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OFFICE OF THE VICE GOVERNOR
HON. ALEX C. CASTRO

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Republic of the Philippines
Province of Bulacan
CITY OF MALOLOS

PROVINCE OF BULACAN OFFICE OF THE GOVERNOR ADMIN AND FINANCE DIVISION RECEIVED	DATE 7-5-24 11:41am 07/05 DATE 11:30 TIME CHECKED BY Janella
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OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. **031**
SERIES 2024

AN ORDER AMENDING THE MEMBERSHIP AND FUNCTIONS OF THE GEDSI FOCAL POINT SYSTEM (GFPS) - TECHNICAL WORKING GROUP (TWG) AND GEDSI COMMITTEES

WHEREAS, Executive Order 100 series of 2019 provides the institutionalizing the diversity and inclusion program which mandates the Local Government Unit (LGU) to provide a framework for agencies to identify and eliminate all barriers to equal opportunities in education, and the recruitment, hiring, training, promotion and retention of personnel and include programs to ensure that all personnel are properly equipped with the ability to manage diversity, including the provision of robust orientation processes and relevant trainings;

WHEREAS, City GAD Focal Point System was created in the City of Malolos through Executive Order No. 06 series of 2015, dated April 13, 2015;

WHEREAS, the composition of the Gender and Development Focal Point System and the Technical Working Group (TWG) in the City Government of Malolos was organized by virtue of Executive Order No. 036 series of 2022;

WHEREAS, Executive Order 06 series of 2015, was amended through Executive No. 018 series 2024, reconstituting the GEDSI Focal Point System - Technical Working Group (TWG) and GEDSI Committees;

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WHEREAS, there is a need to amend and strengthen the GEDSI Focal Point System (GFPS), Technical Working Group (TWG) and GEDSI Committees;

NOW, THEREFORE, I, ATTY. CHRISTIAN D. NATIVIDAD, City Mayor of Malolos, by virtue of the powers vested in me by the law, do hereby order the reconstitution of the GFPS, TWG and Committees of GEDSI of the City of Malolos, with the following provisions:

SECTION I. COMPOSITION. The Gender Focal Point System (GFPS) Executive Committee shall be composed of the following:

- Chairperson : **ATTY. CHRISTIAN D. NATIVIDAD**
City Mayor
- Co-Chairperson : **HON. NINO CARLO C. BAUTISTA**
Chairperson, Committee on Gender and Development
- Members : **ATTY. DENNIS D. SAN DIEGO**
Chairperson, Committee on Appropriations
and Accounts
- : **HON. VICENTE G. CRUZ, JR.**
President, Liga ng mga Barangay
- : **MR. JOEL S. EUGENIO**
City Administrator
- : **MRS. LOLITA SP. SANTOS, RSW**
City Social Welfare and Development Officer
- : **MR. ROMEO S. BARTOLO**
City Agriculturist
- : **DR. FREDERICK CESAR IRINEO T. VILLANO**
City Health Officer

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- : **ENGR. EUGENE N. CRUZ, En. P.**
City Planning and Development Coordinator
- : **ENGR. RICASOL P. MILLAN**
City Engineer
- : **MS. JOCIELYNN A. JAVIER**
City Civil Registrar
- : **ATTY. CYRUS PAUL S. VALENZUELA**
City Legal Officer
- : **MS. CRISTINA R. GUTIERREZ, EN. P.**
City Human Resource Officer
- : **MS. LEILANI O. MACLANG**
City Budget Officer
- : **MR. VICTORINO G. ALDABA, JR.**
City Economic Enterprise Manager
- : **DR. JORGE V. CRISOSTOMO**
City Veterinarian
- : **MS. MA. EUGENE T. DIMAGIBA**
City Accountant
- : **MR. ANTHONY A. MENDOZA**
City Treasurer
- : **MS. LEONORA A. RESOLIS**
City Assessor
- : **AR. AARON S. SOLIS**
City Architect

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- : **ENGR. REYNALDO S. GARCIA**
City General Services Officer
- : **MS. MA. RIA CRISTINA S. DIONISIO**
Chairperson, Konsehong Panlungsod para sa Kababaihan ng Malolos
- : **PCPL. APRIL ROSE B. MARCELINO**
Philippine National Police Women's Desk Officer,
City of Malolos
- : **MR. RODOLFO T. ALCANTARA**
President, Solo Parent Federation of Malolos
- : **MS. ESTEFANIA DG. TANTOCO**
President, Malolos City Federation of Senior
Citizen Association of the Philippines, Inc.
- : **MR. HENRY A. BONZON**
Person with Disability Affairs Officer
- : **MS. DIGNA A. ENRIQUEZ**
Local Government Operations Officer VI
- : **MS. RHIAN MACLYN DELA CRUZ**
SK Chairperson
- : **MR. JEROME N. TIONGSON**
President, Lesbian, Gay, Bisexual, Transgender,
Queer (LGBTQ+) Federation
- : **MR. LHENARD S. NICODEMUS**
President, Pag-asa Youth Association of the
Philippines - Malolos Chapter

