



EXECUTIVE ORDER NO. 09

Series of 2025

REORGANIZING THE GENDER AND DEVELOPMENT FOCAL POINT SYSTEM (GFPS) OF THE MUNICIPAL GOVERNMENT OF LOS BAÑOS IN SUPPORT OF THE REVISED GUIDELINES ON THE LOCALIZATION OF THE MAGNA CARTA OF WOMEN UNDER PCW-DILG-DBM-NEDA JMC 2024-01

WHEREAS, Republic Act (RA) No. 9710 or the Magna Carta of Women (MCW), the country's comprehensive women's human rights law, seeks to eliminate discrimination through the recognition, protection, fulfillment, and promotion of the rights of Filipino women, especially those belonging to the marginalized sectors of society. In addition to the duties related to the human rights of women that national and local governments are required to fulfill, Section 36 of the MCW mandates the adoption of gender mainstreaming as a strategic approach to advance women's human rights and eradicate gender discrimination within their systems, structures, policies, programs, processes, and procedures;

WHEREAS, the amendment to Section 37 of the Implementing Rules and Regulations (IRR) of the MCW, as outlined in Philippine Commission on Women (PCW) Board Resolution No. 003, series of 2021, reinforces the role of local governments in implementing the law effectively;

WHEREAS, aligned with the mandate under Section 36 of the MCW on the assessment and, if necessary, modification of the gender mainstreaming program to be an effective strategy for implementing the law and attaining its objectives, the amended IRR elevates the involvement of higher-level local government units (LGUs) in the review and endorsement process. This enhancement establishes a hierarchical structure, designating responsibilities for the review and endorsement of Gender and Development (GAD) Plans and Budgets (GPBs) and GAD Accomplishment Reports (ARs) following the hierarchy of governing administrative levels.

WHEREAS, Section 25 (a) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991 (LGC), provides that consistent with the basic policy on local autonomy, the President shall exercise general supervision over local government units to ensure that their acts are within the scope of their prescribed powers and functions. The President shall exercise supervisory authority directly over provinces, highly urbanized cities, and independent component cities; through the province concerning component cities and municipalities; and through the town and municipality concerning barangays.

WHEREAS, Section 2 (a) of the LGC declares that the State shall provide for a more responsive and accountable local government structure instituted through a system of decentralization whereby the LGUs shall be given more powers, authority, responsibilities, and resources. The process of decentralization shall proceed from the national government to the LGUs

WHEREAS, Section 3 (j) of the LGC provides that effective mechanisms for ensuring the accountability of LGUs to their respective constituents shall be strengthened to continually upgrade the quality of local leadership. Relatedly, provinces concerning component cities and municipalities, and cities and municipalities

concerning component barangays, shall ensure that the acts of their component units are within the scope of their prescribed powers and functions [Section 3 (e)];

WHEREAS, LGUs are also mandated to advance the general welfare, deliver fundamental services, and establish gender-responsive facilities, alongside the implementation of gender-responsive programs, projects, and activities (PPAs) in accordance with Sections 16 and 17 of the LGC, the Philippine Plan for Gender Responsive Development (PPGD), 1995-2025, the Philippine Development Plan (PDP), the National Action Plan for Women, Peace and Security (NAPWPS), and subsequent term plans on women and gender equality;

WHEREAS, PCW-DILG-DBM-NEDA issued JMC 2024-01 re: Revised Guidelines on the Localization of the Magna Carta of Women to streamline the overall process in the preparation, submission, review, and endorsement of LGUs' GPB and GAD ARs and strengthen the localization of the Magna Carta of Women.

NOW, THEREFORE, I, NEIL ANDREW N. NOCON, Municipal Mayor of Los Baños, Laguna, by virtue of the powers vested in me by the law, do hereby order the reorganization of the GFPS of the Municipal Government of Los Baños.

SECTION 1. As a strategy to implement the MCW, LGUs shall pursue the adoption of gender mainstreaming in their respective localities to promote and fulfill women's human rights and eliminate gender discrimination in their systems, structures, policies, programs, processes, and procedures. As such, they shall ensure that the following mechanisms and processes are in place:

- 1.1. **Establishment and/or Strengthening of the LGU GAD Focal Point System (GFPS).** The Municipal Government of Los Baños shall establish and/or strengthen its GFPS to catalyze and accelerate gender mainstreaming within its localities.
- 1.2. **Composition.** The Municipal GFPS shall be composed of an Executive Committee (Execom) and a Technical Working Group (TWG)

1.2.1. The GFPS Execom shall be composed of the following:

Chairperson: **Hon. Neil Andrew N. Nocon**
Municipal Mayor

Vice Chairperson: **Mr. Anatoly M. Guinto**
EA V/ Chief of Staff/ OIC-MGSO

Members: **Hon. Leren Mae M. Bautista**
SB Committee Chair on Women, GAD,
and Family Welfare

