



Visayas State University

Visca, Baybay City, Leyte 6521-A

Philippines

Tel: +63 53 335 2600; Fax: +63 53 335 2601

website: www.vsu.edu.ph; email: op@vsu.edu.ph

Office of the President

20 September 2012

MEMORANDUM NO. 257

Series of 2012

T O: Prof. Ma. Aurora Teresita W. Tabada - University GAD Coordinator/
Chairperson

Dr. Lourdes B. Cano	- Director, ODAHRD – Secretary
Ms. Roberta C. Lemos	- Director of Finance
Prof. Rosa Ophelia D. Velarde	- Director of Research
Prof. Efren B. Saz	- Director of Extension
Dr. Elwin Jay V. Yu	- Head, VSU Hospital
Atty. Rysan C. Guinocor	- Legal Office
Ms. Christina A. Gabrillo	- GAD Coordinator, CAFS
Ms. Bernalou L. Aba	- GAD Coordinator, CAS
Ms. Fatima A. Baliña	- GAD Coordinator, CE
Ms. Eliza D. Espinosa	- GAD Coordinator, CFES
Prof. Lucy B. Paloma	- GAD Coordinator, CME
Ms. Michelle C. Tolibas	- GAD Coordinator, CN
Prof. Epifania G. Loreto	- GAD Coordinator, CoE
Dr. Evelyn S. Cortes	- GAD Coordinator, CVM
Ms. Catherine O. Iglesias	- GAD Coordinator, VSU-Alangalang
Ms. Gina A. Ellorimo	- GAD Coordinator, VSU-Isabel
Ms. Luzviminda A. dela Cruz	- GAD Coordinator, VSU-Tolosa
Mr. Gerald B. Monsanto	- GAD Coordinator, VSU-Villaba
Ms. Christie Cyrene T. Tauy	- USSO Representative

R E: GAD Focal Point System Technical Working Group/Secretariat

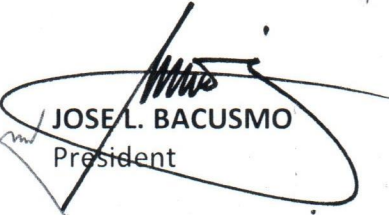
By virtue of the authority vested in me by the VSU Board of Regents, you are hereby directed to constitute the Gender and Development Focal Point System Technical Working Group/Secretariat (GFPS-TWG/S) with Prof. Ma. Aurora Teresita W. Tabada as Chairperson

and Dr. Lourdes B. Cano as Secretary, effective immediately unless sooner terminated or revoked by higher authorities without prejudice to reappointment.

The functions of the Technical Working Group/Secretariat are as follows:

1. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
2. Formulate agency 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;
3. Assist in the capacity development of and provide technical assistance to the agency, and as needed, to officers in the other offices or units.
4. Coordinate with the various units of the agency and ensure their meaningful participation in GAD strategic and annual planning exercises especially on the preparation, consolidation and submission of GAD Plans and Budgets;
5. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of agency officials, staff and relevant stakeholders to the activities of the GFKPS and GAD mainstreaming activities;
6. 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 GFPS activities;
7. Prepare and consolidate agency GAD accomplishment reports; and
8. 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.

For your information and compliance.


JOSE L. BACUSMO
President