



PHILIPPINE NATIONAL OIL COMPANY
Rizal Drive, Energy Complex, BGC
Taguig City

August 18, 2023

Special Order

No. **2023-08-066**

The **PNOC GAD Focal Point System (GFPS)** that was reconstituted under Special Order No. 2022-03-029 is hereby updated as follows:

GFPS Chairperson: Oliver B. Butalid
President and Chief Executive Officer

GFPS Executive Committee:

Members: Atty. Graciela M. Barleta
Senior Vice President, Energy Business (EB)
Maria Belinda L. Cubelo
Asst. Dept. Manager II, Strategy Management Office

GFPS Technical Working Group:

Chairperson: Elmira Alberto-Guzon
Executive Assistant IV, Office of the President
Vice Chairperson: Alma B. Taganas
OIC Manager, Strategy Management Office

GFPS Technical Working Group:

Members/ Alternates:	Dannah Ysabel M. Premacio <i>Office of the President</i>	Ma. Christine Aubrey G. Miguel <i>Office of the SVP-EB</i>
	Charminia B. Natividad <i>Office of the SVP-FAS</i>	Rovelyn M. Tumamao <i>Office of the SVP-EI</i>
	Lino Gerardo G. Calaor <i>Representative- Admin Services Dept.</i>	Marinelle D. Saynes <i>Representative- Accounting Dept.</i>
	Nicetas Ruth Q. Garvida <i>Representative-Treasury Dept.</i>	Auralyn Lourdes M. Vergara <i>Representative-BRDD</i>
	Atty. Alejandro M. Untalan <i>Representative-PMD</i>	Harold M. David <i>Representative - Strategy Mgt. Office - Corporate Relations</i>
	Rene M. Babera <i>Representative-Asset Management Dept.</i>	Gina E. Manalo <i>Representative- Internal Audit Office</i>
	Atty. Antonio G. Buenviaje <i>Representative- Office of the General Counsel</i>	Atty. Erose Marlo C. Laeno <i>Additional- Office of the General Counsel</i>

Members/ Alternates: Henry M. Adao
Representative - Energy Supply Base Dept.
Irene A. Lorenzo
Representative - Office of the CorSec
Renee Rose A. Costrua
Representative, Park Mgt. Dept.

GFPS Secretariat: Fernando J. Castillon
Personnel Services Division
Cathrin Margot M. De Castro
Personnel Services Division
Alberto A. Aytona
Management Information Systems Division

Focal Persons Implementing The PCW Gender Mainstreaming Monitoring Systems (GMMS):

Approving Officer : Elmira Alberto-Guzon
Reviewing/Endorsing Officer : Alma B. Taganas
Encoding Officer : Fernando J. Castillon
Assistant Encoding Officers: Alberto A. Aytona
Cathrin Margot M. De Castro

The committee members shall be guided by the Philippine Commission on Women (PCW) MC 2011-01 in the performance of their functions, duties, and responsibilities.

As such, they shall discharge the duties and responsibilities with the highest degree of integrity, efficiency and in accordance with the moral and strict requirements set for civil servants.



OLIVER B. BUTALID



PHILIPPINE NATIONAL OIL COMPANY
Rizal Drive, Energy Complex, BGC
Taguig City

March 11, 2022

Special Order

No. **2022-03- 029**

The **PNOC GAD Focal Point System (GFPS)** that was reconstituted under Special Order No. 2022-03-027 is hereby amended to update its members.

The final composition are as follows:

GFPS Chairperson: Jesus Cristino P. Posadas
President and Chief Executive Officer

GFPS Executive Committee:

Members: Atty. Graciela M. Barleta
Senior Vice President, Energy Business (EB)
Ms. Evangeline B. Albaytar
Senior Vice President, Finance and Administrative Services (FAS)
Atty. Ronald C. Chua
Senior Vice President, Energy Investments (EI)

GFPS Technical Working Group:

Chairperson: Maria Belinda L. Cubelo
OIC Manager, Strategy Management Office

Vice Chairperson: Atty. Efren A. Legaspi
Manager, Asset Management Department

Members/ Alternates:	Atty. Erose Marlo C. Laeno <i>Office of the President</i>	Josieta R. Baguio <i>Alternate-Admin Services Dept.</i>
	Ma. Christine Aubrey G. Miguel <i>Office of the SVP-EB</i>	Nicetas Ruth Q. Garvida <i>Representative-Treasury Dept.</i>
	Charminia B. Natividad <i>Office of the SVP-FAS</i>	Parrish B. Pisig <i>Alternate-Treasury Dept.</i>
	Alejandro M. Untalan <i>Office of the SVP-EI</i>	Deanne Lesley F. Gonzales <i>Representative- Accounting Dept.</i>
	Lino Gerardo G. Calaor <i>Representative-Admin Services Dept.</i>	Marinelle D. Saynes <i>Alternate-Accounting Dept.</i>

