



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF PINAMALAYAN

OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208
Telephone No. 043-2843146 Email: mayorsoffice@pinamalayan.gov.ph

EXECUTIVE ORDER NO. 045-2019

AN ORDER RECONSTITUTING GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM OF THE MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO

WHEREAS, pursuant to Section 36 of Republic Act No. 9710, otherwise known as the Magna Carta of Women (MCW), local government units shall adopt gender mainstreaming as a strategy to promote women's human rights and eliminate gender discrimination in their systems, structures, policies, programs, processes, and procedures;

WHEREAS, Section 37-c of the Internal Rules and Regulations of the same law provides that all concerned government agencies and instrumentalities shall establish or strengthen their GFPS or a similar GAD mechanism to catalyze and accelerate gender mainstreaming within the agency;

WHEREAS, the Philippine Commission on Women issued MC No. 2011-01 dated October 21, 2011 which provides guidelines for the creation, strengthening, and institutionalization of the Gender and Development (GAD) Focal Point System;

WHEREAS, Department of Budget and Management – Department of Interior and Local Government-National Economic and Development Authority Joint Memorandum Circular No. 2013-01 provides the guidelines for the localization of the Magna Carta of Women;

NOW THEREFORE, I, ARISTEO A. BALDOS, JR., Local Chief Executive of the Municipal Government of Pinamalayan, Oriental Mindoro, by virtue of the power vested in me by law do order and direct the reconstitution of Gender and Development (GAD) Focal Point System of the Municipality of Pinamalayan, Oriental Mindoro as follows:

Section 1. COMPOSITION. The GAD Focal Point System (GFPS) shall be composed of the following:

A. GFPS EXECUTIVE COMMITTEE. The GFPS Executive Committee shall be composed of the following:

Chairperson:

HON. ARISTEO A. BALDOS, JR. Municipal Mayor

Vice – Chairperson:

HON. RODOLFO M. MAGSINO Municipal Vice-Mayor

Members:

HON. ARNOLDO M. MADRID	SB Member/ Chairperson Committee on Appropriation
HON. NAPOLEON M. MANGARING	SB Member/ Chairperson Committee on Social Welfare Services
HON. ANTONIO VICTOR R. OLYMPIA	ABC President
MS. PURA P. MENDOZA	MSWD Officer
MS. AMELIA L. RAMOS	Municipal Local Government Operation Officer
MS. ANA D. LOZANO	President, Local Council for Women
AMMAFE D. JARABE, Ed.D.	DepEd Public Schools District Supervisor
MR. REGINALDO TOLENTINO	PWD Focal Person
MR. ROMEO MORENTE	Indigenous Peoples Representative
MR. EMERSON HELERA	Business Sector Representative
MS. ESTELITA M. FIEDALAN	Samahan ng Lingap Pamilyang Pinamalenyo
PNP's Women's Desk Officer	
All Department Heads and Chiefs-of-Office	

B. GFPS Technical Working Group. The GFPS Technical Working Group shall be composed of technical staff from the following offices:



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TWG Chairperson:

MS. MARICEL M. RODIL

Social Welfare Officer III, MSWDO

Members:

MS. EDLIE O. ESPELIMBERGO
MR. JOHN ERIC G. MONDOÑEDO
MS. BERNARDITA S. REYES
MS. FE M. MAGCAMIT
MS. MARILAC D. MOGOL
MS. ARLENE ARTILLAGA
MS. ROBYLYN MANGCUPANG
MS. VIVIAN T. RAMOS
DRA NIÑA KRISTINNE L. PUNZALAN
MS. EUNICE P. MAGCULANG
MS. MA. LOURDES A. DE GULA

Agricultural Technologist, MAgO
Planning Assistant, MPDO
Administrative Aide IV, BPLD
Bookbinder III, MBO
Administrative Aide II, MCR
Administrative Aide IV, MENRO
Administrative Aide II, GSO-BAC
Administrative Assistant II, MTO
Rural Health Physician, MHO
Administrative Officer IV/HRMO II
Computer Operator I, MO

- C. **GAD FOCAL PERSON.** The MSWD Officer, Ms. Pura P. Mendoza shall serve in concurrent capacity as the GAD Focal Person for the Municipality. The Focal Person will be responsible for the facilitation and monitoring of the implementation of the gender mainstreaming in the Local Government unit.

Section 2. Roles and Responsibilities of the LGU GFPS.

