



**EXECUTIVE ORDER NO. 028**  
Series of 2023

**AN EXECUTIVE ORDER RECONSTITUTING THE GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM OF THE MUNICIPALITY OF PASACAO, DEFINING ITS DUTIES AND FUNCTIONS AND RESPONSIBILITIES**

**WHEREAS**, Section 14, Article II of the Constitution provides that the State recognizes the role of women in nation building, and shall ensure the fundamental equality before the law of women and men;

**WHEREAS**, to pursue women's empowerment and gender equality pursuant to R.A. 7160 or the Local Government Code of 1991, the Magna Carta and other international commitments particularly the convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), the Beijing Platform for Action (BPA), and the Sustainable Development Goals (SDGs) adopt gender mainstreaming as a strategy to promote and fulfill women's human rights and eliminate gender discrimination in government system, structures, policies, programs, processes and procedural as mandated by MCW;

**WHEREAS**, pursuant to Section 36 of RA 9710, otherwise known as the Magna Carta of Women (MCW) all government departments including their attached agencies, offices, bureaus, state, universities and colleges, government institution shall adopt gender mainstreaming as a strategy to promote women's human rights and eliminate gender discrimination in government system, structures, policies, programs, processes and procedures ;

**WHEREAS**, Section 37-C of the implementing rules and regulations (IRR) of the MCW provides for the creation of strengthening of GAD Focal Pont System or a similar GAD mechanism in LGU and other instrumentalities of the government to catalyze and accelerate gender mainstreaming within the agency or LGU;

**WHEREAS**, the Philippine Commission on Women (PCW), the Department of the Interior and local Government, the Department of Budget and Management and the National Economic Development Authority, jointly adopted and issued the Joint Memorandum Circular 2013-01 providing Guidelines on the Localization of RA 9710 otherwise known as the Magna Carta of Women;

**WHEREAS**, to pursue gender mainstreaming as a strategy to implement the Magna Carta of Women, the LGU shall adopt the following mechanisms and processes:

- 1.Strengthening of the Gender and Development Focal Point System (GAD-FPS)
- 2.Establishment and maintenance of GAD Database
- 3.GAD Planning and Budgeting
- 4.Mainstreaming Gender Perspective in Local Development Plans
- 5.Enhancement and Implementation of the LGU's GAD Code





**WHEREAS**, there is a need to institutionalize and organize the GAD Focal Point System and define its functions and responsibilities;

**NOW THEREFORE, IN VIEW OF THE FOREGOING, I JORGE R. BENGUA**, Municipal Mayor of Pasacao, Camarines Sur by virtue of the power vested in me by law do hereby order the following:

**Section 1. Reconstitution of GAD Focal Point System.** The GAD Focal Point System (GFPS) of LGU Pasacao, Camarines Sur is hereby reconstituted.

**Section 2. Composition of the GFP System.** The GFP System of LGU-Pasacao, Camarines Sur shall be established and composed of the following:

2.1 The Executive Committee shall be comprised of the following:

Chairperson : JORGE R. BENGUA (Local Chief Executive)  
Alternate-Chair : ATTY. PURITA G. MUSA  
Vice-Chair. : MARVIE M. CANDELARIA  
Members :

Hon. Virginia O. Obordo - SB Chairman, Committee on Womens, Children & Family  
Hon. Junard Joel M./ De Alady - SB Chairman Committee on Appropriations  
Relly R. Peñaredondo - LGOO VI  
Hon. John C. Robrigado - SK Federation President  
Hon. Jerry R. Pasague - LnB President  
Noel Julito T. Ciudadano - Municipal Planning & Development Officer  
Marilou P. Fabi, RSW - Municipal Social Welfare & Development Officer  
Engr. Lawrence Q. Quijano - OIC-Engineering Office  
Lea M. Luansing - Municipal Accountant  
Jean B. Oco - Municipal Treasurer  
Hilario L. Romero - Municipal Agriculturist  
Melchor S. Baesa, MD - Municipal Health Officer  
Wilson U. Llamado - Municipal Assessor  
John Rafael P. Gatdula - Market Supervisor  
Melvin O. Cañizo - OIC-Municipal Civil Registrar  
Norlito R. Barroma - MENRO  
Edmer N. Miravalles - LDRRMO  
Dr. Cecilia Andrea C. Apolinario - PSDS/Elementary  
Dr. Edna C. Fernandez - PSDS/Secondary  
Dahlia Amor B. Litada - Livelihood Officer  
Maria Gladys Consuelo B. Tipanero - Municipal Tourism Officer  
Engr. Arvin B. Masapol - OIC-Municipal Slaughter House  
PAT Gina Borjal - FJ GAD Focal Person  
PSSg Junella P. Atacador - PNP Womens Desk  
Mac Albert A. Castillo - PDAO  
Desiree Glenda E. Briones - LYDO  
Kaye Sharmiela S. Kasilag - MNAO  
Bobsoler Jilael - Representative/ Indigenous People  
Rolando B. Rustria, Jr. - PTA President  
Maria Ador - CDL Pasacao