Philippine National Oil Company



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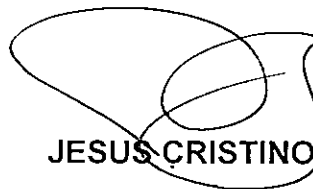
Members/ Alternates:	Rene M. Babera <i>Representative-Asset Management Dept.</i>	Gina E. Manalo <i>Representative- Internal Audit Office</i>
	Raisa Anne R. Escobar <i>Alternate-Asset Management Dept.</i>	Carmelita M. Orpilla <i>Alternate – Internal Audit Office</i>
	Maria Rowena C. Raymundo <i>Representative-PMD and BRDD</i>	Irene A. Lorenzo <i>Representative – Office of the CorSec</i>
	Rizabel B. Baybay <i>Alternate-PMD and BRDD</i>	Luzviminda M. Collantes <i>Alternate – Office of the CorSec</i>
	Katrine Arielle B. Alvarado <i>Representative – Strategy Mgt. Office</i>	Renee Rose A. Costrua <i>Representative, Park Mgt. Dept.</i>
	Mary Arlyn T. Avenido <i>Alternate-Strategy Mgt. Office</i>	Adonis C. Yangga <i>Alternate – Park Mgt. Dept.</i>
	Atty. Antonio G. Buenviaje <i>Representative- Office of the General Counsel</i>	Henry M. Adalo <i>Representative - Energy Supply Base Dept.</i>
	Atty. Jerwin U. Nicolas <i>Alternate Office of the General Counsel</i>	

GFPS Secretariat:	Fernando J. Castillon <i>Personnel Services Division</i>
	Cathrin Margot M. De Castro <i>Personnel Services Division</i>
	Alberto A. Aytona <i>Management Information Systems Division</i>

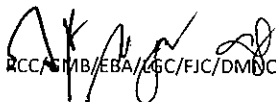
**Focal Persons Implementing The PCW Gender Mainstreaming
Monitoring Systems (GMMS):**

Approving Officer :	Maria Belinda L. Cubelo
Reviewing/Endorsing Officer :	Atty. Efren A. Legaspi
Encoding Officer:	Fernando J. Castillon
Assistant Encoding Officers	Alberto A. Aytona Cathrin Margot M. De Castro

As such, they shall discharge the duties and responsibilities with the highest degree of integrity, efficiency and in accordance with the moral and strict requirements set for civil servants.



JESUS CRISTINO P. POSADAS



RCC/MB/EBA/GC/FJC/DM/C



PHILIPPINE NATIONAL OIL COMPANY
Rizal Drive, Energy Complex, BGC
Taguig City

February 28, 2022

Special Order

No. **2022-02-027**

In compliance with the Philippine Commission on Women (PCW) Memorandum Circular No.2011-01 providing guidelines for the creation, strengthening and institutionalization of the **GAD Focal Point System (GFPS)**, the following are hereby designated as the new PNOC GFPS effective **March 1, 2022**:

GFPS Chairperson: Jesus Cristino P. Posadas
President and Chief Executive Officer

GFPS Executive Committee:
Members: Atty. Graciela M. Barleta
Senior Vice President, Energy Business (EB)
Ms. Evangeline B. Albaytar
Senior Vice President, Finance and Administrative Services (FAS)
Atty. Ronald C. Chua
Senior Vice President, Energy Investments (EI)

GFPS Technical Working Group:
Chairperson: Maria Belinda L. Cubelo
OIC Manager, Strategy Management Office
Vice Chairperson: Atty. Efren A. Legaspi
Manager, Asset Management Department

Members/ Alternates:	Atty. Erose Marlo C. Laeno <i>Office of the President</i>	Josieta R. Baguio <i>Alternate-Admin Services Dept.</i>
	Ma. Christine Aubrey G. Miguel <i>Office of the SVP-EB</i>	Nicetas Ruth Q. Garvida <i>Representative-Treasury Dept.</i>
	Charminia B. Natividad <i>Office of the SVP-FAS</i>	Parrish B. Pisig <i>Alternate-Treasury Dept.</i>
	Alejandro M. Untalan <i>Office of the SVP-EI</i>	Deanne Lesley F. Gonzales <i>Representative- Accounting Dept.</i>
	Lino Gerardo G. Calaor <i>Representative-Admin Services Dept.</i>	Marinelle D. Saynes <i>Alternate-Accounting Dept.</i>

