



GENDER AND DEVELOPMENT RESEARCH AND RESOURCE CENTER

Strengthening the University Gender and Development Research and Resource Center (GADRRC) and the GAD Focal Point System (GFPS) (Revised 2021)

I. Rationale

The Ifugao State University (IFSU) is an institution of men and women who strongly believe that development is for all, where everyone, male and female have the right to equal opportunities to achieve a full and satisfying life.

IFSU fully supports and works hard to contribute to the attainment of the millennium development goals particularly on the eradication of extreme hunger and poverty (goal 1) and promotion of gender and equality and empowerment of women. IFSU is one of the Higher Education Institutions (HEIs) of the Philippines that adopted the Gender and Development (GAD) Accord during the 1st Higher Education Summit on Gender Issues on October 12, 2011. Since then, the University has actively pursued various GAD related programs, projects and activities (PPAs) and participated for GAD PPAs in the national and regional arena.

The Philippine Government mandates that at least 5% of the agency's budget must be allocated and used for GAD related PPAs. Thus, to ensure attainment of the University's commitment, there is a need to strengthen and maintain the GAD Research and Resource Center (GADRRC) and the GAD Focal System (GFPS) in the University.

II. General Guidelines

The Board of Regents of the University, through or upon the recommendation of the University President, shall promulgate directives to institutionalize the creation and maintenance of the GADRRC and the GFPS and its operation thereof;

1. The tasks and functions of the GADRRC personnel and the members of the GFPS shall form part of their regular key result areas/ OPCR/ IPCR and work plans and shall be given due consideration during performance evaluation;
2. IFSU shall develop GAD-related capacity development programs that support continuing gender education, updating and enhancing skills customized according to the functions of the GFPS, to be integrated in the regular human resource development plan of the university. These capacity development programs may include gender sensitivity, gender analysis, gender-responsive planning and budgeting and gender audit, among others.
3. IFSU, through the GFPS, shall conduct periodic monitoring and evaluation of its GAD PPAs to address possible issues hindering the performance of their functions in accordance with higher GAD related laws, policies and plans.
4. Funds shall be allocated for PPAs that support the organization, management, operations and VMGOs of the center.
5. The GADRRC is a unit under the office of the Vice President for Planning, Finance & Resource Generation created to undertake administrative tasks for the GFPS. It shall serve as the command center for the GFPS.



III. DEFINITION OF TERMS AND ACRONYMS

A. Terms

1. Gender – refers to the roles and responsibilities of men and women that are created in the family, society and culture. The concept of gender also includes the expectations held about the characteristics, aptitudes and likely behaviors of both men and women (femininity and masculinity). Gender roles and expectations are learned. They can change over time and they vary within and between cultures. Systems of social differentiation such as political status, class, ethnicity, physical and mental disability, age and more modify gender roles. The concept of gender is vital because, applied to social analysis; it reveals how women's subordination (or men's domination) is socially constructed. As such, the subordination can be changed or ended. Gender is not biologically predetermined nor is fixed forever (UNESCO).
2. Gender and Development (GAD) – refers to the development perspective and process that are participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self – determination and actualization of human potential. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices; seeks to transform society's social, economic and political structures and questions the validity of the gender roles ascribed to women and men; contends that women are active agents of development and not just passive recipients of development assistance; and stresses the need of women to organize themselves and participate in political processes to strengthen their legal rights (MCW).
3. Gender awareness – is the understanding that there are socially determined differences between men and women based on learned behavior, which affect the ability to access and control resources
4. Gender and Development (GAD) Budget – is a portion of an agency or local government unit's yearly appropriation which is not an additional amount over and above its regular budget. It is the allocation of a substantial amount for implementing programs, projects and activities that address women's issues. It is the cost and sources of financing a GAD plan (Gender 101, NCRFW: 2003)
5. Gender and Development (GAD) Plan – is a systematically designed set of programs, activities and projects with clear objectives for addressing gender issues and appropriate strategies and activities with monitoring and evaluation indicators. It is a blueprint of how an agency can achieve gender responsiveness. It is a set of interventions designed to transform gender – blind agencies into organizations with a gender perspective. It is an instrument to make all aspects of the agency and its work gender-responsive. It provides the basis for the GAD budget (Gender 101, NCRFW:2003)
6. Gender equality – refers to the principle asserting the equality of men and women and their right to enjoy equal conditions realizing their full potential to contribute to and benefit from the results of development, and with the State recognizing that all human beings are free and equal in dignity and rights (MCW and PCW MC 2011 – 01).
7. Gender issues and concerns – are problems and concerns that arise from the unequal status of women and men including the differential characteristics, roles and expectations attributed by society to women and men. These social expectations and perceptions, which are reflected in and perpetuated by laws, policies, procedures, systems, programs, projects and activities of the government could impede women's full



