



LBP LEASING AND FINANCE CORPORATION

(A LANDBANK SUBSIDIARY)

CLASS D

LLC-CSG-FR-098.01

Special Order No.: 25-013

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RECONSTITUTION OF THE GAD FOCAL POINT SYSTEM

A. RATIONALE

In accordance with Section 36 of Republic Act No. 9710, also known as the Magna Carta of Women, and PCW Memorandum Circular No. 2011 – 01, it is mandated that all government agencies must adopt gender mainstreaming as a fundamental strategy. This strategy aims to actively promote women's human rights and eliminate gender-based discrimination within their systems, structures, policies, programs, processes, and procedures. Furthermore, Section 37-C of the Implementing Rules and Regulations (IRR) underscores the obligation of all government agencies to fortify their Gender and Development Focal Point Systems (GFPS) or establish a similar Gender and Development (GAD) mechanism to drive and expedite the process of gender mainstreaming within the organization.

B. OBJECTIVE

These guidelines are prepared to:

1. Strengthen and institutionalize the GAD Focal Point Systems in LLFC.
2. 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 organization towards the promotion of Gender Equality and Women's Empowerment.

C. COVERAGE

These guidelines cover the assigned personnel of the GFPS Sub/Committee.

D. GFPS COMMITTEE

AGENCY HEAD			
GFPS Chairperson	:	President and CEO, LLFC	Michael P. Aranas

Duties and Responsibilities:

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.
2. Approve the GAD Plan, Program, and Budget of LLFC as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation.

EXECUTIVE COMMITTEE			
Lead Members	:	Head/VP - CSG	Raizza L. Gonzales
	:	Head/VP - ASG	Riza M. Hernandez
	:	Head/VP - AMG	Peter Paul I. Rigor
	:	Head/VP - OGC	Atty. Ed Vincent A. Albano III

Duties and Responsibilities:

1. Provide direction and give policy advice to the GFPS Chairperson to support and strengthen the GFPS and Corporation's GAD mainstreaming activities.
2. Direct the identification of GAD strategies, programs, activities and projects based on the results of gender audit, gender analysis and according to the identified priorities of the Corporation in response to the gender issues faced by its clients and employees.
3. Ensure the timely submission of the Corporation GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to DBM.
4. Ensure the effective and efficient implementation of the Corporation GAD programs, activities and projects and the judicious utilization of the GAD budget.
5. Build and strengthen the partnership of the Corporation with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming.
6. Recommend approval of the Corporation's GAD Plans and Budgets and Gad ARs.
7. Recommend awards or recognition to outstanding institutional Gad programs, activities, projects and/or GAD FP members.

TECHNICAL WORKING GROUP COMMITTEE			
Chairperson	:	Head/VP - CSG	Raizza L. Gonzales
Lead Members	:	Head - IT	Melody Carmela C. Mercado
	:	Account Officer (AM)	Jane S. Hernandez
	:	Personnel Specialist II	Clariza G. Gonzales
	:	Accountant II	Michelle Amoncio
	:	Treasury Officer	Christine Rubite
Secretariat	:	Personnel Assistant	Chezka S. Vasquez

Duties and Responsibilities:

1. Facilitate the implementation of the gender mainstreaming efforts of the Corporation through the GAD planning and budgeting process.
2. Formulate Corporation GAD Plans, Programs, and Budget in response to the gender gaps and issues faced by their clients and constituents, 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 Corporation, and as needed, to officers in the offices or units. In this regard, the TWG shall work with the Human Resource Management Unit 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 Corporation, as the case may be.
4. Coordinate with the various units of the Corporation and other related agencies or co-subsidiaries and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS shall coordinate with the GFPS of its attached agencies especially on the preparation, consolidation and submission of GAD Plans and Budget.
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 GAD Focal Point System and GAD mainstreaming activities.
6. Monitor the implementation of GAD related programs, activities and projects in their respective Unit and suggest corrective measures to improve implementation of GAD PAPs and GFPS activities.
7. Prepare and consolidate Corporation's GAD accomplishment reports.
8. Provide regular updates and recommendations to the GFPS Chairperson or ExeCom on the activities of the GFPS and the progress of Corporation's GAD mainstreaming activities.
9. Coordinate with the Sub-committee for concerned activities.

