



**Creation/Institutionalization of the
BSU Gender and Development Focal Point System (GFPS)**

(Approved by BOR in its 169th Regular Meeting on November 18, 2014; Board Resolution No. 2316, s. 2014)

I. INTRODUCTION

The following policy guidelines are issued in line with the Philippine Commission for Women (PCW) Memorandum Circular No. 2011-01, dated October 21, 2011. The memorandum circular directs and provided guidelines in the establishment, strengthening, and institutionalization of the GAD Focal Point System (GFPS) in the University. It also provided clarification to the roles and responsibilities, composition and structure of the GFPS to enable it to function as a mechanism for catalyzing and accelerating gender mainstreaming in the agency towards the promotion of Gender Equality and Women's Empowerment.

II. Policy Guidelines

Based on the Section 36 of Republic Act No. 9710, otherwise known as the Magna Carta of Women (MCW), and Section 37-C of its Implementing Rules and Regulations (IRR), all government agencies and state universities and colleges shall adopt gender mainstreaming as a strategy to promote women's human rights and eliminate gender discrimination in their systems, structures, policies, programs, processes, and procedures, and shall establish or strengthen their Gender and Development Focal Point System (GFPS) or a similar GAD mechanism to catalyze and accelerate gender mainstreaming within the agency.

III. Definition of Terms

1. *Gender and Development (GAD)* – refers to the development perspective and process that is participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices and contends that women are active agents of development, not just passive recipients of development;
2. *Gender Analysis* – refers to a framework to compare the relative advantages and disadvantages faced by women and men in various spheres of life, including the family, workplace, school, community and political system. It also takes into account how class, age, race, ethnicity, culture, social and other factors interact with gender to produce discriminatory results;
3. *Gender Audit* – refers to a form of “social audit” or “quality audit” which determines whether the organization's internal practices and related support systems for gender mainstreaming are effective, reinforcing each other and are being followed. This tool or process assists organizations in establishing a baseline, identifying critical gaps and challenges, and recommending ways of addressing them;
4. *Gender Equality* – refers to the principles asserting the equality of women and men and their right to enjoy equal conditions realizing their full human potentials 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;
5. *GAD Focal Point System* – is an interacting and interdependent group of people in all government instrumentalities tasked to catalyze and accelerate gender mainstreaming. It is a mechanism established to ensure and advocate for, guide, coordinate, and monitor the development, implementation, review and updating of their GAD plans and GAD-related programs, activities and projects (PAPs);
6. *GAD Focal Point Person* – refers to the person who is designated by the head of agency to lead the TWG;
7. *Gender Mainstreaming* – refers to the strategy for making women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring, and evaluation

of policies, programs and projects in all social, political, civil, and economic spheres so that women and men benefit equally. It is the process of assessing the implications for women and men of any planned action, including legislation, policies or programs in all areas and at all levels;

8. *GAD Plan and Budget* – is a systematic approach to gender mainstreaming, carried out by all government instrumentalities, through the annual development and implementation of programs, activities and projects and addressing gender issues and concerns in their respective organizations, sectors and constituencies by utilizing at least 5% of their total budget allocation;
9. *Performance-Based Budgeting* – is an approach to budgeting which involves a review of the agencies' existing budgetary programs and projects to ensure that these support their core mandated functions and produce the targeted outcomes and outputs;
10. *Rights-Based Approach* – refers to the recognition of every human being both as a person and as a right-holder. It strives to secure the freedom, well-being and dignity of all people, everywhere, within the framework of essential human rights standards, principles, duties and obligations;
11. *Women's 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 so as to achieve equality in welfare and equal access to resources. In this context, women become agents of development and not just beneficiaries enabling them to make decisions based on their own views and perspectives.

IV. General Guidelines

1. This directive is issued to institutionalize the creation of the GFPS in the University;
2. The tasks and functions of the members of the GFPS shall form part of their regular key result areas and work plans and shall be given due consideration during performance evaluation;
3. The University shall develop GAD 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 agency Human Resource Development Plan. These capacity development programs may include gender sensitivity, gender analysis, gender-responsive planning and budgeting and gender audit, among others;
4. The University shall conduct periodic monitoring and evaluation of their GFPS and shall undertake measures to address possible issues hindering the performance of their functions in accordance with the MCW and other GAD-related laws, policies and plans; and
5. Funds shall be allocated for programs, activities and projects to support the organization, management and operations of the GFPS, to be charged to the University's GAD budget.

