



Republic of the Philippines
Department of Environment and Natural Resources
MINES AND GEOSCIENCES BUREAU

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SPECIAL ORDER
No. 2024-035

FEB 26 2024

SUBJECT: Reconstitution of the Mines and Geosciences Bureau Gender and Development Focal Point System (GFPS) Executive Committee and Technical Working Groups

In the interest of service and pursuant to Republic Act No. 9710 or the Magna Carta of Women Act, Philippine Commission on Women Memorandum Circular No. 2011-01 or the Guidelines for the Creation, Strengthening, and Institutionalization of the Gender and Development GAD Focal Point System, Department Administrative Order (DAO) No. 98-15, the Revised Guidelines on the Implementation of Gender and Development (GAD) Activities in the DENR, and in view of the continuous efforts of this Office to address gender issues and implement gender mainstreaming, the MGB GAD Focal Point System is hereby reconstituted, consisting of the Executive Committee, Technical Working Group and Sub-Committees, with their corresponding functions:

- I. **Chairperson** : MGB Director
- II. **Executive Committee**
 - : MGB Assistant Director
 - : All Central Office Division Chiefs
 - : TWG Chairperson / GAD Focal Person

Functions of the GFPS Chairperson / Agency Head:

1. Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems, and procedures of the agency including the creation, strengthening, modification or reconstitution of the GFPS; and
2. Approve the GAD Plan, Program and Budget of the agency as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation.

Functions of the Executive Committee:

1. Provide direction and give policy advice to the GFPS to support and strengthen the GFPS and MGB's GAD mainstreaming activities;
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 MGB in response to the gender issues faced by its clients and employees;
3. Ensure the effective and efficient implementation of the MGB GAD programs, activities and projects and the judicious utilization of the GAD Budget;
4. Build and strengthen the partnership of the Bureau with PCW, GAD



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- experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
5. Recommend approval of MGB GAD Plans and Budgets (GPB) and GAD Accomplishment Reports;
 6. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects of Central and Regional Offices and/or MGB GFPS.

III. Technical Working Group and Secretariat:

TWG Chairperson/ GAD Focal Person : Diory G. Carr
 Overall Secretariat : Ma. Erlina P. Tambasen

TWG Sub-Committees:

Committee on Plans and Programs

Planning Officer Designate : Nazario P. Abrasaldo
Alternate : John Peter I. Mirana
Members : Gianne B. Capulong

Committee on Information System and IEC

Information System/ ICT Focal : Aaron L. Arcilla
Alternate : Mark Carlo H. Cruz
Members : Venus Amor R. Sarmiento
 : Jethro B. Capino

Committee on Monitoring Evaluation and Policy Formulation

Focal : Florian D. Servidad
Alternate : Cesar Anthony A. Aben
Member : Lily Ann Q. Canedo
 : Mary Angeline T. Gondranios

Functions of the TWG Chairperson, Vice-Chairperson and Over-all Secretariat:

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 and GAD Database;
3. Ensure the timely submission of the agency GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and DBM and/or COA;
4. Assist in the capacity development and provide technical



assistance to the Bureau, and as needed, to officers in the other offices or units. In this regard, the TWG shall work with the Human Resource Section of the Administrative Division on the development and implementation of an appropriate capacity development program on gender equality and women's empowerment for its employees, and as requested or deemed necessary, for other offices under the DENR, MGB and/or other agencies, as the case may be;

5. Coordinate with the various units/divisions of MGB including its Regional Offices and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS of the Central Office shall coordinate with the GFPS of the Regional Offices, especially on the preparation, consolidation and submission of the agency GAD Plans and Budgets;
6. Provides all necessary communications, logistics and other materials needed for all MGB Central and Regional GAD GFPS.
7. Keeps all records of MGB GAD GFPS.
8. Documents the proceedings of all MGB Central and Regional GAD GFPS meetings and activities.
9. Manage funds allocated for GAD related activities.
10. Consolidates and reviews the Annual GAD Plan and Budget (GPB) of the Central and Regional Offices for submission to the Philippine Commission on Women (PCW).

