



07 November 2016

PTRI Administrative Order No. 149-16
Series of 2016

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 to the Philippine Commission on Women (PCW) Memorandum Circular No. 2011-01 and No. 2016-04 both dated 21 October 2011 and 12 August 2016, 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:

GAD Focal Point System : **CELIA B. ELUMBA**
Executive Committee Director

GAD Focal Point System
Technical Working Group

Chairperson : **ELEONOR V. DAYAWON**
Administrative Officer V, HRRMS, FAD

Members : **NORLY B. VILLAR**
Supervising Science Research Specialist,
Technology Transfer & Information and Promotion Staff
(TIPS)

MARNIE B. DONES
Planning Officer III
Planning and Information, Communication &
Technology Staff (PICTS)

MERLITA R. ODI
Administrative Officer IV, BTS

ZAILLA P. FLORES
Science Research Specialist II, RDD

THELMA S. SIPIN
Science Research Specialist II, TSD

AGUSTIN A. BORDALLO, JR.
PTRIEA President

Secretariat

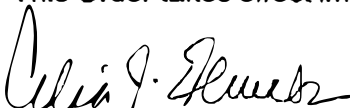
VIRGINIA O. GIRON
Administrative Aide VI

The committee function are the following:

1. To lead in 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. Lead in 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;
3. Lead in the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that may be required under the MCW;
4. Assist in the formulations of new policies such as GAD Code in advancing women's status;
5. Coordinate efforts of different divisions, section, units of the agency and advocate for the integration of GAD perspective in all their systems and processes;
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;
7. 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;
8. Promote and actively pursue the participation of women and gender advocates; and
9. 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; and
10. Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs, and Budget.

As such, PTRI Administrative Order No. 064-15 dated 15 June 2015 is hereby revoked.

This Order takes effect immediately.



CELIA B. ELUMBA

Director IV

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