development and their participation in and equal enjoyment of the fruits of development. The common gender issues are political subordination, economic marginalization, disempowerment, discrimination, stereotyping, multiple burden, violence against women and personal dehumanization (JC 2004 – 1)

8. Gender mainstreaming – refers to the strategy to make women’s as well as men’s concerns and experiences an integral dimension of the design, implementation, monitoring and evaluation of policies and programs in all political, economic, and societal spheres so that women and men benefit equally and inequality is not perpetuated. It is the process of assessing the implications of women and men of any planned action, including legislation, policies or programs in all areas and at all levels (MCW and PCW MC 2011 – 01).
9. Women empowerment – is a goal of and an essential process for women’s advancement. It is the process and condition by which women mobilize to understand, identify and overcome gender discrimination and achieve equality. Women become agents of development, and not just beneficiaries. This kind of participation in development enables them to make decisions based on their own views and perspectives (JC 2004 – 1)

B. ACRONYMS

1. GAD – Gender and Development
2. GFPS – Gender and Development Focal Point System
3. PAPs – programs, activities and projects
4. PCW – Philippine Commission on Women
5. PPAs – programs, projects and activities
6. CEDAW- Convention on the Elimination of All Forms of Discrimination against Women
7. MCW- Magna Carta of Women

IV. Specific Guidelines

1. GAD Agenda
 - 1.1. The University shall have a GAD Agenda which contains the University’s vision, mission, and goals (VMGs), and the Programs, Activities and Projects (PAPs) to address gender issues or mandates.
 - 1.2. It shall be prepared in accordance to issuances from the Philippine Commission on Women (PCW) identifying gender issues and mandates based from GAD policies, concepts, and tools.
 - 1.3. The GAD Agenda of the University, which covers a period of time, shall serve as the basis for the preparation of the University’s annual GAD Plan and Budget.
 - 1.4. The GFPS spearheads the conduct of a periodic preparation of the GAD Agenda and perform regular monitoring and evaluation.



- 1.5. A monitoring and evaluation plan which contains sets of performance indicators and targets shall be prepared for use in performance management. The indicators and targets shall be included in the University's M&E Plan and therefore shall be included in the OPCR and IPCR of units and employees, respectively. The indicators and targets are to be updated regularly in accordance to changes in the University plans and government issuances.
- 1.6. The GAD planning and budgeting of the University shall be integrated with its regular planning and budgeting activities.

2. The GADRRC

The GADRRC, headed by the Director, will be the primary gender unit of the university that is responsible in managing and performing the administrative and technical duties and functions of the GFPS to ensure that PPAs in the university are implemented in accordance to gender policies, concepts, and tools prescribed by laws such as the Magna Carta of Women, Gender Equality and Women Empowerment, the CEDAW, the Beijing Platform for Action (BPfA), and related policies and guidelines issued by the Philippine Commission on Women (PCW), the Commission on Higher Education (CHED), the National Economic and Development Authority (NEDA), and the Department of Budget and Management (DBM).

