of Women (PCW) in the Joint Circular 2011-1. The GFPS shall likewise be responsible for submitting the consolidated GAD plans and budgets of the agency, and as, needed, in responding to PCW's comments or request for additional information;
6. Lead in monitoring 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 developments planning cycle, giving special attention to the marginalized sectors; and
10. Ensure that all personnel of the agency including the finance officers (e.g., accountant, budget officer, auditors) are capacitated on GAD. Along this line, GFPS will recommend and plan an appropriate capacity development program.

The GAD Focal Point System (GFPS) shall be guided by the MC No. 2011-01 and MC No. 2012-01 of the DBM, NEDA and PCW and all other pertinent policies and issuances.

This Order takes effect immediately.

  
**JOSETTE T. BIYO**  
Director