



Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila

CG-1/CGA

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**CREATION OF THE PCG GENDER AND DEVELOPMENT (GAD)
FOCAL POINT SYSTEM**

A. REFERENCES

1. RA 9993 (PCG Law of 2009) dtd February 2010 and its IRR;
2. RA 9710 (Magna Carta of Women) dtd 14 Aug 2009;
3. RA 7192 (Women in Development and Nation Building Act of 1992);
4. Memorandum Circular No. 2011-01 dtd 21 Oct 2011 of the Philippine Commission of Women (PCW); Subject: Guidelines for the Creation, Strengthening, and Institutionalization of the Gender and Development (GAD) Focal Point System;
5. Joint Circular Number 2012-01 of PCW, NEDA and DBM; Subject: Guidelines for the Preparation of Annual GAD Plan and Budget and Accomplishment Report to Implement the Magna Carta for Women
6. HPCG Circular Number 09-10 dtd 17 June 2010 (Creation of the PCG Gender and Development (GAD) Focal Point).

B. RATIONALE

In line with RA 7192 and RA 9710, the PCG in Section 4.1 of the Implementing Rules and Regulations of RA 9993 was mandated to mainstream gender sensitivity in all its planning activities setting of priorities, allocating of resources, policy decision making, and identifying actions and activities in relation to all existing laws relative to Gender and Development (GAD). It further obliges the PCG to establish GAD Focal Point to plan, monitor, coordinate, asses and evaluate GAD related activities and programs.

C. PURPOSE

To provide guidelines and procedures for the establishment, strengthening, and institutionalization of the GAD Focal Point System (GFPS) in the PCG and clarify the roles and responsibilities, composition and structure of the GFPS to enable it to function as a mechanism for catalyzing and accelerating gender mainstreaming in the Command towards the promotion of Gender Equality and Women's Empowerment.

D. DEFINITION OF TERMS

1. **Gender** – refers to socially determined ideas and practices of what it is to be female or male.
2. **Gender and Development (GAD)** – refers to the development perspective and process that is participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices and contends that woman is active agents of development, not just passive recipients of development.
3. **Gender Analysis-** refers to a framework to compare the relative advantages and disadvantages faced by women and men in various spheres of life, including the family, workplace, school, community and political system. It also takes into account how class, age, race, ethnicity, culture, social and other factors interact with gender to produce discriminatory result.
4. **Gender Audit-** refers to a form of “social audit” or “quality audit” which determines whether the organization’s internal practices and related support systems for gender mainstreaming are effective, reinforcing each other and are being followed. This tool or process assists organizations in establishing a baseline, identifying critical gaps and challenges, and recommending ways of addressing them.
5. **Gender Equality-** refers to the principles asserting the equality of women and men and their right to enjoy equal conditions realizing their full human potentials to contribute to and benefit from the results of development, and with the State recognizing that all human beings are free and equal in dignity and rights.
6. **Gender Equality and Women’s Empowerment Framework (GEWEF)** – Gender equality and women’s empowerment are attained through an interconnected cycle of strategies and interventions progressing along five level: welfare, access, conscientization (consciousness-raising), participation and control.
7. **GAD Focal Point System-** is an interacting and interdependent group of people in all government instrumentalities tasked to catalyze and accelerate gender mainstreaming. It is a mechanism established to ensure and advocate for, guide, coordinate, and monitor the development, implementation, review and updating of their GAD plans and GAD-related programs, activities and projects (PAPs).
8. **Gender Mainstreaming-** refers to the strategy for making women’s as well as men’s concerns and experiences an integral dimension of the design, implementation, monitoring, and evaluation of policies, programs and projects in all social, political, civil, and economic spheres so that women and men benefit equally. It is the process of assessing the implications for

women and men of any planned action, including legislation, policies or programs in all areas and at all levels.