Hon. Miko C. Pelegrina
SB Committee Chair on Appropriations

Hon. Gaudencio P. Macatangay
Liga ng mga Barangay President

Hon. Samantha Nicole A. Banasihan-Ortega
Sangguniang Kabataan Federation President

Ms. Karen L. Mercado
Development Management Officer III
Designated GAD Officer

Ms. Twila T. Torres, EnP
Municipal Planning and Development Coordinator

Ms. Joyce Ann Mae L. Del Valle
Acting Municipal Budget Officer

Ms. Hanna Erika E. Laviña
Municipal Social Welfare and Development Officer

Dr. Alvin A. Isidoro
Municipal Health Officer

Mr. John Marvin Canaria
Community Affairs Officer II/ PIO Head

PMsg Madeline B. Cuilan
PNP WCPD PNCO

Dir. Roselle V. Collado
Director
UPLB Gender Center

Dir. Mari Lourdes T. Jarade
Director
UPOU Office of Gender Concerns

Mr. Ronilo V. Yadao Jr.
PWD Federation President

Ms. Nenita G. Lapitan
Secretary General
Pederasyon ng Kababaihan Lingkod Bayan sa Pilipinas, Inc.

Lt. Col. Janette Chavez-Arceo
Private Sector

Mr. Christian Rey D. Bocala
CSO Desk Officer

1.2.2. The GFPS TWG shall be composed of the following:

Chairperson: **Ms. Karen L. Mercado**
Development Management Officer III
Designated GAD Officer

Mr. Mark Anthony L. Antioquia
Executive Assistant III

Ms. Twila T. Torres, EnP
Municipal Planning and Development Coordinator

Ms. Hanna Erika E. Laviña
Municipal Social Welfare and Development Officer

Ms. Miraflor O. Tado
MGDH I (HRMO)

Ms. Joyce Ann Mae L. Del Valle
Acting Municipal Budget Officer

Mr. Ronell B. Alcachupas
Municipal Accountant

Ms. Maria Luisa G. Diaz
Municipal Treasurer

Dr. Alvin A. Isidoro
Municipal Health Officer

Ms. Cheryll L. Gonzales
Municipal Agriculturist

Representatives from the following groups:

Lt. Col. Janette Chavez-Arceo
Private Sector

Prof. Roselle O. Collado
UPLB Gender Center

Dir. Mari Lourdes T. Jarade
Director
UPOU Office of Gender Concerns

Mr. Christian Rey D. Bocala
CSO Desk Officer

Mr. Ronilo V. Yadao Jr.
PWD Federation President

1.2.3. The Los Baños GAD Office. The GAD Office shall work in coordination with the GFPS and function as the GFPS Secretariat.

1.3. General Functions of the LGU-GFPS. Pursuant to the MCW-IRR, the GFPS shall ensure and sustain the LGU's critical consciousness and support in addressing women's and gender issues. It shall take a lead role in direction-setting, advocacy, planning, monitoring, and evaluation, and technical advice on mainstreaming GAD perspectives in the LGU PPAs and processes. Specifically, the GFPS shall perform the following functions:

- a. 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;
- 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 systems and mechanisms to ensure the generation, processing, review, and updating of sex-disaggregated data or GAD database to serve as a basis for performance-based and gender-responsive planning and budgeting;
- d. Coordinate efforts of different divisions/offices/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 GPB in response to the women and gender issues and/or concerns of their locality within the context of the LGU's mandate, and consolidate the same following the format and procedures prescribed in this 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, the GAD Code, and other GAD-related policies and plans;
- g. Lead the preparation of the annual LGU 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 GAD to harmonize and synchronize GAD efforts at various levels of local governance;
- i. Promote and actively pursue the participation of women and GAD advocates, other civil society and non-governmental organizations, and private organizations in the various stages of the development planning cycle, giving attention to the marginalized sectors;
- j. Ensure that all personnel of the LGU, including the planning and finance officers (e.g., accountants, budget officers, and 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
- k. The GFPS of the municipality through their respective (TWGs) and in coordination with the GAD Office shall facilitate the review and endorsement of GPBs of LGUs within their jurisdiction based on the alignment of the GPB to the Provincial Development and Physical Framework Plan (PDPFP), 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.

1.4. Roles and Responsibilities of the LGU GFPS

1.4.a. The Local Chief Executive shall have the following functions:

1. Issue executive orders 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 LGUs within their jurisdiction for integration in the AIP and Annual Budget; and
3. Ensure the implementation of their respective GPBs, and approve the GAD ARs and other GAD-related reports as may be required by the MCW-IRR and this JMC, duly endorsed by the GFPS Execom and with the assistance of the GFPS-TWG.