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: **MS. EVELYN B. CRUZ**
President, Pambansang Kongreso ng
Kababaihan sa Kanayunan - Bulacan Chapter

SECTION II. GENERAL FUNCTIONS. The GFPS shall exercise the following functions:

- a) Lead in mainstreaming GEDSI perspectives in LGU policies, plans and programs. In the process, they shall ensure the assessments of the gender-responsiveness of systems, structures, policies, programs, processes, and procedures of the LGU based on the priority needs and concerns of constituents and employees, and the formulation of recommendations including their implementations.
- b) Assist in the formulation of new policies such as the GEDSI 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 GEDSI database to serve as basis in performance-based and gender-responsive planning and budgeting;
- d) Coordinate efforts of different divisions/offices/units of the agency and advocate for the integration of GEDSI perspectives in all their systems processes;
- e) Spearhead the preparation of the annual and performance-based **LGU GEDSI Plan and Budget (GPB)** in response to the gender issues and or concerns of the locality and in the context of the Joint Memorandum Circular (JMC) 2012-1. The GFPS shall likewise be responsible for submitting the consolidated GPBs of the Department Agency, and as needed, in responding to PCW's comments or requests for additional information;
- f) Lead in monitoring the effective implementation of the annual GPB, GEDSI Code, other GEDSI related policies and plans;

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- g) Lead the preparation of the annual **LGU GEDSI Accomplishment Report (GEDSI AR)** and other GEDSI 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 gender and development to harmonize and synchronize GEDSI Efforts at various levels of local governance;
- i) 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
- j) Ensure that all personnel of the LGU including the planning and finance officers (e.g., accountants, budget officers, 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 implemented under its regular human resource development program.

SECTION III. ROLES AND RESPONSIBILITIES OF GFPS.

The City Mayor shall:

- a) Issue policies and/or directives that support gender mainstreaming in the policies, plans, PPAs and services of the LGU as well as in the budget system. Processes, and produce of the LGU, including the creation, strengthening, modification, or reconstitution of the GFPS;
- b) Approve the GEDSI Plan, Program and Budget of the agency as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation.

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The GFPS Executive Committee shall:

- a) Provide policy advise to the City Mayor to support and strengthen the GFPS and the LGUs gender mainstreaming efforts;
- b) Direct the identification of GAD strategies, PPAs 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 LGU's constituents and employees;
- c) Ensure the timely submission of the LGU GPB, GENSI AR and other GENSI related reports to DILG which shall be consolidated for submission to PCW and appropriate oversight agencies;
- d) Ensure the effective and efficient implementation of the GEDSI PPAs and judicious utilization of the GAD budget;
- e) Build and strengthen the partnership of the LGU with concerned stakeholders such as women's groups of CSOs, national government agencies, GENSI experts and advocates, among others, in pursuit of mainstreaming; and
- f) Recommend awards and/or incentives to recognize outstanding GEDSI PPAs or individuals who have made exemplary contribution to GEDSI.

SECTION III. GFPS TECHNICAL WORKING GROUP

Chairperson : **MS. GERTUDES N. DE CASTRO**
Assistant City Administrator

Secretariat

Chairperson : **MS. SOFIA P. QUETUA**
Community Affairs Officer I

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Members : **MS. MARIA CECILIA R. REYES**
Legal Assistant II

MS. JOSEFINA S. BERNARDO
Executive Assistant II

SECTION IV. RECONSTITUTED GFPS-TWG COMMITTEES

Policy Research Committee

Chairperson : **MR. JOEMARI S. CALUAG**
Population Program Officer IV

Members : **MS. KATHRINA PIA D. PEDRO**
Local Disaster Risk Reduction Management Officer IV

MS. MARIA EVANGELINE F. PAGUNTALAN
Nutrition Officer IV

MS. LILY ANGELYN T. RAMOS
Planning Officer I

MS. RHODORA R. TROGO
Senior Administrative Assistant I

Database Committee

Chairperson : **ENGR. SHERMAN T. ROVILLOS**
Computer Programmer II

Members : **MS. ANACEL F. ONIA**
City Information Division Staff/ Admin Aide I

MR. JHAYCEL JHUNO S. NARCISO
Sangguniang Panlungsod Staff/ Admin Aide I

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Capability Building Committee

Chairperson : **MS. MARRIANNE DC. MENDOZA**
Supervising Labor and Employment Officer

Members : **MS. REBECCA S. HERNANDEZ**
Supervising Aquaculturist

MS. CRISTINA C. ANGELES
Human Resource Management Officer I

MS. ALMA A. GATHALIAN
Community Affairs Officer II

Monitoring and Evaluation Committee

Chairperson : **MR. BRYAN PAULO S. SANTIAGO**
Local Youth Development Officer

Members : **MS. EDELISSA A. VELASCO**
Computer Operator II

MS. MARY JANE MERCADO
Administrative Aide I (Laborer I)

Grievance Committee

Chairperson : **MS. MELLANY D. CATANGHAL**
Project Development Officer IV

Members : **MS. FLORDELIZA C. MORALES**
Planning Officer IV

MS. RIZA JACQUELINE D.L. SARMIENTO
Legal Assistant II

MS. CHERRY D. MENDOZA
Administrative Assistant II

MS. JONNA C. ALMARIO
Office of the Legal Officer Staff/ Admin. Aide I

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SECTION IV. ROLES AND RESPONSIBILITIES.