9. **GAD Plan and Budget-** is a systematic approach to gender mainstreaming, carried out by all government instrumentalities, through the annual development and implementation of programs, activities and projects and addressing gender issues and concerns in their respective organizations, sectors and constituencies by utilizing at least 5% of their total budget allocation.
10. **Gender Sensitivity** – Encompasses the ability to acknowledge and highlight existing gender differences, issues and inequalities and incorporate these into strategies and actions.
11. **Programs, activities and projects** – assessed using all five levels as parameters and these are redesigned to address the welfare, access, conscientization, participation, and control levels for them to truly advance gender equality and women's empowerment.
12. **Performance-Based Budgeting-** is an approach to budgeting which involves a review of the agencies' existing budgetary programs and projects to ensure that these support their core mandated functions and produce the targeted outcomes and outputs.
13. **Rights-Based Approach-**refers to the recognition of every human being both as person and as a right-holder. It strives to secure the freedom, well being and dignity of all people, everywhere, within the framework of essential human rights standards, principles, duties and obligations.
14. **Women's Empowerment-** is a goal of and an essential process for women' advancement. It is a process and condition by which women mobilize to understand, identify and overcome gender discrimination so as to achieve equality in welfare and equal access to resources. In this context, women become agents of development and not just beneficiaries enabling them to make decisions based on their own views and perspectives.

E. GENERAL GUIDELINES

1. The Commandant, PCG shall issue appropriate directives to institutionalize the creation of GFPS in the PCG.
2. The task and functions of the members of the GFPS shall form part of their regular key result areas and work plans and shall be given due consideration during performance evaluation.
3. The Command shall develop GAD capacity development programs that support continuing gender education, updating and enhancing skills customized according to the functions of the GFPS, to be integrated in the personnel program and Human Resource Development Plan. These capacity develop programs may include gender sensitivity, gender analysis, gender-responsive planning and budgeting and gender audit, among others.

4. A gender perspective should likewise be integrated in all the training programs of the Command, as well as during the initial stage of every planning process of each activity and in the everyday performance of PCG mandates.
5. The Command shall conduct monitoring and evaluation of the GFPS every end of the quarter and shall undertake measures to address possible issues hindering the performance of their functions in accordance with the Magna Carta for Women and other GAD-related laws, policies and plans.
6. The Command shall allocate funds for programs, activities and projects to support the organization, management and operations of the GFPS, to be charged to the PCG's GAD Budget.

F. COMPOSITION

1. The PCG GAD Focal Point System shall be composed of the PCG GAD Focal Point, the Executive Committee, the Technical Working Group, Secretariat and the Focal Point System in the District, Major and Special units.
2. The Vice Commandant for Administration (VCA) shall be designated as the PCG GAD Focal Point Officer .
3. The Executive Committee shall be Chaired by the Chief of Coast Guard Staff with the following members:
 - a. DCS for HRM, CG-1;
 - b. DCS for Operations, CG-3;
 - c. DCS for Plans and Programs, CG-5;
 - d. DCS for Comptrollership, CG-6;
 - e. DCS for Education and Training, CG-12;
 - f. Commander, CGIAS;
 - g. Commander, CGETC;
 - h. Chief, CG Legal Service;
 - i. First Command Master Chief; and
 - j. Head, Non-Uniformed Personnel
4. The Technical Working Group shall be Chaired by the DCS for HRM, CG-1 with the following members:
 - a. Assistant DCS, CG-1;
 - b. Assistant DCS, CG-3;
 - c. Assistant DCS, CG-5
 - d. Assistant DCS, CG-6;
 - e. Assistant DCS, CG-12;
 - f. Director on Legal Affairs, CGIAS
 - g. Commanding Officer, Doctrine Development and Research Institute, CGETC;
 - h. Deputy Chief, Legal Service; and
 - i. Non-Uniformed Personnel representative

5. The GAD Focal Point Secretariat shall be appointed and shall hold office at the Office of DCS for HRM, CG-1. Non-uniformed personnel shall be assigned as responsible person in-charge in the PCG GAD Data Base System, which shall form part of the Secretariat.
6. There shall be created a GFPS in the Districts, Major and Special units with the following structure:
 - a. Unit GAD Focal Point Officer - Deputy Commander
 - b. Members: Chief of Staff, Admin Officer, Operations Officer, MCPO and one (1) Non-uniformed personnel

G. FUNCTIONS OF THE PCG GAD Focal Point System

The PCG GADFPS shall perform the following functions:

