



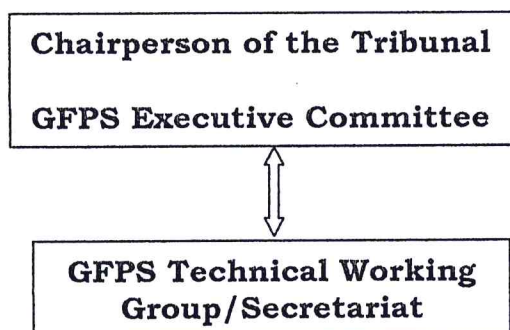
**Republic of the Philippines  
Senate Electoral Tribunal**

**ADMINISTRATIVE ORDER NO. 15**  
**Series of 2014**

**RECONSTITUTION OF  
GENDER AND DEVELOPMENT FOCAL POINT SYSTEM**

To catalyze and accelerate gender mainstreaming in the Senate Electoral Tribunal (SET), the structure and composition of the SET Gender and Development (GAD) Focal Point and Gender Advocacy Volunteers (GAV) are reconstituted pursuant to Philippine Commission on Women (PCW) Memorandum Circular No. 2011 – 01, otherwise known as Guidelines for the Creation, Strengthening, and Institutionalization of the Gender and Development (GAD) Focal Point System (GFPS).

**I. Structure of the GAD Focal Point System (GFPS)**



**II. Composition of the GFPS**

The GFPS shall be composed of the Chairperson of the Tribunal, an Executive Committee (ExeCom) and a Technical Working Group (TWG).

The Executive Committee shall be composed of the following:

Atty. Irene R. Guevarra Secretary of the Tribunal	-	Chairperson
Flerida A. Marco Director Human Resources Management Service	-	Member
Dr. Cecilia F. Jose Director Finance and Budget Service	-	Member

The Technical Working Group shall be composed of the Gender Advocacy Volunteers (GAVs).

Nancy G. Cañete - Chairperson  
Acting Director  
Office of the Secretary

Members:

Angelina L. Gabat  
Officer-In-Charge  
Accounting Service

Arnie P. Sumogat  
Supervising Legislative Staff Officer II  
Canvass Board Service

II Samuel R. Galope  
Officer -In-Charge  
Information and Communication  
Systems and Judicial Records  
Management Service

Engr. Jeffrey P. Tumala  
Supervising Legislative Staff Officer II  
Procurement and Property  
Management Service

Eliza V. Amparo  
Supervising Legislative Staff Officer III  
Finance and Budget Service

Juana L. Vargas  
Legislative Staff Officer VI  
Cash Management Service

Atty. Lamberto B. Delleva  
Supervising Legislative Staff Officer III  
Legal Service

Reynaldo A. Luzada  
Legislative Staff Officer IV  
Human Resources Management  
Service

The Secretariat shall be composed of the following personnel:

Melinda A. Item  
Supervising Legislative Staff Officer II  
Procurement and Property  
Management Service

Jose Narico M. Catindig  
Supervising Legislative Staff Officer II  
Accounting Service

Ma. Cel-Sa S. Palomar  
Legislative Staff Officer V  
Office of the Secretary

### **III. Functions of the GAD Focal Point System**

The GFPS shall perform the following functions:

1. Lead in mainstreaming gender perspective in SET policies, plans and programs; ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes and procedures of the Tribunal based on the priority needs and concerns of employees and clients 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 Service Groups/Office and advocate for the integration of GAD perspectives in all their systems and processes;
4. Spearhead the preparation of the SET annual performance-based GAD Plans, Programs and Budget in response to the gender issues of the employees and clients and in the context of the SET mandate, and consolidate the same following the format and procedure prescribed by the PCW, the Department of Budget and Management (DBM) and the National Economic and Development Authority (NEDA) in the Joint Circular 2012-1; be responsible for submitting the GAD Plan and Budget of the Tribunal and as needed, in responding to PCWs comments or requests for additional information;
5. Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plan, Program and Budget;
6. Lead the preparation and consolidation of the Tribunal GAD Accomplishment Report and other GAD Reports that may be required under the Magna Carta of Women (MCW);
7. 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;
8. Promote and actively pursue the participation of female employees in the various stages of the development planning cycle; and
9. Ensure that all Tribunal personnel are capacitated on GAD; recommend and plan an appropriate capacity development program on gender and development for the employees as part of and implemented under the Tribunal's regular human resource development program.