2.1 The Technical Working Group (TWG) shall be comprised of, but not limited to, key staff from the following Technical Offices/units: (to be composed of technical staff from various LGU Offices/ departments or committee representative in the GFPS Executive Committee, including a representative from LCE's office)

Chairperson : Noel Julito T. Ciudadano, EnP. - Municipal Planning & Development Officer

Members:

Atty. Purita G. Musa	- Municipal Administrator
Melchor S. Baesa, MD	- Municipal Health Officer
John C. Robrigado	- SK Federation President
Jerry R. Pasague	- LnB President
Hilario L. Romero	- Municipal Agriculturist
Marvie M. Candelaria	- Municipal Budget Officer
Lea M. Luansing	- Municipal Accountant
Zhorina V. Revereza	- Pasacao Women's Federation Inc., President
Jean B. Oco	- Municipal Treasurer
Antonette L. Benasa, RSW	- Social Welfare Officer
PSSg Junella P. Atacador	- PNP Women's Desk
Maria Ador	- CDL Pasacao
Maria Gladys Consuelo B. Tipanero	- Municipal Tourism Officer
Bobsoler Jilael	- Representative from Indigenous People

Secretariat :

Kaye Sharmiela S. Kasilag	-MNAO
Marilou P. Fabi, RSW	- Municipal Social Welfare and Development
Ma. Liza C. Ortiz	- BAC

2.2 **The GFPS TWG Chair** shall be elected from among the The GFPS TWG members. The designation of the GFPS TWG Chair shall be made official thru the issuance of memorandum duly signed by the LCE.

2.3 **The GFPS TWG Chair** may designate a secretariat to assist the TWG in its functions and shall made official thru and endorsed by his or her immediate supervisor or concerned LGU Department Head.

**Section 3. General Function of the GAD Focal Point.** – The GAD Focal Point System shall perform the following :

General Functions:

1.Ensure and sustain the LGU's critical consciousness in supporting gender and development, women's empowerment and responding to gender issues;

2.Take the lead role in direction-setting, advocacy, planning, monitoring and evaluation, and technical advisory in mainstreaming GAD perspective in the LGU programs, projects, activities and processes;

3. Strengthens the LGU's linkages and/or partnership with local offices of the NGA's, private sector, academe, Official Development Assistance (ODA) partners and other stakeholders in pursuit of its gender mainstreaming efforts.





Specific Functions :

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 LGU based on the priority needs and concerns of its constituencies and employees, and the formulations of recommendations including their implementation;
2. Assist in the formulation of new policies such as the GAD Code in advancing women's empowerment and gender equality;
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;
4. Coordinate efforts of different divisions/offices/units of the agency or LGU and advocate for the integration of GAD perspectives in all their systems and processes;
5. Spearhead the preparation of the annual and performance-based GAD Plan and Budget (GPB) in response to the gender issues and or concerns of their locality and in the context of their LGU mandate; and consolidate the same following the form and procedures prescribed by the PCW, DBM, and NEDA in Joint Circular 2011-1. The GFPS shall likewise be responsible for submitting the consolidated GPBs of the LGU;
6. Lead in monitoring the effective implementation of the GAD-related policies and the annual GAD Plans, Programs and Budget;
8. Lead the preparation of the annual LGU GAD Accomplishment Report (GAD AR) and other GAD reports, that may be required under the MCW and the JMC;
9. Strengthen the linkages with other LGU's, concerned agencies or organizations working on women's right and gender and development to harmonize and synchronize GAD efforts at various levels of governance;
10. Promote and actively pursue the participation of women and gender advocates, other civil society groups and private organization in the various stages of development program planning cycle, giving special attention to the marginalized sectors; and
11. Ensure that all personnel of the LGU including the planning and finance officers (eg. Accountant, budget officers, 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 4. Roles and Responsibilities.**

