



10 January 2023

**PTRI Administrative Order No. 009-23**  
 Series of 2023

**SUBJECT: Reconstitution and Strengthening the Institutionalized PTRI Gender and Development (GAD) Focal Point System (GFPS)**

In the interest of the service and to fully comply with the Philippine Commission on Women (PCW) Memorandum Circular No. 2011-01 and No. 2016-04 dated 21 October 2011 and 12 August 2016, respectively, and herein attached for reference regarding the institutionalized structure and compositions and the updating of the Profile and Database of PTRI Gender and Development (GAD) Focal Point System (GFPS), respectively, shall be reconstituted as follows:

<b>GAD Focal Point System Executive Committee:</b>	<b>Director IV        Chief, Finance and Administrative Division (FAD)        Chief, Research and Development Division (RDD)        Chief, Technical Services Division (TSD)</b>
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<b>GAD Focal Point System Technical Working Group:</b>		<b>Alternates</b>
<b>Chairperson</b>	<b>ANGELITO T. ULDO</b> Senior SRS, OD-TIPS	
<b>Members:</b>	<b>JENNELI E. CAYA</b> Senior SRS, OD-TIPS	
	<b>MARNIE B. DONES</b> Planning Officer III, OD-TIPS	
	<b>MERLITA R. ODI</b> AO V, FAD-BTS	
	<b>MATT ANTHONY M. PAREJA</b> AO V, FAD-HRRMS	<b>EVA MARIE D. BRAGAIS</b> AO II, FAD-HRRMS
	<b>BOBBY E. AGANG</b> PTRIEA President	
	<b>SHYNE D. GALAPON</b> SRS II, TSD-PCTS	<b>MELODY Y. LAXAMANA</b> SR Analyst, TSD-MCPS
<b>Secretariat</b>	<b>JOMALYN B. EGOS</b> AO III, FAD-BTS	<b>MA. CORAZON S. ALVIAR</b> SR Assistant, TSD-MCPS

To reiterate, the GAD Focal Point System Functions as per Philippine Commission on Women (PCW) Memorandum Circular (MC) No. 2011-01 dated 21 October 2011 are the following:

1. To lead Mainstreaming gender perspective in the agency policies, plans and programs to ensure the assessment of the gender responsiveness of the systems structures, policies, programs, process, and procedures of the agency based on the priority needs and concerns of the clients and employees and the formulations of the recommendations including their implementation;

2. Assist in the formulations of new policies such as GAD Code in advancing women's status;
3. Lead setting up appropriate system and mechanism to ensure the generation, processing, review and updating of sex disaggregated data or GAD database to serve as basis in performance-based gender responsive planning;
4. Coordinate efforts of different divisions, section, units of the agency and advocate for the integration of GAD perspective in all their systems and processes;
5. Lead in the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that may be required under the MCW;
6. Spearhead the preparation of the agency annual performance-based GAD plans, Programs and Budget in response to gender issue of clients and employees and in the context of the agency mandate, vision and mission, in accordance with prescribed procedures; and take responsibility for the required submissions;
7. Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs, and Budget.
8. Strengthen the external link with other agencies or organizations working on women's rights and gender development to harmonize and synchronize GAD efforts at various levels of governance;
9. Promote and actively pursue the participation of women and gender advocates; and
10. Ensure that all personnel of the agency including finance officers are capacitated on GAD wherein the GFPS will recommend and plan an appropriate capacity development program on gender and developments for its employees as part of and implemented under its regular human resource development program.

As such, DOST-PTRI Administrative Order No. 236-21 dated 20 October 2021 and DOST-PTRI Administrative Order No. 137-22 dated 30 May 2022 are hereby revoked.

This Order takes effect immediately.

  
**JULIUS L. LEANO, JR., Ph.D.**  
Officer-in-Charge, Office of the Director

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