#### **IV. Roles and Responsibilities**

1. The Chairperson of the Tribunal shall:
  - a. Issue policies or other directives that support GAD mainstreaming in the Tribunal policies, plans, programs, projects and activities, budget, systems and procedures including the creation, strengthening, modification or reconstitution of the GFPS; and
  - b. Approve the SET GAD Plan, Program and Budget 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 Chairperson of the Tribunal to support and strengthen the GFPS and GAD mainstreaming activities;
- b. 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 Tribunal in response to the gender issues faced by its employees and clients;
- c. Ensure the timely submission of the SET GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to DBM;
- d. Ensure the effective and efficient implementation of the Tribunal GAD programs, activities and projects and the judicious utilization of the GAD budget;
- e. Build and strengthen the partnership of the Tribunal with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
- f. Recommend approval of SET GAD Plan and Budget and GAD Accomplishment Report (AR); and
- g. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and/or GAD FP members.

3. The Technical Working Group (TWG) shall:

- a. Facilitate the implementation of the gender mainstreaming efforts of the Tribunal through the GAD planning and budgeting process;
- b. Formulate SET GAD Plan, Programs and Budget in response to the gender gaps and issues faced by the women and men employees and clients, following the conduct of a gender audit, gender analysis, and/or review of sex disaggregated data;
- c. Develop and implement an appropriate capacity development program on gender equality and women empowerment for its employees in consultation with the Human Resources Management Service (HRMS);

- d. Coordinate with the various Service Groups/Office and ensure their meaningful participation in GAD strategic and annual planning exercise;
  - e. Lead the conduct of advocacy activities and the development of Information, Education and Communication (IEC) materials to ensure critical support of Tribunal officials, staff and relevant stakeholders to the activities of the GFPS and GAD mainstreaming activities;
  - f. Monitor the implementation of GAD-related programs, activities and projects in their respective Service Group/Office and suggest corrective measures to improve implementation of GAD Programs, Activities and Projects (PAPs) and GFPS activities;
  - g. Prepare SET GAD accomplishment report; and
  - h. Provide regular updates and recommendations to the Chairperson of the Tribunal or ExeCom on the activities of the GFPS and the progress of GAD mainstreaming activities based on the feedback and reports of the various Service Groups/Office.
4. The Secretariat shall:
- a. Initiate studies and research for the preparation of SET GAD Plan, Programs and Budget and the development of IEC materials;
  - b. Act as administrative staff in the conduct of advocacy activities and capacity development programs;
  - c. Assist the TWG in coordinating with the various Service Groups/Office to ensure their participation in GAD strategic and annual planning exercise;
  - d. Assist in monitoring the implementation of GAD-related PAPs;
  - e. Maintain a record of all the GAD PAPs conducted and submit to the TWG an annual comparative report on GAD budget vs. expenses incurred;
  - f. Prepare the draft of the Annual Accomplishment Report;
  - g. Act as Recorder in GAD meetings and prepare the minutes of meetings;
  - h. Ensure that logistical requirements of all GAD PAPs are available when needed; and
  - i. Maintain all GAD files, correspondences and issuances.

This Administrative Order shall supersede Administrative Order No. 08, Series of 2010 and shall remain in full force and effect until revoked or otherwise amended by the Chairperson of the Tribunal.

**APPROVED, 3 OCTOBER 2014.**



**ANTONIO T. CARPIO**  
Chairperson



cc: Secretary of the Tribunal  
All Directors/Acting Director/Officers-in-Charge  
Resident Auditor  
All Personnel Concerned