- a. The GFPS Chairperson shall:

1. Issue policies and/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

2. Approve the GAD AR and other GAD-related reports of the LGU as maybe required by the MCW-IRR and the JMC, duly endorsed by the GFPS Executive Committee and with the assistance of the GFPS Technical Working Group, and ensure its implementation.

b. The Executive Committee shall:

1. Provide direction and give policy advice to the Chairperson support and strengthen the GFPS and LGU's GAD mainstreaming efforts;

2. Direct the identification of LGU GAD strategies, programs, activities and projects and targets based on the result of the gender analysis and gender assessment, taking into account the identified priorities of the LGU and the gender issues and concerns faced by its clients and employees;

3. Ensure the timely submission of the LGU GAD Plan and Budget;

4. Accomplishment Report and other GAD reports to the DILG Provincial Office which shall be consolidated and submitted to the DILG Regional Office.

5. Ensure the effective and efficient implementation of the LGU GAD programs, activities and projects and the judicious utilization of its GAD Budget.

6. Build and strengthen the partnership of the LGU with the concerned stakeholders like women's groups or CSOs, national GAD experts, advocates, and other stakeholders in pursuit of gender mainstreaming;

7. Recommend approval of agency GAD Plans and Budget and GAD ARs; and

8. Recommend awards or recognition to outstanding institutional GAD programs, activities and projects and/or GAD FP members.

c. The Technical Working Group (TWG) shall:

1. Facilitate the implementation of the gender mainstreaming efforts of the agency through the GAD planning and budgeting process;

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 of development of and provide technical assistance to the LGU, and as needed, to officers in the other offices or units. In the regard, the TWG shall work with the Human Resource Development Office on development and implementation of an appropriate capacity development program on gender equality and women's empowerment for its employees, as a requested or deemed necessary;





4. Coordinate with the various units of the LGU and other 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 the implementation of GAD-related programs, activities and projects in their respective offices and suggest corrective measures to improve implementation of GAD and GFPS activities;

7. Prepare and consolidate LGU GAD accomplishment reports;

8. Provide technical assistance to the local Planning and Development Office in ensuring that the GAD Database is operational; and

9. Provide regular updates and recommendations to the Local Chief Executive or Execom on the activities of the GFPS and the process of the agency GAD mainstreaming activities based on the feedback and reports of the various offices of the LGU; and

D. The Secretariat shall be responsible in providing technical support, documentations of proceedings, preparations of reports and such other assistance as maybe required in the discharge of its functions.

**Section 5. Meeting.** The GFPS shall meet every 2<sup>nd</sup> Monday of the mid-month of the quarter, 1 pm in the afternoon or as may be necessary.

**Section 6. Color-coding of Mayor's Permit Forms.** To facilitate the easy determination of establishments granted with provisional permit from those granted an annual permit and for easy monitoring of compliance with requirements, the Business Permits and Licensing Division of the Municipal Treasurer's Office shall adopt color-coded Mayor's Permit Forms.

**Section 7. Pre-processing of Requirements.** The Permits and Licensing Division shall implement a procedure which shall allow the pre-processing of requirements for business permits even for the following year.

**Section 8. Clearances.** Subject to existing laws and ordinances, all clearances, except Barangay Clearance, that may be required for processing of business permit shall be valid for one (1) year and shall be honored by the Business Permits and Licensing Division and/or BOSS personnel for as long as they have not yet expired. Clearances such as Fire Safety and building clearances allowed by existing laws and ordinances to be processed and secured at any time of the year shall likewise be honored by said office and/or personnel.

**Section 9. Effectivity.** This Executive Order shall be effective immediately.

Done this 28<sup>th</sup> day of July 2023 at Municipality of Pasacao, Camarines Sur.

**JORGE R. BENGUA**  
Municipal Mayor

