



OFFICE ORDER NO. 33
Series of 2022

SUBJECT : CREATION, STRENGTHENING AND INSTITUTIONALIZATION OF BPDA GAD FOCAL POINT SYSTEM

DATE : March 16, 2022

1. Pursuant to Section 36 of Republic Act No. 9710, otherwise known as the Magna Carta of Women and Bangsamoro Women Commission Memorandum Circular 2021-01, the Bangsamoro Planning and Development Authority (BPDA) shall adopt gender mainstreaming as a strategy to promote women's human rights and eliminate gender discrimination in their systems, structures, policies, programs, processes and procedures and also to ensure the establishment and strengthen their GAD Focal Point System or a similar GAD mechanism to catalyze and accelerate gender mainstreaming within the office.

2. The establishment and institutionalization of the GAD Focal Point System (GFPS) aims to strengthen the implementation of gender-related activities, plans and programs and also to clarify the roles and responsibilities, composition and structure of the GFPS and enable it to function as a mechanism for catalyzing and accelerating gender mainstreaming in the agency towards the promotion of Gender Equality and Women's Empowerment.

3. In line with this, the structure and composition of BPDA GFPS are constituted as follows:

GAD Focal Point System	Responsible Persons	Designation
Executive Committee:		
Chairperson	Engr. Mohajirin T. Ali, MNSA	Bangsamoro Director General
Vice-Chairperson	Engr. Amil J. Abubakar	Deputy Bangsamoro Director General
Members	Mr. Akmad A. Guinta	Bureau Director for FASS
	Ms. Melanie M. Indar	Bureau Director for Planning and Policies
	Engr. Kadil A. Sulaik, Jr.	Bureau Director for RDSPB
	Ms. Zenaida A. Badrudin	Chief Administrative Officer
	Ms. Sheelinie H. Limgas	Budget Officer III
	Ms. Samira S. Al-Saidie	Accountant
	Ms. Camelia N. De Vera-Dacanay	Chief Economic Dev't Specialist
	Ms. Rohanisah N. Rashid	Chief Economic Dev't Specialist
	Mr. Palawan T. Mamaon	Development Mngt. Officer V
	Engr. Mohammad Hadafie A. Abubakar	Planning Officer V
	Mr. Gil M. Cambronero	Planning Officer V
	Mr. Nomaire P. Mustapha	Project Evaluation Officer V
	Engr. Al Kashmir Y. Ko	Planning Officer IV
Ms. Marifah M. Agar	Planning Officer V	
Mr. Abdulrahim K. Mama	Supervising Administrative Officer	
Engr. Guialalluden M. Usop	Project Development Officer III	
Ms. Norsha L. Lao	Senior Economic Dev't Specialist	



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Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
BANGSAMORO PLANNING AND DEVELOPMENT AUTHORITY

Bangsamoro Government Center, Cotabato City
Tel. No.: (064) 557-2795 / (064) 557-2797
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Technical Working Group:		
Chairperson	Mr. Palawan T. Mamaon	Development Mngt. Officer V
Vice-Chairperson	Ms. Shariffa Ainie M. Abatayo	Planning Officer III
Members	Ms. Saida N. Usman	Planning Officer II
	Ms. Hannan Guiamilla M. Ibrahim	Development Mngt. Officer I
	Ms. Mary Lovella L. Lastimosa	Information Officer II
	Ms. Yasmie K. Abdulgafar	Project Development Officer I
	Ms. Asshaima A. Abas	Human Resource Mngt. Officer II
Secretariat	Ms. Khairon A. Sura	Planning Officer I
	Ms. Mo'mina H. Maslamama	Economic Development Analyst
	Ms. Ameraidah B. Cosain	HRMA
	Mr. Mohammad Salman A. H. Nor	Computer Operator