Philippine National Oil Company



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Members/ Alternates:	Rene M. Babera <i>Representative-Asset Management Dept.</i>	Gina E. Manalo <i>Representative- Internal Audit Office</i>
	Raisa Anne R. Escobar <i>Alternate-Asset Management Dept.</i>	Carmelita M. Orpilla <i>Alternate – Internal Audit Office</i>
	Maria Rowena C. Raymundo <i>Representative-PMD and BRDD</i>	Irene A. Lorenzo <i>Representative – Office of the CorSec</i>
	Rizabel B. Baybay <i>Alternate-PMD and BRDD</i>	Luzviminda M. Collantes <i>Alternate – Office of the CorSec</i>
	Katrine Arielle B. Alvarado <i>Representative – Strategy Mgt. Office</i>	Renee Rose A. Costrua <i>Representative, Park Mgt. Dept.</i>
	Mary Arlyn T. Avenido <i>Alternate-Strategy Mgt. Office</i>	Adonis C. Yangga <i>Alternate – Park Mgt. Dept.</i>
	Atty. Antonio G. Buenviaje <i>Representative- Office of the General Counsel</i>	Charmie B. De Castro <i>Representative - Energy Supply Base Dept.</i>
	Atty. Jerwin U. Nicolas <i>Alternate Office of the General Counsel</i>	Ivy Jean A. Eleponga <i>Alternate – Energy Supply Base Dept.</i>

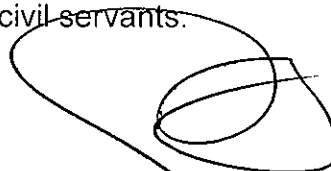
GFPS Secretariat:

Fernando J. Castillon
Personnel Services Division
Cathrin Margot M. De Castro
Personnel Services Division
Alberto A. Aytona
Management Information Systems Division

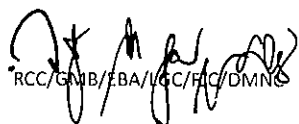
**Focal Persons Implementing The PCW Gender Mainstreaming
Monitoring Systems (GMMS):**

Approving Officer :	Maria Belinda L. Cubelo
Reviewing/Endorsing Officer :	Atty. Efren A. Legaspi
Encoding Officer:	Fernando J. Castillon
Assistant Encoding Officers	Alberto A. Aytona Cathrin Margot M. De Castro

As such, they shall discharge the duties and responsibilities with the highest degree of integrity, efficiency and in accordance with the moral and strict requirements set for civil servants.



JESUS CRISTINO P. POSADAS



*RCC/GMB/EBA/VGC/FIC/DMNS

MEMORANDUM

February 24, 2022

To : All Concerned*

Ref. :

cc :

Code :

**Reconstitution and Guidelines of the PNOC
Gender and Development Focal Point
System (GFPS)**

In compliance with the Philippine Commission on Women (PCW) Memorandum Circular No. 2011-01 providing guidelines for the creation, strengthening and institutionalization of the GAD Focal Point System (GFPS), the following are hereby designated as the new PNOC GFPS, effective March 1, 2022:

GFPS CHAIRPERSON President and Chief Executive Officer

GFPS EXECUTIVE COMMITTEE

Members Senior Vice President, Energy Business (EB)
 Senior Vice President, Finance and Administrative Services (FAS)
 Senior Vice President, Energy Investments (EI)

GFPS TECHNICAL WORKING GROUP

Chairperson : Designated Department Manager

Vice Chairperson: Designated Department Manager

Members & Alternates from the following offices:

- Office of the President (1 representative)
- Office of the SVP-EB (1 representative)
- Office of the SVP-FAS (1 representative)
- Office of the SVP-EI (1 representative)
- Admin Services Dept. (1 representative and 1 alternate)
- Treasury Dept. (1 representative and 1 alternate)
- Accounting Dept. (1 representative and 1 alternate)
- Asset Management Dept. (1 representative and 1 alternate)
- PMD and BRDD (1 representative and 1 alternate)

Strategy Mgt. Office (1 representative and 1 alternate)
Office of the General Counsel (1 representative and 1 alternate)
Internal Audit Office (1 representative and 1 alternate)
Office of the CorpSec (1 representative and 1 alternate)
Park Mgt. Dept. (1 representative and 1 alternate)
Energy Supply Base Dept. (1 representative and 1 alternate)

GFPS Secretariat:

Head : Chief, Personnel Services Division (PSD)

Members: One (1) HRM officer, PSD

One (1) SMO-Mgt. Information Services Division
(MIS) staff

GAD Specialist

FOCAL PERSONS IMPLEMENTING THE PCW GENDER MAINSTREAMING MONITORING SYSTEMS (GMMS) – an online system of the PCW where the GAD Plan and Budget (GPB) and GAD Accomplishment Report (GAD AR) of all GOCCs (to include PNOC) is submitted. Through this portal, government progress in gender mainstreaming can be monitored.

