



**OFFICE OF THE MUNICIPAL MAYOR**

**EXECUTIVE ORDER NO.12, s.2019**

**"REORGANIZATION OF GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM"**

**WHEREAS**, Section 36 of Republic Act No. 9710, otherwise known as the Magna Carta of Women (MCW), all government departments, including their attached agencies, offices, bureaus, state universities and colleges, government –owned and –controlled corporations, local government units and all other government instrumentalities shall adopt gender mainstreaming as a strategy to promote women’s human rights and eliminate gender discrimination in their systems, structures, policies, programs , processes, and procedures;

**WHEREAS**, Section 37-C of the Implementing Rules and Regulations (IRR) of the MCW provides that all concerned government agencies and instrumentalities mentioned above shall establish or strengthen their GFPS or a similar GAD mechanism to catalyze and accelerate gender mainstreaming within the agency;

**WHEREAS**, The PHILIPPINE COMMISSION ON WOMEN under the OFFICE OF THE PRESIDENT formulated guidelines for the creation, strengthening, and institutionalization of Gender And Development (GAD) Focal Point System;

**NOW, THEREFORE, I, LEONARDO M. ROXAS**, Municipal Mayor, by virtue of the power vested upon me by law do hereby order:

**SECTION 1. Composition**

**Executive Committee**

- Chairman : **Leonardo M. Roxas**  
*Municipal Mayor*
- Members : **All Sangguniang Bayan Members**

**Technical Working Group (TWG)**

- TWG Head : **Eugene B. Galanga**  
*Municipal Social Welfare and Development Officer/  
GAD Focal Person*

**Engr. Vladimir L. Santillan**  
*MPDC*

**Danilo C. Rillera**  
*LGOO-VI, DILG*

**Dr. Raymond P. Tañedo**  
*Municipal Health Officer, OIC-RHU I & II*





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**Betty A. Sagabaen**  
*Municipal Budget Officer*

**Alelyn I. Paragas**  
*Municipal Treasurer*

**Zoilo C. Briones**  
*Municipal HRMO*

**P/Supt. Napoleon P. Duquez**  
*Chief of Police, PNP-Paniqui*

**Ma. Kasandra A. Delos Reyes**  
*Municipal Team Leader, Pantawid Pamilya Pilipino Program*

**Karl Bernard M. Obcena**  
*Sangguniang Kabataan President*

NGOs/POs :

**NATIVIDAD P. OFRECIO**  
*OSCA-FISCAP, Paniqui Chapter*

**REY B. CARIAGA**  
*Assn. of Differently Abled Person in Paniqui (ADAPP)*

**EMILIO S. AGUINALDO**  
*PGBI-Paniqui Municipal Chapter*

**ROMY T. ISLA**  
*7G Comm. Assistance Volunteer Rescue Group*

**SECTION 2. Function.** The GFPS shall:

- a) Lead in mainstreaming gender perspective in agency/department 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 agency 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 status, such as in the case of LGUs;
- 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 basis in performance-based gender responsive planning;





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- d) Coordinate efforts of different divisions, offices, units of the agency and advocate for the integration of GAD perspectives in all their systems and processes;
- e) Spearhead the preparation of the agency annual performance-based GAD Plans, Programs and Budget in response to gender issues of their constituencies and clients and in the context of their agency mandate, and consolidate the same following the format and procedure prescribed by the PCW, DBM and NEDA in the Joint Circular 2011-1. The GFPS shall likewise be responsible for submitting the consolidated GAD Plans and Budgets 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 GAD-related policies and the annual GAD Plans, Programs and Budget;
- g) Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other GAD Reports that maybe required under the MCW;
- h) Strengthen the external link with other agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various levels of 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 the development planning cycle, giving special attention to the marginalized sectors; and
- j) Ensure that all personnel of the agency including the finance officers (e.g. accountant, budget officer, auditors) are capacitated on GAD. Along this line, the GFPS will recommend and plan an appropriate capacity development program on gender and development for its employees as part of and implemented under its regular human resource development program.

**SECTION 3. Roles and Responsibilities.**

- 1) The **GFPS Chairperson or Head of Agency** shall:
  - a) Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget, systems and procedures of the agency including the creation, strengthening, modification or reconstitution of the GFPS; and
  - b) Approve the GAD 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.
- 2) The **Executive Committee** shall:
  - a) Provide direction and give policy advice to the Agency Head to support and strengthen the GFPS and agency's GAD mainstreaming activities;
  - b) Direct the identification of GAD strategies, programs, activities and projects based on the results of the gender audit, gender analysis and according to the identified priorities of the agency in response to the gender issues faced by its clients and employees;
  - c) Ensure the timely submission of the agency GAD Plan and Budget, Accomplishment Report and other GAD-related reports to the GFPS Chairperson;





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- d) Ensure the effective and efficient implementation of the agency GAD programs, activities and projects and the judicious utilization of the GAD Budget;
  - e) Build and strengthen the partnership of the agency with concerned NGOs, GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
  - f) Recommend approval of agency GAD Plans and Budget; and
  - g) Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and /or GAD FP members.
- 3) The **Technical Working Group (TWG) or Secretariat** shall:
- a) Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;
  - b) Formulate LGU GAD Plans, Programs and Budget in response to the gender gaps and issues faced by their constituencies, women and men employees, following the conduct of a gender audit, gender analysis, and/or review of sex disaggregated data;
  - c) Assist in the capacity development of and provide technical assistance to the agency, and as needed, to officers in the other offices or units. In this regard, the TWG shall work with the human resource development office on the development and implementation of an appropriate capacity development program on gender equality and women's empowerment for its employees, and as requested or deemed necessary, for other offices under the LGU, as the case may be;
  - d) Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of agency officials, staff and relevant stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities;
  - e) Monitor the implementation of GAD-related programs, activities and projects in their respective offices and suggest corrective measures to improve implementation of GAD PAPS and GFPS activities;
  - f) Prepare and consolidate agency GAD accomplishment reports; and
  - g) Provide regular updates and recommendations to the Chairman or ExeCom on the activities of the GFPS and the progress of agency GAD mainstreaming activities based on the feedback and reports of the various units of the LGU.

**SECTION 4. Meetings.** The GFPS shall meet at least once a month, or as often as may be necessary

**SECTION 5. Effectivity.** This executive order takes effect immediately.

**DONE** this 11<sup>th</sup> day of July 2019, Municipality of Paniqui, Province of Tarlac.

  
**HON. LEONARDO M. ROXAS**  
Municipal Mayor