



Republic of the Philippines
Department of Science and Technology

PHILIPPINE NUCLEAR RESEARCH INSTITUTE



18 January 2023

PNRI SPECIAL ORDER NO.: 059
Series of 2023

SUBJECT : Creation of PNRI Online GAD Help Desk

In support of gender mainstreaming as mandated by RA 9710, the Magna Carta of Women, and in response to the Gender Mainstreaming Evaluation Framework (GMEF) assessment result, the PNRI is setting up an online GAD Help Desk.

The online GAD Help Desk is a GAD mechanism wherein PNRI employees can seek advice and assistance pertaining to any gender concerns and issues in their workplace and other work activities. The online GAD Help Desk may be reached through its official email address: pnrigadhelpdesk@pnri.dost.gov.ph

The online help desk is being managed mainly by GAD Focal Point System (GFPS) through its Technical Working Group (TWG), and with the support of Human Resource Management Section (HRMS). The GAD TWG is composed of the following members as constituted through Special Order No. 759 Series of 2022:

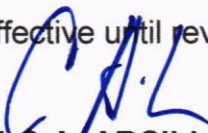
- | | | |
|--------------------|---|--|
| TWG Chairperson | - | Jobelle V. Abaya
Planning Officer III
PS, OD |
| TWG Co-Chairperson | - | Celia O. Asaad
Supervising Science Research Specialist
BMRS, ARD |
| TWG Members | - | Romelda P. Azores
Senior Science Research Specialist
LRES, NRD |
| | - | Joan L. Tugo
Information Officer III
NIDS, TDD |
| | - | May A. Vitug
Science Research Specialist II
RIAS, NRD |

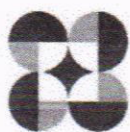
- Derrick Paul A. Anselmo, MD
Medical Officer III
FAD
- Gerardo Jose M. Robles, DDM
Administrative Officer V
GSS, FAD
- Daniel L. Del Rosario
Science Research Specialist I
NTC, TDD

Depending on the nature and frequency of the complaint, the TWG will convene and discuss on the matter. A proposal for internal policy or guideline will be issued by the TWG and will be proposed to GFPS. The latter will serve as the recommending approval body to the Management.

The online GAD Help Desk shall cater to every employee's complaint related to gender expression and concerns that they experience at their respective workplace and areas.

This Order shall take effect immediately and shall be effective until revoked.


CARLO A. ARCILLA, Ph.D.
Director



Republic of the Philippines

DEPARTMENT OF SCIENCE AND TECHNOLOGY



MEMORANDUM

TO : All Heads of DOST Regional Offices, RDIs, S&T Services,
Sectoral Councils, Collegial Bodies, and DOST Central Office

FROM : *[Signature]*
DR. DIANA L. IGNACIO
Assistant Secretary for Administrative and Legal Affairs,
In charge of DOST Gender and Development Unit
and DOST-wide GAD Focal Person

SUBJECT : **Other GAD Mechanisms**

DATE : 28 December 2022

In support of gender mainstreaming, and in response to the Gender Mainstreaming Evaluation Framework (GMEF) assessment result, the DOST is setting up the following GAD Mechanisms:

1. Lactation Room - As mandated by RA 10028, otherwise known as the Expanded Breastfeeding Promotion Act of 2009, it mandates the establishment of Lactation Stations where Sec. 12 provides that nursing employees shall be granted break intervals in addition to regular time off for meals to breastfeed or express milk. The lactation room is located at the DOST GAD Unit;
2. Committee of Decorum and Investigation (CODI) Mini-Conference Room - a venue where sexual harassment complaints are investigated and deliberated by CODI members and active and working CODI would not only deter sexual harassment offenders but also embolden victims to come forward and seek legal remedy. The CODI Mini-Conference Room is located at the DOST GAD Unit;
3. **GAD Help Desk** - DOST men and women employees can seek assistance pertaining to any gender concerns and issues in their workplace and other work activities. The GAD Help Desk is located at the DOST GAD Unit; and
4. DOST Day Care Center - has provided an alternative child support system to the children of DOST personnel with child-rearing needs. It is being renovated and made ready for the incoming school year.

For guidance and information.