Approving Officer : GFPS TWG Chair
Reviewing/Endorsing Officer : GFPS TWG Vice Chair
Encoding Officer : Chief, PSD
Assistant Encoding Officers : Members, GFPS Secretariat

GAD PROJECT PROPONENTS/IMPLEMENTERS

Operations: Business Research and Development Department, Project Management Department, Energy Supply Base Department, Park Management Department, Asset Management Department

Support: Offices of the President, SVP-EB, SVP-FAS, SVP-EI; Strategy Management Office, Internal Audit Office, Office of the General Counsel, Administrative Services Department, Treasury Department, Accounting Department, Office of the Corporate Secretary

GUIDELINES ON THE STRENGTHENING AND INSTITUTIONALIZATION OF THE GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM (GFPS)

I. FUNCTION OF THE PNOC GAD FOCAL POINT SYSTEM (GFPS)

The GFPS shall perform the following functions:

1. Lead in mainstreaming gender perspective in PNOC 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 PNOC 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 such as the GAD Code 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 departments in PNOC and advocate for the integration of GAD perspectives in all their systems and processes;
5. Spearhead the preparation of the PNOC annual performance-based GAD Plans, Programs and Budget in response to gender issues of PNOC and its clients (stakeholders) and in the context of PNOC mandate, and consolidate the same following the format and procedures prescribed by the PCW, DBM and NEDA in the Joint Circular 2012-1. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets of PNOC, 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 PNOC GAD Accomplishment Report and other GAD Reports that may be required under the Magna Carta of Women (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 various stages of the development planning cycle, giving special attention to the marginalized sectors; and
10. Ensure that all personnel of PNOC including the Finance Officers (Accountants, Budget Officers, 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 human resource development program.

II. RESPONSIBILITIES OF THE FOLLOWING:

HEAD OF AGENCY

1. Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects, activities, budget, systems and procedure of PNOC including the creation, strengthening, modification or reconstitution of the GFPS;
2. Approve PNOC's GAD Plans, Programs and Budgets duly endorsed by the PNOC Executive Committee with the assistance of the TWG and Secretariat and ensure its implementation.

EXECUTIVE COMMITTEE

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

TECHNICAL WORKING GROUP / SECRETARIAT

1. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
2. Formulate PNOC's GAD Plans, Programs and Budget in response to the gender gaps and issues faced by clients (beneficiaries and other stakeholders) and constituencies (employees), women and men employees, following the conduct of a gender audit, gender analysis and/or review of sec disaggregated data;

3. Formulate the 5-Year GAD Plan and PNOC Toolkit.
4. Assist in the capacity development of and provide technical assistance to PNOC, and as needed, to officers in the other departments. The TWG shall work with the Personnel Services Division on the development and implementation of an appropriate capacity development on gender equality and women's empowerment for its employees.
5. Coordinate with Departments within PNOC and ensure their meaningful participation in GAD strategic and annual planning exercises.
6. Lead the conduct of advocacy activities and the development of information, education and communication (IEC) campaign materials to ensure critical support of all employees and relevant stakeholders to the activities of the GFPS and GAD mainstreaming activities.
7. Monitor the implementation of GAD-related programs activities and projects in their respective departments and suggest corrective measures to improve the implementation of GAD Program, Activities and Projects (PAPs) and GFPS activities.
8. Prepare the PNOC Accomplishment Report.
9. Provide regular updates and recommendations to the President and/or the GFPS Executive Committee on the activities of the GFPS and the progress of the PNOC GAD mainstreaming activities based on the feedback and reports of the various departments of PNOC.

FOCAL PERSONS IMPLEMENTING THE PCW GENDER MAINSTREAMING MONITORING SYSTEM (GMMS)

1. The Approving Officer shall maintain and view the GAD Profile and submit the revised GAD Plans and Budget (GPB) and Accomplishment Report (AR).
2. The Reviewing / Endorsing Officer shall analyze the entries/data in the GPB and AR and shall recommend the GPB and AR to the approving authority.
3. The Encoding Officer/Assistant Encoding Officers shall input the data/information submitted by the project implementers.

III. CONDUCT OF REGULAR MEETINGS

The following schedule of meetings shall be observed. The GAD Secretariat shall inform the body of any change in schedule at least two (2) days in advance.

