EXECUTIVE ORDER NO. JS2026-101

AN ORDER MANDATING THE REORGANIZATION OF THE GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM IN THE MUNICIPAL GOVERNMENT OF MARILAO, PROVINCE OF BULACAN

WHEREAS, Section 36 (b) of R.A. 9710, otherwise known as the "Magna Carta of Women," mandates the establishment and/or strengthening of the Gender and Development (GAD) Focal Point System or similar mechanisms in all offices, including attached agencies, bureaus, government universities and colleges, government-owned and/or controlled corporations, local government units, and other government branches, in order to accelerate gender mainstreaming in every agency of government;

WHEREAS, Rule VI, Section 37 (c) of the Implementing Rules and Regulations (IRR) of R.A. 9710 prescribes 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, providing guidelines for the creation, strengthening, and institutionalization of the Gender and Development (GAD) Focal Point System in the country;

NOW, THEREFORE, I, ATTY. JEMINA M. SY, Municipal Mayor of Marilao, Province of Bulacan, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. REORGANIZATION OF THE GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM.

Through this Order, the Gender and Development Focal Point System (GAD FPS) of the Municipal Government of Marilao is hereby reorganized, to be composed of the following:

EXECUTIVE COMMITTEE:

Chairperson: **HON. ATTY. JEMINA M. SY**
Municipal Mayor

Vice-Chairpersons: **HON. ARIEL P. AMADOR**
Municipal Vice Mayor, Chairperson, Committee on Finance and Appropriations

HON. MARY DEL JASA-AQUINO
Chairperson, Committee on Women and Family Welfare

ATTY. KATHYRIN FE D. PIOQUINTO
Municipal Administrator

Members:

MIRAQUEL B. LEGACION – Municipal Treasurer's Office
ELENA P. SALAZAR – Municipal Accounting and Internal Audit Services Office
ROSALIE S. VILLADOS – Municipal Budget Office
JEREMY C. FRANCISCO – Municipal Planning and Development Office
ENGR. MAGTANGGOL C. SAN MIGUEL – Municipal Engineering Office
MRS. TESS ORTEGA – Municipal Assessor's Office

DEO BEÑABON Municipal Social Welfare and Development Office
CECILIA S. MARAMBA, MD Municipal Health Office
JON LOUIE F. SANTIAGO – Municipal Cooperative Development Office
ARCH. ARDEL J. SANTOS – Municipal Planning and Architectural Design Office
MARY JAY-AR D. GULINAO – Municipal Civil Registry Office
ANN MAI C. VILLARICO – Municipal Human Resource Management Office
DR. DOLORES DC. CAJUCOM – Pambayang Dalubhasaan ng Marilao
WILLIAN DARENE A. GESMUNDO – Municipal Agriculture Office
DR. MARTIN ARMANDO C. CRUZ – Municipal Business Permits and Licensing Office
DAN EZEKIEL Z. MARTIN – Municipal Environment and Natural Resources Section
KATHLEEN L. CRUZ – Municipal Nutrition Section
MARIANNE R. CUEVAS – Municipal Population and Development Section
MIRIAM V. BALBOA – Municipal Public Employment Service Office
MARK JOSEPH L. GUILLERMO – MDRRMO
EDITHA L. RAMOS – Municipal Youth Development Office
RHYAN D. DELOS REYES – Municipal Public Information Section
KAREN ROSE D. VICENTE – Municipal Information Technology Section
RICARDO S. MANALO – Municipal Tourism Section
ALLAN S. ARCEGA – Gilas Sigla Physical Therapy Center
VOLTAIRE B. DIZON – Mario F. Santiago Training Center
HON. GUILLERMO T. PARAOAN, JR. – Ex-Officio, Liga ng mga Barangay
HON. CARLO GABRIEL G. SOLIS – Ex-Officio, Sangguniang Kabataan
ELAINE D. PAGDANGANAN – MLGOO
DR. ALEXANDER I. ADONIS – District Supervisor, DepEd-Marilao North District
DR. PRISCILA P. ILISCUPIDEZ – District Supervisor, DepEd-Marilao South District
PLTCOL EDWIN MATEO LACOSTALES – Chief of Police, Marilao PNP
Representative – **PNP Women's Desk**
Representative – **Rotary Club of Marilao Highlands**
Representative – **Marilao Executive Lions Club**
Representatives – **JCI Marilao**

The members of the Technical Working Group (TWG) shall also serve as Alternate Representatives of the Executive Committee.

