



**Republika ng Pilipinas
LUNGSOD NG SAN PABLO
TANGGAPAN NG PUNONG LUNGSOD**

EXECUTIVE ORDER NO. 2024

**RECONSTITUTION OF THE GENDER AND DEVELOPMENT (GAD)
FOCAL POINT SYSTEM OR GFPS OF THE CITY OF SAN PABLO**

WHEREAS, in Article II, Section 14 of the 1987 Constitution: Declaration of Principle and State Policies provides that "*the state recognizes the role of women in nation building and shall ensure the fundamental equality before the law of women and men*";

WHEREAS, as mandated by law, the City Government of San Pablo hereby guarantees respect for every human and gives highest priority and enactment of measures and development program that shall promote, produce and advance the welfare of all men and women in the city;

WHEREAS, the joint Memorandum Circular No. 2013-01 issued by the Philippine Commission on Women (PCW), the Department of Interior and local Government (DILG), the Department of Budget and Management (DBM) and the National Economic and Development Authority (NEDA) established the organizational structure of the LGU GAD Focal Point System (GFPS) mandates the establishment or strengthening of the GAD Focal Point System (GFPS) of the LGU and provided for the structure and composition of the GFPS;

NOW THEREFORE, I, LORETO S. AMANTE, Mayor of the City of San Pablo, Province of Laguna, by virtue of the powers vested in my by law, do hereby order as follows:

SECTION 1. The GENDER AND DEVELOPMENT FOCAL POINT SYSTEM (GFPS) of the City of San Pablo is hereby created.

SECTION 2. General Functions of the GFPS: The GFPS is tasked to ensure and sustain the city's critical consciousness in supporting gender and development, women's empowerment and responding to gender issues. It shall take a lead role in direction-setting, advocacy, planning, monitoring and evaluation and technical advisory in mainstreaming GAD perspectives in the city programs, projects, activities and processes. Specifically, the GFPS shall perform the following functions:

1. Lead in mainstreaming GAD perspectives in policies, plans and programs;
2. Assist in the formulation of new policies such as GAD Code in advancing women's empowerment and gender equality;
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 divisions/offices/units of the city and advocate for the integration of GAD perspectives in all their systems and processes;
5. Spearhead the preparation of the annual and performance-based San Pablo City **GAD Plan and Budget (GBP)** in response to the gender issues and/or concerns of their locality and in the context of the city's mandate and consolidate the same following the form and procedures as prescribed by existing GAD circulars;
6. Lead in monitoring the effective implementation of the annual GBP, GAD Code and other GAD-related policies and plans;
7. Lead the preparation of the annual **GAD Accomplishment Report (AR)** and other GAD reports that may be required;
8. Strengthen linkages with other LGUs, concerned agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various levels of governance;

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;
10. Ensure that all personnel of the city government, including the planning and finance officers are capacitated on GAD.

SECTION 3. The organizational structure of the San Pablo City Gender and Development Focal Point System (GFPS) and its composition are as follows, to wit:

I. EXECUTIVE COMMITTEE (EXECOM)

- a. Chairman – City Mayor, Hon. Loreto S. Amante
Alternate Chairman – CGDH, Paul Michael M. Cuadra
- b. Members:
 1. Heads and Assistant Heads of Offices and other authorized representatives:
 - a. City Administrator – Vicente B. Amante (acting capacity)
 - b. Secretary to the Sangguniang Panlungsod – Elenita D. Capuno
 - c. Assistant Secretary to the Sangguniang Panlungsod - Imelda Dominga R. Lagrimas
 - d. City Human Resource and Management Officer – represented by Elsa C. Barcelona, HRMO IV
 - e. City Planning and Development Officer – Rafael S. Amante
 - f. PESO Manager – Melinda P. Bondad
 - g. City Civil Registrar – Victoria G. Maloles
 - h. City General Services Officer – Josefina S. Andal
 - i. City Budget Officer – Arthur B. Almario
 - j. Assistant City Budget Officer – Teresita C. Umali
 - k. City Accountant – Lolita G. Cornista
 - l. City Treasurer – Arjan V. Babani
 - m. Assistant City Treasurer for Administration – Lucio Geraldo G. Ciolo
 - n. City Assessor – Maria Elenita Rubi B. Diaz
 - o. Assistant City Assessor – Ma. Lourdes G. Ticzon
 - p. City Information Officer – Leonides Abril, Jr. (acting capacity)
 - q. City Legal Officer – Dennis B. Co
 - r. City Health Officer – Job D. Brion (OIC)
 - s. City Cooperative Officer – Concepcion M. Biglete
 - t. City Social Welfare and Development Officer – Grace D. Adap
 - u. City Agriculturist – Elizabeth M. Eseo
 - v. LEIPO/Assistant City Agriculturist – Elmer A. Belen
 - w. City Population Officer – Filmin Segundo C. Torres
 - x. City Veterinarian – Fara Jayne C. Orsolino
 - y. City Environment and Natural Resources Officer – Ramon R. de Roma
 - z. City Engineer – Rodolfo A. Santos
 - aa. City Building Official – Jesus P. de Leon
 - bb. Assistant City Building Official – Herbert G. Cartabio
 - cc. City Tourism Officer – Maria Donnalyn E. Brinas
 - dd. Dalubhasaan ng Lungsod ng San Pablo College Administrator – Arthur B. Almario (concurrent capacity)
 - ee. City Solid Waste and Management Officer – Josefina S. Andal (OIC)
 - ff. Chief of Hospital – Job D. Brion
 2. Sangguniang Panlungsod Chairman of the following committees:
 - a. Committee on Budget and Appropriations – Hon. Angelita E. Yang
 - b. Committee on Welfare and Protection of Family, Women, Children, Senior Citizens and Persons with Disability – Hon. Karla Monica C. Adajar
 3. Representatives from the following groups:
 - a. PNP Women's Desk – Cpl. Lorena M. Gaspar, WCPD Investigator
 - b. Persons with Disabilities – Jerome E. Itoralba, Population Program Worker II

