



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF ZAMBALES  
**MUNICIPALITY OF SAN MARCELINO**

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**OFFICE OF THE MAYOR**

**EXECUTIVE ORDER NO. 08**  
**Series of 2022**

**AN ORDER RECONSTITUTING THE GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM (FPS) OF THE MUNICIPALITY OF SAN MARCELINO, PROVINCE OF ZAMBALES**

**WHEREAS**, Section 14, Article II of the Philippine Constitution provides for recognition by the state of the vital role of women in nation building and ensuring the fundamental quality of women and men before the law;

**WHEREAS**, Republic Act 9710 otherwise known as the “Magna Carta of Women” enumerates the basic rights of women, prohibitions, and legal protection for the violation of such rights;

**WHEREAS**, the above law provides for Gender Sensitivity Programs aimed towards the full recognition and institutionalizing women’s protection for the violation of such rights;

**WHEREAS**, the Philippine Council of Women (PCW) Department of the Interior and Local Government (DILG) Department of Budget and Management (DBM) National Economic Development Authority (NEDA) Joint Memorandum Circular (JMC) 2013-01 otherwise known as the “Guidelines on the Localization of the Magna Carta of Women” provides for the creation and/or strengthening of the Gender and Development (GAD) Focal Point System (GFPS);

**NOW, THEREFORE, I, ENGR. ELVIS RAGADIO SORIA**, Municipal Mayor of San Marcelino, Zambales, by virtue of the power vested in me by law, hereby order the reconstitution of the Gender and Development (GAD) Focal Point System of the Municipality of San Marcelino, Province of Zambales;

**Section I. Composition**

**EXECUTIVE COMMITTEE**

Chairperson	:	<b>Hon. Elvis Ragadio Soria</b> , Municipal Mayor
Co-Chairperson	:	<b>Hon. Irene D. Canlas</b> - SB Chair, Committee on Women, Children and Family
Members	:	<b>Ms. Sahra V. Soria</b> - MSWDO
	:	<b>Dr. Earl B. Yap</b> – MHO
	:	<b>Dr. Giselle Paje-Ragadio</b> – RHU Physician
	:	<b>Ms. Jephany M. Pingkhan</b> – MLGOO (OIC)
	:	<b>EnP. Floralyn Ramat-Mendoza</b> – MPDC, GAD FOCAL PERSON
	:	<b>PB Eddie B. Domingo</b> -Representative of the Liga ng mga Barangay (LnB)
	:	<b>Mrs. Flor Manangan</b> –President, San Marcelino Ladies Culture & Civic Association (SMLCCA)
Secretariat	:	<b>Nikki Mariz P. Moreno, Aurora F. Tabua, Rose Ann Cacho</b>



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**TECHNICAL WORKING GROUP**

Chairperson	:	<b>Ivy M. Garcia – MBO</b>
Members	:	<b>Cattleya A. Manes – Nurse I</b>
	:	<b>Remin A. Sardo – Mun. Agriculturist</b>
	:	<b>Leah C. Villajuan – HRMO V</b>
	:	<b>Claire Peña – Mun. Nutrition Officer</b>
	:	<b>Riozan Yen Locsin – SWO-I</b>
	:	<b>Bersalieh Manuel - SWA</b>

**Section II. General Functions.** The GAD Focal Point System shall have the following powers per JMC MC 2013-1

1. Lead in mainstreaming GAD Perspective in LGU policies, plans and programs. In the process; ensure the assessment of the gender-responsiveness of systems, structures policies, programs, process 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 quality;
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 units in the municipality and advocate for the integration of GAD perspective in all their system and processes;
5. Spearhead the preparation of the annual performance-based municipal GAD Plan and Budget (GPB) in response to the gender issues and/or concerns of their locality and in the context of the LGU's mandate, and consolidate the same following the form and procedures prescribed in the JMC. The GFPS shall likewise be responsible for submitting the consolidated GPBs of the municipality;
6. Lead in monitoring the effective implementation of the annual GPB, GAD Code, and other Gad-related policies and plans;
7. Lead the preparation of the annual Municipal GAD Accomplishment Report (GAD AR) and other GAD efforts in the various levels of local governance in the municipality;
8. Strengthen linkages with the municipal government, the barangays, and/or concerned agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various stages of development planning cycle, giving attention to the marginalized sectors;
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; and
10. Ensure that all personnel of the municipality are capacitated on capacity development program on GAD.