The Municipal GFPS TWG shall review the GPB of barangays within their respective jurisdiction. The reviewed GPB shall be endorsed by the city/municipality to the concerned barangay for integration in their respective AIPs and annual budget.

SECTION 2. Meeting. The GAD Focal Point System Executive Committee (Execom) and Technical Working Group (TWG) shall meet at least once every quarter or as often as necessary.

SECTION 3. Funding. The source of funds for the GAD Focal Point System's programs, projects, and activities shall be included in the Gender and Development (GAD) Plan and Budget of the municipality, which is at least 5% of the total annual budget appropriation of the LGU, subject, however, to the usual accounting and auditing rules and regulations.

SECTION 4. Effectivity. This order shall take effect immediately and shall remain in force until lifted or amended by another order or superseded by law or ordinance.

DONE this 7th of August 2025 at Los Baños, Province of Laguna.



HON. NEIL ANDREW N. NOCON
Municipal Mayor



Republic of the Philippines
Province of Laguna
Municipality of Los Baños
Special Science and Nature City

RECORDS DEPARTMENT

3/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030
Tel. Nos. : (049) 530 2981; 530 2952; 530 2953; 530 2818 Local: 3016



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NO	DEPARTMENT/UNIT	PRINTED NAME	DATE RECEIVED	SIGNATURE
1	HO. NIEL ANDREW N. NOCON Municipal Mayor/ Chairperson	Boyet	8-11-25	
2	MR. ANATOLY M. GUINTO EA VI/ Chief of Staff/ OIC-MGSO	Boyz	8-11-25	
3	HON. LEREN MAE M. BAUTISTA SB Committee Chair on Women, GAD, and Family Welfare	Harvey	8-11-25	
4	HON. MIKO C. PELEGREINA SB Committee on Appropriation	Rea	8-11-25	
5	HON. GAUDENCIO P. MACATANGAY Liga ng mga Barangay President	Richelle	8-11-25	
6	HON. SAMANTHA NICOLE A. BANASIHAN-OTREGA SK Federation President	Janel	8/11/25	
7	MS. KAREN L. MERCADO Development Management Officer III Designated GAD Officer	Carol	8-11-25	
8	MS. TWILA T. TORRES MPDC	berns	8/11/25	
9	MS. JOYCE ANN MAE L. DEL VALLE Acting Municipal Budget Officer	JAM	8/11/25	

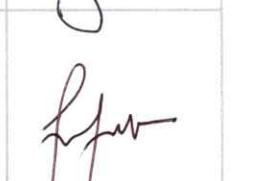
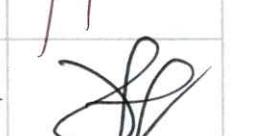
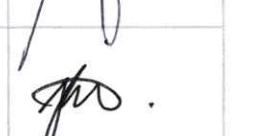


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NO	DEPARTMENT/UNIT	PRINTED NAME	DATE RECEIVED	SIGNATURE
10	MS. HANNA ERIKA E. LAVIÑA MSWDO	NEL	8/11/2025	
11	DR. ALVIN A. ISIDORO Municipal Health Officer /GFPS TWG	KATH	8-13-25	
12	MR. JOHN MARVIN CANARIA Community Affairs Officer II/PIO Head	MANN Canaria	8-11-2025	
13	PMsg. MADELINE B. CUILAN PNP WCPD PNCO	PMSG STANZ	8/14/25	
14	DIR. ROSELLE V. COLLADO Director/ UPLB Gender Center	MARIA CRISTINA PAMBA	8/14/25	
15	DIR. MARI LOURDES T. JARADE Director/ UPOU Office of Gender Concerns	Denise Palisoc	14/8/2025	
16	MR. RONILO V. YADAO JR. PWD Federation President	CYRIL	08-15-2025	
17	MS. NENITA G. LAPITAN Secretary General/ Pederasyon ng Kababaihan Lingkod Bayan sa Pilipinas, Inc.	FERNMINA UNCALVO	8/13/25	
18	Lt Col. JANETTE CHAVEZ-ARCEO Private Sector	Karen marcado	8/18/2025	
19	MR. CHRISTIAN REY D. BOCALA COS Desk Officer	CHRISTIAN REY BOCALA EXECUTIVE ASSISTANT	8/18/25	
20	MR. MARK ANTHONY L. ANTIOQUIA EA III	PAMLA	8/11/25	



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21	MS. MIRAFLOR O TADO MGDH I (HRMO)/GFPS TWG	CHERRY LANUCAN	08/11/25 10:43AM	
22	MR. RONELL B. ALCACHUPAS Municipal Accountant/GFPS TWG	Rose Belosario	08/11/25	
23	MS. MARIA LUISA G. DIAZ Municipal Treasurer/GFPS TWG	Leah	08/11/25	
24	MS. CHERYLL L. GONZALES Municipal Agriculturist/GFPS TWG	T. TERRANTAM	08/11/25	