



Republic of the Philippines  
Province of Laguna  
**Municipality of Los Baños**  
Special Science and Nature City  
**OFFICE OF THE MAYOR**

3/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030  
Tel. Nos. : (049) 530 2981; 530 2952; 530 2953; 530 2818 Local: 3003 or 3004  
Cel. No. : (Smart) 09476309814



**EXECUTIVE ORDER NO. 0012**  
Series of 2025

**DIRECTING THE ORGANIZATION OF THE MUNICIPAL GENDER AND DEVELOPMENT PROJECT MONITORING AND EVALUATION (GAD M&E) TEAM**

**WHEREAS**, the Philippine Commission on Women (PCW), Department of Interior and Local Government (DILG), Department of Budget and Management (DBM) and National Economic and Development Authority (NEDA) issued Joint Memorandum Circular No. 2013-01 entitled "Guidelines on the Localization of the Magna Carta of Women" mandates that all Local Government Units shall create and maintain a gender-responsive monitoring and evaluation system;

**WHEREAS**, as stated in the same JMC, LGUs are mandated to regularly monitor and evaluate the implementation of the Magna Carta of Women and assess the status of the LGUs' institutional mechanisms on gender mainstreaming through their GAD Focal Point System (GFPS) and GAD Monitoring and Evaluation Team (GAD M&E);

**WHEREAS**, the Commission on Audit issued COA MC 2018-009 dated August 14, 2018 re: Checklist of Common Audit Observations in the audit of Gender and Development Fund and determination of gender issues and mandates of all government agencies where LGUs are tasked to establish a GAD monitoring and evaluation system for the effective and efficient implementation of GAD Programs in accordance to Section 3.4 and 5.1 of PCW-DILG-DBM-NEDA JMC 2013-01;

**WHEREAS**, Municipal Ordinance No. 2017-1594 dated January 16, 2017 entitled "An Ordinance Creating the Municipal Gender and Development Monitoring and Evaluation (GAD M&E) Team" was enacted and approved by the Sangguniang Bayan and the Local Chief Executive;

**WHEREAS**, the creation of the GAD M&E Team would further strengthen and intensify the GAD Mainstreaming initiative of the municipality in integrating a gender perspective into its regular program, projects, and activities;

**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 organization of the Municipal GAD Project Monitoring and Evaluation (GAD M&E) Team of the Municipal Government of Los Baños.

**SECTION 1. ORGANIZATION.** The Municipal GAD Project Monitoring and Evaluation (GAD M&E) Team is hereby organized.

**SECTION 2. COMPOSITION.** The organized Municipal GAD Project Monitoring and Evaluation (GAD M&E) Team shall be composed of the following:

Hon. Leren Mae M. Bautista  
Mr. Ronell B. Alcachupas, CPA  
Ms. Joyce Ann Mae L. Del Valle  
Ms. Twila T. Torres, EnP  
Ms. Karen L. Mercado  
Ms. Hanna Erika E. Laviña  
Mr. Rowell P. Ramos  
Mr. Ari Luis C. Halos

SB Committee on Women & Family  
Municipal Accountant  
Acting Municipal Budget Officer  
MPDC  
DMO III/Designated GAD Officer  
MSWDO  
Philippine Red Cross  
Assistant Professor,  
Faculty of Mng't & Dev't. Studies, UPOU

**SECTION 3. DUTIES AND FUNCTIONS.** The Municipal GAD M&E Team shall perform the following functions:

- a. Monitor the implementation of GAD-related PPAs of the LGU and suggest corrective measures to improve the implementation of GAD PPAs and GFPS activities;
- b. Evaluate the outcome of the LGU GAD policies, programs, projects, and activities;
- c. Determine whether the outputs, deliverables, and schedules planned have been reached so that action can be taken to correct the deficiencies as quickly as possible;
- d. Spearhead the development of a localized GAD M&E Tool that can monitor the indicators and targets of various PPAs, including the reduction of gender gaps or improvement of women's participation;
- e. Conduct a quarterly audit on the use of the GAD Budget to determine its judicious use and the effectiveness of the intervention through the GAD Activity in addressing the gender issues towards the realization of the objectives of the municipality's plans and policies towards the attainment of gender equality and women's empowerment;
- f. Provide recommendations to the GAD Focal Point System identified GAD PPA's listed in the GAD Plan;
- g. Submit the GAD Evaluation Report to the DILG Office at the end of the Local Chief Executive's three-year term.

**SECTION 4. SECRETARIAT.** The Secretariat to the Municipal GAD M&E Team shall be the GAD Office. The Secretariat shall be responsible for providing technical support, documentation, consolidation of reports, and such other assistance as may be required in the discharge of its functions.

**SECTION 5. MEETING.** The GAD M&E Team shall meet at least once every quarter or as often as necessary. A notice of the meeting with the proposed agenda shall be sent to all members at least 3 days before the meeting. The presence of at least half of the number of M&E Team plus one (1) shall constitute a quorum.

**SECTION 6. FUNDING.** Funds necessary for the performance of duties and functions of the Municipal GAD M&E 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 7. 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 28<sup>th</sup> of July 2025 at Los Baños, Province of Laguna.



HON. NEIL ANDREW N. NOCON  
Municipal Mayor



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**Municipality of Los Baños**  
Special Science and Nature City

## RECORDS DEPARTMENT

3/F, Municipal Building, National Highway, Brgy. Timugan, Los Baños, Laguna, 4030  
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### EXECUTIVE ORDER NO. 12

#### DIRECTING THE ORGANIZATION OF THE MUNICIPAL GENDER AND DEVELOPMENT PROJECT MONITORING AND EVALUATION (GAD M&E) TEAM

NO	DEPARTMENT/UNIT/ORGANIZATION	PRINTED NAME	DATE RECEIVED	SIGNATURE
1	HON. NIEL ANDREW N. NOCON Municipal Mayor	Antonio Lizanach	8/11/25	
2	HON. LEREN MAE M. BAUTISTA SB Committee Chair on Women, GAD, and Family Welfare	Harvey	9/11/25	
3	MR. RONELL B. ALCACHUPAS, CPA Municipal Accountant	Rose Belesario	6/12/25	
4	MS. JOYCE ANN MAE L. DEL VALLE Acting Municipal Budget Officer	KAT	8-12-25	
5	MS. TWILA T. TORRES, EnP MPDC	berna	8/12/25	
6	MS. KAREN L. MERCADO DMO III/Designated GAD Officer	Carol	8-11-25	
7	MS. HANNA ERIKA E. LAVIÑA MSWDO	NOEL	8/12/25	
8	MR. ROWELL P. RAMOS Philippine Red Cross	MYDO berna	8/13/25	
9	MR. ARI LUIS C HALOS Assistant Professor/ UPOU Faculty of Mng't & Dev't Studies	LG ELAG M-R	08/13/25	