

**DASMARIÑAS WATER DISTRICT  
GAD FOCAL POINT SYSTEM  
FUNCTIONAL STRUCTURE**

**GFPS Chairperson**

- ✓ 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
- ✓ 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.

**EXECUTIVE COMMITTEE**

- ✓ Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and agency's GAD mainstreaming activities;
- ✓ 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;
- ✓ Ensure the timely submission of the agency GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to DBM;
- ✓ Ensure the effective and efficient implementation of the agency GAD programs, activities and projects and the judicious utilization of the GAD Budget;
- ✓ Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
- ✓ Recommend approval of agency GAD Plans and Budgets and GAD ARs; and
- ✓ Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members.

## **TECHNICAL WORKING GROUP or SECRETARIAT**

- ✓ Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
- ✓ Formulate 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;
- ✓ 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 human resource development office 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;
- ✓ Coordinate with the various Department / Division of the agency and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG shall coordinate with the GFPS on the preparation, consolidation and submission of GAD Plans and Budgets;
- ✓ 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;
- ✓ Monitor the implementation of GAD-related programs, activities and projects in their respective offices and suggest corrective measures to improve implementation of GAD PAPs and GFPS activities;
- ✓ Prepare and consolidate agency GAD accomplishment reports; and
- ✓ 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.