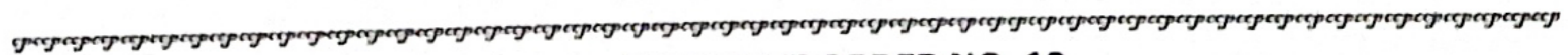




Republic of the Philippines  
 MUNICIPALITY OF QUEZON  
 Province of Quezon  
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**OFFICE OF THE MAYOR**



**EXECUTIVE ORDER NO. 10**

Series 2021

**AN ORDER PROMOTING THE WELFARE OF WOMEN AND REORGANIZING FOR THE PURPOSE OF THE GENDER AND DEVELOPMENT FOCAL POINT SYSTEM (GADFPS)**

WHEREAS, Republic Act No. 7192, otherwise known as "Women in Development and Nation Building Act", directs all government agencies to take appropriate measures to eliminate all forms of gender biases in government policies, programs and projects, and to provide opportunities and resources for the effective participation of women in development; and

WHEREAS, there is a need to create a council to take cognizance of the coordinative and collaborative efforts of women's groups around the municipality and is envisioned to strengthen and complement said effort.

NOW, THEREFORE, I, MA. CARIDAD P. CLACIO, Mayor of the Municipality of Quezon, by virtue of the powers vested in me, do hereby order the following:

**Section 1. Reorganization of Gender and Development Focal Point System (GADFPS) or the Municipal Gender and Development Council (MGADC).**

The GADFPS shall be reorganized to be composed of the following:

**GADFPS Executive Committee:**

- Chairperson : ✓ MA. CARIDAD P. CLACIO, Municipal Mayor
- Vice-Chairperson : LEO L. OLIVEROS, Municipal Vice Mayor
- Member : ✓ MS. LAURICE PIA J. OLIVEROS, MLGOO
- ✓ COUN. MARIBEL A. LAMADRID, SB Chair., Comm on Women & Family
- COUN. BUTCH A. RODRIGUEZ, SB Chair Comm on Social Services
- ✓ COUN. ALEJANDRO S. CLACIO, ABC President
- ✓ COUN. BRIENE L. FLORES, SKF President
- ✓ MS. IRMA R. BARRETTO, MSWDO
- ✓ MS. FELICIDAD M. OLIVEROS, Municipal Budget Officer
- ✓ DR. JEREMIAH CARLO V. ALEJO, Municipal Health Officer
- MS. JOCELYN A. SISPEREZ, Municipal Accountant/HRMO-Designate
- MS. MARY ROSE O. PANOL, Municipal Agriculturist
- ✓ ENGR. DREXLER O. OLIVEROS, ME/OIC-MPDC
- ✓ MR. RAMON F. OLIVEROS, Municipal Civil Registrar



- ✓ MR. JEFFREY M. PACLIBON, Municipal Treasurer
- MR. JOHN LEMUEL L. LERUM, Sec. to the SB
- MR. JHON ERROL D. SISPEREZ, MDRRMO
- MR. MAXIMO O. LUNA, JR., GSO-Designate
- MR. RAYWUEL V. ESCOLANO, MENRO-Designate
- MS. GRACE A. ESCAMILLAS, BANKKOOP-CSO
- MS. OLIVIA O. SAN PABLO, AKKAPKA-CSO
- MS. WILMA B. ISLA, Women Sector-CSO
- HON. PEDRITO L. ALIBARBAR, MOVE President-CSO
- ✓ PCPT. FELIX P. EVIDOR, JR., QMPS-COP
- SFO1 FRANCIS MARSER E. OLIVEROS, OIC-BFP
- ✓ MR. NOLAN L. SANTUALLA, District Supervisor-DepEd

**GADFPS Technical Working Group:**

- MS. MAYLYNN ASIS, GAD Focal Point Person
- MS. JOCELYN M. VALENCIA, Mayor's Office
- MS. AYRA DIANA D. CANTOS, RHU/MHO
- MS. MARICEL C. DE LEON, Civil Registrar's Office
- MS. LAILA O. CLEMENTE, MTO
- MR. ROMMEL R. SASOT, ALS Coordinator/DepEd
- MS. JACQUELINE CADIENTE, Agriculture Office
- MR. ELSER I. OLIVEROS, MSWD Office
- MS. RHONA LIMBO, MPDC Office
- MS. DELAILAH VILLAPANDO, Budget Office
- MS. LUZ M. ALMASE, Sec to the SB Office
- PNP-WOMEN DESK OFFICER

***Section 2. General Functions of GADFPS.***

The GADFPS shall have the following functions:

2.1 Lead in mainstreaming GAD perspective in LGU 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 constituents and employees and the formulation of recommendations including their implementation;



