



13 March 2025

**PNRI SPECIAL ORDER NO. 537**  
 Series of 2025

**TO : All Concerned**

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

In the interest of service, the PNRI Gender and Development Focal Point System (GFPS) and GFPS Technical Working Group are 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

**Officer-in-Charge**, Chief Science Research Specialist, ARD

**Officer-in-Charge**, Chief Science Research Specialist, NRD

**GERALD DG. CONISE, MPA**  
 Chief Administrative Officer, FAD

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**GFPS TECHNICAL WORKING GROUP:**

**JOBELLE V. ABAYA**  
Planning Officer III, PS-OD

- **TWG Chairperson**

**TWG Members:**

**DERRICK PAUL A. ANSELMO, MD**  
Medical Officer III, MC-FAD

**JOAN L. TUGO**  
Information Officer III, NIDS-TDD

**ROMELDA P. AZORES**  
Senior Science Research Specialist, LRES-NRD

**GINA B. ABRERA**  
Senior Science Research Specialist, BMRS-ARD

**GERARDO JOSE M. ROBLES, DDM**  
Administrative Officer V, GSS-FAD

**MA. NADIA D.C. ESTARIS**  
Administrative Officer V, HRMRCS-FAD

**AILEEN B. CEZAR**  
Administrative Officer IV, HRMRCS-FAD

**MAY A. VITUG**  
Science Research Specialist II, RIAS-NRD

**DANIEL L. DEL ROSARIO**  
Science Research Specialist II, NTC-TDD

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;

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- 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)** 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.

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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

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