- A. **Roles and Responsibilities of the LGU GFPS.** Pursuant to the MCW-IRR, the GFPS is tasked to ensure and sustain the LGU's critical consciousness in supporting gender and development, women's empowerment and responding to gender issues. It shall take a lead role in direction-setting, advocacy, planning, monitoring and evaluation, and technical advisory in mainstreaming GAD perspectives in the LGU programs, projects, activities, and processes. Specifically, the GFPS shall perform the following functions:
- Lead in mainstreaming gender perspective in agency/department 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 the agency based on the priority needs and concerns of constituencies and employees and the formulation of recommendations including their implementation;
 - Assist in the formulation of new policies such as the GAD Code in advancing women's status, such as in the case of LGUs;
 - 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;
 - Coordinate efforts of different divisions, offices, units of the agency and advocate for the integration of GAD perspectives in all their systems and processes;
 - Spearhead the preparation of the agency annual performance-based GAD Plans, Programs and Budget in response to gender issues of their constituencies and clients and in the context of their agency mandate, and consolidate the same following the format and procedure 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 the department/agency, and as needed, in responding to PCW's comments or requests for additional information;
 - Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs and Budget;
 - Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that maybe required under the MCW;
 - 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;



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- i. Promote and actively pursue the participation of women and gender advocates, other civil society groups and private organizations in the various stages of the development planning cycle, giving special attention to the marginalized sectors; and
 - j. Ensure that all personnel of the agency including the finance officers (e.g. accountant, budget officer, 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.
- B. Roles and Responsibilities of GFPS Chairperson or Head of Agency.** The GFPS Chairperson or Head of Agency shall:
- a. 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
 - b. 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.
- C. Roles and Responsibilities of Executive Committee.** The Executive Committee shall:
- a. Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and agency's GAD mainstreaming activities;
 - b. 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;
 - c. Ensure the timely submission of the agency GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to DBM;
 - d. Ensure the effective and efficient implementation of the agency GAD programs, activities and projects and the judicious utilization of the GAD Budget;
 - e. Build and strengthen the partnership of the agency with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
 - f. Recommend approval of agency GAD Plans and Budgets and GAD ARs; and
 - g. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members.
- D. Roles and Responsibilities of Technical Working Group.** The Technical Working Group (TWG) or Secretariat shall:
- a. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
 - b. 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;
 - c. 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;
 - d. Coordinate with the various units of the agency including its regional and attached agencies and ensure their meaningful participation in GAD strategic and annual planning exercises. The TWG of the GFPS of the central agency shall coordinate with the GFPS of its attached agencies, bureaus and regional offices especially on the preparation, consolidation and submission of GAD Plans and Budgets;



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- e. 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;
- f. 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;
- g. Prepare and consolidate agency GAD accomplishment reports; and
- h. 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.

Section 3. Creation of GFPS Monitoring and Evaluation Team. Section 5.1 and 5.2 of Department of Budget and Management – Department of Interior and Local Government-National Economic and Development Authority Joint Memorandum Circular No. 2013-01 encourage all LGUs to establish, enhance, strengthen and/or maintain a gender responsive monitoring and evaluation (M&E) system through creation of the GFPS Monitoring and Evaluation Team. The GFPS Monitoring and Evaluation Team is hereby created and shall be composed of the following:

Team Leader:

EnP ROSENIO A. TORIANO

Municipal Planning and Development Coordinator

Members:

MS. AMELIA L. RAMOS

Municipal Local Government Operation Officer

MS. MIRASOL J. SANTOS

Municipal Administrator

MS. NEMIA B. MONSANTO

Administrative Officer V/HRMO III

MS. ZAIDA D. MICIANO

Municipal Budget Officer

MR. JOHN DAVE M. DELOS SANTOS

Senior Administrative Assistant III

MS. ANA D. LOZANO

President, Local Council for Women

AMMAFE D. JARABE, Ed.D.

DepEd Public Schools District Supervisor

HON. ANTONIO VICTOR R. OLYMPIA

ABC President

MR. FERNANDO T. RODIL

Farmers' Association Representative

MS. MARICEL MAGCAMIT

Social Welfare Officer III, TWG Chairperson

Section 4. Functions of Monitoring and Evaluation (M&E) Team. The GAD M&E Team shall evaluate the outcomes of the LGU GAD policies, programs and projects and submit a GAD Evaluation Report to the DILG Regional Office at the end of the LCE's three-year term. The submission shall be done not later than June of the next term.

Section 5. MANDATORY TRAINING. All members of the GFP shall undergo capacity building programs on gender and development which shall include but not limited to: gender sensitivity training (GST), gender analysis, GAD planning and budgeting, and gender audit.

Section 6. EFFECTIVITY. This Executive Order shall take effect immediately and shall be valid until sooner revoked or amended.

Done in the Municipality of Pinamalayan, Province of Oriental Mindoro this 14th day of October 2019.


ARISTEO A. BALDOS, JR.
Municipal Mayor