3. Management Structure, Composition and Functions (as per PCW MC No. 2011 – 01, modified)

Pursuant to Memorandum Circular No. 2011 – 01 of the Philippine Commission on Women (PCW) dated October 21, 2011, the IFSU GAD Research and Resource Center and the IFSU GAD Focal Point System (GFPS) have the following organizational structure and composition:

3.1. Organizational Structure



GENDER AND DEVELOPMENT RESEARCH AND RESOURCE CENTER (GADRRRC) STRUCTURE AND COMPOSITION

A. ORGANIZATIONAL STRUCTURE

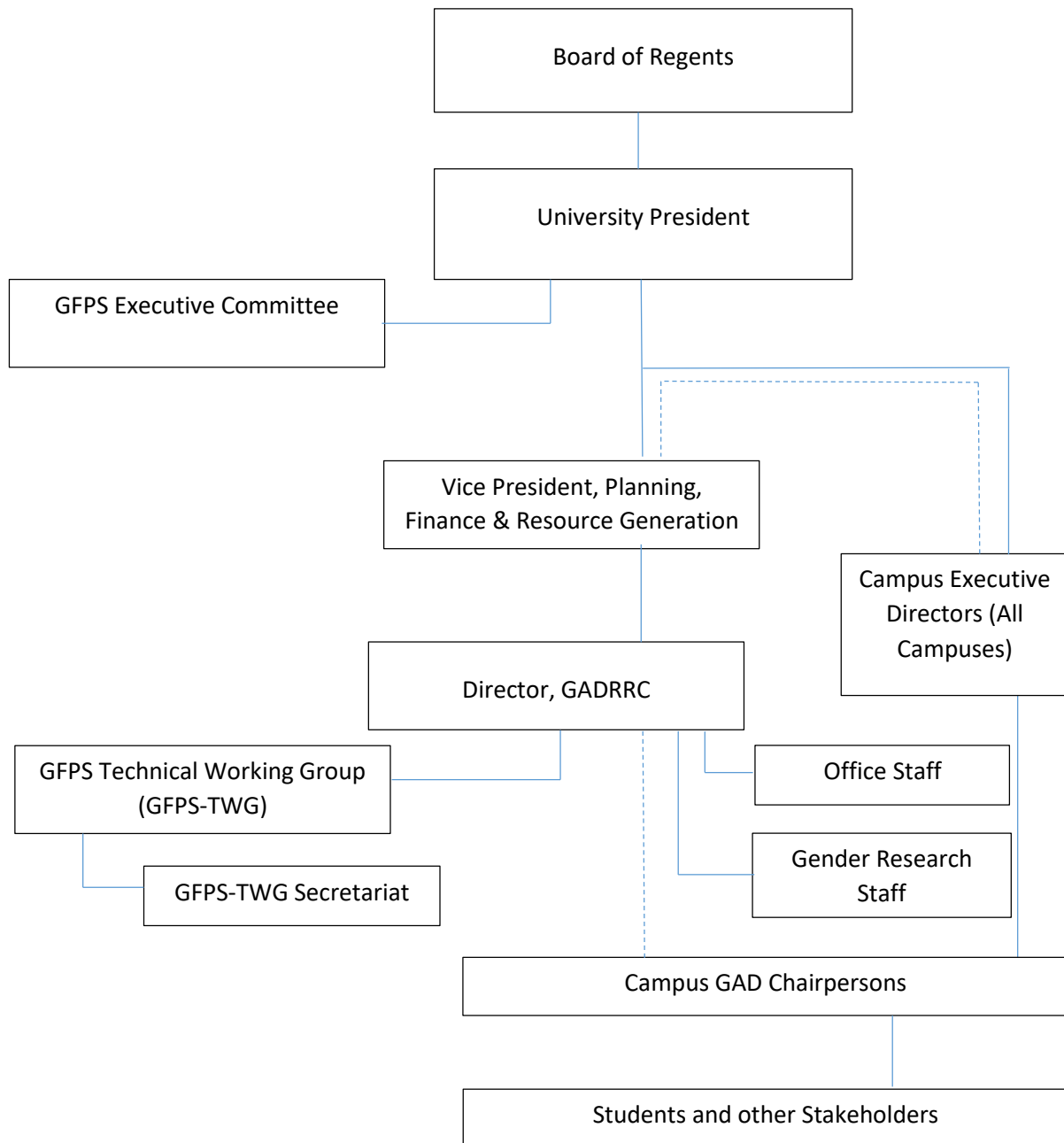


Figure 1. GADRRRC Structure and Composition



3.2. Composition of the GFPS

3.2.1. Executive Committee (ExeCom)

- **Chairperson**
 - University President
- **Vice-Chairperson**
 - Vice President for Planning, Finance and Resource Generation (VP-PFRG)
- **Members**
 - Vice President for Research Development Extension and Training (VP-RDET)
 - Vice President for Academic Affairs (VPAA)
 - Vice President for Administration
 - Campus Executive Director – Main (Lamut) Campus
 - Campus Executive Director - Lagawe Campus
 - Campus Executive Director - Aguinaldo Campus
 - Campus Executive Director - Tinoc Campus
 - Campus Executive Director - Hapao Campus
 - Campus Executive Director - Potia Campus
 - Director, GADRRC

3.2.2. Technical Working Group (TWG)

- **Chairperson**
 - GADRRC Director
- **Members**
 - Director, Research & Development
 - Director, Extension & Training
 - Director, Planning & Info. Management
 - Director, Finance Services
 - Director, Administrative Services
 - Director, Student Services & Development
 - Director, Human Resource Development
 - Director, Infrastructure & Site Development
 - Budget Officer
 - Student Regent
 - Faculty Regent
 - Chairpersons, Campus GAD units

3.2.3. GFPS-TWG Secretariat

- Chairperson: GADRRC Technical Staff
- Members:
 - DPIM Office Personnel
 - Staff of the Office of the Vice President for Planning, Finance, and Resource Generation
 - GADRRC Administrative staff

3.3. Duties and Functions



The following are the duties and functions of the offices:

3.3.1. The GAD Focal Point System