- c. NGO / Private Sector – Dorie P. Cabela, Rotary Club of San Pablo Central
- d. Academe – Dr. Ludy Pasagui, City Schools Superintendent, DepEd
- 4. President of the Liga ng mga Barangay – Hon. Ariston A. Amante
- 5. Sangguniang Kabataan Federation President – Hon. Liberty Pamela E. Capuchino

II. TECHNICAL WORKING GROUP (GAD-TWG)

a. CORE TEAM:

Chairman – Imelda Dominga R. Lagrimas, Asst. SP Sec., SP
 Vice-Chairman – Lourdes B. Bravo, Budget Officer IV, CBO
 Members: Josephine Velasco, AO III, OSCA
 Mylene T. Derequito, Population Officer IV, City Population Office
 Ma. Linda B. Rivera, PHN II – City Health Office
 Charlie Belarmino, Public Services Officer II, CSWMO
 Dennis A. Ramos, AO III, CENRO
 Elmer A. Belen, LEIPO/Asst. City Agriculturist
 Dionisia U. Belen, Cooperative Officer IV, City Cooperative Office
 Arlene M. Beltejar, Accountant IV, City Accountant's Office
 Peachy E. Tulud, AO III, CGSO

b. SECTORS:

1. SOCIAL PROTECTION SECTOR:

- a. Office of the Senior Citizens Affairs – Josephine Velasco, Administrative Officer III – **TEAM LEADER**
- b. City Population Office – Mylene T. Derequito, Population Officer IV – **ASST. TEAM LEADER**
- c. City Health Office – Ma. Linda B. Rivera, PHN II – **ASST. TEAM LEADER**
- d. City Urban Development and Housing Office (CUDHO) – Emilio I. Tirones, AO IV
- e. City Social Welfare and Development Office – Aida L. Tolentino, Social Welfare Officer I
- f. City Veterinarian's Office – Mirriam G. Gesmundo, AO II
- g. DLSP – Amabella M. Reyes, Instructor II
- h. SPC General Hospital – Fatima Frances C. Berguila, Nurse III
- i. PESO – Melinda P. Bondad, PESO Manager
- j. DepEd – Ma. Lucia Aileen L. Juaneza, SEPS HRD
- k. PWD – Jerome E. Itoralba, Population Program Worker II
- l. NGO / Private Sector – Dorie P. Cabela, Rotary Club of San Pablo Central

2. ENVIRONMENTAL PROTECTION / TOURISM / DISASTER PREPAREDNESS / PEACE AND ORDER SECTOR:

- a. City Solid Waste Management Office – Charlie Belarmino, Public Services Officer II – **TEAM LEADER**
- b. City Environmental and Natural Resources Office – Dennis A. Ramos, AO III, **ASST. TEAM LEADER**
- c. City Disaster Risk Reduction and Management Office – Margarita Vanessa T. Reyes, LDRRMO IV
- d. City Engineer's Office – Grace Marcelo, Engineer IV
- e. Office of the Building Official – Herman A. Race, Administrative Officer III
- f. City Tourism Officer – Kemberly R. Almanza, Clerk III
- g. PNP – Cpl. Lorena M. Gaspar, WCPD Investigator
- h. City Traffic Management Office – Quennie E. Galvan, Traffic Aide I
- i. DILG – Rowena G. Caya