The GEDSI-TWG or Secretariat shall:

1. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GEDSI planning and budgeting process;
2. Formulate the LGU GPB in response to the gender gaps and issues faced by their clients and constituents including their women and men employees following the conduct of gender audit, gender analysis, and/or review of sex disaggregated data;
3. Assist in the capacity and competency development of and provide technical assistance to the offices or units of the agency. In this regard, the TWG shall work with the Office of the City Human Resource Management Officer (OCHRMO) on the development and implementation of a capacity development program on gender equality and women's empowerment for its employees, as necessary;
4. Coordinate with various units/offices of the agency including its regional and attached agencies and ensure their meaningful participation in strategic and annual planning exercises on GEDSI including in 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 agency officials, department heads and staff, and relevant stakeholders to the GFPS and GAD PAP's and GFPS activities;
6. Monitor the implementation of GEDSI-related PPAs and GFPS activities;
7. Prepare and consolidate agency GEDSI Accomplishment Reports and other GEDSI-related reports; and
8. Provide regular updates and recommendations to the LCE or GFPS Executive Committee regarding GFPS activities and the progress of the LGU in gender mainstreaming based on the feedback and reports of concerned agencies, offices/units, stakeholders and constituents.

SECTION V. DUTIES AND FUNCTIONS OF THE GFPS-TWG COMMITTEES AND TWG SECRETARIAT.

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1. The **GEDSI Policy and Research and Development Committee** shall:
 - a) Formulate policies in advancing women's status;
 - b) Formulate guidelines in setting-up new systems and mechanism relative to gender mainstreaming;
 - c) Conduct researches and studies to determine and respond to prevalent gender issues; and
 - d) Lead in the development of GEDSI vision and agenda.

2. The **GEDSI Database Committee** shall:
 - a) Ensure proper generation, processing, review and updating of sex disaggregated statistical data; and
 - b) Coordinate with different departments and offices, and advocate for the integration of GEDSI perspectives in their respective projects, systems and process using gaps in GEDSI statistical data.

3. The **GEDSI Capability Building Committee** shall:
 - a) Develop, implement and update GEDSI capability building plan;
 - b) Ensure that all officials and employees are capacitated on GAD; and
 - c) Promote GEDSI related laws.

4. The **GEDSI Monitoring and Evaluation Committee** shall:
 - a) Assess the gender responsiveness of policies, strategies, programs, projects and activities;
 - b) Promote the participation of women and GEDSI advocates, other civil society groups and private organizations in the various stages of development planning cycles, especially in the conduct of evaluation;
 - c) Lead in the preparation and consolidation of GEDSI Accomplishment Reports and other GEDSI Reports; and
 - d) Monitor the implementation of the CITY GAD Code and its IRR and other GEDSI-related laws policies.

5. The **GEDSI Grievance Committee** shall accept and investigate complaints file by a member against any other members or offices and shall settle based on the merits of the case.

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6. The **GFPS-TWG Secretariat** shall assist the TWG in the performance of their role and responsibilities, specifically on the provision of administrative and logistic services, preparation of meeting agenda and documentation of TWG meeting and other related TWG activities.

SECTION VI. MEETING AND VENUE. The GFPS including the TWG shall hold a regular meeting once every quarter or as often as necessary upon advice of the Chairperson or the Co-Chairperson.

SECTION VIII. SEPARABILITY CLAUSE. If any provision of this Act is declared unconstitutional or invalid, such parts or portions not affected thereby shall remain in full force and effect.

SECTION IX. REPEALING CLAUSE. All orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

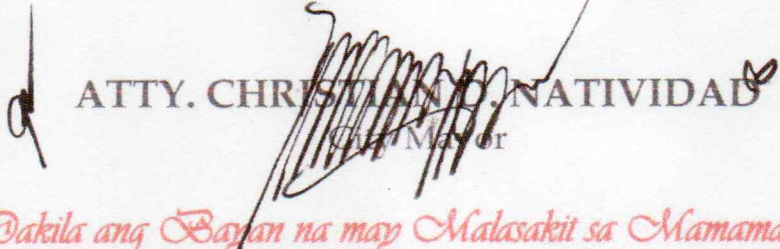
SECTION X. DISSEMINATION. A copy of this Executive Order shall be furnished to the Office of the Provincial Governor, for its information and guidance pursuant to Section 455 (1) (xii) or R.A. 7160, as amended, and shall be posted in the City Government of Malolos' official website.

SECTION XI. EFFECTIVITY

The Executive Order shall take effect immediately upon signing.

SO ORDERED.

Signed in the City of Malolos, Bulacan this ___ day of 05 ~~2024~~ 2024.


ATTY. CHRISTIANO NATIVIDAD
City Mayor

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