

MEMORANDUM CIRCULAR NO. 2024 - 01

TO : All Heads of Executive Departments, National Line Agencies, Bureaus, Offices, State Universities and Colleges (SUCs), Government-Owned and/or Controlled Corporations (GOCCs), Legislative and Judiciary Branches, Constitutional Bodies, and Other Government Instrumentalities

SUBJECT : **Accomplishment and Online Submission of Fiscal Year (FY) 2023 GAD Focal Point System (GFPS) Profile Form**

DATE : 15 January 2024

1.0 Background and Rationale

- 1.1 Pursuant to Section 36 of Republic Act (RA) No. 9710 or the Magna Carta of Women (MCW), all agencies are mandated to adopt gender mainstreaming as a strategy to promote women's human rights and eliminate gender discrimination in their policies, programs, processes, procedures, systems and structures.
- 1.2 Section 36.C. of RA 9710 or MCW further provides that all agencies shall establish or strengthen their GAD Focal Point System (GFPS) or a similar GAD mechanism to catalyze and accelerate gender mainstreaming within their respective agencies.
- 1.3 PCW issued Memorandum Circular (MC) No. 2011-01 or the "*Guidelines for the Creation, Establishment and Strengthening of the GFPS*" to prescribe the structure and composition as well as the roles and functions of the composite groups of the GFPS, particularly, the Executive Committee (ExeCom), the Technical Working Group (TWG) and the Secretariat. It also prescribes the rules and regulations in the establishment, strengthening, and reconstitution of the GFPS.
- 1.4 Furthermore, Section 6 of PCW MC No. 2011-01 directs PCW to monitor and oversee the implementation of the said policy on the GFPS. Moreover, it mandates PCW to develop a directory and database of the GFPS of government agencies, which includes, line departments, attached agencies, state universities and colleges (SUCs), and government-owned and/or controlled corporations (GOCCs), among others.

2.0 Submission of the Online FY 2023 GFPS Profile Form

- 2.1 Executive Departments, National Line Agencies, Attached Agencies, GOCCs, Legislative and Judiciary Branches, Constitutional Bodies, and SUCs are enjoined to accomplish the online FY 2023 GAD Focal Point System Profile Form. Data gathered will serve as a basis or input for possible future amendments or enhancement of the existing policy

issuances and related guidelines on the GFPS.

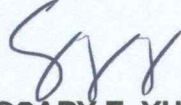
- 2.2 The FY 2023 GFPS Profile Form is accessible through this link: <https://bit.ly/FY2023GFPSProfiling>. Agencies may refer to the guide provided in Annex A of this Circular in accomplishing the GFPS Profile Form. The **deadline for the submission** of the accomplished FY 2023 GFPS Profile Form alongside the required attachments is on **31 March 2024**.
- 2.3 In the case of the Department of Health (DOH)-retained hospitals, submissions should be integrated into the consolidated submission of the DOH Central Office. The submission of regional campuses of SUCs, the Philippine Science High School, and public schools under the Department of Education, should also be integrated into their respective agency-wide submission.
- 2.4 Local government units (LGUs), and local water districts (LWDs) are **NOT** covered in this MC.

3.0 GFPS Functionality Assessment Tool for National Government Agencies

- 3.1 Agencies are encouraged to administer the GFPS Functionality Assessment Tool for National Government Agencies (NGAs)¹ to periodically assess the level of functionality of their GFPS. The tool will help document good practices on gender mainstreaming, determine the areas for improvement of the GFPS, and design appropriate interventions to address the identified gaps and issues. The result of the assessment provides the baseline information on the level of functionality among the GFPS of the agencies.
- 3.2 Assessment of the GFPS functionality using the GFPS FAsT tool should cover a three-year period. For example, if the assessment will be undertaken in 2023, the period covered by the assessment should be from 2020 to 2022.
- 3.3 To facilitate the assessment, agencies are also encouraged to set up an assessment team composed of the GFPS Executive Committee Chairperson, the GFPS Technical Working Group Chairperson, and the GFPS Secretariat. The roles and responsibilities of the assessment team are detailed in the tool's Section on How to Use the GFPS Functionality Assessment Tool.
- 3.4 The tool is downloadable from the PCW Digital Library through this link <https://bit.ly/GFAsTforNGAs>.

¹ The GFPS Functionality Assessment Tool (GFAsT) for NGAs is intended for all GFPS members of NGAs, SUCs, GOCCs, and local water districts. A separate GFAsT was developed for LGUs.

- 4.0 For clarification and further concerns and/or queries, please contact our Technical Services and Regional Coordination Division (TSRCD) at telephone nos. 8735-8917, 8736-1654 local 110, or via email at gadtraining@pcw.gov.ph CC kavlee@pcw.gov.ph.
- 5.0 For guidance and appropriate action.



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