



**TO :** ALL CONCERNED

**FROM :** **DARWIN C. CUNANAN**  
Officer-In-Charge  
President and CEO

**SUBJECT :** **Designation of GAD Execom Members and Technical Working Group (TWG) Members**

**DATE :** December 16, 2022

1. Please be informed that as per Memorandum Circular No. 2011-01: Guidelines for the Creation, Strengthening, and Institutionalization of the GAD Focal Point System on Specific Guidelines, Item 5a which states that: "The GFPS shall be composed of the Agency Head and Executive Committee (ExeCom), and a Technical Working Group (TWG). **The head of agency may designate an Undersecretary or its equivalent to head the GFPS Executive Committee.** The existing executive committee or its equivalent highest policy making body may concurrently serve as the GFPS executive committee. In this case, the head of agency may designate an alternate Chair."
2. As per the above cited Memorandum Circular, the TWG may be chaired by a member of the ExeCom, or the head of the agency may designate a Chair outside of the ExeCom. The TWG shall be composed of representatives from various offices from both operations and support units within the agency, such as, but not limited to, Planning, Finance, Human Resource, or a senior technical officer from each office.
3. The roles and function of the Executive Committee are as follows:
  - a. Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and the agency's GAD mainstreaming activities;
  - b. Direct the identification of GAD strategies, programs, activities and projects;
  - c. Ensure the timely submission of the GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW;