Particulars	Schedule
Executive Committee	Once every Quarter
Technical Working Group Secretariat	Every 4 th Thursday of the Month or as the need arises


IV. TERM OF DUTY

All members of the PNOG GFPS shall perform their functions and responsibilities as above stated and will be effective March 1, 2022. Any changes in the regular and alternate members due to retirement, resignation, separation from the service shall be automatically replaced by the incumbent or next-in-rank in the Division/Department where the personnel are assigned to facilitate matters and effectiveness of the operations of the said GFPS.

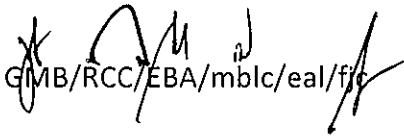
V. EFFECTIVITY

This directive shall take effect on March 1, 2022 and shall remain in full force unless sooner terminated or amended by the undersigned or authorized signatory. Other related issuances inconsistent with this amendment are hereby modified and superseded accordingly.

For compliance.



J. C. P. Posadas



GMB/RCC/EBA/mb/c/eal/f/c

Distribution List *

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|--|--------------------------------------|--------------------------------------|
| <i>Office of the President</i> | <i>Administrative Services Dept.</i> | <i>Office of the Gen. Counsel</i> |
| <i>Office of the SVP-EB</i> | <i>General Services Division</i> | <i>Internal Audit Office</i> |
| <i>Office of the SVP-FAS</i> | <i>Procurement Mgt. Division</i> | <i>Strategy Mgt. Office</i> |
| <i>Office of the SVP-EI</i> | <i>Property Mgt. Division</i> | <i>Office of the Corp. Secretary</i> |
| <i>Park Management Dept.</i> | <i>Treasury Department</i> | |
| <i>Energy Supply Base Dept.</i> | <i>Accounting Department</i> | |
| <i>Project Mgt. Dept</i> | <i>Asset Mgt. Dept.</i> | |
| <i>Bus. Research & Devt. Dept.</i> | | |

Annex A – List effective Sept. 18, 2020

GFPS Chairperson : President Reuben S. Lista

GFPS Executive Committee :

- a) Atty. Graciela M. Barleta
Sr. Vice President for Energy Business (SVP-EB)
- b) Atty. Lila Czarina A. Aquitania (up to Oct 23, 2020)
Incoming: Atty Ronald Chua
Sr. Vice President for Energy Investments (SVP-EI)
- c) Evangeline B. Albaytar (vice SVP Glenda G. Martinez)
OIC Sr. Vice President for Finance and Management Services
(SVP-FAS)

GFPS Technical Working Group:

Chairperson: Maria Belinda L. Cubelo
Assistant Dept. Manager, Strategy Management Office (CTI)

Vice Chair/Alternate: Efren A. Legaspi
Manager – Asset Management Department

- Members:
- a) Marinelle D. Saynes
 - b) Arnel C. Antonio
Representative - Office of the SVP-EB
 - c) Alejandro M. Untalan
Representative - Office of the SVP-EI
 - d) Eleanor S. Cruz
Representative – Strategy Management Office
Alternate – Erma C. Lacsamana
 - e) Atty. Antonio G. Buenviaje
Representative- Legal Department
Alternate – Atty. Jerwin U. Nicolas
 - f) Carmelita M. Orpilla
Representative- Internal Audit Office
Alternate – Charminia B. Natividad
 - g) Josieta R. Baguio
Representative – Administrative Services Department
Alternate – Jennifer T. Evangelista
 - h) Deanne Lesley F. Gonzales
Representative - Accounting Department
Alternate – Glicería M. Villalobos
 - i) Parrish B. Pisig
Representative - Treasury Department
Alternate – Nicetas Ruth Q. Garvida
 - j) Renee Rose A. Costrua
Representative – PNOG Industrial Park
Alternate – Adonis C. Yanga

- k) Henry M. Adao
Representative - Energy Supply Base
Alternate – Eloisa M. Evangelista
- l) Ma. Rowena C. Raymundo
Representative - Project Management Department/Business
Research and Development Department
Alternate – Rizabel R. Baybay
- m) Rene M. Babera
Representative - Estate Management Department
Alternate – Raissa Anne R. Escobar
- n) Raquel M. Villanueva
Representative – Corporate Relations Division/CSR Group
Alternate: Mary Arlyn T. Avenido

Secretariat:

Fernando J. Castillon – Personnel Services Division
Cecilia A. Guevarra – Personnel Services Division
Alberto A. Aytona – Management Information Systems
Division



PHILIPPINE NATIONAL OIL COMPANY
Rizal Drive, Energy Complex, BGC
Taguig City

September 18, 2020

Special Order

No. 2020-09-092

The PNOC GAD Focal Point System (GFPS) reconstituted under Administrative Order 2019-01 dated January 18, 2019 and Special Order No. 2019-04-050 is hereby amended/updated to replace and include the following:

DEPARTMENT/ OFFICE	EMPLOYEE	POSITION
Office of the Senior Vice President for Energy Business	Incumbent	GFPS Executive Committee
Office of the Senior Vice President for Energy Investments	Incumbent	GFPS Executive Committee
Office of the Senior Vice President for Finance and Administrative Services	Incumbent	GFPS Executive Committee
Asset Management Department	Atty. Efren A. Legaspi (<i>vice Mr. Lino Gerardo G. Calaor</i>)	Vice-Chair/Alternate
Office of the Senior Vice President for Energy Business (<i>from Office of the Sr. Vice Pres. for LAEMS</i>)	Mr. Arnel C. Antonio	Representative
Office of the Senior Vice President for Energy Investments	Mr. Alejandro M. Untalan	Representative
Office of the Senior Vice President for Finance and Administrative Services (<i>from Office of the SVP for MS</i>)	Ms. Marinelle D. Saynes (<i>vice Mr. Philip Luis A. Guiuan</i>)	Representative
Strategy Management Office/QMS (<i>from Corporate Planning/QMS</i>)	Ms. Eleanor Rochelle S. Cruz	Representative
	Ms. Erma C. Lacsamana (<i>vice Ms. Carmelita M. Orpilla</i>)	Alternate

DEPARTMENT/ OFFICE	EMPLOYEE	POSITION
Internal Audit Office (<i>from Internal Control</i>)	Charminia B. Natividad (<i>vice Joseph Edgar D. Ragasa</i>)	Alternate
Office of the General Counsel (<i>from Legal Department</i>)	Atty. Antonio G. Buenviaje (<i>vice Atty. Maria Vivian E. Banayad</i>)	Representative
Asset Management Department (<i>from Estate Management Department</i>)	Mr. Rene M. Babera (<i>vice Mr. Edwin L. Inlayo</i>)	Representative
Administrative Services Department (<i>from General Services Division</i>)	Ms. Josieta R. Baguio (<i>vice Allan Rey L. Ponce†</i>)	Representative
	Ms. Jennifer T. Evangelista	Alternate
Treasury Department	Ms. Nicetas Ruth Q. Garvida (<i>vice Ms. Cecilia S. Buncab</i>)	Alternate
Park Management Department (<i>from PNOC - Park</i>)	Ms. Renee Rose A. Costrua (<i>from Renee Rose G. Anastacio</i>)	Representative
Energy Supply Base Department (<i>from PNOC-Energy Supply Base</i>)	Ms. Eloisa M. Evangelista (<i>vice Ms. Charmie B. de Castro</i>)	Alternate
Corporate Relations Division/CSR (<i>from Corporate Communications/CSR</i>)	Ms. Mary Arlyn T. Avenido (<i>vice Mr. Robert F. Villa, Jr.</i>)	Alternate

The GFPS-TWG members shall have the following specific functions and responsibilities:

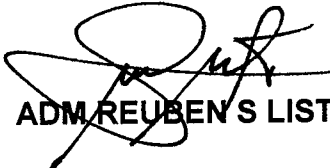
1. Facilitate the implementation of the gender mainstreaming efforts of PNOC through the GAD planning and budgeting process;
2. Formulate the PNOC-GAD Plans, Programs and Budget in response to the gender gaps and issues faced by their clients and constituents, women and men employees, following the conduct of a gender audit, gender analysis, and/or review of sex disaggregated data;
3. Assist in the capacity development and provide technical assistance to the company and as needed, to personnel in the other offices or units under PNOC. 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 empowerment for its employees, and as requested or deemed necessary, for other offices under PNOC;
4. Coordinate with the various units/offices under PNOC, and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG shall coordinate with the GFPS of attached agencies/offices especially in the preparation, consolidation and submission of GAD Plans and Budget;

5. Lead the conduct of advocacy activities and the development of IEC (Information, Education and Communication) materials to ensure critical support of the company officials, staff and relevant stakeholders to the GAD Focal Point System and GAD mainstreaming activities;
6. Monitor the implementation of GAD-related programs, activities and projects at PNOC, and suggest corrective measures to improve implementation of the GAD PAPs (Programs/Activities/Projects) and GFPS activities;
7. Prepare and consolidate the PNOC-GAD accomplishment reports;
8. Provide regular updates and recommendation to the President or GFPS Executive Committee on the activities and the progress of the PNOC–GAD mainstreaming activities based on the feedback and reports of the various units of the company.

The GFPS EXECOM, Members and Alternate representatives, and Secretariat shall regularly undergo GAD orientation and capacity development to enable them to perform their role.

