



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

SPECIAL ORDER

No. 72

Series of 2025

**SUBJECT : RECONSTITUTION OF THE DEPARTMENT OF AGRICULTURE
GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM**

Pursuant to Section 36 of Republic Act No. 9710 or the Magna Carta of Women (MCW), the DA GAD Focal Point System (GFPS) is hereby reconstituted, amending DA Special Order No. 796 Series of 2023.

This reconstitution shall follow the Philippine Commission on Women (PCW) Memorandum Circular No. 2011-01 which provides for the Guidelines on the Creation, Strengthening, and Institutionalization of the GAD Focal Point System. In this regard, the GFPS shall perform the following functions:

1. Lead in mainstreaming gender perspective in the DA's policies, plans and programs. In the process, it shall ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures of the DA based on the priority needs and concerns of constituencies and employees and the formulation of recommendations including their implementation;
2. Lead in setting up appropriate systems and mechanisms 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. Coordinate efforts of different divisions, offices, units of the DA and advocate for the integration of GAD perspectives in all their systems and processes;
4. Spearhead the preparation of the DA's annual performance-based GAD Plans, Programs and Budget in response to gender issues of the DA and clients and in the context of the DA's mandate, and consolidate the same following the format and procedure prescribed by the PCW, DBM and NEDA in the Joint Circular 2012-1.
5. Be responsible for the submission of the consolidated GAD Plan and Budget of the DA to the PCW and respond as needed to their comments or requests 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 DA's GAD Accomplishment Report and other GAD Reports that maybe 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 development planning cycle, giving special attention to the marginalized sectors; and
10. Ensure that all personnel of the DA including the finance officers (e.g. accountant, budget officer, auditors) are capacitated on GAD. Along this line, the DA GFPS shall recommend and plan an appropriate capacity development program on gender and development for DA employees as part of and implemented under the DA'S regular human resource development program.

The DA GFPS shall be composed of the Executive Committee (ExeCom), Technical Working Group (TWG) and a Secretariat at the national level. This structure shall be replicated in the DA Regional Field Offices (RFOs), Bureaus, DA Attached Agencies, and DA Attached Corporations.

In this regard, the following DA Officials and personnel are designated to perform the functions of the GFPS:

1. EXECUTIVE COMMITTEE (EXECOM)

Functions:

1. Provide direction and give policy advice to the Secretary to support and strengthen the GFPS and the DA'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 DA'S GAD Plan and Budget (GPB), Accomplishment Report (AR) and other GAD-related reports to the PCW and to the Department of Budget and Management (DBM);
4. Ensure the effective and efficient implementation of the DA's GAD programs, activities and projects (PAPs) and the judicious utilization of the GAD Budget;
5. Build and strengthen the partnership of the DA with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;

6. Recommend approval of the DA's GPB and GAD ARs; and
7. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members.

Composition:

Chairperson : **Atty. Alvin John F. Balagbag**
Undersecretary and Chief of Staff

Vice Chairperson : **Atty. Genevieve E. Velicaria-Guevarra**
Assistant Secretary for Legislative Affairs and
Department Legislative Liaison Officer (DLLO)

James A. Layug
Assistant Secretary for DA Inspectorate and
Enforcement

Members : Executive Director, Agricultural Credit Policy Council (ACPC)
Director, Planning and Monitoring Service (PMS)
Director, Project Development Service (PDS)
Director, Policy Research Service (PRS)
Director, Finance and Management Service (FMS)
Director, Field Operations Service (FOS)
Director, Agribusiness and Marketing Assistance Service (AMAS)
Director, Information and Communication Technology Service (ICTS)
Director, Legal Service
Director, Administrative Service

2. TECHNICAL WORKING GROUP

Functions:

1. Facilitate the implementation of the gender mainstreaming efforts of the DA through the GAD planning and budgeting process;
2. Formulate the DA's GAD Plans, Programs and Budget in response to the gender gaps and issues faced by men and women clients and 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 DA, and as needed, to officers in the other offices or units. In this regard, the TWG shall work with the Human Resource Development Division (HRDD) on the development and implementation of an appropriate capacity development program on gender equality and women's empowerment for DA employees, and as requested or deemed necessary, for other offices under the DA;

4. Coordinate with the various units of the DA, including the Regional Field Offices (RFOs), Bureaus, Attached Agencies and Attached Corporations to ensure their meaningful participation in GAD strategic and annual planning exercises. It shall coordinate the preparation, consolidation and submission of the GAD Plans and Budgets of all Operating Units (OUs);
5. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of DA's officials, staff and relevant stakeholders to the activities of the GFPS 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; and
8. Provide regular updates and recommendations to the ExeCom on the activities of the GFPS and the progress of DA's GAD mainstreaming activities based on the feedback and reports of the various DA offices.