- 2.2 Assist in the formulation of new policies such as the GAD Code in advancing women's ; empowerment and gender equality;
- 2.3 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;
- 2.4 Coordinate efforts of different divisions, offices, units of the agency and advocate for the integration of GAD perspective in all their systems and processes;
- 2.5 Spearhead the preparation of the annual and performance based LGU GAD plan and budget (GPB) in response to the gender issues and of their and in the of the LGU mandates and consolidate the same following the form and procedures prescribed in the JMC # 2013-01. The GFPS shall likewise responsible for submitting the consolidated GPBs of the LGU;
- 2.6 Lead in monitoring the effective implementation of the annual GPB, GAD Code, other related policies and plans;
- 2.7 Lead the preparation of the annual LGU GAD Accomplishment Report and other GAD Reports that maybe required under the order and the JMC;
- 2.8 Shorten linkages with other LGUs, concerned agencies or organizations working on women's rights and gender and development to harmonize and cynchronize GAD effects at level of local governance;
- 2.9 Promote and actively the participation of women and gender activities, other civil society groups and private organization in the various stage of development planning cycle, giving attention to the marginalized sectors, and
- 2.10 Ensure that all personnel of the LGU including the planning and finance officers (Accountant, budget officer, Treasurer, Auditor) are capacitated in GAD. Along this line, the GADFPS will resound and plan an appropriate capacity development program on GAD for its employees as part of and implemented under its regular human resource development program.

### ***Section 3. Municipal GAD FPS Secretariat.***

There shall be a Municipal GAD FPS Secretariat which shall be chosen from among its members of the same and shall handle the administrative and technical activities. The Secretariat shall also undertake liaising and coordination activities with appropriate agencies of the government.

The Secretariat shall be assisted in its functions and duties by the regular staff of the Council Chairman.

### ***Section 4. Roles and Responsibilities of the LGU GFPS***

***a) The LCE shall:***

i. Issue policies and/or directives that support gender Mainstreaming in the policies, plans PPAs and services of the LGU as well as in its budget, system, processes and procedures of the LGU, including the creation, strengthening, modification or reconstitution of the GFPS; and;

ii. Ensure the implementation of the GPB and approve GAD AR and other GAD-related reports of the LGU as maybe required by the MCW-IRR and this JMC, duly endorsed by the GFPS Executive Committee and with the assistance of the GFPS-TWG.

***b) The GFPS Executive Committee shall:***

i. Provide policy advice to the LCE to support and strengthen the GFPS and the LGU's gender mainstreaming efforts;



- ii. 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 LGUs constituents and employees;
  - iii. Ensure the timely submission of the LGU GPB, GAD AR and other GAD-related reports to the DILG, which shall be consolidated for submission to PCW and appropriate oversight agencies;
  - iv. Ensure the effective and efficient implementation of the GAD PPAs and the judicious utilization of the GAD budget;
  - v. Build and strengthen the partnership of the LGU with concerned stakeholders such as women's groups or CSOs, national government agencies, GAD experts and advocates, among others in pursuit of gender mainstreaming;
  - vi. Recommend awards and/or incentives to recognize outstanding GAD PPAs or individuals who have made exemplary contributions to GAD.
- c) *The Technical Working Group (TWG) shall:*
- i. Facilitate the gender mainstreaming efforts of the LGU through the GAD planning and budgeting process;
  - ii. Formulate the LGU GPB in response to the gender gaps and issues faced by their constituents including their women and men employees;
  - iii. Assist in the capacity and competency development of and provide technical assistance to the offices or units of the LGU. In this regard, the TWG shall work with the Human Resource Development Office (HRDO) on the development and implementation of a capacity development program on GAD for its employees, as necessary;
  - iv. Coordinate with various units/offices of the LGU and ensure their meaningful participation in strategic and annual planning exercises on GAD including the preparation, consolidation and submission of GPBs;
  - v. 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;
  - vi. Monitor the implementation of GAD-related PPAs and suggest corrective measures to improve their implementation;
  - vii. Prepare and consolidate LGU GAD ARs and other GAD-related reports; and
  - viii. Provide regular updates and recommendations to the LCE or GFPS ExeCom regarding GFPS' activities and the progress of the LGU in gender mainstreaming based on the feedback and reports of concerned LGU offices/units, stakeholders and constituents.
- d) The GFPS Secretariat, and whenever feasible the GAD office or unit designated by the LCE shall assist the GFPS ExeCom and 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 GFPS' meetings and related GAD activities.

**Section 5.**

In the event of a change on local administration, the remaining members of the GFPS ExeCom and TWG shall facilitate the immediate reconstitution of the GFPS and the conduct of GST and other GAD competency development activities for newly-elected local officials.



***Section 6. Repealing Clause.***

All prior Executive Orders inconsistent herewith shall be deemed superseded amended, revised, or modified accordingly by this Order.

***Section 7. Effectively.***

This Order shall take effect immediately.

DONE in the Municipality of Quezon, Province of Quezon, this 1<sup>st</sup> day of February 2021.

  
**MA. CARIDAD P. CLACIO**  
Municipal Mayor