E. GFPS SUB-COMMITTEE

GAD POLICIES COMMITTEE			
Lead	:	Personnel Specialist II	Clariza G. Gonzales
Members	:	Legal Specialist II	Atty. Joanna Marie Y. Pagsuyoin
	:	Administrative Specialist II	Joselia S. Garcia

Duties and Responsibilities:

1. Develop policies and directives that promote the integration of Gender and Development (GAD) principles into the Corporation's policies, plans, programs, activities, budgeting systems, and procedures. This includes establishing, reinforcing, altering, or reconstituting the Gender and Development Focal Point System (GFPS).
2. Evaluate current policies and offer guidance and advice to the Chair of the GFPS to enhance GAD Mainstreaming efforts.
3. Stay informed about policies relevant to gender mainstreaming and women's empowerment and disseminate new policies to the GFPS.
4. Furnish copies of approved policies to the Sub-committee on Monitoring and Evaluation of the GAD Plan, contributing to the knowledge base of the Corporation.

5. Provide regular updates and recommendations to the TWG and the progress of Corporation's GAD mainstreaming assigned activities.
6. Undertake any additional responsibilities assigned by the GFPS.

PLAN AND BUDGET PREPARATION, ACCOMPLISHMENT REPORT, MONITORING AND EVALUATION COMMITTEE		
Lead	:	Accountant II Michelle Amoncio
Members	:	Account Mgt. Specialist I Rial Rey T. Abad
		Account Administration Specialist II Franchesca C. Bola
	:	Administrative Analyst Neslie Ann G. Hafalla

Duties and Responsibilities for:

Plan and Budget Preparation

1. Prepare and suggest the approval of the Gender and Development (GAD) Plan and Budget for the Corporation to the Executive Committee of the Gender and Development and Focal Point System (GFPS ExeCom).
2. Ensure timely submission of the Corporation's GAD Plan and Budget, which complies with all necessary requirements, along with the associated Programs and Projects (PAPs), Mean of Verification (MOVs), and other relevant documents. These should also be submitted to the Committee responsible for managing the knowledge database.
3. Provide regular updates and recommendations to the TWG and the progress of Corporation's GAD mainstreaming assigned activities.
4. Undertake any other tasks that may be delegated by the GFPS.

GAD Accomplishment Report

1. Draft and present the Corporation's Accomplishment Report for approval to the GFPS Executive Committee.
2. Guarantee the timely delivery of the Corporation's GAD-compliant Accomplishment Report and other GAD-related documents to the PCW, COA, and DBM.
3. Gather Mean of verification (MOVs) related to GAD Accomplishment Reports and organize these records as part of LLFC's Gender and Development Knowledge materials.
4. Provide regular updates and recommendations to the TWG and the progress of Corporation's GAD mainstreaming assigned activities.
5. Perform additional duties as designated by the GFPS Executive Committee.

Monitoring and Evaluation

1. Oversee the timely preparation of GAD activities that have been approved by the PCW.
2. Ensure the efficient and effective execution of LLFC's Gender and Development (GAD) initiatives, projects, and activities, ensuring that the GAD budget is used judiciously.

3. Provide quarterly updates to the GFPS regarding the progress of GAD activities to enable effective monitoring of achievements in comparison to the approved GPB.
4. Monitor the implementation of policies that are responsive to gender issues.
5. Monitor the current status of the updated Sex-Disaggregated Data (SDD).
6. Provide regular updates and recommendations to the TWG and the progress of Corporation's GAD mainstreaming assigned activities.

