Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

OFFICE ORDER NO. 3 - 2014

Subject: ***Reconstitution of the IFSU Gender and Development Focal Point Executive Committee And TWG Secretariat and aligning them to the Office of the President***

Date: **April 2, 2014**

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1. By virtue of the powers vested in me by RA 9720, DBM, NEDA, and NCRFW Joint Circular No. 2004-1, and Memorandum Circular No. 2011-01 of the Philippine Commission on Women, the IFSU Gender and Development Focal Point Executive Committee and Technical Working Group is hereby reconstituted. It is also realigned from the Office of the Vice President of Research, Development, Extension and Training (VP-RDET) to the OFFICE OF THE PRESIDENT (OP) for easier coordination and supervision.

2. Composition.

   2.1 The IFSU GAD Focal Point Executive Committee shall be composed of the following:
   Chairperson – University President, Dr. Serafin L. Ngohayon
   Members:
   Vice President for PRG, Mr. Telesforo T. Pugong, Jr.
   Vice President for Academic Affairs, Dr. Nancy Ann P. Gonzales
   Vice President for RDET, Dr. Napoleon Taguiling

   2.2 The IFSU GAD Focal Point Secretariat (TWG) shall be composed of the following:
   Chairperson – Dr. Rommel B. Sumeg-ang
   Members:
   Campus Directors of IFSU Main, Potia, Lagawe and Tinoc Campuses
   Chief Budget Office (Mrs. Dominga Ballitoc)
   Chief, Accounting Office (Mrs. Elyn Boligon)
   HRMO (Mrs. Sandra Marquez)
   Chief, Guidance and Counseling Unit

3. Functions (MC No. 2011-01) – The specific functions are the following:

   3.a. The GFP Executive Committee Chairperson and University President shall:
   i. Issue policies or directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems and procedures of the IFSU including the creation, strengthening, modification or reconstruction of the GFPS; and
   ii. Approve the GAD plan, program and budget of the IFSU as duly endorsed by the Executive Committee, with the assistance of the TWG, and ensure its implementation.

   3.b. The Executive Committee shall:
   i. Provide and give policy advice to the IFSU President to support and strengthen the GFP and institution's GAD mainstreaming activities;
   ii. Direct the identification of GAD strategies, programs, activities and projects based on the result of the gender audit, gender analysis and according to the identified priorities of IFSU in response to the gender issues faced by its clients and employees.

iii. Ensure the timely submission of IFSU GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and DBM;
iv. Ensure the effective and efficient implementation of IFSU GAD programs, activities and projects and the judicious utilization of the GAD Budget;
v. Build and strengthen the partnership of IFSU with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
vi. Recommend the approval of IFSU 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.

3.c. The Technical Working Group shall:

i. Facilitate the implementation of the gender mainstreaming efforts of IFSU through the GAD planning and budgeting process;
ii. Formulate IFSU GAD plans, programs and budget in response to the gender gaps and issues faced by clients and constituents, women and men employees, following the conduct of gender audit, gender analysis, and/ or review of sex disaggregated data;
iii. Assist in the capacity development and provide technical assistance to IFSU, and as needed, to officers in other units or offices.
iv. Coordinate with the various units of IFSU and ensure their meaningful participation in GAD strategic and annual planning exercise.
v. Lead the conduct of advocacy activities and development of IEC materials to ensure critical support of IFSU officials, staff and relevant stakeholders to the activities of the GFPS 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 IFSU GAD accomplishment reports;
viii. Provide regular updates and recommendations to the University President or Execom on the activities of the GFPS and the process of IFSU mainstreaming activities based on the feedback and reports of the various units of IFSU.

4. This Office Order supersedes and revokes previous issuances related or contrary thereto. It takes effect immediately and shall remain in effect unless terminated by competent authority.

SERAFIN L. NGOHAYON, PhD.
University President

Cc: All Deans & Directors