



Republic of the Philippines  
Province of Bulacan  
**CITY OF MALOLOS**

OFFICE OF THE GOVERNOR  
MON DANIEL R. BULPANDO  
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**OFFICE OF THE CITY MAYOR**

# 757

**EXECUTIVE ORDER NO. 44  
Series of 2021**

**AN ORDER ENJOINING THE RECONSTITUTION OF THE CITY GENDER FOCAL POINT SYSTEM (GFPS) AND THE GFPS – TECHNICAL WORKING GROUP (TWG) AND THE CREATION OF ITS COMMITTEES**

**WHEREAS**, the composition of the Gender and Development Focal Point System (GFPS) and the Technical Working Group (TWG) in the City Government of Malolos was organized by virtue of Executive Order No. 38 s. 2019;

**WHEREAS**, Section II of the Executive Order No. 38 s. 2019 stated that, “There shall also be formed a TWG to assist the council in the discharge of its duties and functions and perform other technical functions”;

**WHEREAS**, the composition of the GFPS and the TWG was amended on 21<sup>st</sup> of October 2020 by virtue of Executive Order No. 55 s. 2020;

**WHEREAS**, there is a need to reorganize and strengthen the GFPS and the TWG;

**NOW THEREFORE, I, ENGR. GILBERT T. GATCHALIAN**, City Mayor of the City of Malolos, Bulacan, by virtue of the powers vested in me by existing and applicable laws do hereby order the reconstitution of the GFPS and the GFPS – TWG of the City Government of Malolos with the following provisions:

**SECTION I. Reconstituted Gender Focal Point System**

The reorganized GFPS shall be composed of the following:

- Chairperson: ENGR. GILBERT T. GATCHALIAN  
City Mayor
- Co-Chairperson: HON. NOEL G. PINEDA  
City Vice Mayor



**“Tulongan po natin ang bayan  
na tulongan ang mamamayan.”**

Members:

HON. DIONISIO C. MENDOZA  
President, Liga ng mga Barangay

HON. PATRICK S. DELA CRUZ  
Sangguniang Kabataan Federation President

HON. LUIS ALFONSO M. ARCEGA  
Chairperson, Committee on Gender and Development

HON. NIÑO CARLO C. BAUTISTA  
Chairperson, Committee on Appropriation and Accounts

MR. LUISITO C. ZUÑIGA, MBA, LLB  
City Administrator

MS. LOLITA P. SANTOS, RSW  
City Social Welfare and Development Officer

ENGR. EUGENE N. CRUZ, EnP  
City Planning and Development Coordinator

DR. ROMEO BARTOLO  
OIC-City Agriculturist

MR. CESAR B. CALUAG, JR.  
City Disaster Risk Reduction and Management Officer

DR. VICTOR A.R. BATANES  
City Health Officer

ENGR. RICASOL P. MILLAN  
City Engineer

MS. MARIBELLE B. FAJARDO  
City Human Resource and Management Officer

LGOO VI DIGNA A. ENRIQUEZ  
City Local Government Operations Officer

MS. JOCIELYN A. JAVIER  
City Civil Registrar

MS. LEILANI O. MACLANG  
City Budget Officer

ARCH. AARON S. SOLIS  
OIC-City Training, Employment and Cooperative Officer

MS. DIGNA C. QUINTO  
Chairperson, Konsehong Panlungsod Para sa Kababaihan  
ng Malolos

PMAJ. MARIZZE B. GEPANA  
Deputy Chief of Police for Administration  
Philippine National Police – City of Malolos

MS. ROSALIE P. JAVIER  
President, Solo Parent Foundation of Malolos

MS. LODINA S. TANWANGCO  
President, Federation of Senior Citizen Association of the  
Philippines

## **SECTION II. *Functions and Responsibilities of the 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 perspective 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 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 may be 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 offices (e.g. Accountant, Budget Officer, Auditors) are capacitated on GAD. Along this line, the GFPS will recommend and plan on appropriate capacity development program on gender and development for its employees as part of and implemented under its regular Human Resource Development program.