3.3.1.1. GFPS - Executive Committee

1. Issues policies or directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget systems and procedures of the University and the Center; and
2. Approves the University GAD Plan (in the long or short term) containing the PPAs including the budget allocation and perform oversight functions on their implementation.
3. Provides direction and gives policy advice to the University President to support and strengthen the IFSU GADRRC/GFPS and the University's GAD mainstreaming activities;
4. Recommends the approval of IFSU GAD Plans and Budgets and the GAD Accomplishment Reports; and
5. Recommends awards or recognition to outstanding institutional GAD programs, projects and activities and/or GAD FPS members.
- 6.

3.3.1.2. GFPS - Technical Working Group (TWG)

1. Identifies GAD strategies, programs, projects and activities based on the results of the gender audit, gender analysis and according to the identified priorities of IFSU in response to the gender issues faced by stakeholders;
2. Ensures the timely submission of IFSU GAD Plan and Budget, Accomplishment Report and other GAD – related reports to the Philippine Commission on Women and the Department of Budget and Management;
3. Ensures the effective and efficient implementation of IFSU GAD programs, projects and activities and the judicious utilization of the GAD budget;
4. Builds and strengthens the partnership of IFSU with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming; and
5. Acts as the Chairperson of the Technical Working Group (TWG) composed of GAD Chairpersons in the campuses.

3.3.1.3. GFPS-TWG Secretariat

1. Performs administrative duties and functions during planning, monitoring and evaluation activities of the GFPS which includes (a) taking of minutes of meetings of the GFPS, (b) prepare activity reports, (c) coordinate with participants, speakers, and guests, (d) prepare certificates, materials, supplies, and other related needs of the TWG in their meetings and activities, and (e) others; and
2. Assists the TWG in their meetings and activities.



