



**EXECUTIVE ORDER NO. 2016- 36**

**RECONSTITUTING THE MEMBERS OF THE GENDER AND DEVELOPMENT FOCAL POINT SYSTEM IN THE MUNICIPAL GOVERNMENT OF MARILAO, PROVINCE OF BULACAN**

**WHEREAS**, Section 36 (b) of RA 9710, otherwise known as the Magna Carta of Women, mandates the creation and/or strengthening of the Gender and Development (GAD) Focal Point System or similar GAD mechanisms in all departments, including their attached agencies, offices, bureaus, state universities and colleges, government-owned and controlled corporation, local government units, and other government instrumentalities to catalyze and accelerate gender mainstreaming within the agency or local government unit;

**WHEREAS**, Rule VI, Section 37 (c) of the Implementing Rules and Regulations of RA 9710 provides for the composition and functions of the GAD Focal Point System;

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

**NOW, THEREFORE, I, JUANITO H. SANTIAGO**, Municipal Mayor of Marilao, Bulacan, by virtue of the powers vested in me by pertinent laws, do hereby ORDER:

**Section 1. Creation and Composition of Gender and Development (GAD) Focal Point System.** - The Gender and Development (GAD) Focal Point System in the Municipal Government of Marilao, Province of Bulacan (LGU, for brevity) is hereby created, to be comprised of the Executive Committee and the Focal Committee/ Technical Working Group (FC-TWG) composed of the following:

**EXECUTIVE COMMITTEE:**

- Chairperson : **Hon. JUANITO H. SANTIAGO**  
Municipal Mayor
- Members : **Hon. DIVINA E. REYES**  
Chairperson, Sangguniang Bayan Committee on Women and Family Welfare
- Hon. WILFREDO D. DIAZ**  
Chairperson, Sangguniang Bayan Committee on Finance and Appropriations
- Mr. FROILAN R. ANGELES**  
Municipal Administrator
- Mrs. EDNA I. BAUTISTA**  
Municipal Treasurer
- Mrs. ELENA P. SALAZAR**  
Municipal Accountant
- Mrs. ROSALIE S. VILLADOS**  
Municipal Budget Officer
- Mr. ROGELIO G. PASCUAL**  
Municipal Planning & Development Coordinator
- Engr. MAGTANGGOL C. SAN MIGUEL**  
Municipal Engineer
- Mr. MARCOS S. SANTOS**  
Municipal Assessor
- Ms. RUTH R. RAMOS**  
Municipal Social Welfare & Development Officer
- Dr. CECILIA S. FUELLAS**  
Municipal Health Officer
- Mr. JOHN LOUIE F. SANTIAGO**  
Municipal Cooperative Officer
- Arch. ARDEL J. SANTOS**  
Municipal Architect
- Mr. GABRIEL G. ESPIRITU**  
Municipal Civil Registrar

**Mrs. MERCEDITA H. DEL ROSARIO**



**Mr. HILARIO L. FRANCISCO**  
Municipal Agriculturist

**Mr. MARTIN ARMANDO C. CRUZ**  
Chief, Business Permit and Licensing Section

**Mr. REYNALDO S. BUENAVENTURA**  
Senior Environment Management Specialist

**Mrs. CHARITO G. LAYUG**  
Municipal Nutrition Officer

**Mrs. MIRIAM V. BALBOA**  
Public Employment Service Officer

**Mrs. KAREN ROSE D. VICENTE**  
Information System Analyst

**Mr. RICARDO S. MANALO**  
Tourism Officer

**Hon. KRISTOFFER M. NIETO**  
President, Ligang mga Barangay

**Ms. DIGNA A. ENRIQUEZ**  
Municipal Local Government Operations Officer

**Dr. MA. NERIZA F. FANUNCIO**  
DepEd District Supervisor, Marilao North

**P/Supt. AMADO A. MENDOZA, JR.**  
Chief of Police, Marilao PNP

**SPO1 MARY JOY SALVATIERRA**  
PNP Women's Desk

**Ms. TERESITA C. SAÑOSA**  
Representative, Persons with Disabilities

**Mr. RENATO C. SAN JUAN**  
Chairperson - SALIKA Foundation, Inc.

**GAD Focal Committee/ Technical Working Group (TWG):**

Municipal GAD Focal Person/ Chairperson:

**Mrs. EDELMIRA G. RAYMUNDO**  
Municipal Population Officer

MEMBERS:

**Mrs. DOLORES DC. CAJUCOM**  
School Administrator, PDM

**Mrs. DOROTHY B. BONIFACIO**  
OIC – MDRRMC

**Ms. EDITH LUCIO**  
Batang Marilenyo Coordinator

**Mr. RHYAN D. DELOS REYES**  
Public Information Officer

**Mrs. EVELYN DONOR**  
Nurse – Municipal Health Office

GAD Secretariat:

**P/Supt. AMADO A. MENDOZA, JR.**  
Chief of Police, Marilao PNP

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**Mr. RHYAN D. DELOS REYES**

Public Information Officer

**Mrs. EVELYN DONOR**

Nurse – Municipal Health Office

GAD Secretariat:

Mr. TRISTAN S. SAN MIGUEL

Mrs. MARIANNE R. CUEVAS

Mrs. Minerva Siruma

**Section 2. Roles and Responsibilities of the GAD Focal Point System Chairperson.** - The GAD Focal Point System Chairperson 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 LGU including the creation, strengthening, modification or reconstitution of the GAD Focal Point System; and
- b. Approve the GAD Plan, Program and Budget of the LGU as duly endorsed by the Executive Committee, with the assistance of the Focal Committee-Technical Working Group, and ensure its implementation.

**Section 3. Roles and Responsibilities of the Executive Committee.** - The Executive Committee shall:

- a. Provide direction and give policy to the Chairperson to support and strengthen the GAD Focal Point System and the LGU'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 LGU in response to the gender issues faced by its clients and employees;
- c. Ensure the timely submission of the LGUGAD Plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to the DBM;
- d. Ensure the effective and efficient implementation of the LGUGAD programs, activities and projects and the judicious utilization of the GAD Budget;
- e. Build and strengthen the partnership of the LGU with PCW, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
- f. Recommend approval of LGU GAD Plans and Budgets and GAD Accomplishment Reports; and
- g. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and/or GAD Focal Point members.

**Section 4. Duties and Functions of the Municipal GAD Focal Person .** The GAD Focal Person, assisted by the members of the GAD FC-TWG shall have the following duties and functions:

The GAD Focal Person shall:

- 1) Lead the assessment of the gender-responsiveness of policies, strategies, programs, activities, and projects of the LGU based on the priority needs and concerns of its constituency, and the formulation of recommendations and ensure their implementation;
- 2) Assist in the formulation of new policies such as the GAD Code in advancing women's status in the Municipality;
- 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 gender-responsive planning;
- 4) Coordinate efforts of different departments/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 LGU annual performance-based GAD Plans, Programs and Budget in response to the women and gender issues of their employees/constituencies, following the format and procedure prescribed by the PCW;
- 6) Lead in monitoring the effective implementation of the GAD Code and any other GAD-related policies, and the annual GAD Plans, Programs and Budget;
- 7) Lead the preparation of the annual LGUGAD Accomplishment Report and other GAD reports that may be required under by relevant laws and issuances;
- 8) Promote the participation of women and gender advocates, other civil society groups and private organizations in the various stages of development planning cycle;
- 9) Ensure that all personnel of the LGU including the finance officers (e.g., accountant, budget officers, auditors) are capacitated on GAD. Along this line, the GAD Focal Point 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; and
- 10) Perform other functions as may be required by law, ordinance and other issuances.

**Section 5. Roles and Responsibilities of the Focal Committee-Technical Working Group (FC-TWG).**

- a. Facilitate the implementation of the gender mainstreaming efforts of the LGU through the GAD planning and budgeting process;
- b. Formulate the LGU 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 and provide technical assistance to the LGU, and as needed, to the officers in the other offices or units. In this regard, the FC-TWG shall work with the Municipal 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 LGU as the case may be;
- d. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of LGU officials, staff and relevant stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities;

- e. Monitor the implementation of GAD-related programs, activities and projects in their respective offices and suggest corrective measures to improve implementation of GAD PPAs and GFPS activities;
- f. Prepare and consolidate LGU GAD accomplishment reports; and
- g. Provide regular updates and recommendations to the Chairperson or Executive Committee on the activities of the GAD Focal Point System and the progress of LGU GAD mainstreaming activities based on the feedback and reports of its various offices/units.

**Section 7. Linkage.** The GFPS Executive Committee shall establish linkage with other existing bodies/councils on women and may invite other line agencies/organizations to participate in its meetings and activities.

**Section 8. Repealing Clause.** - All other orders, rules, regulations and issuances or parts thereof which are inconsistent with this Executive Order are hereby repealed or modified accordingly.

**Section 9. Effectivity Clause.** This Order shall take effect immediately.

**DONE** this 5<sup>th</sup> day of December, 2016 at the Municipality of Marilao, Province of Bulacan.

  
**JUANITO H. SANTIAGO**  
Municipal Mayor 