



Republic of the Philippines
Province of Benguet
Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR

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Municipality of Itogon
Human Resource Management Section

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OFFICE OF THE MUNICIPAL ENGINEER
PROVINCE OF BENGUET ITOGON

BAGONG PILIPINAS

Sangguniang Bayan

Itogon, Benguet

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EXECUTIVE ORDER NO. 04
Series of 2025

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RECONSTITUTING THE LGU GENDER AND DEVELOPMENT FOCAL POINT
SYSTEM (LGU GFPS) OF THE MUNICIPALITY OF ITOGON IN ACCORDANCE WITH
PCW-DILG-DBM-NEDA JMC NO. 2024-01 OR THE REVISED GUIDELINES ON THE
LOCALIZATION OF THE MAGNA CARTA OF WOMEN

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. 2024-01 or the Revised Guidelines on the Localization of the Magna Carta of Women, revising and amending JMC 2013-01 as amended by JMC No. 2016-01, to streamline the overall process of the preparation, submission, review, and/or endorsement of LGU GPBs and GAD ARs and strengthen the localization of the MCW;

WHEREAS, item 5.1.1. of PCW-DILG-DBM-NEDA Joint Memorandum Circular No. 2024-01 states that All LGUs shall establish and/or strengthen their GFPS to catalyze and accelerate gender mainstreaming within their localities. Local Chief Executive/s (LCEs) shall sign appropriate issuances to institutionalize the creation, strengthening, modification, or reconstitution of the GFPS in their respective LGUs;

WHEREAS, item 5.1.2. of the aforementioned JMC states that the LGU GFPS shall adhere to the GFPS composition provided for in the MCW-IRR and the proposed organizational structure provided in Annex "A" of the same JMC:

WHEREAS, LGUs are also directed to establish, enhance, strengthen and/or maintain a gender responsive monitoring system for the implementation of the annual GAD Plan and Budget and to assess the status of the LGU's institutional mechanisms on gender mainstreaming annually;

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

MUNICIPAL ASSESSOR'S OFFICE

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MUNICIPALITY OF ITOGON, BENGUET
BUDGET OFFICE

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DATE AND TIME: 02/19/25

Section 1. **Composition/Organizational Structure**. Consistent with PCW-DILG-DBM-NEDA Joint Memorandum Circular No. 2024-01, and the MCW-IRR, the LGU GAD Focal Point System (GFPS) shall be composed of the following:

1.a. The Executive Committee:

Chairperson: HON. BERNARD S. WACLIN
Municipal Mayor

Alternate Chair: MR. ARNEL F. BAHINGAWAN
Municipal Administrator

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:

OFFICE OF THE PROVINCIAL GOVERNOR

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MUN. TREASURY OFFICE

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DILG-ITOGON FIELD OFFICE

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MACOO
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-HON DANTE ALAIN XAVIER D. GODIO
Chairman, S.B. Committee on Appropriation

-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

-ATTY. FARIDA D. ROMILLO-MATEO
Municipal Accountant

-MS. IRENE F. FERNANDO
Municipal Treasurer

-MS. FLORIDA T. VELASCO
Municipal Budget Officer

-MS. CHERRY ANN C. CARANTES
Local Civil Registrar

-MR. BERTO O. BAYENG
Municipal Agriculturist

-ENGR. AVELINO S. MEDINA JR.
Municipal Assessor

-DR. OLIVER P. GUADAÑA
Municipal Health Officer

-MS. GRACE O. POCSOL
MSWDO

-MS. JULIE C. MALIG
MLGOO-DILG-Itogon

-ENGR. IMELDA F. NUGUID
MPDC

-ENGR. MICHELLE A. BUSACAY
Municipal Engineer

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

-MS. ROSITA M. BARGASO
President, IIPO - chairman 2/19/25

-MS. ESTRELITA C. APIDOS
President, IWAI

02-19-2025
MARIBETH L LUDOVICO
SWA AIDE

By: _____

MUNICIPAL HEALTH SERVICES
Itogon, Benguet
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-MS. VICKY GAMPOL
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 to be composed of the following:

1. MS. GIRLIE A. NABUS, SB Office
2. MS. CINDY LOIS L. FERNANDEZ, Municipal Planning and Dev't. Office
3. MS. MELODY B. AYANG, Municipal Planning and Development Office
4. MS. NERISSA B. BALBINES, Municipal Engineering Office
5. MS. APRILYN C. SUCDAD, Local Civil Registry Office
6. MS. MARJORIE V. CASILLA, Municipal Agriculture Office
7. MS. ROWENA C. CARIÑO, Municipal Budget Office
8. MS. IDA JANCES CIRIACO, Municipal Health Services Office
9. MS. FLORDELIZA G. DIASE, Human Resource Management Section
10. MS. KENNETH MARIEW. LISAYEN, Municipal Accounting Office
11. MS. ELIZABETH C. CUNGAO, Municipal Social Welfare Dev't. Office
12. MS. GHRENDY ANN C. MILO, Municipal Social Welfare Dev't. Office
13. MS. EVA MARIE E. GUIBAC, Municipal Social Welfare Dev't. Office
14. ENGR. CYRIL L. BATCAGAN, MDRRMO
15. ENGR. ROGER P. CATAYAO, ABE, Mayor's Office
16. MR. JOSE A. YAMOTO JR., Executive Asst. II, Mayor's Office
17. MR. JONATHAN G. SADEY, Ph.D., Academe Representative
18. MR. REYNALDO GONDAY JR., PWD Representative
19. Representative from Itogon Interdenominational Ministers Association

Provided further, that the GFPS TWG Chair shall be elected from among the GFPS TWG members. The designation of the GFPS TWG Chair shall be made official through the issuance of a Memorandum duly signed by the LCE and endorsed by his or her immediate supervisor or concerned LGU Department Head.