3.3.2. The GADRRC and Campus GAD Units

3.3.2.1. GADRRC Director

The duties and functions of the Director of the GADRRC are covered in the IFSU Code.

3.3.2.2. Campus GAD Chairpersons

Each campus in the University shall have a GAD Chairperson to be designated by the University President. As GAD Chairperson, they are entitled to six (6) units equivalent workload provided that they are able to facilitate and conduct of at least three GAD PPAs per semester, therefore, accomplishing below the target will render them ineligible of the 6 units workload equivalence.

The Campus GAD Chairperson shall have the following functions which are directly supervised by the Campus Executive Director:

1. Brainstorms, plans and identifies priority PPAs in a short/long term together with other members of the GFPS during the preparation of the GAD Agenda and annual GAD Plan and Budget;
2. Facilitates and oversees the implementation of GAD PPAs in different campuses;
3. Formulates their campus' GAD plans with PPAs 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;
4. Assists in the capacity development and provide technical assistance to campus' stakeholders, and as needed, to officers in other units/offices;
5. Coordinates and works with the other GFPS members and ensure their campus' meaningful participation in GAD strategic and annual planning exercise;
6. Leads in the conduct of advocacy activities and development of Information, Education and Communication (IEC) materials to ensure critical support of IFSU officials, staff and relevant stakeholders to the activities of the GFPS and GAD mainstreaming activities;
7. Monitors the implementation of GAD related programs, activities and projects (PAPs) in their respective campus and suggest corrective measures to improve implementation of GFPS PAPs;
8. Prepares, consolidates and submits their campus' GAD accomplishment reports including all sex disaggregated data; and
9. Provides regular updates, feedbacks and recommendations to the GFPS on their campus' GAD accomplishments, issues and concerns after discussing them with their Campus Administrators.

3.3.2.3. Administrative Staff - The GADRRC shall have an office personnel to assist the Director by performing the following administrative duties and functions:



1. Manages incoming and outgoing information (i.e. communication and other documents);
2. Properly handle visitors;
3. Properly handles incoming and outgoing calls, emails, and other forms of message/information channeled through ICT and other offices;
4. Performs administrative duties on meetings and other events/activities (coordinates and prepares venues, coordinate with participants (speakers and attenders), prepare all materials and equipment needed (including certificates, attendance sheets, lecture materials, etc.), takes minutes or proceedings and photos for documentation, assist the participants, evaluates the activity, and prepares terminal reports, processes liquidation reports, payments and others;
5. Observes and maintains the 7s of good housekeeping;
6. Observes strictly ISO procedures and standards; and
7. Does other tasks assigned by higher authorities.

3.3.2.4. Technical Staff - The GADRRC shall have a Gender Research Staff to prepare research activities that will aid the GFPS in the preparation of the GAD Agenda and the annual GAD Plan and Budget. Specifically, he or she shall perform the following duties:

1. Gathers and maintains/updates needed data, sex-disaggregated data and information from the different units of the University;
2. Conducts surveys needed to back up proposed projects/activities for gender issues or interventions arising from the analysis;
3. Submits reports to the PCW (i.e. GPB, AR, with supporting documents),
4. Produces IEC materials, either by reproducing PCW information materials and/or preparing IFSU-localized IEC materials,
5. Coordinates with the Campus GAD Chairpersons thru the CEDs for plans, implementation of plans, monitoring and evaluation of implemented activities and projects;
6. Coordinates with the concerned departments/colleges or units on proposed projects/activities, and their implementation;
7. Updates information at the GAD Section of the IFSU website;
8. Observes strictly ISO procedures and standards; and
9. Does other jobs as assigned by higher authorities.

Approved as per Board of Regents Resolution No. 23, s. 2021

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University President