**SECTION III. Reconstituted Technical Working Group (TWG)**

Chairperson: MA. GRACE G. CRISOSTOMO  
City Social Welfare and Development Office

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

*Secretariat*

Chairperson: FLORDELIZA C. MORALES  
City Planning and Development Office

Members: DAHLIA M. LARIN  
POLYJANA M. DAMO  
City Social Welfare and Development Office

MA. ROSALIE SP. CRUZ  
Office of the Sangguniang Panlungsod

*GFPS-TWG Committees*

Policy and Research Committee

Chairperson: EVANGELINE F. PAGUNTALAN  
City Health Office

Members: LILY ANGELINE T. RAMOS  
City Planning and Development Office

KATHRINA PIA D. PEDRO  
City Disaster Risk Reduction and Management Office

JOEMARI S. CALUAG  
City Social Welfare and Development Office

Database Committee

Chairperson: JONATHAN ROQUE  
Office of the Sangguniang Panlungsod Member

Members: REA AMOR R. BALITE  
City Administrator's Office

JHAYCEL JHUNO S. NARCISO  
Office of the Sangguniang Panlungsod Member

MICHELLE CRISTINE CRUZ  
Office of the Sangguniang Panlungsod Member

Capability Building Committee

Chairperson: MARRIANNE DC. MENDOZA  
City Training, Employment and Cooperative Office

Members: MELANIE M. GANNABAN  
City Administrator's Office

MARGARITA R. JOSE  
JONATHAN C. TOLENTINO  
City Human Resource and Management Office

Monitoring and Evaluation Committee

Chairperson: MARIAH AMOUR C. MIRANDA  
City Mayor's Office

Members: PASCANIE LIANNE DOMINGO  
City Administrator's Office

JONNA C. ALMARIO  
City Legal Office

JAMELLA DC. PAGTALUNAN  
City Local Government Operations Office

ALEXANDER L. AGUILAR  
City Mayor's Office

Grievance Committee

Chairperson: MELLANY CATANGHAL  
City Training, Employment and Cooperative Office

Members: RHODORA TROGO  
Office of the Sangguniang Panlungsod

MARIA CECILIA R. REYES  
City Legal Office

MA. GRACE G. CRISOSTOMO  
City Social Welfare and Development Office

**SECTION IV. *Roles and Responsibilities of the Reconstituted 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 other offices or units. In this regard, the TWG shall work with the Human Resource Development Office on the development and the 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;
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. *Duties and functions of the GFPS-TWG Committees and TWG-Secretariat***

1. The GAD Policy and Research and Development Committee shall:
  - a. Formulate policies in advancing women's status;

- b. Formulate guidelines in setting up new systems and mechanisms relative to gender mainstreaming;
  - c. Conduct researches and studies to determine and respond to prevalent gender issues; and
  - d. Lead in the development of GAD vision and agenda.
2. The GAD 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 GAD perspectives in their respective projects, systems and processes using gaps in GAD statistical data.
3. The GAD Capability Building Committee shall:
  - a. Develop, implement, and update GAD Capability Building Plan;
  - b. Ensure that all officials and employees are capacitated on GAD; and
  - c. Promote GAD-related laws.
4. The GAD Monitoring and Evaluation Committee shall:
  - a. Assess the gender responsiveness of policies, strategies, programs, projects, and activities;
  - b. Promote the participation of women and GAD advocates, other civil society groups and private organizations in the various stages of development planning cycle, especially in the conduct of evaluation;
  - c. Lead in preparation and consolidation of GAD Accomplishment Report and other GAD reports; and
  - d. Monitor the implementation of the City GAD Code and its IRR and other GAD-related laws and policies.
5. The GAD Grievance Committee shall accept and investigate complaints filed by a member against any other member or officer and shall settle based on the merits of the case.
6. The GFPS-TWG Secretariat shall assist the TWG in the performance of their roles 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. *Meetings 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 VII. Effectivity**

This Executive Order shall take effect immediately upon signing.

Done this 2<sup>nd</sup> day of November, 2021.

  
ENGR. GILBERT T. GATCHALIAN  
City Mayor