



# Visayas State University

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## Office of the President

22 March 2016

MEMORANDUM NO. 95

Series of 2016

- T O:** Prof. Maria Aurora T.W. Tabada - University GAD Coordinator/Chair  
Dr. Lourdes B. Cano - Director, ODAHRD  
Ms. Louella C. Ampac - Director of Finance  
Prof. Rosa Ophelia D. Velarde - Director of Research  
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Ms. Rose Ann Aguja - GAD Coordinator, VSU Tolosa  
Dr. Gloria R. Pelayo - GAD Coordinator, VSU Villaba  
Ms. Marwen A. Castañeda - USSO Representative  
Ms. Letty Jean C. Lor - Recording Secretary

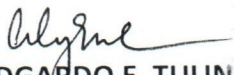
## **R E: Reconstitution of GAD Focal Point System Technical Working Group/Secretariat**

By virtue of the authority vested in me by the VSU Board of Regents, the Gender and Development Focal Point System Technical Working Group/Secretariat (GFPS-TWG/S) is hereby reconstituted with Prof. Maria Aurora Teresita W. Tabada as Chairperson and Ms. Letty Jean C. Lor as Recording Secretary, for a term of two years, effective March 1, 2016 to February 28, 2018 or 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 GFPS 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.

  
**EDGARDO E. TULIN**  
President