



8 March 2022

**MEMORANDUM NO. 372**

Series of 2022

**T O: Ms. Icolyn V. Arañez**  
**R E: Designation as Head, Gender and Development, VSU Villaba Campus**

By virtue of the authority vested in me by the VSU Board of Regents, you are hereby designated as Head, Gender and Development, VSU Villaba Campus effective July 1, 2022 until December 31, 2022 or unless sooner revoked or terminated by higher authorities.

As Head, you are directed to:

1. Lead gender mainstreaming perspective in agency/department policies, plans and programs.
2. Assist in the formulation of new policies such as GAD Code in advancing women's status.
3. Lead in setting up appropriate systems and mechanism to ensure the processing, review and updating of sex disaggregated data or GAD database to serve as basis in performance-based gender-responsive planning.
4. Coordinate efforts of different divisions, offices, units of agency and advocate the integration of GAD perspectives in all their systems and processes.
5. Prepare/implement agency annual performance-based GAD plans, programs and budget.
6. Lead in monitoring the effective implementation of GAD-related policies and GAD plans, programs and budget.
7. Make/strengthen external links with other agencies or organizations working on women's rights and GAD 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 development planning cycle, giving special attention to the marginalized sectors.
9. Promote as venue where personnel can be capacitated on GAD as part of its regular human resource development program.
10. Spearhead the accreditation as GAD Resource Center provided by CMO 1 s. 2015.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

This supersedes previous issuances on the same subject.

Please be guided accordingly.

  
**EDGARDO E. TULIN**  
President

cc: VSU-Villaba  
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OVPPRGAS  
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