



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 17 Series of 2022

AN ORDER RECONSTITUTING AND STRENGTHENING THE MUNICIPAL GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM EXECUTIVE COMMITTEE AND PRESCRIBING THEREOF ITS COMPOSITION, DUTIES AND FUNCTIONS, AND FOR OTHER PURPOSES.

WHEREAS, pursuant to Section 14 Article II of the 1987 Philippines Constitution provides the recognition by the state of the vital role of women in nation building and ensuring the fundamental equality of women and men;

WHEREAS, the participation of Non-Government Organization and the private sectors as active partners in the developmental efforts of the LGU, as mandated under Section 16, Article XIII of the 1987 Philippine Constitution, shall be encouraged to ensure the viability of Local Autonomy and excellence in local governance;

WHEREAS, by virtue of Republic Act 9710, otherwise known as the "**Magna Carta of Women**" explicitly enumerates the basic right of women prohibition and legal protection for violation of such rights;

WHEREAS, the above mentioned law also provides for the use of establishment of various Gender Sensitivity Programs aimed towards the full recognition and institutionalizing the fundamental rights of women as part of the framework of development of government;

WHEREAS, in conformance with PCW-DILG-DBM-NEDA Joint Memorandum Circular No. 2013-01, which provides for the Guidelines on the Localization of the Magna Carta of Women and further enjoined LGUs in all levels for the strengthening of the LGU GAD Focal Point System and creation of the GADFPS Executive Committee and Technical Working Group;

WHEREAS, PCW-DILG-DBM-NEDA Joint Memorandum Circular No. 2013-01 was issued to prescribe policies and procedures in mainstreaming gender perspectives in social planning, programming and budgeting. Local legislation, project development, implementation, monitoring and evaluation pursuant to the Magna Carta of Women (MCW);

WHEREAS, on January 12, 2016, PCW-DILG-DBM-NEDA issued Joint Memorandum Circular No. 2016-01 to provide for the amendments in certain parts of Joint Memorandum Circular No. 2013-01, particularly in Section 4.1 C (GAD Planning and Budgeting) and 5.0 (Monitoring and Evaluation the implementation of the Magna Carta of Women) in order to clarify the process of costing, allocation and attribution of the GAD Budget, as well as the duties and functions of the Department of the Interior and Local Government (DILG) as the lead agency in the review, endorsement and monitoring of submission of GAD Plans and Budget (GPBs) and GAD Accomplishment Reports (GAD ARs) OF LGUs;

NOW, THEREFORE, I, VERGEL C. MENESES, Municipal Mayor of Bulacan, Bulacan, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. RECONSTITUTION AND STRENGTHENING OF THE GAD FOCAL POINT SYSTEM (GADFPS) EXECUTIVE COMMITTEE. The GADFPS Executive Committee shall be constituted and strengthened in the Municipality of Bulacan.

SECTION 2. COMPOSITION. The Executive Committee shall be composed of the following:

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CHAIRMAN	:	HON. VERGEL C. MENESES Municipal Mayor
		DR. REYNALDO P. GLORIA Municipal Administrator (Re: Authorized Representative of the Mayor)
VICE-CHAIRMAN	:	HON. ATTY. REINA RICA C. SANCHEZ Municipal Vice Mayor
MEMBER	:	HON. ATTY. AINA PAGSIBIGAN Chairperson: Women, Children, and Family Relations, Senior, PWD's and Social Welfare Development
		HON. CHRISTOPHER ARON C. DEL ROSARIO Chairperson: Finance Budget and Appropriation
		HON. MICHAEL M. RAMOS President, Liga ng mga Barangay
		DR. MA. ELISA V. VILLANUEVA Municipal Health Officer
		ENGR. MA. EMMIE G. FERNANDO Mun. Engineer/HRMO Designate
		LEONORA B. MAGDANGAL Municipal Treasurer
		ROSARIO MARIANO MDRRMO
		MA. VICTORIA P. MORELOS MSWDO
		MARISSA G. DE LINO Mun. Budget Officer
		PAUL VINCENT M. MORELOS Municipal Accountant
		JAYSON G. MAGPAYO JR. Acting Municipal Agriculturist
		MARIAN S. RAMOS Municipal Civil Registrar
		JOSE CARLO PANTALEON Acting SB Secretary
		RAMON JACINTO M. RODRIGO Municipal Assessor
		PRISCILLA NAVARRO District Supervisor, DepEd