1. Lead in mainstreaming the gender perspective in the policies, plans and programs. In process, they shall ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes and procedures of the Command based on the priority needs and concerns of personnel and the formulation of the recommendations including its implementation;
2. Lead in setting up appropriate systems and mechanism to ensure the generation, processing, review and updating of sex-disaggregated data or GAD database to serve as basis in performance-based gender responsive planning;
3. Coordinate efforts of the different units of the PCG and advocate for the integration of GAD perspectives in all systems and processes;
4. Spearhead the preparation of the PCG annual performance-based GAD Plans, Programs and Budget in response to gender issue in the organization and client/ stakeholder in the context of their agency mandate, and consolidate the same in the format and procedure prescribed by the PCW, DBM and NEDA in the Joint Circular 2012-1. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of the Command, and as needed, in responding to Philippine Commission of Women's comments or requests for additional information.
5. Lead in monitoring the effective implementation of the GAD-related policies and the Annual GAD Plans, Programs and Budget;
6. Lead the preparation and consolidation of the annual agency GAD accomplishment Report and other GAD Reports that may be required under the Magna Carta for Women.
7. Strengthen the external link with the DOTC and other agencies or organization working on women's rights and gender and development to harmonize and synchronize the GAD efforts at various levels of governance; and

8. Ensure that all personnel including finance officers (e.g. accountant, budget officer, auditors) are capacitated on GAD. Along this line, the GFPS will recommend and plan an appropriate capacity development program on gender and development program on gender and development for PCG personnel as part of and implemented under its regular human resource development program.

H. DUTIES AND RESPONSIBILITIES

1. The Commandant, PCG:

- a. Issue policies or other directives that support the 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 GFPAS; and
- b. 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.

2. The GAD Focal Point Officer and the Executive Committee shall:

- a. Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and agency's GAD mainstreaming activities;
- b. 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 the agency in response to the gender issues faced by its clients and employees;
- c. Ensure the timely submission of the agency GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to DBM;
- d. Ensure the effective and efficient implementation of the agency GAD programs, activities and projects and the judicious utilization of the GAD Budget;
- e. Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
- f. Recommend approval of agency GAD Plans and Budgets, and GAD Accomplishment Reports; and
- g. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and/or GAF FP members.

3. The Technical Working Group (TWG) Secretarial shall:

- a. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
- b. Formulate agency GAD Plans, Programs and Budget in response to the gender gaps and issues faced by either clients/stakeholders and PCG officers, non-officers and civilian employees following the conduct of a gender audit, gender analysis, and/or review of sex disaggregated data;
- c. Assist in the capacity development of and provide technical assistance to the Command, and as needed, to officers in the other offices or units. In this regard, the TWG shall work with the DCS for HRM, CG-1 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 units, as the case may be;
- d. Coordinate with the various units of the Command including the Districts as well as major and special units and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS of the Headquarters shall coordinate with the GFPS in the area especially on the preparation, consolidation and submission of GAD Plans and Budgets;
- e. Lead the conduct of advocacy activities and the development of Information and Education Campaign materials to ensure critical support of Officers, non-officers, civilian employees and relevant stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities;
- f. Monitor the implementation of GAD-related programs, activities and projects in their respective offices and suggest corrective measures to improve implementation of GAD PA's and GFPS activities;
- g. Prepare and consolidate agency GAD accomplishment reports; and
- h. Provide regular updates and recommendations to the head of agency or ExeCom on the activities of GFPS and the progress of agency GAD mainstreaming activities based on the feedback and reports of the various units of the agency.

I. RESCISSION

HPCG Circular No. 09-10 dtd 17 June 2010 (Creation of the PCG Gender and Development (GAD Focal Point) and other policies that are inconsistent with this circular are hereby rescinded or modified upon approval and effectivity of this circular.

J. EFFECTIVITY

This circular is hereby implemented effective this date.

BY COMMAND OF REAR ADMIRAL ISORENA PCG:

OFFICIAL:

JOSELITO F DELA CRUZ
CAPT PCG
Chief of Coast Guard Staff



ALGIER B RICALFRENTE
ECDR PCG
Coast Guard Adjutant