



## MEMORANDUM CIRCULAR NO. 2022-02

**TO:** All Heads of Executive Departments, Agencies, Bureaus, Offices, State Universities and Colleges, Government-Owned and/or-Controlled Corporations, Legislative and Judiciary Branches, Constitutional Bodies, Other Instrumentalities of the National Government and All Others Concerned

**SUBJECT:** **Use of the Gender Focal Point System (GFPS) Functionality Assessment Tool**

**DATE:** 08 March 2022

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### Background

1.0 Republic Act No. 9710 or the Magna Carta of Women (MCW) of 2009, mandates “all government departments, including their attached agencies, offices, bureaus, SUCs, GOCCs, local government units, and other government instrumentalities (to) 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.” The MCW further mandates the establishment and/or strengthening of a GFPS as an institutional mechanism to catalyze and accelerate gender mainstreaming.

2.0 PCW Memorandum Circular No. 2011-01 sets the guidelines for the creation, strengthening, and institutionalization of the GFPS. The purpose of the guidelines is to clarify the composition and structure as well as roles and responsibilities of the GFPS on gender mainstreaming.

3.0 In order to ensure that national government agencies (NGAs) have a functional mechanism to mainstream the gender and development perspective in their policy-making, planning, programming, budgeting, implementation, and monitoring and evaluation processes, the PCW developed the GFPS Functionality Assessment tool to provide GFPS members from NGAs the means to examine their performance and level of compliance based on the parameters set forth in the MCW and the PCW Memorandum Circular 2011-01.

4.0 In this regard, all national government agencies are enjoined to use the GFPS Functionality Assessment tool in periodically assessing the level of functionality of their GFPS.

### GFPS Functionality Assessment Tool

5.0 The self-assessment tool can establish baseline information on the level of functionality among the GFPS of agencies. It helps identify the GFPS’s strengths and areas for improvement, including underlying causes of gaps in the performance of its mandates. It will also enable the GFPS to document their good practices on gender mainstreaming.

6.0 The GFPS Functionality Assessment tool is intended for all GFPS members of NGAs, state universities and colleges, government-owned and controlled corporations, and local water districts at the central and regional offices. The GFPS members in public and private higher education institutions may also use this tool given that the GAD mechanisms stipulated in CHED Memorandum Order No. 1. s. 2015 was largely based on the provisions of MCW and PCW Memorandum Circular No. 2011-01. Local government units will have a different GFPS Functionality Assessment tool.

7.0 The GFPS Functionality Assessment tool assesses the functionality of the GFPS in NGAs in three areas: (a) *Structure and Composition of the GFPS*; (b) *Fulfillment of GFPS Roles and Functions based on Structure*; and (c) *GAD-related Competencies of GFPS Members*. Points are assigned to each functionality assessment criterion with a total designated score of 100 points. The overall assessment of the GFPS functionality shall be classified according to the following: (i) *Established*; (ii) *Functional*; and (iii) *Fully Functional*, each with a corresponding description.

8.0 The GFPS shall lead the conduct of the assessment. Agencies are recommended to set up a team composed of representatives from the GFPS Executive Committee, Technical Working Group, and Secretariat. Staff members from relevant offices who are former members of the GFPS may also be invited to participate in accomplishing the tool. An external validator or third party may be tapped to validate the self-assessment done by the GFPS members. External GAD experts or facilitators may also be engaged to orient the GFPS members on the assessment tool and to validate the results.

9.0 The functionality assessment shall cover a three-year period. For example, if the assessment will be conducted in the year 2022, the period covered by the assessment will be from years 2019, 2020 and 2021.


10.0 Agencies may submit to PCW a copy of the results of the assessment for information purposes. The PCW may be tapped to provide technical assistance on how to use the self-assessment tool and/or to provide recommendations based on the results of the assessment upon the request of the agency.

11.0 Expenses for the training on the use of the GFPS Functionality Assessment tool, as well as the conduct of periodic assessment using the tool may be included in the agency's annual GAD plan and budget.

12.0 An electronic copy of the tool may be accessed and downloaded from the PCW Digital Library (<https://library.pcw.gov.ph>). Limited copies may also be requested from PCW through [library@pcw.gov.ph](mailto:library@pcw.gov.ph) or telephone number (632) 8735-4767 loc. 122.

13.0 For queries and technical assistance on the use of the tool, please contact the PCW Technical Services and Regional Coordination Division (TSRCD) at 8243-1131 or e-mail [tsrcd@pcw.gov.ph](mailto:tsrcd@pcw.gov.ph).

For guidance and appropriate action.

  
**SANDRA SANCHEZ-MONTANO**  
Chairperson