GAD Focal Committee / Technical Working Group (TWG)

Focal Person / Chairperson: **TRISTAN SAN MIGUEL**
Municipal Planning and Development Office

Members:

DR. DOLORES DC. CAJUCOM – Pambayang Dalubhasaan ng Marilao
JENZEN E. PANTALEON – Municipal Accounting and Internal Audit Services Office
INA OGANA – Municipal Human Resource Management Office
EDEN SEGUBIENSE – Office of the Secretary to the Sangguniang Bayan
SHARLA MARIE ESPIRITU – Municipal Treasurer's Office
EVELYN DE JESUS – Municipal Budget Office
JOHN KENNETH CRISTOBAL – Municipal Engineering Office
MARIE FRANCHEZCA L. SALUDEZ – Municipal Business Permits and Licensing Office
FLORIZZA M. IPAPO – Municipal Assessor's Office
BRYAN SM. CAPANGYARIHAN – Municipal Civil Registry Office
MICHELLE NIETO – Municipal Agriculture Office

ARCH. JOHN MARK MARTIN – Municipal Planning and Architectural Design Office
EL DANLYN LAJO – Municipal Social Welfare and Development Office
ZANDRELLE GAMAYON – Municipal Cooperative Development Office
WENCY NORIELLE C. CORREA – Municipal Youth Development Section
KAREN BONIFACIO – Municipal Public Information Section
MA. CECILIA Z. QUIÑONES – Municipal Information Technology Section
MARICAR DELOS SANTOS – Municipal Population and Development Section
JOCELYN ESPIRITU – Municipal Nutrition Section
LORIE C. SANTIAGO – Municipal Public Employment Service Office
MARGARITO Z. IGNACIO – Mario F. Santiago Training Center
DAN BANTUG – Nicanor V. Guillermo Convention Center
JOHN PAUL DELA CRUZ – Municipal Tourism Section
ROSEMARIE FORNELOZA – Municipal Environment and Natural Resources Section
ROXETTE B. SAN JUAN – Municipal Health Office
JANE MARIE SANES – Municipal Disaster Risk Reduction and Management Section

Secretariat:

MARIA XENTI H. NARIO – Municipal Planning and Development Office
BERNADINE R. CASTILLO – Municipal Planning and Development Office
GIOSEPH GIEL GEOSHUA M. SANTOS – Municipal Planning and Development Office

GAD Monitoring and Evaluation Team:

Members:

CENON M. MAYOR – Executive Assistant
MARIANNE R. CUEVAS – Municipal Population and Development Section
JEREMY C. FRANCISCO – Municipal Planning and Development Office
ANN MAI C. VILLARICO – Municipal Human Resource Management Office
ROSALIE S. VILLADOS – Municipal Budget Office
ELAINE D. PAGDANGANAN – Local Government Operations Officer
Representative – **Marilao Executive Lions Club**

SECTION 3. DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE OF THE GAD.

The Executive Committee of the GAD shall perform the following duties and responsibilities:
a. Recommend policy directions to the Chairperson to support and strengthen the GAD Focal Point System and the gender mainstreaming activities of the municipal government;

b. Identify strategies, programs, activities, and projects of GAD based on the results of the gender audit and the priority issues determined by the municipal government in response to gender-related concerns of employees and constituents;

c. Ensure the timely submission to the PCW and DBM of the LGU-GAD Plan and Budget, Accomplishment Report, and other reports related to GAD;

d. Ensure the effective and efficient implementation of LGU-GAD programs, activities, and projects and the judicious utilization of the GAD Budget;

e. Establish and strengthen collaboration between the municipal government and the PCW, GAD experts, advocates, women's groups, and other stakeholders for the fulfillment of gender mainstreaming objectives;

f. Provide recommendations on the approval of LGU-GAD Plans and Budget and GAD Accomplishment Reports;

g. Recommend awards or recognition for outstanding GAD programs, activities, projects, and/or members of the GAD Focal Point System; and

h. Perform other related tasks as may be deemed necessary or as directed by the Chairperson.

SECTION 4. DUTIES AND RESPONSIBILITIES OF THE GAD FOCAL PERSON.

