



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. DO2014-08-0016

**RECONSTITUTION OF THE DEPARTMENT OF ENERGY –
GENDER & DEVELOPMENT (GAD) FOCAL POINT SYSTEM (FPS)**

In compliance with the Joint Memorandum Circular No. 94-1 and Executive Order No. 348 Implementing Rules and Regulations on Gender and Development (GAD) on the establishment of Focal Point System (FPS), the Department of Energy (DOE) hereby reconstitutes the GAD FPS, as follows:

COMPOSITION OF THE GAD FPS:

Executive Committee

Chairperson : Undersecretary
Vice-Chair : Assistant Secretary
Member : Head Executive Assistant, Office of the Secretary (OSEC)
Director, Energy Policy & Planning Bureau (EPPB)
Director, Energy Utilization Management Bureau (EUMB)
Director, Electric Power Industry Management Bureau (EPIMB)
Director, Energy Resource Development Bureau (ERDB)
Director, Administrative Service (AS)
Asst. Director, Renewable Energy Management Bureau (REMB)
Asst. Director, Oil Industry Management Bureau (OIMB)
Division Chief, Investment Promotion Office (IPO)

Ad-Hoc Members : Director, Luzon Field Office (LFO)
Director, Visayas Field Office (VFO)
Director, Mindanao Field Office (MFO)

Technical Working Group (TWG)

Head : Assistant Director, EPPB
Asst. Head : Chief, CWPO
Member : Director/duly authorized representative, FS
Director/duly authorized representative, ERTLS
Director/duly authorized representative, LS
Division Chief, EPPB
Section Chief, ITMS
EA member/duly authorized representative
End-user/Project Proponent (bureau/service representative)

Technical Secretariat

Head : Division Chief, Human Resource Management Division, AS
Asst. Head : Section Chief, Personnel Actions & Services Section-HRMD, AS
Member : Executive Assistant, Office of the Undersecretary
Division/Section Chief, General Services Division (GSD)
Section Chief, Budget Division, FS
Section Chief, Accounting Division, FS
Section Chief, Personnel Welfare & Performance Management
Section/Training & Development Section-HRMD, AS

SDO : Division/Section Chief, Treasury Division, AS

POWERS & FUNCTIONS OF THE GAD EXECUTIVE COMMITTEE:

1. Provide direction and give policy advice to the Agency Head to support and strengthen the Gender Focal Point System (GFPS) and agency's GAD mainstreaming activities, including but not limited to the creation of sub-committee/project steering committee for the purpose;
2. 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 agency in response to the gender issues faced by its clients and employees;
3. Ensure the timely submission of the agency GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to the Department of Budget and Management (DBM);
4. Ensure the effective and efficient implementation of the agency GAD programs, activities, and projects (PAPs), and the judicious utilization of the GAD budget;
5. Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups, and other stakeholders in pursuit of gender mainstreaming;
6. Recommend approval of agency GAD Plans and Budgets and GAD Accomplishment Reports (ARs); and,
7. Recommend awards or recognition to outstanding institutional GAD programs, activities, and projects and/or GAD Focal Point members.

FUNCTIONS OF THE GAD TWG:

1. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;

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2. Formulate DOE's GAD plans, programs and budget (e.g., initial review; evaluate project proposals/memo/letters; and finalize the preparation and submission);
3. Assist in the capacity development of and provide technical assistance to the GAD FPS;
4. Attend meetings, consultations, briefings, etc., of GAD FPS conducted/called for by the PCW, DBM, Senate, Congress, NEDA, and other concerned agencies;
5. Conduct researchers/studies/surveys on gender issues/concerns relating to energy PAPs;
6. Prepare the necessary evaluations/assessments/accomplishments as well as reports and recommendations on the DOE's GAD PAPs for submission to PCW and COA;
7. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of DOE officials, staff and relevant stakeholders to the activities of the GAD Focal Point and GAD mainstreaming activities;
8. 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 GFP activities; and,
9. Undertake other assignments that the GAD NFP may assign from time to time.

FUNCTIONS OF THE GAD TECHNICAL SECRETARIAT:

1. Consolidate/finalize/distribute/submit/file the approved DOE's GAD Plans, Activities & Programs (PAPs), and Accomplishments Reports (ARs);
2. Process/monitor/record/consolidate all the disbursements/expenses incurred/made by the GAD FPS and prepare/submit the same on a quarterly basis to the GAD TWG for the accurate/efficient/timely submission of GAD PAPs and ARs to the DBM, PCW, and COA;
3. Coordinate with the various units of the DOE including its field offices and attached agencies and ensure participation in GAD strategic and annual planning exercises, especially in the logistics preparation, consolidation, and their submission of the GAD Plans and Budgets to the DOE-GAD FPS;
4. Schedule meetings of GAD FPS and FPS of attached agencies, and prepare Minutes of Meeting;
5. Attend meetings, consultations, briefings, etc. conducted/called for by the DOE GAD FPS PCW, DBM, Senate, Congress, NEDA, and concerned agencies;
6. Maintenance and safekeeping of GAD documents, programs, surveys, results, reports, etc.;

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7. Provide administrative and logistical support to the GAD FPS and be the central channel of communications for the GAD FPS, GAD-TWG, PCW, DBM, etc., and other concerned government/private agencies/SUCs/NGOs/LGUs, etc.; and,
8. Perform other related tasks as may be necessary.

TERM OF DUTY

The abovementioned offices/members of the GAD FPS shall serve for a period of two (2) years reckoned from the date of appointment, subject to renewal at the discretion of the Secretary. In case of resignation, retirement, separation, transfer, reassignment, or removal from the service, the replacement shall serve only for the unexpired term: Provided that in case of leave of absence or suspension, the replacement shall serve only for the duration of such leave of absence or suspension.

OTHER PROVISIONS

The above assigned DOE Bureau/Services/Units offices/members shall continue to perform its regular functions in relation to its mandate. To ensure effective implementation of GAD-related activities, the Financial Services shall provide corresponding budget for meetings, coordination activities, and travel allowances or expenses, and salaries/compensation in accordance with the approved GAD annual budget.

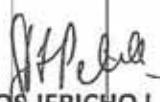
SEPARABILITY CLAUSE

All Department Orders and other issuances inconsistent with this Department Order are hereby modified or superseded accordingly.

EFFECTIVITY

This Department Order shall take effect immediately.

Fort Bonifacio, Taguig City, Manila
07.15.14


CARLOS JERICHO L. PETILLA
Department Secretary





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IN REPLYING PLS CITE:

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