3. BUSINESS FRIENDLINESS SECTOR:

- a. Local Economic and Investment Promotions Office – Elmer A. Belen, LEIPO/Asst. City Agriculturist – **TEAM LEADER**
- b. City Cooperative Office – Dionisia U. Belen, Cooperative Officer IV – **ASST. TEAM LEADER**
- c. Business Permits and Licensing Office – Orla M. Banagale, Licensing Officer II
- d. City Assessor's Office – Blesilda B. Alinea, LAOO II
- e. City Agriculturist's Office – Abegail F. Agnes, AO IV

4. INSTITUTIONAL SECTOR:

- a. City Accountant's Office – Arlene M. Beltejar, Accountant IV – **TEAM LEADER**
- b. City General Services Office – Peachy E. Tulud, AO III – **ASST. TEAM LEADER**
- c. City Mayor's Office – Rodel Biglete, Records Officer IV
- d. City Administrator's Office – Myla B. Isleta, Administrative Assistant
- e. Sangguniang Panlungsod – Marianne DV. Escalona, AO II
- f. City Library – Ma. Rona C. Remojo, Librarian V
- g. City Budget Office – Lourdes B. Bravo, Budget Officer IV
- h. City Treasurer's Office – Ma. Victoria M. Barleta, Administrative Officer III
- i. City Planning and Development Office – Marivic D. Exconde, PDO IV
- j. City Human Resource Management Office – Veronica M. Cornejo, AO IV
- k. City Civil Registrar's Office – Dorraine Cristel Samsaman, Asst. Registration Officer
- l. City Information Office – Xenia A. Deomano, Information Officer V
- m. City Legal Office – Linda C. Gonzaga, Legal Assistant III

III. GFPS SECRETARIAT:

Cristina D. Amante, Planning Officer II, CPDO

Franeliza B. Caston, Project Development Officer II, CPDO

Jerome E. Itoralba, Population Program Worker II, City Population Office

Francis Consignado, CSWMO

SECTION 4. Duties and Responsibilities of the GFPS:

a. The CITY MAYOR shall:

- 1. Issue policies and/or directives that support gender mainstreaming in the policies, plans, PPAs and services of the city as well as in budget, systems, processes and procedures of the City Government, including the creation, strengthening, modification or reconstitution of the GFPS; and
- 2. Ensure the implementation of the GPB and approve GAD AR and other GAD-related reports of the City Government as maybe required, duly endorsed by the GFPS Executive Committee and with the assistance of the GFPS-TWG.

b. The GFPS Executive Committee shall:

- 1. Provide policy advice to the City Mayor to support and strengthen the GFPS and the city's gender mainstreaming efforts;
- 2. Direct the identification of GAD strategies, PPAs and targets based on the results of gender analysis and gender assessment, taking into account the identifies priorities of the city and the gender issues and concerns faced by the city's constituents and employees;
- 3. Ensure the timely submission of the city's GPB, GA AR and other GAD-related reports to the DILG which shall be consolidated for submission to Philippine Commission on Women (PCW) and appropriate oversight committees;
- 4. Ensure the effective and efficient implementation of the GAD PPAs and the judicious utilization of the GAD budget;
- 5. Build and strengthen the partnership of the city with concerned stakeholders such as women's groups or CSOs, national government agencies, GAD experts and advocates, among others in pursuit of gender mainstreaming;
- 6. Recommend awards and/or incentives to recognize outstanding GAD PPAs or individuals who have made exemplary contributions to GAD.

c. The GFPS Technical Working Group shall:

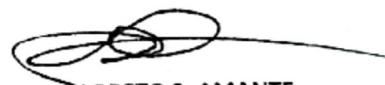
- 1. Facilitate the mainstreaming efforts of the city through the GAD planning and budgeting process;
- 2. Formulate the city GPB in response to the gender gaps and issues faced by their constituents including their women and men employees;

3. Assist in the capacity and competency development of and provide technical assistance to the offices or units of the city. In this regard, the GFPS TWG shall work with the City human Resource and Management office 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 City Government and ensure their meaningful participation in strategic and annual planning exercises on GAD including the preparation and 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. Consolidate the city GAD ARs and GAD-related reports; and
 8. Provide regular updates and recommendations to the City mayor or GFPS Executive Committee regarding GFPS's activities and the progress of the City Government in gender mainstreaming based on the feedback and reports of concerned offices/units, stakeholders and constituents.
- d. The **GFPS Secretariat** shall assist the GFPS Executive Committee and the GFPS TWG in the performance of their roles and responsibilities, specifically on the provision of administrative and logistical services, preparation of meeting agenda; and documentation of GFPS meetings and related GAD activities.

SECTION 5. Effectivity: This Executive order shall take effect immediately upon due execution and/or signing thereof.

SO ORDERED.

Signed on this 11 day of February 2020, City of San Pablo, Province of Laguna.



LORETO S. AMANTE
City Mayor