



DEPARTMENT ORDER NO. 2024 - 0116

## RECONSTITUTION OF THE DEPARTMENT OF TOURISM GENDER AND DEVELOPMENT FOCAL POINT SYSTEM (DOT-GFPS)

**WHEREAS**, Section 36 (b) of the Republic Act No. 9710, otherwise known as “*The Magna Carta of Women (MCW)*”, mandates all departments to establish and strengthen a Gender and Development Focal Point System (GFPS) to catalyze and accelerate gender mainstreaming strategies within the agency;

**WHEREAS**, the Philippine Commission on Women (PCW) issued PCW Memorandum Circular No. 2011-01 or the *Guidelines of the Creation, Strengthening and Institutionalization of the Gender and Development (GAD) Focal Point System (GFPS)* which provides guidelines in the establishment of government agencies’ GFPS and clarifies the roles, responsibilities, and structure of the GFPS;

**WHEREAS**, pursuant to the above mandates, DOT Department Order No. 2017-42 created the DOT Committee of GAD Focal Point System (DOT-GFPS) which shall promote gender responsiveness, gender sensitivity and gender equity among men and women in the DOT;

**WHEREAS**, consequent to the mandates cited, the DOT established the “*Tourism Integrates, Supports, and Minds Women’s Rights and Children Safety (TourISM WoRCS) Program*” which highlights the integration of women’s concerns and recognition and protection of rights of women, children, and people of diverse sexual orientation, gender identity and expression, and sex characteristics (SOGIESC);

**WHEREAS**, Section 19 of the Republic Act No. 9593 or the “*Tourism Act of 2009*”, mandates the Office of Special Concerns to monitor various directives, pronouncements, and issuances of the President;

**NOW THEREFORE**, in the interest of service, the DOT-GFPS is hereby reconstituted with the members and functions as stipulated below.

**Section 1. General functions of the DOT GFPS.** The DOT GFPS shall perform the following functions:

1. Lead in mainstreaming gender perspective in agency/department policies, plans and programs. In the process, they shall ensure the assessment of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures of the agency based on the priority needs and concerns of constituencies and employees, and the formulation of recommendations including their implementation;
2. Assist in the formulation of new policies in advancing women’s status;
3. Lead in setting up appropriate systems and mechanisms 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;
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. Spearhead the preparation of the agency annual performance-based GAD Plans, Programs and Budget in response to gender issues of their constituencies and

clients and in the context of their agency mandate, and consolidate the same following the format and procedure prescribed by the PCW, DBM and NEDA in the Joint Circular 2011-1. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of the department/agency, and as needed, in responding to PCW's comments or requests for additional information;

6. Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs and Budget;
7. Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that maybe required under the MCW;
8. Strengthen the external link with other agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various levels of governance;
9. Promote and actively pursue the participation of women and gender advocates, other civil society groups and private organizations in the various stages of the development planning cycle, giving special attention to the marginalized sectors; and
10. Ensure that all personnel of the agency including the 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 for its employees as part of and implemented under its regular administrative service program.

In relation to the above-mentioned functions, all agreements and instructions made by the GFPS members during the GFPS meeting will be consolidated by the GFPS Secretariat and will be cascaded to the following offices, in line with their respective functions, tasks, and responsibilities (e.g., Office of Product Development, and Office of Marker Development for product and marketing concerns; Office of Tourism Development Planning Research and Information Management for planning, statistics, research and information management concerns; Office of Tourism Standards, Regulations, and Human Capital Development for accreditation and training of tourism stakeholders concerns; Office of Public Affairs and Advocacy for public affairs and advocacies concerns; Branding and Communications Office for branding concerns; Office of Administration and Finance for DOT personnel concerns, financial and budgetary concerns, and branding concerns, and all other offices to handle their respective mandates).

**Section 2. Functions of the DOT GFPS Chairperson or Head of Agency.** The roles and responsibilities of the DOT GFPS Chairperson or Head of Agency are as follows:

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.

**Section 3. Composition of the DOT GFPS Executive Committee (ExeCom).** The DOT-GFPS Executive Committee shall be composed of the following members:

- Co- Chairperson** : Undersecretary, Tourism Standards, Regulations, and Human Capital Development
- Members** : Undersecretary, Administration and Finance
- : Undersecretary, Tourism Development Planning
- : Undersecretary, Tourism Regulation, Coordination & Resource Generation
- : Assistant Secretary, Tourism Regulation, Coordination, and Convergence
- : Assistant Secretary, Branding and Marketing Communications
- : Assistant Secretary, Strategic Communications and Public Affairs
- : Chairperson of the GFPS TWG

**Section 4. Functions of the DOT GFPS Executive Committee (ExeCom).** The roles and responsibilities of the members of the DOT GFPS Executive Committee (ExeCom) are as follows:

1. Provide direction and give policy advice to the DOT Secretary to support and strengthen the GFPS and agency'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 the DOT in response to the gender issues faced by its clients and employees;
3. Ensure the timely submission of the DOT's GAD Plan and Budget (GPB) Accomplishment Report (AR), and other GAD-related reports to the PCW and Department of Budget and Management (DBM);
4. Ensure the effective and efficient implementation of the DOT's GAD programs, activities, and projects, and the reasonable utilization of the DOT's GAD budget;
5. Build and strengthen the partnership among the DOT, PCW, GAD experts, advocates, women's groups, and other stakeholders in pursuit of DOT's gender mainstreaming;
6. Recommend approval of DOT's GAD Plan and Budget (GPB) and GAD Accomplishment Reports (ARs); and
7. Recommend awards or recognition for outstanding institutional GAD programs, activities, and projects, as well as for exceptional GAD Focal Point members.

**Section 5. Composition of the DOT GFPS Technical Working Group (TWG).** The DOT GFPS Technical Working Group (TWG) shall be composed of the following members:

<b>Chairperson</b>	:	Director, Office of Special Concerns
<b>Members</b>	:	Director, Planning Service
	:	Director, Legal Service
	:	Director, Internal Audit Service
	:	Director, Administrative Service
	:	Director, Financial Management Service
	:	Director, Office of Tourism Development Planning, Research and Information
	:	Director, Office of Product Development
	:	Director, Office of Market Development
	:	Director, Office of Human Capital Development
	:	Director, Office of Tourism Standards and Regulation
	:	Director, Office of Public Affairs and Advocacy
	:	Director, Office of Film and Sports Tourism
	:	Director, Office of Golf Tourism
	:	Head Executive Assistant, Office of the Secretary
	:	President, DOT Employees Association (DOTEA)

**Section 6. Functions of the DOT GFPS Technical Working Group (TWG) or Secretariat.** The roles and responsibilities of the DOT GFPS Technical Working Group (TWG) are as follows:

1. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
2. Formulate the agency's 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;
3. Assist in the capacity development of and provide technical assistance to the agency, and as needed, to officers in the other offices or units. In this regard, the TWG shall work with the administrative service 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 Department or Agency, as the case may be;
4. Coordinate with the various units of the agency including its regional and attached agencies and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS of the central agency shall coordinate with the GFPS of its regional offices, especially on the preparation, consolidation, and submission of GAD Plans and Budgets;
5. Lead the conduct of advocacy activities and the development of information, education, and communication (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;

Monitor the implementation of GAD-related programs, activities, and projects in their respective offices and suggest corrective measures to improve the implementation of GAD PAPs and GFPS activities;

6. Provide regular updates and recommendations to the head of agency or ExeCom on the activities of the GFPS and the progress of agency GAD mainstreaming activities based on the feedback and reports of the various units of the agency; and
7. Coordinate with the Department's attached agencies for other GAD-related concerns and activities for possible replication or convergence.

**Section 7. Composition and functions DOT GFPS Secretariat.** Consistent with its mandate, the Office of Special Concerns shall act as the Secretariat of the DOT-GFPS, including that of the DOT-GFPS TWG. The roles and responsibilities of the DOT-GFPS Secretariat are as follows:

1. Facilitate the formulation of 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;
2. Provide support and recommendation in the capacity development of and provide technical assistance to the agency, and as needed, to officers in the other offices or units. With the guidance of the GFPS TWG, the GFPS Secretariat shall also work with the administrative services 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 Department or Agency, as the case may be;
3. Assist in the coordination with the various units of the agency including its regional and attached agencies and ensure their meaningful participation in GAD strategic and annual planning exercises;
4. Assist in 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;
5. Assist in the monitoring of the implementation of GAD-related programs, activities, and projects in their respective offices and suggest corrective measures to improve the implementation of GAD PAPs and GFPS activities;
6. Lead and coordinate in the monitoring of the Tourism WoRCS Program of the Department and report to the TWG the updates for the said program; and
7. Prepare and consolidate agency GAD accomplishment reports.

**Section 8. Regional Office GFPS.** The DOT Regional Offices shall establish a GAD Focal Point System in their respective offices with the same functions. The regional office will assign a GAD Focal Person and alternate GAD Focal Person who will assist the DOT-GFPS Secretariat and TWG.

The Regional Office GFPS is hereby authorized to call on any Division/Section/Unit or people within the DOT Regional Office to assist in gender mainstreaming and other activities of the DOT-GFPS. It shall also be provided with budgetary support to ensure the attainment of its objectives and functions.

**Section 9. Repealing Clause.** The DOT Department Order No. 2022-125, shall be repealed and all official orders which are inconsistent herewith are hereby amended accordingly.

**Section 10. Effectivity.** This Order shall take effect immediately and shall remain valid unless sooner revoked or superseded.

October 1 2024

  
**MA. ESPERANZA CHRISTINA GARCIA FRASCO**  
Secretary

