

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Intramuros, Manila

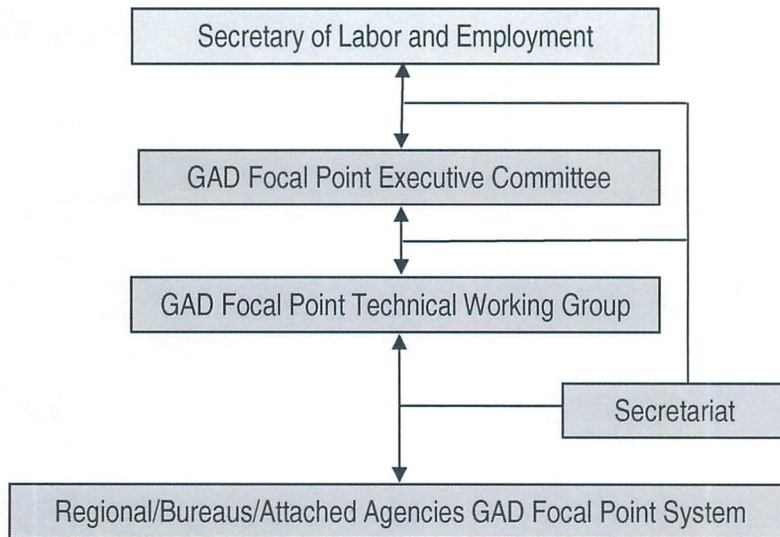


Administrative Order No. 375
Series of 2017

Reconstitution of the DOLE Gender and Development (GAD) Focal Point System

In the interest of the service and to strengthen efforts in mainstreaming gender and development concerns in all DOLE Programs, Projects, and Activities as provided for in Republic Act No. 7192 (Women in Development and Nation Building Act), Philippine Commission on Women (PCW) Circular No. 2011-01, DBM-NEDA-PCW Joint Circular 2012-1 (Guidelines in the Preparation of the Annual GAD Plan and Budget and GAD Accomplishment Report), and DILG-DBM-NEDA-PCW Joint Memorandum Circular 2013-01 (Guidelines on the Localization of the Magna Carta of Women, and as an amendment to DOLE Administrative Order No. 59, series of 2015 (Reconstitution of the DOLE Gender and Development Focal Point System), this DOLE GAD Focal Point System (GFPS) is hereby reconstituted.

I. STRUCTURE AND COMPOSITION



GAD Focal Point Chairperson: Secretary of Labor and Employment

GFP Executive Committee:

- Chairperson:** Undersecretary for Labor Relations, Special Concerns, and Financial Services
- Vice-chairperson:** Assistant Secretary for Labor Relations, Special Concerns, and Financial Services
- Members:** Cluster Heads
Heads of Bureaus and Services

Union Representative

GFP Technical Working Group:

- Co- Chairs: Bureau of Workers with Special Concerns (BWSC)
Planning Service (PS)
- Members: Bureau of Local Employment (BLE)
Bureau of Labor Relations (BLR)
Bureau of Working Conditions (BWC)
International Labor Affairs Bureau (ILAB)
Financial Management Service (FMS)
Internal Audit Service (IAS)
Administrative Service (AS)
Legal Service (LS)
Human Resource Development Service (HRDS)
Information and Publication Service (IPS)
National Reintegration Center for Overseas Filipino Workers (NRCO)

The Technical Working Group meetings shall be presided by the GFP Executive Committee Vice-Chair with the Heads of PS and BWSC. Member agencies may be represented by the GAD Focal Persons.

Secretariat

Members of the Secretariat shall include the PS, BWSC, FMS, and IAS. The Secretariat shall be responsible in the monitoring of submissions and review of GAD Plan and Budget (GPB) and GAD Accomplishments. It shall convene to review the GPB and GAD accomplishments and provide feedback/report and recommendations to the GFP Executive Committee.

Focal Point System and GAD Focal Persons of Agencies

Regional Offices, Bureaus, and Attached Agencies shall create a Focal Point System to be headed by the respective Head of Office. Each agency/office shall assign a GAD Focal Person and Alternate GAD Focal Person.

II. FUNCTIONS AND RESPONSIBILITIES

1. The **GFPS Chairperson** shall:
 - a. Issue policies and directives that support GAD mainstreaming in labor and employment policies, plans, programs, projects and activities, budget, systems and procedures including the creation, strengthening, modification or reconstitution of the GFPS; and
 - b. Approve the GAD Plan and Budget of the agency as duly endorsed by the Executive Committee with the assistance of the Technical Working Group, and ensure its implementation.

2. The **Executive Committee** shall:
 - a. Provide direction and give policy advice to the Agency Head on GAD mainstreaming;
 - b. Direct the identification of GAD strategies, programs, projects, and activities based on the results of gender audit, gender analysis, and identified priorities based on gender issues;
 - c. Ensure the timely submission of the GAD Plan and Budget, Accomplishment Report and other GAD-related reports to PCW and DBM;
 - d. Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;



- e. Recommend approval of the agency's GAD Plan and Budget and GAD Accomplishment Reports; and
- f. Recommend awards or recognition to outstanding institutional GAD programs, projects, and activities for GAD Focal Point members.

