



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor

17 February 2023

ADMINISTRATIVE ORDER NO. 146

Series of 2023

TO : All Vice Chancellors, Deans, Department Chairs, Unit Heads, and UPLB DX Team

SUBJECT : Omnibus Statement on UPLB Gender and Development Focal Point System and Gender Mainstreaming Efforts in the University

University of the Philippines Los Baños (UPLB) is committed to strengthening its position towards a gender fair, inclusive, diverse University. While for so long, the UPLB Gender Center (UPLBGC) has led in our efforts in gender mainstreaming, we now PIVOT to making our Gender Focal Point System (GFPS) and Focal Person across the University structure recognize their roles, tasks, and responsibilities in furthering the gains made. This administrative order spells out the following:

GENDER FOCAL POINT

- 1) While traditionally the lead GFP within the units are the Faculty/REPS administrators of the major offices, per **OC Memo No. 155 s. 2016**, dated 01 December 2016, it is hereby announced that the Deans and heads of units in the CUs are the *de facto* and *ex-officio* GFP. It is encouraged that they designate their respective alternates or the highest Administrative Staff of the unit/department/office/college as co-lead GFP of their respective offices to provide continuity of efforts and tasks that relate to Gender and Development. Their roles and tasks shall be made part of their performance management and reports (IPCRs) – and shall hereby be acknowledged as inherent in their functions. For the lead GFPs, this shall be likewise recognized in their FSRs and RSRs as the case maybe. Relevant offices shall make adjustments to ensure that their formal functions as GFPs be considered in their performance management systems.
- 2) Toward this end, the UPLBGC is tasked to provide learning and development interventions to the GFPs at various levels to adequately perform their roles in efforts towards Gender Mainstreaming (GM), Gender



Equality and Women Empowerment (GEWE), and Gender Equality and Social Inclusion (GESI).

- 3) As GFPs, the portion of work devoted to GM efforts is to be attributed to UPLB's GAD Plan & Budget and Accomplishment Report following established PCW procedures, subject to corresponding accounting and COA rules.
- 4) Current and future GFPs and the TWGs are tasked to likewise incorporate their activities/accomplishments in their respective performance management reports and respective workloads.
- 5) In addition, because of the increasing number of interested staff to join our advocacies, we would also like to request for issuance of an administrative order for a call to additional membership in the Gender for Rural and Development Office (GRDO) and Reproductive Health Office (RHO) committees. The GRDO is primarily responsible for the conduct of research activities in support of instruction and extension services. The RHO, on the other hand, oversees the conduct of health and medical-based counseling and advocacy activities.
- 6) Lastly, we requested that the select active members of Men Opposed to Violence Against Women Everywhere (MOVE) to be incorporated as part of the GAD Focal Point System (GFPs), as an additional committee instead of a voluntary organization, which will be named as MOVE Committee that is primarily responsible for tasks and activities that the center will require in the advocacy and elimination of violence against women everywhere.

GENDER AND DEVELOPMENT PLAN AND BUDGET AND ACCOMPLISHMENT REPORTS

- 1) Annually, as required by the Magna Carta of Women (MCW), UPLB submits to the UP System Center for Women's and Gender Studies the GAD P&B every October and the GAD AR every February.
- 2) Given [OC Memorandum No. 042, s. 2022, "Regular Release of Sex-Disaggregated Data and the Use of the Harmonized GAD Guidelines,"](#) the UPLBGC encourages units to subject all infrastructure projects and basic research funded projects to the appropriate Harmonized Gender and Development toolkit with the end in view of attributing the GAD budget. Further, all units in their yearly planning exercise are required to fill out and accomplish *UPLBGC Form 2022-01 - UPLB GAD Plan and Budget*



Template if they have gender issues, programs, projects, and activities for the following year, and submit to the UPLB Digital Transformation portal (see below).

- 3) For UPMO-OVCPD, please be guided with the [RGADC Resolution No. IV-A-73-2022](#) regarding the use of the [Project Proposal & Accomplishment Report Templates w/ HGDG Core Elements](#). Reference is also made to [DPWH's Toolkit for Making Road Infrastructure Projects Gender Responsive](#) together with the documentary requirements for easy validation by COA.
- 4) UPLBGC shall make itself available to all units in their readiness and capacities to ensure that proponent units shall have their own GAD plans and programs incorporated in the GAD P&B, and AR.
- 5) Together with the CAMT, UPLBGC should explore the soonest the newly released COA GAD audit guidelines and examine ways by which UPLB achieves a positive COA AOM.

GENDER RESPONSIVE DIGITAL ENTERPRISE (DX)

- 1) Following the approval of UPLBGC's Project entitled: [UPLB Gender Center: Development and Implementation of a Gender Responsive Digital Enterprise Architecture](#), there will be an established GAD database system developed by the UPLB DX Team to ensure SDD analysis as the basis for GA.
- 2) The DX Team shall also serve as the data warehouse for the GPB/AR of all units of the University.
- 3) The UPLBGC shall work with the DX Team with regard to the gender-responsiveness of the said project.

For your information and compliance.



cc: OVCCA
UPLBGC
RMO


JOSE V. CAMACHO, JR.
Chancellor