**Section III. LGU GAD Focal Point System (GFPS) Functions**

- a. The Municipal Mayor shall:
  - i. Issue policies and/or directives that support gender mainstreaming in the policies, plans, actions and services of the LGU as well as in its budget, systems, processes and procedures of the municipality, including the creation, strengthening, modification or reconstitution of the GFPS; and





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- ii. Ensure the implementation of the GPB and approve GAD AR and other GAD-related reports of the LGU as maybe required by the JMC, duly endorsed by the GFPS.
- b. The Municipal GAD Focal Point System (GFPS)
  - i. Provide policy advice to the municipal mayor to support and strengthen the GFPS and the LGU's gender mainstreaming efforts;
  - ii. Direct the identification of GAD strategies, plans, programs, actions, and targets based on the results of gender analysis and gender assessment, taking into account the identified priorities of the LGU and the gender issues and concerns faced by the municipality's constituencies and employees;
  - iii. Ensure the timely submission of the municipal GPB, GAD AR and other GAD-related reports to the DILG which shall be consolidated for submission to the PCW and appropriate oversight agencies;
  - iv. Ensure the effective and efficient implementation of the GAD programs, projects and actions and the judicious utilization of the GAD Budget;
  - v. Build and strengthen the partnership of the LGU with concerned stakeholders such as women's groups and/or national government agencies, GAD experts and advocates, among others, in pursuit of gender mainstreaming;
  - vi. Recommend awards and/or incentives to recognize outstanding GAD programs, projects, actions, or individuals who have made exemplary contribution to GAD;

**Section V. GFPS Executive Committee Powers and Functions**

1. Ensure that the decision of the council are faithfully carried out and implemented;
2. Act on matters requiring immediate attention or action by the council;
3. Formulate policies, plans and programs based on the general principles laid down by the council;
4. Act on other matters that may be authorized by the council;
5. Make decisions through democratic processes obtained through a majority vote of the members of the executive committee;
6. Integrate and monitor the GAD Plans; and
7. Points to steer and oversee gender mainstreaming in the GAD Plan.

**Section VI. Gender and Development (GAD) Officer.** The necessity to employ the services of an academically prepared and competent GAD Officer is a must. Hence, no person shall be appointed as GAD Officer unless he/she is a citizen of the Philippines, a resident of the municipal government concerned, of good moral character, a holder of a college degree from a reputable college or university, and a first grade civil service eligible or its equivalent. The GAD Officer shall be appointed by the municipal mayor based on the above mentioned qualifications and shall receive such remuneration equivalent to a salary grade 17.

**Section VII. Gender and Development Officer (GAD) Officer Functions**

1. Formulate plans, objectives and measures together with the members of the GAD Focal Point System particularly those which have to do with the GAD programs/plan management related programs, the end results of which would contribute to the accomplishment of the mission or the goals of the program
2. Collect data and set information to guide the GAD Focal Point System;



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3. Supervise and monitor all GAD activities;
4. Perform such other functions as the Focal Point System may provide.

**Section VIII. The Technical Working Group (TWG).** A Technical Working Group shall be created composed of key staff from the various LGU officers/departments of committees represented in the GFPS Executive Committee, representative from the Local Chief Executive's office, members from the private sector, academe and civil society organizations as appropriate.

**Section IX. The Technical Working Group (TWG) Functions**

1. Facilitate the gender mainstreaming efforts of the LGU through the GAD planning and budgeting process;
2. Formulate the LGU GPB in response to the gender gaps and issues faced by their constituents including their women and men employees.
3. Assist in the capacity and competency development of and provide technical assistance in the offices or units of the LGU. In this regard, the TWG shall work in the Human Resource Development Office (HRDO) on the development and implementation of a capacity development program on GAD for its employees, as necessary;
4. Coordinate with the various units/offices of the LGU and ensure the meaningful participation in strategic and annual planning exercises on GAD including the preparation, consolidation and submission of GPBs;
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 LGU GAD ARs and other GAD-related reports; and
8. Provide regular updates and recommendations to the LCE or GFPS ExeCom regarding GFPS activities and the programs of the LGU in gender mainstreaming based on the feedback and reports of concerned LGU offices/units, stakeholders and constituents.

**IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HANDS** this 2<sup>nd</sup> day of March 2022,  
in the Municipality of San Marcelino, Province of Zambales

  
**HON. ELVIS RAGADIO SORIA**  
Municipal Mayor