3. The Technical Working Group (TWG)

The TWG shall facilitate the gender mainstreaming efforts of DOLE through GAD planning, budgeting and implementation process. Each member shall undertake specific roles, to wit:

- a. **Planning Service (PS)** shall:
 - i. Monitor submission and review GAD Accomplishments of the agencies;
 - ii. Facilitate endorsement of the agencies' GAD Accomplishments to the GFPS Chairperson and PCW;
 - iii. Facilitate submission of GAD-related reports as may be requested by other agencies;
 - iv. Provide assistance as may be requested by the members of the TWG particularly on the conduct of agency GAD-related activities;
 - v. Develop and maintain GAD webpage; and
 - vi. Provide the planning directions as a result of the Secretary's directives and identified gender issues and concerns.
- b. **Bureau of Workers with Special Concerns (BWSC)** shall:
 - i. Monitor submission and review GAD Plan and Budget (GPB) of the agencies;
 - ii. Facilitate endorsement of the agencies' GPB to PCW;
 - iii. Facilitate and coordinate with members and partners in the conduct of meetings, conferences and other activities of GFPS;
 - iv. Provide assistance as may be requested by the members of the TWG particularly on the conduct of agency GAD-related activities;
 - v. Facilitate and ensure inclusion of gender perspective in its policy development and improvement in support to social protection programs, activities and projects; and
 - vi. Document and prepare technical reports/proceedings of meetings and related activities.
- c. **Financial Management Services (FMS)** shall develop and maintain a database on GAD budget and utilization in coordination with PS. It shall monitor and report status of GAD fund utilization to the Executive Committee.
- d. **Human Resource Development Service (HRDS)** shall spearhead in the provision of capacity building programs on GAD awareness, gender equality, women's empowerment and other GAD-related programs for DOLE employees, and as requested or deemed necessary, for the Attached Agencies. It shall consolidate the GPB and GAD Accomplishments of the Services and submit to BWSC and PS, respectively.
- e. **Information and Publication Service (IPS)** shall lead in the conduct of advocacy activities and development of IEC materials to ensure support of other agencies and stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities.
- f. **Administrative Service (AS)** shall provide logistic support and assistance to administrative arrangements to include accommodation, venue and food provision, for GAD-related activities.
- g. **Legal Service (LS)** shall provide support in any legal matters concerning GAD and prepare legal opinions on gender-related labor laws, rules, policies and guidelines.



- h. **Internal Audit Service (IAS)** shall report the findings and recommendations to the Executive Committee and shall spearhead the conduct of gender audit.
 - i. **International Labor Affairs Bureau (ILAB)** shall coordinate with the Philippine Overseas Labor Offices (POLOs) and shall consolidate the GPB and GAD Accomplishments for submission to PS. It shall provide assistance in ensuring that gender perspective for country development objectives and efforts for OFWs are integrated in various programs, activities and projects of the POLOs.
 - j. **Bureau of Local Employment (BLE)** shall facilitate and ensure inclusion of gender perspective in support to policy development and improvement in employment facilitation and labor market information monitoring and interventions.
 - k. **Bureau of Working Conditions (BWC)** shall facilitate and ensure inclusion of gender perspective in support to policy development and improvement anchored on the implementation of and compliance to labor laws.
 - l. **Bureau of Labor Relations (BLR)** shall facilitate and ensure inclusion of gender perspective in support to policy development and improvement in line with establishing and/or sustaining a harmonious labor and employer relationship.
 - m. **National Reintegration Center for OFWs (NRCO)** shall facilitate and ensure inclusion of gender perspective in support to policy development and improvement to enable OFWs and their families to work and live with entrepreneurial mindset and empowering them to plan for investment, business, or local employment upon their return, while responding to the needs of displaced OFWs and OFWs in distressful situations.
4. **GAD Focal Persons and Alternate Focal Persons of the Agencies** shall serve as the contact person of the DOLE GFPS. They shall facilitate in the planning, monitoring, reporting and the conduct of activities in their respective agencies. Likewise, they shall encode and submit their respective GPB and GAD Accomplishments in the Gender Mainstreaming and Monitoring System of the Philippine Commission on Women based on the deadline and template to be provided by the GAD TWG.

The Department through the GFPS shall ensure periodic monitoring and evaluation of the efforts towards GAD mainstreaming with at least 5% of the total agency budget allocated and utilized for gender responsive programs, projects, and activities.

All expenses relative to the GAD shall be charged against the allocated GAD Fund and shall be on a cost-sharing scheme with the respective agencies.

This Order supersedes previous GAD-related issuances.

For compliance.


SILVESTRE H. BELLO III
Secretary

22 August 2017