



Republic of the Philippines
Professional Regulation Commission
Manila



OFFICE ORDER NO. 350
SERIES OF 2025

May 08, 2025

TO : ALL CONCERNED OFFICERS AND PERSONNEL
ALL REGIONAL OFFICES

SUBJECT : CREATION OF THE GENDER AND DEVELOPMENT (GAD) FOCAL
POINT SYSTEM REGIONAL TECHNICAL WORKING GROUP (GFPS-
RTWG)

Pursuant to Section 36 of Republic Act No. 9710, otherwise known as the Magna Carta of Women (MCW), gender mainstreaming as a strategy was institutionalized requiring all government instrumentalities to adopt and promote women's human rights and eliminate gender discrimination in their systems, structures, policies, programs, processes, and procedures. This was also reiterated by the Philippine Commission on Women (PCW) Memorandum Circular No. 2011-01 dated October 21, 2011, entitled "Guidelines for the Creation, Strengthening, and Institutionalization of the Gender and Development (GAD) Focal Point System."

Further, in line with the GAD policy of the Professional Regulation Commission and to further strengthen efforts in mainstreaming GAD programs, activities, and projects in the PRC operations at the regional level, the Commission hereby establishes the composition of the GFPS Regional Technical Working Group (RTWG), which is as follows:

Chairperson : **Regional Director**

Vice-Chairperson : Administrative Officer V (HRMO) or Representative

Members : Representative of the following office:

- a. Regulation Division
- b. Planning Section
- c. Legal Section
- d. Application Section
- e. Examination Section
- f. Registration Section

Secretariat : Representative from the Finance and Administrative Division

The GFPS-RTWG shall have the following functions and responsibilities:

Facilitate the gender mainstreaming efforts of the Commission at the regional level as provided in Section 5.3(c) of the PCW Memorandum Circular 2011-01 (Guidelines for the Creation, Strengthening, and Institutionalization of the GAD Focal Point System). This will include the planning, budgeting, implementation, monitoring, and evaluation of the GAD program, activities, and projects, particularly to:


1. Prepare the regional annual GAD Plan and Budget (GPB) along with the GAD Accomplishment Report for submission to the GFPS-TWG at the Central Office. This shall comply with the PCW-DBM-NEDA Joint Memorandum Circular 2022-01: Revised Guidelines for the Preparation of Annual Gender and Development (GAD) Plans and Budgets and GAD Accomplishment Reports to Implement the Magna Carta of Women, as well as other related policies.
2. Conduct periodic gender analysis of the regional operation to identify GAD-related programs and projects for the consideration of the PRC-GFPS Executive Committee.

3. Implement the annual Regional GPB (RGPB) along with other GAD-related policies, programs, and activities of the Commission, including, but not limited to:
 - a. Identify and collect sex disaggregated data (SDD) and other GAD-related data and indicators relevant to the operations of the Region;
 - b. Develop GAD-related policies to strengthen gender mainstreaming in the respective region;
 - c. Spearhead capacity-building programs on GAD awareness, gender equality, women's empowerment, and other GAD-related programs for the regional employees and clientele; and
 - d. Develop and disseminate IEC materials related to GAD within their respective Region.
4. Prepare and submit quarterly monitoring reports on the attributed programs (i.e., Mobile Outreach Program, Support to Licensure Examination, etc.) of the concerned Regional Office.
5. Monitor, evaluate, prepare, and submit semestral (end of June and December) Regional GAD Accomplishment Reports using the prescribed forms (Annex A and B). Assessments on the implementation of the GAD programs, activities, and projects (PAPs) must be included in the periodic reports to determine their impact and outcomes.

The Regional Directors shall submit the profiles of their respective GFPS-RTWG members through the PRC Central GFPS-TWG.

This Order shall take effect immediately.

For compliance.


CHARITO A. ZAMORA
Chairperson