The GAD Focal Person, with the assistance of the GAD Focal Committee–Technical Working Group (FC-TWG), shall perform the following duties and responsibilities:

a. Lead in the assessment of policies, strategies, programs, activities, and projects of the municipal government based on GAD priorities, including the formulation of recommendations and ensuring their implementation;

b. Assist in the formulation of new policies such as the GAD Code to promote the status of women in the Municipality of Marilao;

c. Lead in the development of appropriate systems and mechanisms to ensure the processing, analysis, and updating of sex-disaggregated data or GAD database to serve as the basis for performance- and gender-based planning;

d. Coordinate the efforts of various departments and offices of the municipal government, including GAD advocates, in integrating gender perspectives in their systems and processes;

e. Lead in the preparation of the LGU's annual performance-based GAD Plans, Programs, and Budget in response to the gender issues of municipal employees and constituents, using the prescribed forms and guidelines from the PCW;

f. Lead in the effective implementation of the GAD Code and other related policies, including the annual GAD Plans, Programs, and Budget;

g. Lead in the preparation of the annual LGU-GAD Accomplishment Report and other GAD-related reports required under relevant laws;

h. Promote the participation of women, gender advocates, civil society groups, and private organizations in the different stages of GAD planning and development;

i. Ensure that all municipal government employees, including financial managers, possess the knowledge and capability on GAD. In this regard, the GAD Focal Point shall recommend capacity development programs for government employees to be implemented under the human resource development program; and

j. Perform other related tasks as may be required under relevant laws, policies, and regulations.

SECTION 5. DUTIES AND RESPONSIBILITIES OF THE GAD FOCAL COMMITTEE – TECHNICAL WORKING GROUP (FC-TWG).

The FC-TWG shall perform the following duties and responsibilities:

a. Facilitate the implementation of gender mainstreaming efforts in the municipal government through the GAD planning and budgeting process;

b. Draft the LGU-GAD Plans, Programs, and Budget in response to the gender issues faced by its constituents, following the conduct of gender audit, gender analysis, and/or review of sex-disaggregated data;

c. Assist in capacity building and provide technical assistance to the municipal government and, when necessary, to other concerned offices or units. In this regard, the FC-TWG shall collaborate with the Municipal Human Resource Management Office for the development and implementation of appropriate programs for government employees on gender equality and women's empowerment;

d. Lead in the conduct of advocacy activities and development of IEC materials to ensure the support of municipal officials, employees, and stakeholders for GAD Focal Point System activities;

e. Monitor the implementation of GAD-related programs, activities, and projects of each office and recommend measures to improve the implementation of GAD PPAs and GFPS activities;

f. Consolidate and prepare the LGU-GAD Accomplishment Reports; and

g. Submit regular reports and recommendations to the Chairperson or the Executive Committee, and perform other related tasks as may be deemed necessary.

SECTION 6. DUTIES AND RESPONSIBILITIES OF THE GAD MONITORING AND EVALUATION TEAM.

The GAD Monitoring and Evaluation Team shall perform the following duties and responsibilities:

a. Evaluate the outcomes of LGU-GAD policies, programs, and projects, and submit a GAD Evaluation Report to the DILG Regional Office at the end of the term of the Municipal Mayor;

b. Monitor the status of institutional mechanisms for gender mainstreaming; and

c. Perform other related tasks as may be deemed necessary or as directed by the Chairperson.

SECTION 7. LINKAGES.

The Executive Committee shall establish linkages with other existing women's councils and may invite other agencies and/or organizations to participate in its meetings and activities.

SECTION 8. MEETINGS.

The GAD-FPS shall convene every quarter (quarterly) on the date, time, and venue indicated in the meeting notice. The presence of a quorum shall be ensured before the meeting is called to order.

SECTION 9. VACANCIES.

Any vacancy in the membership of the GAD-FPS shall automatically be filled by the successor duly selected or designated by the organization to which the member belongs, to serve for the unexpired term. Said organization shall submit the name of the designated successor to the Office of the Municipal Mayor for acknowledgment and guidance. The name of the successor shall *ipso facto* be included in Section 1 of this Executive Order.

SECTION 10. REPEALING CLAUSE.

All other executive orders, policies, rules, regulations, or parts thereof inconsistent with this Executive Order are hereby repealed or amended accordingly.

SECTION 11. EFFECTIVITY.

This Executive Order shall take effect immediately.

DONE and EXECUTED this 9th day of **September 2026**, at the Municipality of Marilao, Province of Bulacan.

ATTY. JEMINA M. SY
Municipal Mayor