Committee on Plans and Programs

1. Spearheads preparation of the Annual GAD GPB of the MGB Central Office (CO) and leads the collations and consolidation of the Regional Annual GPB and Accomplishment Reports.
2. Ensures that only activities included in the annual GPB shall be undertaken using GAD budget in all divisions of MGB Central Office and MGB Regional Offices.
3. Ensures that GAD targets in MGB are achieved.
4. Spearheads the evaluation of GAD mainstreaming efforts in the MGB using gender analytical tools such as Gender Monitoring and Evaluation Framework (GMEF) and Harmonized Gender and Development Guidelines (HGDG).
5. Facilitates the preparation, consolidation and reviews the MGB Annual Accomplishment Report (AR) for submission to PCW.
6. Acts as repository of all MGB-GAD related database information.



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Committee on Information System and IEC

1. Prepares and reviews the GAD ICT Plan and ensures proper distribution of ICT equipment and supplies to GAD GFPS of MGB Central and Regional Offices.
2. Assists MGB-GAD GFPS in encoding and updating the Gender Mainstreaming Monitoring System (GMMS).
3. Maintains the MGB GAD Database, web portal and social media accounts.

Committee on Monitoring Evaluation and Policy Formulation

1. Closely coordinate with the MGB Policy Technical Working Group (PTWG) to ensure that GAD is mainstreamed in all MGB Policies.
2. Spearheads the conduct of studies relative to impact of policies on women.
3. Initiates the proposal of new GAD related policy or amendment to an existing "ungendered" MGB Policy.
4. Informs and updates the MGB GFPS of legislative proposals or new laws concerning GAD.

MGB-Central Office Division GAD Permanent and Alternate Representatives

Division	Permanent	Alternate
Office of the Director and Office of the Assistant Director (OD and OAD)	Lily Ann Q. Cañedo	
Administrative Division	Gianne B. Capulong	Mary Angeline T. Gondranios
Financial Management Division (FMD)	Daria K. Malinao	Kimberly T. Iligan
Legal Service Division (LSD)	Glenda B. Quinto	Atty. Jade A. Lorenzo
Planning, Policy, and International Affairs Division (PPIAD)	Florian D. Servidad	Virgilio M. Salas
Mining Tenements Management Division (MTMD)	Aaron L. Arcilla	Donna Mae P. Longga
Mine Safety, Environment and Social Development Division (MSESDD)	Blessed Joy P. Gibe	Calvin V. Perez

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Metallurgical Technology Division (MeTD)	Hector S. Andres	Archielyn N. Dela Vega
Mineral Economics, Information and Publication Division	Ma. Erlina P. Tambasen	Nazario P. Abrasaldo
Mining Technology Division (MTD)	Jaypee D. Juanerio	John Peter I. Miraña
Marine Geological Survey Division (MGSD)	Alexis Marie C. Malibong	Faye Ann G. De Leon
Lands Geological Survey Division (LGSD)	April C. Ondona	Jethro B. Capino
MGB Employees Association (MGBEA)	Carina V. Pecson	Gina Flor F. Resubal

Functions of Division GAD Permanent and Alternate Representatives:

1. Act as the Focal Point Person of the Central Office Division for all GAD related matters.
2. Closely coordinate with the MGB GAD TWG Chairperson for the GAD mainstreaming of all programs and activities of the division.
3. Ensures that all outgoing communications/ correspondences of the division are gender sensitive.

IV. The Regional GAD Focal Point System (RGFPS) shall be reconstituted to follow the same format and functions, as may be applicable, and shall be composed of the following:

Chairperson : Regional Director
Regional Executive Committee
Members : All Division Chiefs
: TWG Chairperson/ Regional GAD Focal Person

Regional Technical Working Group

- TWG Chairperson/ GAD Focal Person
- Secretariat
- Members
 - Planning Officer Designate
 - Information System/ ICT Focal
 - Monitoring Evaluation and Policy Formulation
- Division Permanent and Alternate Representatives



All expenses to be incurred in the conduct of the activities related to the discharge of the functions of the MGB GFPS shall be charged against the MGB appropriations for GAD-related activities subject to the existing applicable accounting and auditing rules and regulations.

This Special Order shall take effect immediately, amending for the purpose Special Order No. 22-179 dated December 23, 2022.



Daniilo U. Uykieng
ATTY. DANILO U. UYKIENG
OIC Director