VIANCA MICHAELA MENESES

KSSBB President

MARISSA ALCARAZ

President, Bulakan Solo Parents Confederation

Monitoring and Evaluation Team:

DR. REYNALDO P. GLORIA

Municipal Administrator

(Re: Authorized Representative of the Mayor)

EVELYN L. VILLALUZ

GAD Focal Person

JERICO S. CUNANAN

Mun. Planning & Devt. Coordinator

ENGR. MA. EMMIE G. FERNANDO

HRMO Designate

MARISSA G. DE LINO

Municipal Budget Officer

PAUL VINCENT M. MORELOS

Municipal Accountant

ARCHIE CORONEL

MLGOO

PRISCILLA DS. REYES

Executive Assistant – LCE

VIANCA MICHAELA MENESES

KSSBB President

SECTION 3. GENERAL FUNCTION. The Executive Committee shall perform the following duties and functions:

- a. Lead in mainstreaming GAD perspectives in LGU policies, plans and program in the process they shall ensure the assessment of the gender-responsiveness of the system, structures, policies, programs, processes and procedures of the LGU based on the priority needs and concern of constituencies and employee, and the formulation of recommendations including their implementation;
- b. Assist in the formulation of new policies such as the GAD Code in advancing women's empowerment and gender equality;
- c. Lead in setting up appropriate system and mechanisms to ensure the generations, processing, review, and updating of sex-disaggregated data or GAD Database to serve as basis in performance-based and gender-responsive planning and budgeting;
- d. Coordinate efforts of different division/office/units of the LGU and advocate for the integration of GAD perspectives in all their systems and processes;
- e. Spearhead the preparation of the annual and performance-based LGU GAD PLAN & BUDGET (GPB) in response to the gender issues and concerns of their locality and in the context of the LGU mandate, and consolidate the same following the form and procedures prescribed in the joint Memorandum Circular (JMC). The GFPS shall likewise be responsible for submitting the consolidated GPBs of the LGU;
- f. Lead in monitoring the effective implementation of the annual GPB, GAD Code, other GAD related policies and plans;
- g. Lead the preparation of the annual LGU GAD ACCOMPLISHMENT REPORT (GAD AR) and other GAD reports that may be required under the MCW and this JMC;

- h. Strengthen linkages with other LGUs, concerned agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various levels of local governance;
- i. Promote and actively pursue the participation of women and gender advocates, other civil society groups and private organizations in the various stages of development planning cycle; giving attention to the marginalized sector, and
- j. Ensure that all personnel of the LGU including the planning and finance officers (e.g. accountants, budget officers, auditors) are capacitated on GAD. Along this line, the GFPS will recommend and plan an appropriate capacity development program on GAD for its employee as part of and implemented under its regular human resource development program.

SECTION 4. ROLES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE.

The Executive Committee shall undertake the following roles and responsibilities:

- a. Provide policy advice to the LCE to support and strengthen the GFPS and the LGU's gender mainstreaming efforts;
- b. Direct the identification of GAD strategies, PPAs and targets based on the results of gender analysis and gender assessment, taking into account the identified priorities of the LGU and the gender issues and concerns faced by the LGU's constituents and employee;
- c. Ensure the timely submission of the LGU GPB, GAD AR and other GAD related reports to the DILG which shall be consolidated for submission to PCW and appropriate oversight agencies;
- d. Ensure the effective and efficient implementation of the GAD PPAs and the judicious utilization of the GAD budget;
- e. Build and strengthen the partnership of the LGU with concerned stakeholders such as women's groups or CSOs, national government agencies, GAD experts and advocates, among others in pursuit of gender mainstreaming;
- f. Recommend awards and/or incentives to recognize outstanding GAD PPAs or individuals who have made exemplary contributions to GAD.

SECTION 5. RECONSTITUTIONS AND STRENGTHENING OF THE GAD FOCAL POINT SYSTEM (GADFPS) TECHNICAL WORKING GROUP (TWG). The Technical Working Group shall be reconstituted and strengthened in the Municipality of Bulakan.