The tasks and functions of the PNOC-GFPS shall form part of their regular key result areas and work plans, and shall be given due consideration during performance evaluation.

This order takes effect immediately.


ADM REUBEN S LISTA (RET)


GMB/EBA/EBA/LGC/FCICAG



PHILIPPINE NATIONAL OIL COMPANY
PNOC Bldg. VI, Energy Center, BGC, Taguig City

April 12, 2019

Special Order

No: 2019-04-050

The PNOC-GAD Focal Point System (GFPS) reconstituted under the Administrative Order 2019-01 dated January 18, 2019 is hereby amended/updated to replace and include the following representatives of the GFPS-Technical Working Group (TWG):

DEPARTMENT/OFFICE	EMPLOYEE	POSITION
1. Corporate Planning/ QMS	Eleanor Rochelle S. Cruz	Representative
2. Internal Control	Carmelita M. Orpilla	Representative
	Joseph Edgar D. Ragasa	Alternate
3. Treasury	Nicetas Ruth Q. Garvida	Representative
	Parrish B. Pisig	1 st Alternate
	Ma. Cecilia S. Buncab	2 nd Alternate
4. Legal	Antonio G. Buenviaje	Representative (<i>vice M.V. E. Banayad</i>)
5. Estate Management	Rene M. Babera	Alternate (<i>vice R. A. R. Escobar</i>)
6. Admin Services-GSD	Josieta R. Baguio	Alternate
7. Energy Supply Base	Eloisa M. Evangelista	Alternate (<i>vice C. B. De Castro</i>)

The GFPS-TWG members shall have the following specific functions and responsibilities:

1. Facilitate the implementation of the gender mainstreaming efforts of PNOC through the GAD planning and budgeting process;
2. Formulate the PNOC-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 and provide technical assistance to the company and as needed, to personnel in the other offices or units under PNOC. 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 empowerment for its

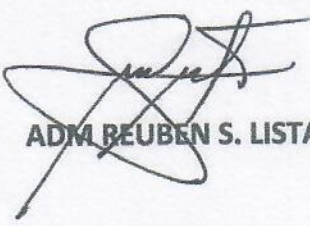

employees, and as requested or deemed necessary, for other offices under PNOC;

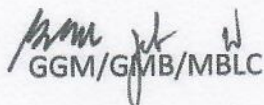
4. Coordinate with the various units/offices under PNOC, and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG shall coordinate with the GFPS of attached agencies/offices especially in the preparation, consolidation and submission of GAD Plans and Budget;
5. Lead the conduct of advocacy activities and the development of IEC (Information, Education and Communication) materials to ensure critical support of the company officials, staff and relevant stakeholders to the GAD Focal Point System and GAD mainstreaming activities;
6. Monitor the implementation of GAD-related programs, activities and projects at PNOC, and suggest corrective measures to improve implementation of the GAD PAPs (Programs/Activities/Projects) and GFPS activities;
7. Prepare and consolidate the PNOC-GAD accomplishment reports;
8. Provide regular updates and recommendation to the President or GFPS Executive Committee on the activities and the progress of the PNOC-GAD mainstreaming activities based on the feedback and reports of the various units of the company.

The GFPS EXECOM, Members and Alternate representatives, and Secretariat shall regularly undergo GAD orientation and capacity development to enable them to perform their role.

The tasks and functions of the PNOC-GFPS shall form part of their regular key result areas and work plans, and shall be given due consideration during performance evaluation.

This order takes effect immediately.


ADM REUBEN S. LISTA (Ret.) 


GGM/GMB/MBLC

Administrative Order No. 2019-01

RECONSTITUTION OF THE PNOC GENDER AND DEVELOPMENT FOCAL POINT SYSTEM (PNOC-GFPS)

The Philippine Commission on Women Memorandum Circular No. 2011-01 prescribes the guidelines for the creation, strengthening, and institutionalization of the GAD Focal Point System (GFPS). Republic Act 9710, Section 36 of the Magna Carta for Women provides that all government instrumentalities shall adopt gender mainstreaming to promote women's human rights and eliminate gender discrimination in their systems, structures, policies, programs, processes and procedures.