KNOWLEDGE MGT. AND DIGITAL PLATFORM COMMITTEE			
Lead	:	Head - IT	Melody Carmela Mercado
Members	:	Personnel Assistant	Angelyn Sampaga
	:	IT Specialist I	Virgilio S. Angeles Jr.
	:	IT Assistant	Nessie Jel E. Rojas

Duties and Responsibilities:

1. Facilitate and monitor the mandated GAD Training for organization.
2. Coordinate with the accredited speakers or consultants to conduct the Gad Training.
3. Consistently update LLFC's website's Gender and Development (GAD) Corner with the latest updates following the release of policies, training sessions, and various GAD plans, activities, and programs.
4. Establish and manage a comprehensive database containing all documents and materials relevant to GAD Mainstreaming initiatives.
5. Take the lead in establishing suitable systems and procedures to ensure the creation, processing, review, and regular updating of the GAD database, which will serve as the foundation for planning purposes.
6. Provide regular updates and recommendations to the TWG and the progress of Corporation's GAD mainstreaming assigned activities.
7. Undertake any other responsibilities as assigned by the GFPS and Executive Committee (ExeCom).

GAD SEX-DISAGGREGATED DATA (SDD) AND GENDER ANALYSIS COMMITTEE			
Lead	:	Account Officer (AM)	Jane S. Hernandez
Members	:	Account Mgt. Specialist I	Maria Christelyn Uy
	:	Account Officer (AM)	Elaine D. San Juan
	:	Account Officer (AM)	Ma. Nanette R. Reyes
	:	Personnel Assistant	Angilyn S. Apino

Duties and Responsibilities:

1. Create a system and framework for generating, processing, reviewing, and regularly updating sex-disaggregated data for LLFC and its external clients.

2. Utilize the outcomes of the sex-disaggregated data analysis to conduct a gender analysis, and propose GAD programs, activities, and projects based on the findings.
3. Carry out studies and surveys on gender-related concerns relevant to potential GAD initiatives.
4. Continuously perform gender analysis utilizing gender analysis tools and keep the Gender and Development (GAD) Mainstreaming Enhanced Framework (GMEF) compliance level regularly updated.
5. Assess the efficiency and influence of GAD programs, activities, and projects endorsed by the PCW on the various stakeholders.
6. Provide regular updates and recommendations to the TWG and the progress of Corporation's GAD mainstreaming assigned activities.
7. Undertake any other duties as assigned by the GFPS Executive Committee (ExeCom).

GAD EVENT PROGRAM COMMITTEE			
Lead	:	Treasury Officer	Christine Rubite
Members	:	Account Administration Specialist II	Rhea Padilla
	:	Accountant II	Christine R. Diokno
	:	Bookkeeper II	Zenith Talaban
	:	Treasury Specialist II	Melanie Esteban
	:	Account Administration Assistant	Sarah Jane Sotto
	:	Administrative Specialist I	Angelique Javier

Duties and Responsibilities:

1. Manage the planning of GAD Event Programs.
2. Prepare budgets and process the required documentation for approval and procurement.
3. Monitor and ensure that the allocated budget has been used appropriately.
4. Ensure that program speakers or guests receive transportation services, gate passes, and are paid within the specified timeline.
5. Manage the activity setup and administer the activities.
6. Develop post-event reports, including write-ups with pictures and an assessment of the effectiveness of activities.
7. Provide regular updates and recommendations to the TWG and the progress of Corporation's GAD mainstreaming assigned activities.
8. Seek assistance from other sub-committees when necessary.

In the event that the assigned personnel have been separated from LLFC, the incumbent shall be replaced by the newly hired employee in the same position or in the next-level position of the incumbent.

F. REPEALING CLAUSE

All issuances, orders, rules and regulations or parts thereof, which are inconsistent with the provisions of this special order are hereby superseded or modified accordingly.

G. EFFECTIVITY

This Order shall take effect upon approval.

For your compliance.


MICHAEL P. ARANAS

President and CEO 