SECTION 6. TWG COMPOSITION. The TWG shall be composed of the following:

TWG CHAIR/ GAD FOCAL PERSON	:	EVELYN L. VILLALUZ MIO
Member	:	JERICO S. CUNANAN MPDO
		MA. VICTORIA P. MORELOS MSWDO
		DR. MA. ELISA V. VILLANUEVA Mun. Health Officer
		MARISSA G. DE LINO Municipal Budget Officer
		PRISCILLA S. REYES Executive Assistant – LCE
		VIANCA MICHAELA MENESES KSSBB President

SECTION 7. ROLES AND RESPONSIBILITIES OF THE TECHNICAL WORKING GROUP (TWG). The TWG shall undertake the following roles and responsibilities:

- a. Facilitate the gender mainstreaming efforts of the LGU through the GAD planning and budgeting process;
- b. Formulate the LGU GBP in response to the gender gaps and issues faced by their constituents including their women and men employees;
- c. Assist in the capacity and competency development of and provide technical assistance to the offices or units of the LGU, in this regard, the TWG shall work with the Human Resource Development Office (HRDO) on the development and implementation of Capacity Development Program on GAD for its employees, as necessary;
- d. Coordinate with the various units/offices of the LGU and ensure their meaningful participation in strategic and annual planning exercises on GAD including the preparation, consolidation and submission of GPBs;
- e. Lead the conduct of advocacy activities and the development of information, education and communication (IEC) materials to ensure critical support of local elected officials, department head and staff, and relevant stakeholders to the GFPS and to gender mainstreaming;
- f. Monitoring the implementation of GAD-related PPAs and suggest corrective measures to improve their implementation;
- g. Prepare and consolidate LGU GAD ARs and other GAD-related reports; and
- h. Provide regular updates and recommendations to the LCE or GFPS ExeCom regarding GFPS' activities and the progress of the LGU in gender mainstreaming based on the feedback and reports of concerned LGU offices/units, stakeholders and constituents.

SECTION 8. SECRETARIAT. The Secretariat Head of GFPS Executive Committee and the Technical Working Group shall be headed by **JERICO S. CUNANAN - MPDC**. He shall be assisted by the regular staff from the Office of the Municipal Planning & Devt. Coordinator.

The Secretariat shall be responsible specifically on the provision of administrative and logistical services, preparation of meeting agenda; and documentation of GFPS' meetings and other related activities.

SECTION 9. MEETING AND QOURUM. Both the Executive Committee and Technical Working Group shall respectively meet atleast once a month on a time, date and place to be specified in a notice of meeting at least one(1) day before the scheduled meeting, or as often as may be necessary. A majority of the members of the board shall constitute a quorum, but the chairman or the vice-chairman must be present during meetings where budgetary proposals are being prepared or considered. The affirmative vote of the members shall be necessary to approved such proposals.

SECTION 10. ESTABLISHMENT AND MAINTENANCE OF GAD DATABASE. In conformance with PCW-DILG-DBM-NEDA Joint Memorandum Circular No. 2013-01, the **Municipal Planning and Development Coordinator (MPDC)**, shall spearhead and ensure the setting up and maintenance of the GAD Database to serve as basis for gender-responsive planning, programming and policy formulation. The GAD Database, which can either be manually operated or develop through software, shall form part of the overall management information system (MIS) of the Municipal Government.

SECTION 11. SUBMISSION OF REPORTS. The GFPS Technical Working Group shall submit reports, recommendatory actions, and periodic assessments to the Local Chief Executive (LCE) and to the Sangguniang Bayan for appropriate legislative action.

SECTION 12. FUNDING. A regular appropriation shall be charge against municipal funds to expedite operational expenses of the Municipal GFPS Executive Committee and Technical Working Group.

SECTION 13. REPEALING CLAUSE. The Executive Order shall supersede all previous Executive Orders issued to this effect.

SECTION 14. EFFECTIVITY. This Order shall take effect immediately.

IN WITNESS WHEREOF, I HAVE HEREUNTO set my hand and caused the seal of the Municipality this 3rd day of October, 2022 at the Municipality of Bulakan, Bulacan.


VERGEL C. MENESES
Municipal Mayor