



06 September 2022

CUSTOMS MEMORANDUM ORDER
No. 23-2022

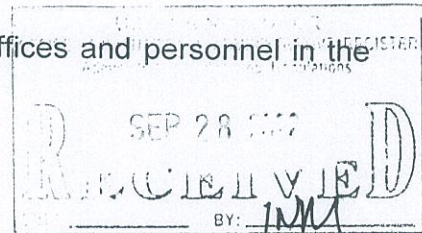
SUBJECT: Strengthening and Institutionalization of the Bureau of Customs (BOC) Gender and Development Focal Point System (GFPS)

Section 1. INTRODUCTION. In the interest of service and pursuant to the provisions of Republic Act No. 9710¹ and Philippine Commission on Women Memorandum Circular No. 2011-02², this Customs Memorandum Order (CMO) hereby provides the guidelines and procedures for the strengthening and institutionalization of the Bureau of Customs Gender and Development (GAD) Focal Point System (BOC-GFPS)).

Section 2. OBJECTIVES. This Order is being issued to:

- 2.1 To establish guidelines and procedures for the strengthening and institutionalization of the BOC-GFPS
- 2.2 To delineate the structure, composition, and functions of the BOC-GFPS in advocating gender mainstreaming to promote gender equality and women's empowerment agenda in the BOC

Section 3. SCOPE. This order applies to all concerned offices and personnel in the BOC.



Section 4. DEFINITION OF TERMS.

- 4.1 **Gender and Development (GAD)** – refers to the development perspective and process that is participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, and supportive of self-determination and actualization of human potentials. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices and contends that women are active agents, and not just passive recipients, of development;
- 4.2 **GAD Focal Point System** –an interacting and interdependent group of people in government instrumentalities tasked to catalyze and

¹ Republic Act No. 9710 or the Magna Carta of Women

² Philippine Commission on Women Memorandum Circular No. 2011-01 or the Guidelines for the Creation, Strengthening, and Institutionalization of the Gender and Development (GAD) Focal Point System



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Administrative Officer V



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accelerate gender mainstreaming. It is a mechanism established to ensure and advocate for, guide, coordinate, and monitor the development, implementation, review and updating of GAD plans and GAD-related programs, activities and projects (PAPs);

- 4.3 **GAD Plan and Budget (GPB)** –a systematic approach to gender mainstreaming, carried out by all government instrumentalities, through the annual development and implementation of programs, activities and projects. It aims to address gender issues and concerns in their respective organizations, sectors, and constituencies by utilizing at least 5% of their total budget allocation for GAD-related PAPs;
- 4.4 **Gender Analysis** – refers to the framework to compare the relative advantages and disadvantages faced by men and women in various spheres of life, including the family, workplace, school, community and political system. It also takes into account how class, age, race, ethnicity, culture, social, and other factors interact with gender to produce discriminatory results;
- 4.5 **Gender Audit** – refers to a form of “social audit” or “quality audit” which determines whether the organization’s internal practices and related support systems for gender mainstreaming are effective, reinforcing each other, and are being followed. This tool or process assists organizations in establishing a baseline, identifying critical gaps and challenges, and recommending ways of addressing them;
- 4.6 **Gender Equality** – refers to the principles asserting the equality of women and men, and their right to enjoy equal conditions for realization of their full human potentials to contribute to and benefit from the results of development. It also embodies the State’s recognition that all human beings are free and equal in dignity and rights;
- 4.7 **Gender Mainstreaming** – refers to the strategy for making women’s, as well as men’s, concerns and experiences an integral dimension of the design, implementation, monitoring, and evaluation of policies, programs, and projects in all social, political, civil, and economic spheres so that women and men benefit equally. It is the process of assessing the implications for women and men of any planned action, including legislation, policies or programs in all areas and at all levels;
- 4.8 **Women’s Empowerment** –a goal of and an essential process for women’s advancement. It is the process and condition by which women mobilize to understand, identify, and overcome gender discrimination to achieve equality in welfare and equal access to resources. In this context, women become agents of development, and not just beneficiaries, enabling them to make decisions based on their own views and perspectives.

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Section 5. GENERAL GUIDELINES

- 5.1 The BOC shall strengthen and reconstitute the GFPS based on the provisions of RA 9710, its IRR and this CMO;
- 5.2 The BOC shall create a GAD Unit under the Internal Administration Group to be supervised by the Chief, Human Resource Management Division and the Chief, Interim Training and Development Division (ITDD).
- 5.3 The commitments, key result areas, and accomplishments related to GAD shall form part of the Office Performance and Commitment Review (OPCR) and Individual Performance and Commitment Review (IPCR) and shall be given due consideration in the agency, office, and individual performance evaluation;
- 5.4 Funds shall be allocated for PAPs to support the organization, management, and operations of the GFPS, to be charged to the BOC's GAD budget.
- 5.5 The BOC-GFPS shall undergo GAD capacity building programs that support continuing gender education, updating, and enhancing of skills customized according to the functions of the GFPS. These capacity building programs may include gender sensitivity, gender analysis, gender-responsive planning and budgeting, and gender audit, among others;
- 5.6 The BOC shall conduct periodic monitoring and evaluation of their GFPS and shall undertake measures to address possible issues hindering the performance of their functions in accordance with the Magna Carta of Women and other GAD-related laws, policies, and plans.

