



March 31, 2022

**Special Order No. 009**

Series of 2022

In the interest and exigency of the service and in addition to their existing functions, the following employees are designated to be the Gender and Development (GAD) - Technical Working Group (TWG)<sup>1</sup>:

- Melvin Barnes (TWG-Head)
- Renalyn Caneja (TWG-Secretariat)
- Art Bryan Gonzales (Member)
- Josielyn Maala (Member)
- Ronnie Franco (Member)
- Marites Ravelo (Member)
- Divine Grace Apo (Member)
- Merriesan Pador (Member)

The GAD-TWG shall have the following functions:

- i. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
- ii. 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;
- iii. 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;
- iv. 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;
- v. 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;

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<sup>1</sup> Pursuant to Board Resolution. No. 2022-005-027 dated March 31, 2022



- vi. 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;
- vii. Prepare and consolidate agency GAD accomplishment reports; and
- viii. Provide regular updates and recommendations to the head of agency or ExeCom 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.

The above designation shall not entail additional compensation.

This order shall take effect on April 1, 2022.

  
**ALVIN G. DANS**  
Acting President & CEO

cc: **Melvin Barnes**  
**Renalyn Caneja**  
**Art Bryan Gonzales**  
**Josielyn Maala**  
**Ronnie Franco**  
**Marites Ravelo**  
**Divine Grace Apo**  
**Merriesan Pador**  
201 File  
The Administrative Head  
The General Manager