In compliance with these directives, and the PNOC Memorandum on the committee's composition, the Philippine National Oil Company-GAD Focal Point System is hereby being reconstituted composed of the following:

GFPS Chairperson : ADM Reuben S. Lista (Ret.)
President and CEO

GFPS Executive Committee :

- a) Glenda G. Martinez
Senior Vice President for Management Services (MS)
- b) Graciela M. Barleta
Senior Vice President for Legal, Administrative and Estate Management Services (LAEMS)

GFPS Technical Working Group:

Chairperson: Maria Belinda L. Cubelo
Assistant Dept. Manager, Corporate Planning Department

Vice Chair/Alternate: ✓ Lino Gerardo G. Calaor
Manager - Administrative Services Department

Members:

- a) ✓ Philip Luis A. Guiuan
Representative – Office of the Sr. Vice Pres. for MS
- c) Arnel C. Antonio
✓ Representative - Office of the Sr. Vice President for LAEMS

- d) ✓ Eleanor Rochelle S. Cruz
Representative - Internal Control Office
✓ *Alternate* - Carmelita M. Orpilla
- e) ✓ Ma. Rowena C. Raymundo
Representative - Project Management Dept.
✓ *Alternate* – Rizabel R. Baybay
- f) ✓ Deanne Lesley F. Gonzales
Representative - Accounting Department
✓ *Alternate* – Glicería M. Villalobos
- g) ✓ Parrish B. Pisig
Representative - Treasury Department
Alternate – Ma. Cecilia S. Buncab
- h) Erma C. Lacsamana
Alternate – *Corporate Planning*
- i) ✓ Maria Vivian E. Banayad
Representative- Legal Department
✓ *Alternate* – Jerwin U. Nicolas
- j) Edwin L. Inlayo
Representative - Estate Management Department
Alternate – Raisa Anne R. Escobar
- k) Allan Rey L. Ponce
Representative – General Services
- l) Renee Rose G. Anastacio
Representative – PNOC – Park
Alternate – Adonis C. Yangga
- m) Henry M. Adao
Representative - Energy Supply Base
Alternate - Charmie B. de Castro
- n) Raquel M. Villanueva
Representative – for Corporate Communications/CSR
Alternate – Robert F. Villa, Jr.

Secretariat:

Fernando J. Castillon – Personnel Services Division
Cecilia A. Guevarra – Personnel Services Division
Alberto A. Aytona – Management Information Systems

The functions and responsibilities of the PNOC-GFPS shall include but not be limited to the following:

GFPS Chairperson/Head of Agency

1. Issue policies or other directives that support GAD mainstreaming in the PNOC's policies, plans, programs, projects and activities, budget, systems and procedures, including the creation, strengthening, modification or reconstitution of the GFPS;
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.

GFPS Executive Committee:

1. Provide direction and give policy advice to the President to support and strengthen the GFPS and the PNOC - 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 identified priorities of the company in response to the gender issues faced by its clients and employees;
3. Ensure the timely submission of the PNOC – GAD Plans and Budget, Accomplishment Report (AR) and other GAD-related reports to the Philippine Commission on Women (PCW), Department of Budget and Management (DBM), National Economic and Development Authority (NEDA), and the Commission on Audit (COA);
4. Ensure the effective and efficient implementation of the PNOC – GAD programs, activities and projects, and the judicious utilization of the GAD Budget;
5. Build and strengthen the partnership of the company with the PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
6. Recommend approval of the PNOC – GAD Plans and Budget, and GAD ARs;
7. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects, and/or GFPS members.

GFPS Technical Working Group and Secretariat:

1. Facilitate the implementation of the gender mainstreaming efforts of PNOC through the GAD planning and budgeting process;
2. Formulate the PNOC-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 and provide technical assistance to the company and as needed, to personnel in the other offices or units under PNOC. 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 empowerment for its employees, and as requested or deemed necessary, for other offices under PNOC;
4. Coordinate with the various units/offices under PNOC, and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG shall coordinate with the GFPS of attached agencies/offices especially in the preparation, consolidation and submission of GAD Plans and Budget;
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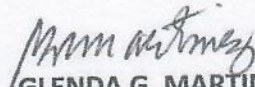
The Division Chief and Training Staff of the Personnel Services Division, and an IT personnel shall act as the Secretariat and shall assist the TWG in performing its


functions. The Secretariat may participate in the preparation and implementation of the PNOC-GAD activities but they have no voting rights.

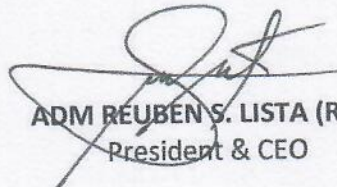
The PNOC-GFPS composition shall be subject for review every three years. Any member/representative may be re-appointed/re-elected to the GFPS as the case may be.

Any GFPS decisions/actions concerning the procedures and strategies in the performance of their function shall be subject to the approval of the President.

This order takes effect immediately.


GLEND G. MARTINEZ
Senior Vice-President for
Management Services


GRACIELA M. BARLETA
Senior Vice-President
for Legal, Administrative and Estate
Management Services


ADM REUBEN S. LISTA (Ret.)
President & CEO

BGC, Taguig City
January 18, 2019