



February 01, 2023

MEMORANDUM

FOR : The Regional Executive Director
MIMAROPA Region

THRU : The Assistant Regional Director For
Management Services
MIMAROPA Region

FROM : The OIC, PENR Officer
Calapan City, Oriental Mindoro

SUBJECT : **RECONSTITUTION OF THE DENR GENDER AND
DEVELOPMENT (GAD) FOCAL POINT SYSTEM OF PENRO
ORIENTAL MINDORO**

Forwarded is the Special Order reconstituting the PENRO GAD Focal Point System (PGADFPS) of Oriental Mindoro as part of the continuing improvement/responsiveness and strengthening of the GAD mainstreaming efforts into the DENR Programs and services.

For information and consideration.

ALAN L. VALLE





Regional Special Order
No. _____
Series of 2023

**SUBJECT: RECONSTITUTION OF THE DENR GENDER AND DEVELOPMENT
(GAD) FOCAL POINT SYSTEM OF PENRO ORIENTAL MINDORO**

In the interest of the service and as part of the continuing improvement/responsiveness and strengthening of the GAD mainstreaming efforts into the DENR programs and services, the PENRO GAD Focal Point System (PGADFPS) is hereby reconstituted.

It shall be composed of the following officials and personnel and Technical Committees:

Chairperson : **ALMA E. GIBE**
Chief, Technical Services Division

Vice-Chairperson : **CORAZON E. PUDIQUET**
Planning Officer III

A. Planning and Monitoring Committee

Head	NESTOR G. MIRA, JR. Planning Officer II
Members	JEZREEL JOHN M. MATRE Planning Officer I
	RONALDO L. SUAREZ Information System Analyst II

Tasks and Functions:

- 1) Spearheads the preparation of the annual GAD Plan and Budget/WFP based on the DENR National GAD Focal Point System (NGADFPS) and PCW-issued guidelines;
- 2) Reviews and consolidates the submitted annual GAD PBWFP of the CENR Offices for subsequent submission to the RGADFPS;
- 3) Monitors the implementation of and ensures that only activities undertake are included in the approved GAD Plan and Budget;
- 4) Maintains database of identified/needed information, reports and other data necessary in tracking and assessing the mainstreaming efforts of the PGADFPS as well as in evaluating the activities and interventions implemented;

- 5) Consolidates and prepares the required reports by the NGADFPS and PCW; and
- 6) Performs other functions that may be assigned by the PGADFPS from time to time.

B. Learning and Development Committee

Head	MYLA GEMMA P. GAMBOA Forest Technician II/HRD Officer
Members	Ma. Christine D. Gardoce Forest Ranger/Adm.Asst.

Tasks and Functions:

- 1) Ensures that the PGADFPS members acquire the necessary trainings for them to perform their tasks and functions;
- 2) Takes the lead in crafting and implementing the 3-tiered (Basic/rank-and-file, middle management, top management) GAD training modules/manuals to raise the awareness of PENRO Oriental Mindoro officials and personnel on gender-related issues; development concepts and gender advocacies especially in the environment sector; and
- 3) Performs other functions that may be assigned by the PGADFPS from time to time.

C. Information, Education and Communication (IEC) and Special Events

Head	BEA NATASHA A. FORTU Forester II/IEC Officer
Members	JEZREEL JOHN M. MATRE Planning Officer I

Tasks and Functions:

- 1) Spearheads the planning and organizing of GAD special events, and ensure participation stakeholders (e.g. Women's Month Celebration, Anti-VAWC, etc.);
- 2) Prepares are GAD PENRO Oriental Mindoro Annual Communication Plan;
- 3) Crafts/Designs, produce and distribute GAD IEC materials to target stakeholders; and
- 4) Performs other functions that may be assigned by the PGADFPS from time to time.

D. PGADFPS Secretariat



Head	MARILYN S. CASPE Adm. Asst.I/Computer Operator I
Members	MA. KRISTINE R. TOLENTINO Forest Ranger

Tasks and Functions:

- 1) Provides overall logistical and administrative support to all activities of the PGADFPS;
- 2) Ensures the sending out of all NGADFPS instructions/issuances to all offices concerned;
- 3) Monitors timely compliance to dispatched instructions and timely reporting of all offices concerned;
- 4) Prepares minutes of the meetings and consultations proceedings;
- 5) Takes custody of records and other relevant documents of the PGADFPS;
- 6) Maintains the PGADFPS Bulletin Board; and
- 7) Performs other functions that may be assigned by the PGADFPS from time to time.

This Order takes effect immediately. All orders and issuances inconsistent herewith are deemed revoked, superseded, or amended accordingly.

Recommending Approval:


ALAN VALLE
OIC-PENRO 

Approved :

LORMELYN E. CLAUDIO, CESO IV
Regional Executive Director