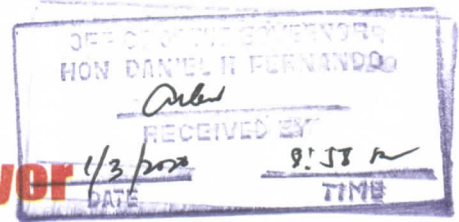




Republic of the Philippines  
Province of Bulacan  
City of Malolos

**Office of the City Mayor**



**EXECUTIVE ORDER NO. 38 s. 2019**

**AN EXECUTIVE ORDER ORGANIZING  
THE CITY GENDER FOCAL POINT SYSTEM (GFPS)**

**WHEREAS**, the Joint Memorandum Circular No. 2013 – 01 of the Department of Interior and Local Government (DILG), the Philippine Commission on Women (PCW), the Department of Budget and Management (DBM) and the National Economic and Development Authority (NEDA) among others recognizes the fundamental equality of women and men before the law as provided in the 1987 Constitution thereby instituting an enabling environment that ensures gender – responsive governance at the local level;

**WHEREAS**, the same Joint Memorandum Circular obliges all Local Government Units to establish and/or strengthen their Gender and Development Focal Point system (GFPS);

**WHEREAS**, the City Government of Malolos adheres to the guiding principles of the Joint Memorandum Circular No. 2013-01 and commit to ensure full compliance with the roles and responsibilities of the Local Government Units set forth therein.

**NOW, THEREFORE, I, GILBERT T. GATCHALIAN**, City Mayor of Malolos, by virtue of the power vested in me by existing and applicable laws do hereby order the re-organization of the City GAD Focal Point System:

**SECTION I. COMPOSITION:** The GFPS shall be composed of the following:

Chairperson: **HON. GILBERT T. GATCHALIAN**  
City Mayor

Co-Chairperson: **HON. NOEL G. PINEDA**  
City Vice Mayor

Members:

**HON. DIONISIO C. MENDOZA**  
City Councilor, President Liga ng mga Barangay

**HON. PATRICK S. DELA CRUZ**  
SK Federation President

**HON. ALFONSO ARCEGA**  
Chairman, Committee on Gender and Development

**HON. NINO CARLO C. BAUTISTA**  
Chairman-Committee on Appropriation and Accounts

**MRS. LOLITA SP. SANTOS, RSW**  
City Social Welfare and Development Officer

**ENGR. EUGENE N. CRUZ**  
City Planning and Development Coordinator

**MR. ROMEO BARTOLO**  
OIC-City Agriculturist

**DR. VICTOR ANTONINO AR. BATANES**  
City Health Officer

**ENGR. RICASOL P. MILLAN**  
City Engineer

**MR. MARK LESTER S. SANTOS**  
City Human Resource Officer

**MRS. JOCIELYNN A. JAVIER**  
City Civil Registrar

**MS. LEILANI O. MACLANG**  
City Budget Officer

**MRS. DIGNA C. QUINTO**  
Chairperson-Konsehong Panlungsod Para sa Kababaihan ng Malolos

**PINSP. JAYNALYN ACOSTA-UDAL**  
City of Malolos PNP-WDO

**MS. ROSALIE P. JAVIER**  
President, Solo Parent Federation of Malolos

**MRS. LODINA S. TANWANGCO**

President, Federation of Senior Citizen Association of the Philippines

**Secretariat: CITY SOCIAL WELFARE AND DEVELOPMENT OFFICE**

**Chairperson: DAHLIA M. LARIN**  
City Social Welfare and Development Office

**Co-Chairperson: POLYJANA M. DAMO**  
City Social Welfare and Development Office

**Member:**

- 1. MA. ROSALIE SP. CRUZ**  
Office of the Sangguniang Panlungsod
- 2. PASCANIE LIANNE R. DOMINGO**  
Office of the City Administrator

**Section II. TECHNICAL WORKING GROUP.** There shall also be formed a Technical Working Group (TWG) to assist the council in the discharge of its duties and functions and perform other technical functions. The TWG shall be composed of one permanent and one alternate representative from the following offices:

**Chairperson: JINKY JOY C. DEL ROSARIO, RSW**  
City Social Welfare and Development Office

**Co-chairperson: FLORDELIZA C. MORALES**  
City Planning and Development Office

**Members: RICK JASON DEL ROSARIO**  
City Health Office

**RIO BAUTISTA**  
City Budget Office

**CRISTINA ANGELES**  
City Human Resource Management Office

**VICTOR ALDABA III**  
City General Services Office

**ANALIZA SOLACITO**  
City Economic Enterprise and Development Office

**MELLANY CATANGHAL**  
City Training, Employment and Cooperative Office

**MARIA CECILIA R. REYES**  
City Legal Office

**MARJORIE BERNABE**  
Office of the City Mayor

**MARIA SOLIDAD C. FULGENCIO**  
Office of the Sangguniang Panlungsod

**JOSEFINA S. BERNARDO**  
Office of the Vice Mayor

**MINERVA DE GUZMAN**  
Office of the City Treasurer

**EUGENE DIMAGIBA**  
Office of the City Accountant

**ELVIRA ABALOS**  
Office of the City Agriculturist

**ELIAS JOSE JR.**  
Office of the City Engineer

**VERONICA NICDAO**  
Office of the City Veterinarian

**MA. TERESA VALENZUELA**  
Office of the City Administrator

**EDELISA VELASCO**  
Office of the City Civil Registrar

**JANICE DIZON**  
Office of the City Assessor

**MARRY ANGELIE CAPADA**  
(ABC Office)

### **Section III. GENERAL FUNCTIONS OF GFPS**

1) 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.

2) 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;

3) Coordinate efforts of different divisions, offices, units of the agency and advocate for the integration of GAD perspectives in all their systems and processes.

4) 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 Joint Circular 2012-1. 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.

5) Lead in monitoring the effective implementation of GAD-related policies and the annual GAD Plans, Programs and Budget of the agency;

6) Lead the preparation and consolidation of the annual agency GAD Accomplishment Report and other agency GAD Reports that maybe required under the MCW;

7) Strengthen the external link with other agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts in the agency;

8) 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; and 9) 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 IV. Functions of the GFPS-TWG:**

1) Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting processes;

2) Formulate agency GAD Plans, Programs and Budget in response to the gender gaps and issues faced by their clients and constituencies, women and men employees, following the conduct of a gender audit, gender analysis, and/or review of sex disaggregated data;

3) 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 agency, as the case may be;

4) Coordinate with the various units of the agency including its regional and attached agencies and ensure their meaningful participation in GAD strategic and annual planning exercises. The

TWG of the GFPS of the central agency shall coordinate with the GFPS of its attached agencies, bureaus and regional offices especially on the preparation, consolidation and submission of GAD Plans and Budgets;

- 5) 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;
- 6) Monitor the implementation of GAD PAPs and GFPS activities;
- 7) Prepare and consolidate agency GAD accomplishment reports; and;
- 8) Provide regular updates and recommendations to the head of agency GAD mainstreaming activities based on the feedback and reports of the various units of the agency.

**Section V. THE GFPS SECRETARIAT:** Secretariat shall have the following functions:

- Prepare the following documents, namely:
  - Agenda of the meeting
  - Minutes of the meeting and
- Follow-up commitment of each GFPS - TWG member
- Provide support to the GFPS TWG

**Section VI. Budget Allocation and Release of Funds.** The operational budget of the GFPS shall be sourced out from the mandatory Gender and Development Budget and it shall be appropriated annually based on the approved Work and Financial Plan.

**Section VII. Meetings and Venue.** The GFPS including the Technical Working Group (TWG) shall meet once every three months (quarterly) or as often as necessary upon advised of the Chairperson or the Co-Chairperson. Meetings shall be held in the Office of the City Mayor unless otherwise specified by the Chairperson through the Secretariat.

**Section VIII. Effectivity**

This Executive Order shall take effect immediately upon approval.

Done this 27<sup>th</sup> of December, 2019 in the City of Malolos, Bulacan.

  
ENGR. GILBERT T. GATCHALIAN  
City Mayor