



EXECUTIVE ORDER NO. 03
Series of 2024

REORGANIZING THE LGU GENDER AND DEVELOPMENT FOCAL POINT SYSTEM (LGU GFPS) OF THE MUNICIPALITY OF ITOGON.

WHEREAS, the 1987 Philippine Constitution provides that the State shall recognize the role of women in nation building and shall ensure the fundamental equality of women and men before the law;

WHEREAS, in pursuit for women's empowerment and gender equality, relevant provisions were incorporated in subsequent laws, issuances and international commitments such as the Local Government Code of 1991, the Magna Carta for Women, the General Appropriations Act, the CEDAW, the Beijing Platform for Action and the Millennium Development Goals to mention a few among others;

WHEREAS, in furtherance of the constitutional mandate and other legal provisions relative to gender and development, the Philippine Congress enacted R.A. 9710 or the Magna Carta for Women adopting gender mainstreaming as a strategy to promote and fulfill women's human rights and eliminate gender discrimination in government systems, structures, policies, programs, processes and procedures;

WHEREAS, the Philippine Commission on Women, the DILG, the DBM and NEDA issued Joint Memorandum Circular No. 2013-01 promulgating guidelines on the localization of the Magna Carta for Women, establishing therein institutional mechanisms to implement the same, among which is for the creation and/or strengthening of the LGU GAD- Focal Point System;

NOW THEREFORE, I, BERNARD S. WACLIN, by virtue of the powers vested in as Municipal Mayor of the Municipality of Itogon, Benguet Province hereby reorganize the LGU Gender and Development Focal Point System (LGU GFPS) of the Municipality of Itogon, to wit;

Section 1. **Composition/Organizational Structure**. Consistent with PCW-DILG-DBM-NEDA Joint Memorandum Circular No. 2013-01, and the MCW-IRR, the LGU GFPS shall be composed of the following:

1.a. The Executive Committee:

Chairperson:	HON. BERNARD S. WACLIN Municipal Mayor
Vice Chairperson	HON. JODEA BRENDA LYN R. ACAY-CAMUYOT Chairperson, S.B. Committee on Laws, Rules and Privileges, Public Safety, Editing and Styling of Resolutions and Ordinances, Public Safety and Peace And Order, Labor and Employment
Members:	HON. NORBERTO I. PACIO Chairperson, S.B. Committee on Social Services,

Women, Family Relations, Differently-abled Persons,
Senior Citizens and Veterans Affairs

HON. CLINT D. GALUTAN
Chairperson, S.B. Committee on Education

MS. FLORIDA T. VELASCO
OIC-Municipal Budget Officer

ENGR. IMELDA F. NUGUID
MPDC

MS. GRACE O. POCSOL
MSWDO

MS. THELMA B. BENTRES
Municipal Local Civil Registrar

MS. JULIE C. MALIG
MLGOO-DILG-Itogon

PSSG. JASMINE APPLE F. SALVE
Women's Desk, PNP

MS. ROSITA M. BARGASO
President, IIPO

MS. ESTRELITA C. APIDOS
President, IWAI

MS. CARMELA L. PENCHON
PWD Representative

MS. ROSALINE F. WHITE
Representative from the Private Sector

MS. TERESITA F. OLAYAN
Representative from the Academe

HON. EDWIN O. ATUMPAG
Liga President, S.B. Member

HON. JUDBERT M. ALICNAS
SKF Vice President, S.B. Member

1.b. The Technical Working Group. The Technical Working Group is hereby re-organized and shall be composed of the following:

1. MS. SHALIMAR G. SORALLO, Group Leader and GAD Focal Person
2. MS. CINDY LOIS L. FERNANDEZ
3. MS. ELIZABETH C. CUNGAO
4. MS. GIRLIE A. NABUS
5. MS. MA. LEONORA M. SANTOS
6. MS. ROWENA C. CARIÑO

7. MS. IDA JANCES CIRIACO
8. ENGR. CYRIL L. BATCAGAN
9. MR. ROGER P. CATAYAO
10. MR. JOSE A. YAMOTO JR.
11. MS. CARMELA L. PENCHON

1.c. The Secretariat. There Secretariat of the LGU GAD Focal Point System is likewise reorganized to be composed of the following members:

1. MR. FERDINAND F. SAPALONG
2. MS. GHRENDY ANN C. MILO
3. GERTRUDE P. SAB-IT
4. LIDA S. TUPENG-CANITE

Section 2. **Roles and Responsibilities:** The roles and responsibilities of the LGU GFPS provided in MCW-IRR and JMC No. 2013-01 Of the PCW, DILG, DBM and NEDA which are hereby adopted as follows, to wit;

2.1. The LCE shall:

1. Issue policies and/or directives that support gender mainstreaming in the policies, plans, PPAs and services of the LGU as well as in its budget, systems, processes and procedures of the LGU, including the creation, strengthening, modification or reconstitution of the GFPS; and;
2. Ensure the implementation of the GPB and approve GAD AR and other GAD-related reports of the LGU as maybe required by the MCW-IRR and the PCW-DILG-DBM-NEDA JMC No. 2013-01, duly endorsed by the GFPS Executive Committee and with the assistance of the GFPS-TWG.

2.2. General Functions 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:

1. Lead in mainstreaming GAD perspectives in LGU 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 LGU 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 empowerment and gender equality;
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 and gender-responsive planning and budgeting;
4. Coordinate efforts of different divisions/offices/units of the LGU and advocate for the integration of GAD perspectives in all their systems and processes;
5. Spearhead the preparation of the annual and performance-based LGU GAD Plan and Budget (GPB) in response to the gender issues and or 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;

6. Lead in monitoring the effective implementation of the annual GPB, GAD Code, other GAD-related policies and plans;
7. Lead the preparation of the annual LGU GAD Accomplishment Report (GAD AR) and other GAD reports that may be required under the MCW and the JMC
8. 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;
9. 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 sectors, and
10. 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 employees as part of and implemented under its regular human resource development program.

2.3. The Executive Committee:

1. Provide policy advise to the LCE to support and strengthen the GFPS and the LGU's gender mainstreaming efforts;
2. Direct the identification of GAD strategies, PPAs and targets based the result 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 employees;
3. Ensure the timely submission of the LGU GAN Plan and Budget (GPB), GAD AR and other GAD-related reports to DILG which shall be consolidated for submission to PCW and appropriate oversight agencies;
4. Ensure the effective and efficient implementation of the GAD PPAs and the judicious utilization of the GAD budget;
5. Build and strengthen the partnership of the LGU with concerned stakeholders such as women's group or CSOs, national government agencies, GAD experts and advocates, among others in pursuit of gender mainstreaming;
6. Recommend awards and/or incentives to recognize outstanding PPAs or individuals who have made exemplary contributions to GAD.

2.4. The Technical Working Group:

1. Facilitate the gender mainstreaming efforts of the LGU through the GAD planning and budget process;

2. Formulate the LGU GAD Plan and Budget in response to the gender gaps and issues faced by their constituents including women and men employees;
3. Assist in the capacity and competency development of and provide technical assistance to the offices or units of the LGU. In this regard,
4. the TWG shall work with the Human Resource and Development Office on the development and implementation of a capacity development program on GAD for its employees, as necessary;
5. Coordinate with the various units/offices of the LGU and ensure their meaningful participation in strategic and annual planning exercise on GAD including the preparation, consolidation and submission of GPBs;
6. Lead the conduct of advocacy activities and the development of information, education and communication materials to ensure critical support of local elected officials, department heads and staff, and relevant stakeholders to the GFPS and to gender mainstreaming;
7. Monitor the implementation of GAD-related PPAs and suggest corrective measures to improve their implementation;
8. Prepare and consolidate the LGU GAD ARs and other GAD-related reports; and
9. Provide regular updates and recommendations to the LCE or GFPS Executive Committee regarding GFPS' activities and the progress of the LGU in gender mainstreaming based on the feedback and reports of concerned LGU office/units, stakeholders and constituents.

2.5. The Secretariat:

- i. The GFPS Secretariat shall assist the GFPS Executive Committee and Technical Working Group in the performance of their roles and responsibilities, specifically on the provision of administrative and logistical services; preparation of meeting agenda; and documentation of GFPS' meetings and related GAD activities.

Section 3. **Repealing Clause.** All Orders of parts thereof inconsistent with this Administrative Order or any provisions hereof are deemed repealed and/or modified accordingly.

Section 4. **Effectivity.** This Administrative Order shall take effect immediately upon approval.

DONE this 20th day of February, 2024 at Itogon, Benguet Province.

HON. BERNARD S. WACLIN
Municipal Mayor