1.c. The LGU GAD Unit and Secretariat. There is hereby created a GAD Unit which shall also serve as Secretariat of the LGU GAD Focal Point System. It shall be composed of the following:

1. MS. MELODY B. AYANG, Head Secretariat and GAD Focal Person
2. MS. CINDY LOIS L. FERNANDEZ
3. MS. EVA MARIE E. GUIBAC
4. MS. GHRENDY ANN C. MILO
5. MS. NERRISA B. BALBINES
6. APRILYN C. SUCDAD

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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 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;
2. Sign and endorse the GPBs of the municipality for integration in the AIP and Annual Budget;
3. 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. 2024-01, duly endorsed by the GFPS Executive Committee and with the assistance of the GFPS-TWG; and
4. Shall review the GPB of the nine (9) component barangays. The reviewed GPB shall be endorsed by the municipality to the concerned barangay for integration in their respective AIPs and annual budget;

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 the locality and in the context of the LGU mandate; and consolidate the same following the form and procedures prescribed in the Joint Memorandum Circular 2024-01. 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;

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7. Lead in 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; and
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;
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; and
11. The GFPS of the municipality through the TWG shall facilitate the review and endorsement of GAD Plan and Budget (GPB) of the LGU based on the alignment of the GPB to the Comprehensive Development Plan (CDP), the Local Development Investment Program (LDIP), and the Annual Investment Program (AIP); on the gender responsiveness of content (i.e., relevance of the GAD PPAs to the identified gender issues); and the correctness and alignment of entries in the GPB form.

1.3. 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. Develop and institutionalize an awards and/or incentives for outstanding GAD PPAs or notable GAD efforts within the LGU; and
7. Provide guidance to the members of TWGs in the review of the LGUs GPB and GAD AR.

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1.4. 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 the constituents, including the female and male employees; and ensure its alignment with the CDP and investment programs of the LGU;
3. Assist in the capacity and competency development of and provide technical assistance to the offices or units of the LGU. In this regard, the GFPS-TWG shall work with the Human Resource Development Office on the development and implementation of a capacity development program on GAD for municipal employees, as necessary;
4. 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; and
5. 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 heads and staff, and relevant stakeholders to the GFPS and to gender mainstreaming;
6. Monitor the implementation of GAD-related PPAs and suggest corrective measures to improve their implementation;
7. Prepare and consolidate the LGU GAD ARs and other GAD-related reports;
8. 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; and
9. Review all submitted GPBs of the nine (9) component barangays and provide comments or recommendations for revision as needed. The review of GPBs shall focus on the alignment of the GAD plan with the GAD agenda, MCW, CEDAW and/or other related GAD laws, and the correctness and alignment of the entries in each column of the GPB form (e.g., if the proposed activities respond to the identified gender issue, if the issues are correctly identified or formulated, if there are clear indicators and targets, if the proposed budget is realistic, and if the number of proposed activities are doable within the year, among others).

2.5 The LGU GAD Unit and Secretariat:

2.5.1 As LGU GAD Unit:

- a. Support and coordinate all GAD-related PPAs and concerns of the LGU GFPS; and
- b. Shall work in coordination with the GFPS and functions as GFPS Secretariat;

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2.5.1 As GAD Focal Point System Secretariat:

1. 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;
2. In the event of a change in local administration, the remaining members of the GFPS EXECOM and TWG shall facilitate the immediate reconstitution of the GFPS and the conduct of Gender Sensitivity Training and other GAD competency development activities for newly elected local officials; and
3. Through the GFPS, shall strengthen the linkages and/or partnerships of the municipality with the local offices of the NGAs, private sector, academe, Official Development Assistance (ODA) partners, and other stakeholders in pursuit of its gender mainstreaming efforts.

Section 3. **The Monitoring and Evaluation (M&E) Team.** The GAD Monitoring and Evaluation Team is hereby created to be composed of the following:

M&E Team Leader: MS. JULIE C. MALIG, MLGOO

Members: ENGR. IMELDA F. NUGUID, MPDC
MS. GIRLIE G. NABUS, GFPS TWG
MS. FLORIDA T. VELASCO, MBO
MS. ESTRELITA C. APIDOS, IWA
MS. TERESITA F. OLAYAN, Academe
ENGR. CYRIL L. BATCAGAN, MDRRMO

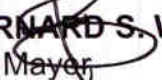
3.2 Functions of the M&E Team: The GAD Monitoring and Evaluation Team shall:

- a. Conduct regular monitoring of the implementation of the annual GAD Plan and Budget;
- b. Assess the status of the LGU's institutional mechanisms on gender mainstreaming annually;
- c. Invite the concerned implementing office or unit of the GAD PPAs during monitoring and evaluation period; and
- d. Shall evaluate the outcome 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.

Section 4. **Repealing Clause.** All Orders of parts thereof inconsistent with this Order or any provisions hereof are deemed repealed and/or modified accordingly.

Section 5. **Effectivity.** This Executive Order shall take effect immediately upon approval.

DONE this 18th day of February, 2025 at Itogon, Benguet Province.

HON.  **WACLIN**
Municipal Mayor