



Republic of the Philippines  
Department of Environment and Natural Resources  
**MINES AND GEOSCIENCES BUREAU**  
Cordillera Administrative Region

80 Diego Silang St., Baguio City 2600

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June 21, 2021

**MGB-CAR SPECIAL ORDER**

No. 067

Series of 2021

**SUBJECT: CREATION OF COMMITTEE FOR GAD FOCAL POINT SYSTEM (GFPS)**

In the exigency of proper functioning of MGB-CAR Gender and Development Focal Point System (GFPS), the need for its strategic composition to ensure smooth turn out on planning, budgeting and accomplishment of activities should be taken in consideration. The following personnel shall constitute the different committees:

**A. Executive Committee:**

Chairperson: Fay W. Apil  
Vice Chairperson: Sheila May V. Sanqui  
Members: Benigno Cesar L. Espejo  
Alfredo J. Genetiano  
Virginia P. Briones

**B. Technical Working Group**

**a. Plans, Policy, Program and Budget**

Chairperson: Kaye K. Gaano  
Members: Demetria S. Saleo (Planning)  
Mary Ann B. Sagayo (Budget)  
Atty. Desiree L. Lud-ayen (Policy)

**b. Monitoring and Evaluation**

Chairperson: Amy N. Ramos  
Members: Annie I. Polidario/Vinalyn D. Marrero (VRA)  
Vivian T. Romero (Statistics) ✓  
Charity B. Boaging (SDMP)

**c. Training and Information, Education and Communication (IEC)**

Chairperson: Sheila May V. Sanqui  
Elizabeth L. Dalog

MGB-CAR-FO-HR-002 00 (08.30.17)

"MINING SHALL BE PRO-PEOPLE AND PRO-ENVIRONMENT  
IN SUSTAINING WEALTH CREATION AND IMPROVED QUALITY OF LIFE."

Office of the Regional Director/Finance and Administrative Division – 63 74 442 6392; ICT – 63 74 661 7685; Geosciences Division/Laboratory Section 63 74 304 2500; Mine Management Division - 63 74 304 3068 (Monitoring and Technical Services Section/Mining Tenement Evaluation/Mineral Lands Survey Section); Mine Safety Environment and Social Development Section – 63 74 304 2595; Social Development Section/Environment Section 63 74 304 2530



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- d. **Technology Information System**  
Chairperson: Dickson L. Kimmakim  
Members: Harold G. Buenavista  
Nathaniel F. Cenizal
- e. **Secretariat** Mary Knoll L. Marcos  
Cleofe S. Depago

Please see attached responsibilities of each Committee.

  
**FAY W. APIL**  
Regional Director

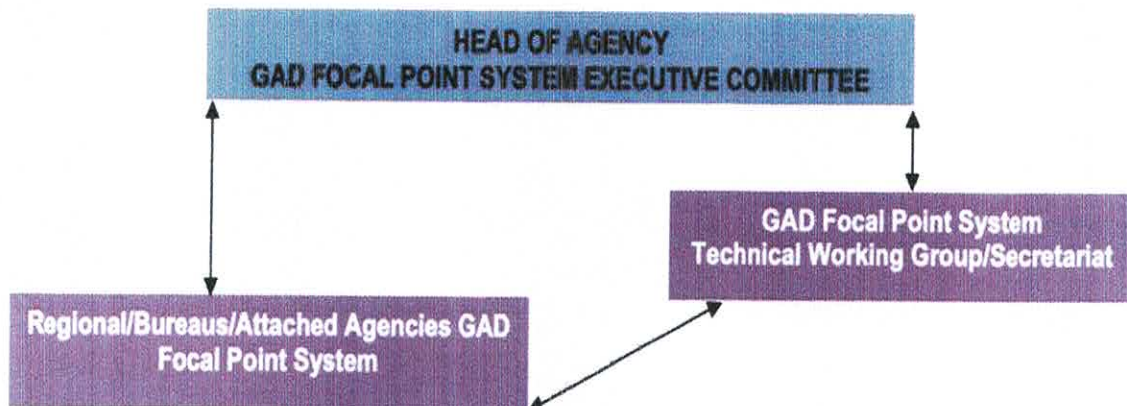


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Memorandum Circular No. 2011-01 established for the creation, strengthening, and institutionalization of the **GAD Focal Point System (GFPS)**. The purpose of which is to provide guidelines and procedures for the establishment, strengthening, and institutionalization of the GAD Focal Point System (GFPS) in constitutional bodies, government departments, agencies, bureaus, SUCs, GOCCs and all other government instrumentalities; and to clarify the roles and responsibilities, composition and structure of the GFPS to enable it to function as a mechanism for catalyzing and accelerating gender mainstreaming in the agency towards the promotion of Gender Equality and Women's Empowerment.



**FIGURE 1: GAD FOCAL POINT SYSTEM STRUCTURE**

## **ACCOUNTABILITIES AND RESPONSIBILITIES OF GAD FOCAL POINT SYSTEM (GFPS) as per Memorandum Circular No. 2011-01**

### **A. Executive Committee**

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 or reconstitution of the GFPS; and
2. Approve the GAD Plan, Program and Budget of the agency as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementations.

### **Members:**

1. Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and agency's GAD 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 agency in response to the gender issues faced by its clients and employees;
3. Ensure the timely submission of the agency 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 the agency GAD programs, activities and projects and the judicious utilization of the GAD Budget;
5. Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
6. Recommend approval of agency GAD Plans and Budgets and GAD ARs; and
7. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members.

**B. Technical Working Group (TWG) and Secretariat shall:**

1. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
2. 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 conduct of a gender audit, gender analysis, and/or review of sex disaggregated data;
3. Assist in the capacity development of and provide technical assistance to the agency, and as needed, to officers in the 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 other offices under the Department or Agency, as the case may be;
4. Coordinate with the various units of the agency including its regional and attached agencies and ensure their meaningful participation in GAD

strategic and annual planning exercises. The TWG of the GFPS of the central agency shall coordinate with the GFPS of its attached agencies, bureaus and regional offices especially on the preparation, consolidation and submission of GAD Plans and Budgets;

5. 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;
6. 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;
7. Prepare and consolidate agency GAD accomplishment reports;
8. Provide regular updates and recommendations to the head of agency or Executive Committee on the activities of the GFPS and the progress of agency GAD mainstreaming activities based on the feedback and reports of the various units of the agency.