



24 February 2022

**MEMORANDUM NO. 170**  
Series of 2022

**T O: Prof. Ma. Aurora Teresita W. Tabada**

**R E: Designation as Head, Gender Resource Center**

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

You are tasked to do the following:

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 the agency and advocate for 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. 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. Provide a venue where personnel can be capacitated on GAD as part of its regular human resource development program
10. Lead in the accreditation of GAD as Resource Center provided by CMO 1. S. 2015 and ensure the continual accreditation status the center;
11. Implement VSU BOR Resolution No. 66, series of 2002

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

Please be guided accordingly.

**EDGARDO E. TULIN**  
President

cc: OVPA  
OVPAF  
OVPPRGAS  
OVPREI  
OVPSAS  
OUS  
Deans  
Directors  
Records  
File

Cash  
Registrar  
ODF/Budget  
Gender Resource Center  
ODHRM/RSPPRO  
OHIA  
Accounting  
COA