V. Specific Guidelines

A. Structure and Composition of the BSU-GFPS

1. The GFPS shall be composed of the University President and Executive Committee (ExeCom), and a Technical Working Group (TWG). (Figure 1).
 - a. The GFPS Executive Committee is composed of the members of the Administrative Council, who are the highest policy making body of the University.
 - b. The Technical Working Group (TWG) is composed of the college/institute/sectoral representatives as approved by the president. It will be chaired by the GAD Focal Person, who is a member of the ExeCom. The staff of the BSU-GAD Unit will serve as secretariat.
2. The structure and composition of the GAD Focal Point System is presented below based on the organizational structure of the University. When necessary, the membership may be reconstituted in accordance with item (1) above.

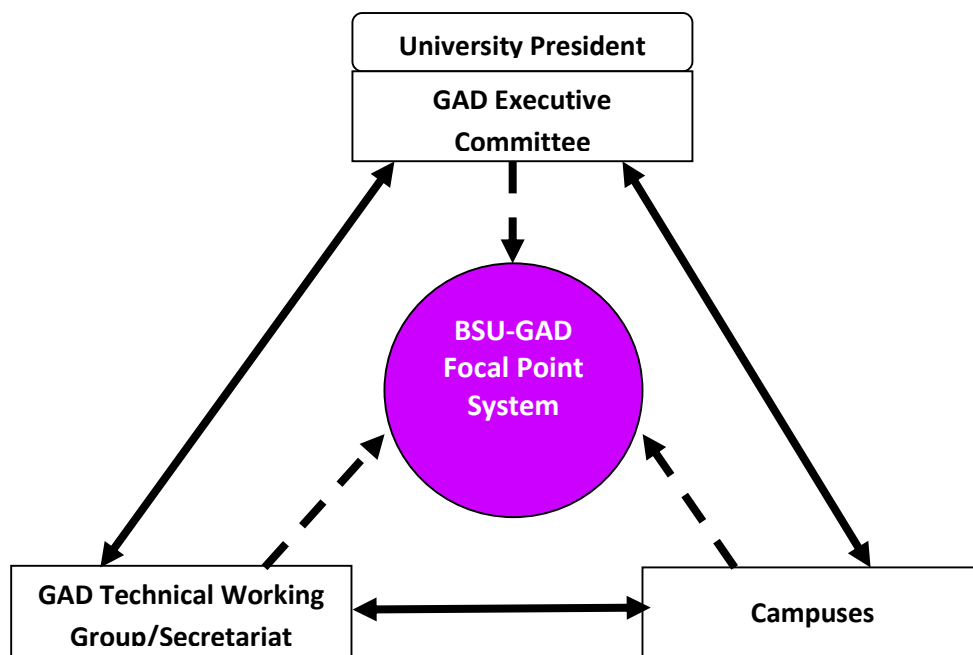


Figure1. BSU-GAD Focal Point System Structure

B. Functions of the GAD Focal Point System

The GFPS shall perform the following functions:

1. Lead in mainstreaming gender perspective in the University policies, plans and programs. In the process, they shall ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures of the agency based on the priority needs and concerns of constituencies and employees and the formulation of recommendations including their implementation;
2. 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;
3. Coordinate efforts of different colleges, institutes, offices, or units of the University and advocate for the integration of GAD perspectives in all their systems and processes;
4. Spearhead the preparation of the university annual performance-based GAD Plans, Programs and Budget in response to gender issues of their constituencies and clients 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 University, and as needed, in responding to PCW's comments or requests for additional information.
5. Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs and Budget;
6. Lead the preparation and consolidation of the annual university GAD Accomplishment Report and other GAD Reports that maybe required under the MCW;
7. 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;
8. 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
9. Ensure that all personnel of the university including the finance officers (e.g. accountant, budget officer, 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.