Section 6. SPECIFIC GUIDELINES

6.1 Structure and Composition of the BOC-GFPS:

a. Executive Committee

- Chairperson: Commissioner
- Vice Chairperson: Deputy Commissioner, Internal Administration Group
- Members: Assistant Commissioner, Post Clearance Audit Group
Deputy Commissioner, Assessment and Operations Coordinating Group

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Deputy Commissioner, Enforcement Group
Deputy Commissioner, Intelligence Group
Deputy Commissioner, Management
Information System and Technology Group
Deputy Commissioner, Revenue Collections
Management Group

b. Central GFPS Technical Working Group

Heads: Director, Financial Management Office
Director, Administration Office
Director, Legal Service

Members: Chief, Accounting Division
Chief, Budget Division
Chief, Planning and Policy Research Division
Chief, Human Resource Management Division
Chief, Public Information and Assistance
Division
Chief, General Services Division
Chief, Medical and Dental Division
Chief, Interim Training and Development
Division
Head, External Affairs Office
Representatives, Assessment
and Operations Coordinating Group
Representatives, Enforcement Group
Representatives, Intelligence Group
Representatives, Management
Information System and Technology Group
Representatives, Post Clearance Audit Group
Representatives, Revenue Collections
Management Group
Representative for second level employees,
BOCEA
Representative for first level employees,
BOCEA

Secretariat: Representative/s, Accounting Division
Representative/s, Budget Division
Representative/s, Planning and Policy
Research Division
Representative/s, Human Resource
Management Division
Representative/s, Public Information and
Assistance Division

GAD Support: GAD Consultant/ Contractual Staff, GED Unit

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c. Local GFPS Technical Working Group

- Chairperson: District Collector
- Vice Chairperson: Deputy Collector for Administration
- Members: Chief, Administration Unit
 Representative/s, Administration Unit
 Designated Disbursing Officer of the port
 Representative/s from Sub-ports
 Representative/s from Assessment
 Representative/s from Operations
 Representative/s from Support Unit deployed in Ports (IG, EG, and MISTG)

6.2 Roles and Responsibilities of the BOC-GFPS

- a. The Chairperson of the Executive Committee shall:
 - i. Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems, and procedures of the BOC including the strengthening, modification or reconstitution of the BOC-GFPS; and
 - ii. Approve the GAD Plan, Program and Budget of the BOC as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation.
- b. The Vice Chairperson and Members of the Executive Committee shall:
 - i. Provide direction and give policy advice to the Chairperson to support and strengthen the BOC-GFPS and Agency's GAD mainstreaming activities;
 - ii. Direct the identification of GAD strategies, programs, activities, and projects based on the results of the gender audit and gender analysis, and according to the identified priorities of the BOC in response to the gender issues faced by its employees and stakeholders;
 - iii. Recommend approval of BOC GPBs and GAD Accomplishment Reports (AR);

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- iv. Ensure the effective and efficient implementation of the GAD programs, activities, and projects, and the judicious utilization of the GAD Budget;
 - v. Ensure the timely submission of the BOC GPBs, ARs, and other GAD-related reports to the Philippine Commission on Women (PCW) and the Commission on Audit;
 - vi. Build and strengthen the partnership of the BOC with PCW, GAD experts, advocates, women's groups, and other stakeholders in pursuit of gender mainstreaming;
 - vii. Recommend awards or recognition to outstanding institutional GAD programs, activities, and projects, and/or BOC-GFPS members.
- c. The Central and Local Technical Working Group (TWG) and Secretariat shall:
- i. Formulate BOC GAD Plans, Programs, and Budget in response to the gender gaps and issues faced by BOC's employees and stakeholders, following the conduct of a gender audit, gender analysis, and/or review of sex-disaggregated data;
 - ii. Facilitate the implementation of the gender mainstreaming efforts of the BOC through the GAD planning and budgeting process;
 - iii. Coordinate with the various units of the BOC including the Collection Districts and ensure their meaningful participation in GAD strategic and annual planning exercises. The Central GFPS TWG shall coordinate with the Local GFPS TWG especially on the preparation, consolidation and submission of GAD Plans and Budgets and GAD Accomplishment Reports;
 - iv. Ensure inclusion of commitments, key result areas, and accomplishments related to GAD in their respective OPCR and IPCRs
 - v. Assist in the capacity development and provision of technical assistance to officers in all offices or units of the BOC. In this regard, the TWG shall work with the ITDD on the development and implementation of appropriate capacity development programs on gender equality and women's empowerment for BOC employees, as requested or deemed necessary;

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- vi. Lead the conduct of advocacy activities and the development of Information, Education, and Communication (IEC) materials to

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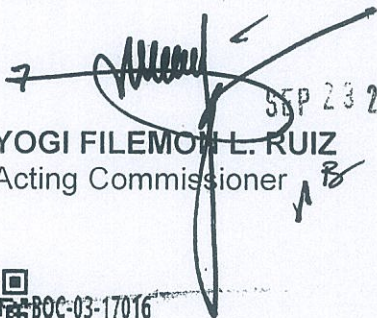


ensure critical support of BOC officials, employees, and relevant stakeholders to the activities of the BOC-GFPS;

- vii. Monitor the implementation of GAD-related programs, activities, and projects in their respective offices and suggest corrective measures to improve implementation of GFPS activities;
- viii. Provide regular updates and recommendations to the Executive Committee on the activities of the GFPS and the progress of GAD mainstreaming activities based on the feedback and reports of the various units of the BOC.
- ix. Prepare and consolidate agency GAD accomplishment reports; and
- x. Maintain the agency GAD profile in the Gender Mainstreaming Monitoring System (GMMS), and encode and submit the GPB and GAD AR of the agency through the GMMS, if assigned as GMMS reviewer/endorser;

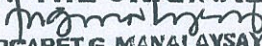
Section 7. SEPARABILITY CLAUSE. If, for any reason, any part or provision of this CMO is declared invalid, the other parts of provisions hereof which are not affected thereby shall remain in full force and effect.

Section 8. EFFECTIVITY. This order shall take effect immediately and shall last until revoked.


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 SEP 23 2022
YOGI FILEMON L. RUIZ
 Acting Commissioner



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