Postal Address: DOST Complex, General Santos Avenue
Bicutan, Taguig City 1631
P.O. Box 3596 Manila

Website : www.dost.gov.ph

Tel. Nos.: Trunkline (+632) 8837-2071 to 82; 8837-3171 to 89
Fax No. : OSEC (+632) 8837-2937; Records (+632) 8837-7493



Republic of the Philippines
Department of Science and Technology

PHILIPPINE NUCLEAR RESEARCH INSTITUTE



July 26, 2022

PNRI SPECIAL ORDER NO. 759
Series of 2022

TO : All Concerned

Subject : **Reconstitution of the PNRI Gender and Development (GAD) Focal Point System (GFPS)**

In the interest of service, the PNRI Gender and Development (GAD) Focal Point System (GFPS) is reconstituted as follows:

GAD FOCAL POINT SYSTEM

CARLO A. ARCILLA, Ph.D. - GFPS Chairperson
Director

VALLERIE ANN I. SAMSON, Ph.D - GFPS Co-Chairperson
Deputy Director

EXECUTIVE COMMITTEE:

ANA ELENA L. CONJARES
Chief Science Research Specialist, TDD

PRECIOSA CORAZON B. PABROA, Ph.D
Chief Science Research Specialist, NSD

LUCILLE V. ABAD, Ph.D.
Chief Science Research Specialist, ARD

ALAN M. BORRAS, M.Sc.
Chief Science Research Specialist, NRD
NRD

MARIA CELERINA M. RAMIRO
Chief Administrative Officer, FAD

AUG 17 2022

GFPS TECHNICAL WORKING GROUP:

JOBELLE V. ABAYA

Planning Officer III
PS, OD

- TWG Chairperson

CELIA O. ASAAD

Supervising Science Research Specialist
BMRS, ARD

- TWG Co-chairperson

TWG Members:

ROMELDA P. AZORES

Senior Science Research Specialist
LRES, NRD

- Focused on GAD Senior
Citizen's Projects

JOAN L. TUGO

Information Officer III
NIDS, TDD

- Focused on Gender
Projects

MAY A. VITUG

Science Research Specialist II
RIAS, NRD

DERRICK PAUL A. ANSELMO, MD

Medical Officer III
FAD

- Focused on GAD Health
Projects

GERARDO JOSE M. ROBLES, DDM

Administrative Officer V
GSS, FAD

JERALD B. BONGALOS

Science Research Specialist I
ARS, ARD

- Focused on Youth Projects

DANIEL L. DEL ROSARIO

Science Research Specialist I
NTC, TDD

CHRISTY MAE T. BETOS

Science Research Specialist I
RPSS, NSD

- Secretariat

In compliance with RA 9710, otherwise known as the Magna Carta of Women (MCW) and PCW Memorandum Circular 2011-01, the PNRI GFPS shall perform the following functions:

- a. Lead in mainstreaming gender perspective in agency/department policies, plans, and programs;
- b. Assist in the formulation of new GAD policies;
- c. 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;
- d. Coordinate efforts of different divisions, offices, units of agency and advocate for the integration of GAD perspectives in all their systems and processes;
- e. Spearhead the preparation of the agency's GAD Plan and Budget in response to gender issues faced by its members, stakeholders, and employees and in the context of their agency mandate, and consolidate the same following the format and procedure prescribed by the PCW, DBM, and NEDA in the Joint Circular 2012-1. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of the agency and, as needed, in responding to PCW's comments or requests for additional information;
- f. Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs, and Budget;
- g. Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that may be required under the MCW;
- h. 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;
- i. 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
- j. Ensure that all personnel of the agency including finance officers (e.g. accountant, budget officers, and 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.

Roles and Responsibilities:

- a. The **GFPS Chairperson and Co-Chairperson or Head of Agency** shall :
 - i. 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
 - ii. 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:
 - i. Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and agency's GAD mainstreaming activities;
 - ii. 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;
 - iii. Ensure the timely submission of the agency GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to DBM;
 - iv. Ensure the effective and efficient implementation of the agency GAD programs, activities and projects and the judicious utilization of the GAD Budget;
 - v. Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
 - vi. Recommend approval of agency GAD Plans and Budgets and GAD ARs; and
 - vii. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members.
- c. The **Technical Working Group (TWG) or Secretariat** shall:
 - 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;
- 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.

You shall be guided by the PCW Memorandum Circular no. 2011-01 in the performance of your functions.

The tasks and functions of the members of the GFPS shall form part of your regular key result areas and work plans and shall be given due consideration during performance evaluation.

This designation shall be in addition to your regular duties and responsibilities and shall not entail additional compensation.

This Order shall take effect immediately and shall supersede all PNRI Orders inconsistent herewith.


CARLO A. ARCILLA, Ph.D.
Director