Composition:

Technical Working Group (TWG)

Chairperson : **Atty. Genevieve E. Velicaria-Guevarra**
Assistant Secretary for Legislative Affairs and
Department Legislative Liaison Officer (DLLO)

Co-Chairperson : **James A. Layug**
Assistant Secretary for DA Inspectorate and
Enforcement

Members : Head and/or Designated GAD Focal
Persons/Coordinators of the following who will
perform GAD functions on an on-call or
part-time basis:

Central Office Services and other units/offices,
Programs/Projects Project Management Offices,
RFOs, Bureaus, Attached Agencies, and Attached
Corporations

3. SECRETARIAT

Functions:

1. Coordinate with various DA operating units and ensure their participation in GAD strategic and annual planning exercises;
2. Prepare and consolidate the Department's GAD Plans and Accomplishment Reports and ensure prompt submission to COA and PCW;
3. Develop and maintain GAD database and profiles;

4. Assist in the development of IEC materials;
5. Prepare communications such as memoranda, letters, and other correspondence related to GAD;
6. Perform other tasks as may be assigned by the DA GFPS TWG and Execom.

Composition:

- Head** : **Karen S. Marte**
Project Evaluation Officer V
Chief Monitoring and Evaluation Division
- Assistant Head** : **Lorna A. Villegas**
Chief Agriculturist
Chief, Field Programs and Operational Planning Division
- Members** : **Designated Staff of the Chairperson/DA GAD Focal Persons**

4. REGIONAL FIELD OFFICES (RFOS) GAD FOCAL POINT SYSTEM

The RFO GFPS shall plan and implement the gender mainstreaming of PAPs at the regional level. It shall be composed of the following:

- Chairperson** : DA RFO Regional Executive Director
- Co-Chairperson** : Regional Director of the Bureau of Fisheries and Aquatic Resources (BFAR)
- Vice Chairperson** : Designated GAD Focal Person/Coordinator
- Members** : Division Chiefs of DA-RFO
Designated Representatives of Attached Agencies/Corporations in the Region
- Secretariat** : Designated staff of the Chairperson/DA GAD Focal Person in the Region

5. BUREAU GAD FOCAL POINT SYSTEM (GFPS)

The DA Bureau GFPS shall plan and implement the gender mainstreaming of PAPs in the bureaus. It shall be composed of the following:

- Chairperson** : Bureau Director
- Vice Chairperson** : Designated GAD Focal Person/Coordinator
- Members** : Division Chiefs or designated representatives
- Secretariat** : Designated staff of the Chairperson/
GAD Focal Person

6. DA ATTACHED AGENCY FOCAL POINT SYSTEM

The DA Attached Agencies GFPS shall plan and implement the gender mainstreaming of PAPs in the Attached Agencies. It shall be composed of the following:

- Chairperson** : Head of Attached Agency
- Vice Chairperson** : Designated GAD Focal Person/Coordinator
- Members** : Division Chiefs or designated representatives

Secretariat : Designated staff of the Chairperson/GAD Focal Person

7. DA ATTACHED CORPORATIONS GAD FOCAL POINT SYSTEM


The DA Attached Corporations GFPS shall plan and implement the gender mainstreaming of PAPs in the Attached Corporations. It shall be composed of the following:

- Chairperson** : Head of Attached Corporation
- Vice Chairperson** : Designated GAD Focal Person/Coordinator
- Members** : Division Chiefs or designated representatives
- Secretariat** : Designated staff of the Chairperson/GAD Focal Person

All expenses to be incurred by the DA GFPS shall be chargeable to the respective GAD budget of the concerned office in accordance with Section 43 of the MCW, which provides that each office is mandated to allocate at least five percent (5%) of its total agency appropriation to activities supporting GAD Plans and Programs, subject to the existing government rules and regulations..

This order shall take effect immediately and shall remain in force until revoked in writing. All orders, memoranda, and other issuance inconsistent herewith are deemed revoked.

Done this 10th day of JANUARY 2025.


FRANCISCO P. TIU LAUREL, JR.
Secretary *A*