C. Roles and Responsibilities

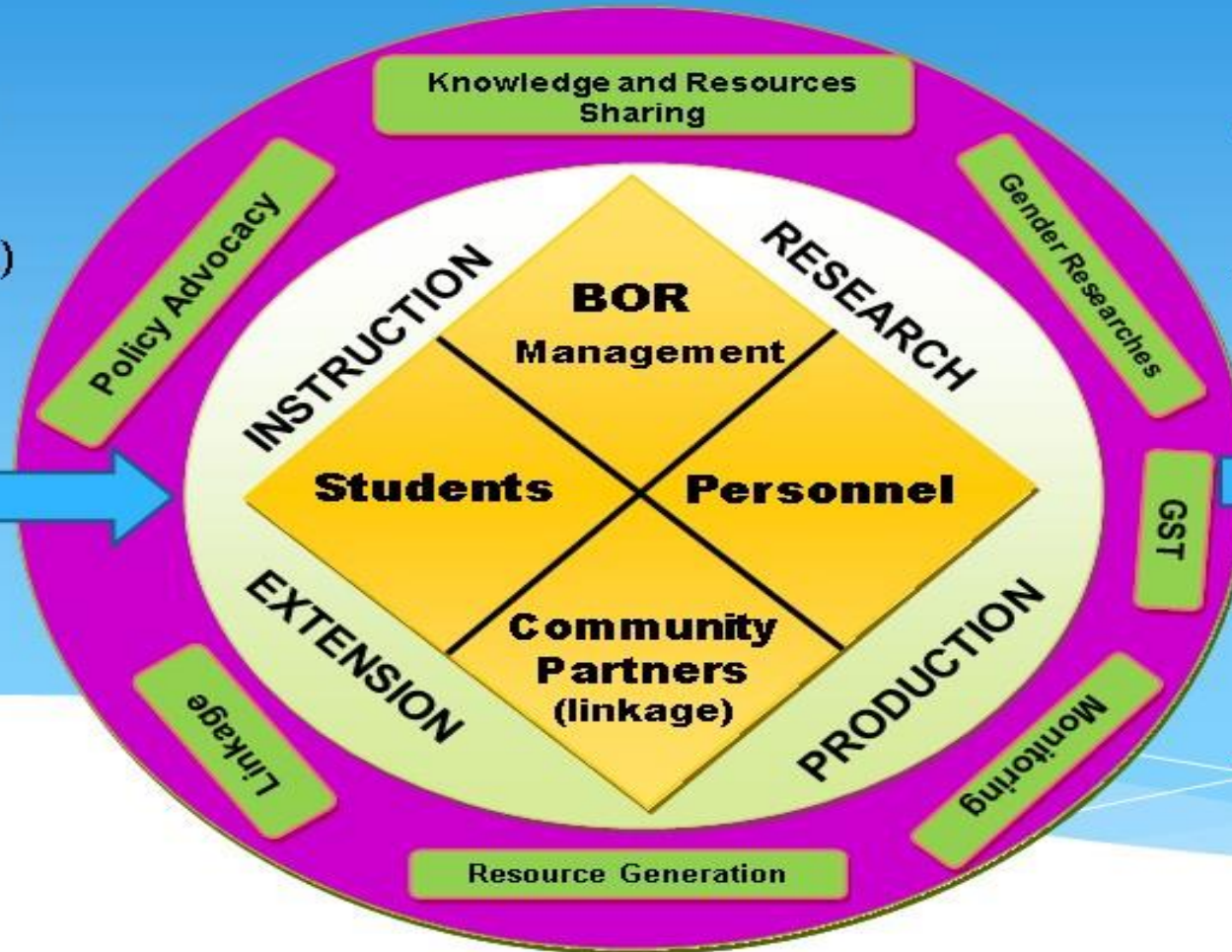
1. The **GFPS Chairperson or Head of Agency** shall :
 - a. Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems and procedures of the University including the creation, strengthening, modification or reconstitution of the GFPS; and
 - b. Approve the GAD Plan, Program and Budget of the University as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation.
2. The **Executive Committee** shall:
 - a. Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and University's GAD mainstreaming activities;
 - b. 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 University in response to the gender issues faced by its clients and employees;
 - c. Ensure the timely submission of the University GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to DBM;
 - d. Ensure the effective and efficient implementation of the University GAD programs, activities and projects and the judicious utilization of the GAD Budget;
 - e. Build and strengthen the partnership of the University with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
 - f. Recommend approval of University GAD Plans and Budgets, and GAD accomplishment reports; and
 - g. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members.
3. The **Technical Working Group (TWG) or Secretariat** shall:
 - a. Facilitate the implementation of the gender mainstreaming efforts of the University through the GAD planning and budgeting process;
 - b. Formulate University 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;
 - c. Assist in the capacity development of and provide technical assistance to the University, 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 University, as the case may be;
 - d. Coordinate with the various units of the University including its campuses and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS prepares, consolidate and submit GAD Plans and Budgets;
 - e. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of University officials, staff, students and relevant stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities;
 - f. Monitor the implementation of GAD-related programs, activities and projects in their respective offices and suggest corrective measures to improve implementation of GAD PAFs and GFPS activities;
 - g. Prepare and consolidate agency GAD accomplishment reports; and
 - h. 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 University.

BSU Gender Mainstreaming Framework Towards Sustainable and Equitable Development

Input

- GAD laws & policies (national & international)
- GAD monitoring agencies
 - PCW
 - CHED
 - COA
 - DBM
 - RDC
 - Others
- Resources

Process



Output

- GENDER EQUITY & EQUALITY
 - WOMEN EMPOWERMENT
- Sustainable & Equitable Development*
- RESPECT HUMAN RIGHTS
 - PEACE AND JUSTICE