



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor



23 February 2023

MEMORANDUM NO. 024
Series of 2023

TO : All Vice Chancellors, Deans, Directors, Department Chairs,
and Unit Heads

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

The 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 memorandum 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, Series of 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 as 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 (e.g., IPCR, RSR, FSR).
- 5) The Gender for Rural and Development Office (GRDO) committee members are primarily responsible for the conduct of research activities in support of instruction and extension services, whilst the Reproductive Health office (RHO), on the other hand, oversees the conduct of health and medical-based counseling and advocacy activities.
- 6) Lastly, Members of Men Opposed to Violence Against Women Everywhere (MOVE), a special committee under the UPLB Gender Center, 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), the University of the Philippines Los Baños 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, Series of 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, UPLB GC 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.

This supersedes *Administrative Order No. 146, Series of 2023*.

For your information and strict compliance.


JOSE V. CAMACHO, JR.
Chancellor

cc: OVCCA
UPLBGC
RMO