1. The tasks and functions of the members of the GFPS shall form part of their regular key result areas and work plans and shall be given due consideration during performance evaluation;
2. Agencies shall develop GAD capacity development programs that support continuing gender education, updating and enhancing customized according to the functions of the GFPS, to be integrated in the regular agency Human Resource Development Plan. These capacity development programs may include gender sensitivity, gender analysis, gender-responsive planning and budgeting and gender audit, among others;
3. Agencies shall conduct periodic monitoring and evaluation of the GFPS and shall undertake measures to address possible issues hindering the performance of their functions in accordance with the MCW and other GAD-related laws, policies and plans;
4. Funds shall be allocated for programs, activities and projects to support the organization, management and operations of the GFPS, to be charged to the agency's GAD budget.

4. FUNCTIONS OF THE GAD FOCAL POINT SYSTEM

The GFPS shall perform the following functions:

1. Lead in mainstreaming gender perspective in agency/department policies, plans and programs. In the process, they shall ensure the assessment of the gender-responsiveness of systems, structures, policies programs, processes, and procedures of the agency based on the priority needs and concerns of constituencies and employees and the formulation of recommendations including their implementation;
2. Assist in the formulation of new policies such as the GAD Code in advancing women's status, such as in the case of LGU's;
3. 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;
4. Coordinate efforts of different divisions, offices, units of the agency and advocate for the integration of GAD perspectives in all their systems and processes;



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5. Spearhead the preparation of the agency annual performance-based GAD Plans, Programs and Budget in response to gender issues of their constituencies and clients and in the context of their agency mandate, and consolidate the same following the format and procedure prescribed by the Bangsamoro Women Commission (BWC). The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of the ministry/office and as needed, in responding to BWC's 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 ministry/office GAD Accomplishment Report and other GAD Reports that maybe required by the BWC;
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 agency including the finance officers (e.g. accountant, budget officer, auditors) are capacitated on GAD. Along this line, the GFPS will recommend and plan an appropriate capacity development program on gender and development for its employees as part of and implemented under its regular human resource development program.

5. ROLES AND RESPONSIBILITIES

A. The GFPS Chairperson or Head of Agency shall:

1. Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems and procedures of the agency including the creation, strengthening, modification or reconstitution of the GFPS; and
2. Approve the GAD Plan, Program and Budget of the agency as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation.

B. The Executive Committee shall:

1. Provide direction and give advice to the Bangsamoro Director General to support and strengthen the GFPS and agency'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 agency GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the BWC. BWC shall endorse the GPB's to the OCM. The endorsement of the respective GPB's shall be a requirement for the approval of the ministries/offices proposed budget for the following year;



4. Ensure the effective and efficient implementation of the agency GAD programs, activities and projects and the judicious utilization of the GAD Budget;
5. Build and strengthen the partnership of the agency with BWC, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
6. Recommend approval of ministry/offices GAD Plans and Budgets and GAD AR's; and
7. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and / or GAD Focal Point members.

C. The Technical Working Group (TWG) or Secretariat shall:

1. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
2. 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;
3. 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 ministry/offices, as the case may be;
4. Coordinate with the various units of the ministry/offices including its provincial and attached agencies and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS of the ministry/offices shall coordinate with the GFPS of its attached agencies, bureaus and provincial offices especially on the preparation, consolidation and submission of GAD Plans and Budgets;
5. 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;
6. Monitor the implementation of GAD-related programs, activities and projects in their respective offices and suggest correctives 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 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 ministry/offices.

6. GAD FOCAL PERSONS

Ms. Shariffa Ainie M. Abatayo and Saida N. Usman shall serve in concurrent capacity as the GAD Focal Persons for Bangsamoro Planning and Development Authority.



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7. The undersigned shall monitor smooth implementation of this Order.
8. This Office Order shall take effect and shall remain in force and effect until otherwise repealed or modified accordingly.


ENGR. MOHAJIRIN T. ALI, MNSA
Bangsamoro Director General
cc : OBDG/Div. Chiefs/HRD/Records