MUNICIPALITY OF SANTA MARIA BULACAN
OFFICIAL RELEASED
SIGNATURE:
DATE: 3/2/23
TIME:

**EXECUTIVE ORDER NO. 006 - 2023**

**"REORGANIZING THE GENDER AND DEVELOPMENT FOCAL POINT SYSTEM IN THE MUNICIPALITY OF SANTA MARIA, BULACAN"**

**WHEREAS,** Republic Act No. 9710, otherwise known as the Magna Carta of Women recognizes the role of women in nation building;

**WHEREAS,** the issuance of DILG MC No. 2013-01 explicitly emphasizes the Roles and Responsibilities of local government units as stipulated thereof;

**WHEREAS,** Republic Act 9710 requires the reorganization of Gender and Development (GAD) Focal Point System in all provinces, cities, municipalities and barangays;

**NOW, THEREFORE, I, BARTOLOME R. RAMOS,** Municipal Mayor, of the Municipality of Santa Maria, Bulacan, by virtue of the powers vested in me by law, do hereby establish the following:

**SECTION 1. COMPOSITION – THE EXECUTIVE COMMITTEE (EXECOM)** of the Gender and Development Focal Point System in the Municipality shall be composed of the following:

| | |
|---|---|
| Chairman: | **BARTOLOME R. RAMOS**<br>Municipal Mayor |
| Alternate: | **ELMER B. CLEMENTE**<br>Executive Assistant II |
| Technical Adviser: | **JAYFIE P. NASARRO**<br>Local Government Operations Officer |
| Members: | **CARL GERARD CASTILLO**<br>SB Chairman, Committee on Women and Gender Equality |
| | **MARISA T. TUAZON**<br>SB Chairman Committee on Finance, Budget and Appropriation |
| | **RODELIO A. BERNARDO**<br>Municipal Planning and Development Coordinator |
| | **MANUELA P. DEL ROSARIO**<br>Municipal Budget Officer |
| | **ALELIE B. RAMOS**<br>Municipal Treasure |



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**ELIZABETH B. MENDOZA**
Municipal Accountant

**MA. CONSUELO G. FELICIANO**
Municipal Health Officer

**SANDRA E. FABI**
Municipal Social Welfare and Development Officer

**ROMMEL Z. ENRIQUEZ**
Municipal Environment and Natural Resources Officer

**ELVIE N. CRUZ**
Public Employment Services Officer

**ROSALINDA D. POLICARPIO**
Municipal Nutrition Officer

**CARMELITA G. GUEVARRA**
Municipal Engineer

**JONATHAN RICHEL C. HALILI**
Municipal Disaster Risk Reduction Management Officer

**HILARIO C. VILLACORTE**
President, Liga ng mga Barangay

**LEONORA V. BERGADO**
DepEd District Supervisor

**JERRY ZALON**
President, Persons with Disabilities

**ELSIE S. YAP**
CSO Representative-Rotary Club of Mutya ng Santa Maria, Inc.

**PEMS CECILE N. DISCARTIN**
Representative, PNP Women's Desk

**SECTION 2. EXECOM ROLES AND RESPONSIBILITIES** – As mandated by the Act, the EXECOM GAD Focal Point System shall have the following roles and responsibilities:

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



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2. 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 LGU's constituents and employees;
3. 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;
4. Ensure the effective and efficient implementation of the GAD PPAs and the judicious utilization of the GAD budget;
5. 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;
6. Recommend awards and/or incentives to recognize outstanding GAD PPAs or individuals who have made exemplary contributions to GAD.

**SECTION 3. COMPOSITION – THE TECHNICAL WORKING GROUP (TWG)** of the Gender and Development Focal Point System in the Municipality shall be composed of the following:

Chairman: **EVANGELINA P. PAROJINOG**
Planning Officer III, MPDO

Members: **SHARMAINE JEUNESS F. FUENTES**
SWO II, MSWDO

**DIANE P. ENRIQUEZ**
Admin Aide IV-Budgeting Aide, MBO

**PRECI ANN M. SANDEL**
RCC II, MTO

**PELAGIO B. PEREZ**
Nurse II, MHO

**MARISA G. GERONA**
Management and Audit Analyst II, Municipal Accounting Office

**MARK FRITZ T. GULINAO**
Clerk I, MENRO

**JULIET I. QUIATCHON**
Agricultural Technologist, Municipal Agriculture Office



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**VIA R. DE JESUS**
Clerk I, HRMO

**CRIS D.G. SANTOS**
Engineer II, MEO

**JASMINE D. LARA**
LDRRM Assistant, MDRRMO

**GLENDA D.J. REYES**
DEMO III, Public Employment Services Office

**ELSA JOY T. HORIONDO**
Clerk I, MNO

**LEONORA V. BERGADO**
DepEd East District Supervisor

**JERRY ZALON**
President, Persons with Disabilities

**ELSIE S. YAP**
CSO Representative-Rotary Club of Mutya ng Santa Maria, Inc.

**SECTION 4. TWG ROLES AND RESPONSIBILITIES:**

1. Facilitate the gender mainstreaming efforts of the LGU through the GAD planning and budgeting process;
2. Formulate the LGU GPB in response to the gender gaps and issues faced by the constituents including the women and men employee;
3. Assist in the competency development of and provide technical assistance to the offices in the LGU;
4. Coordinate with the various offices and ensure the meaningful participation in strategic and annual planning on GAD including the preparation, consolidation and submission of GPBs;
5. 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;
6. Monitor the implementation of GAD related PPAs and suggest corrective measures to improve their implementation;
7. Prepare and consolidate LGU GAD ARs and other GAD related reports and;



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8. Provide regular updates and recommendations to the LCE or GFPS EXECOM regarding GFPS activities and the progress of the LGU in gender mainstreaming.

**SECTION 5. COMPOSITION – THE MONITORING AND EVALUATION TEAM (M&E Team)** of the Gender and Development Focal Point System in the Municipality shall be composed of the following:

Members:

**SANDRA E. FABI**
Municipal Social Welfare and Development Officer

**ELMER B. CLEMENTE**
Executive Assistant II concurrent Municipal Administrator

**RODELIO A. BERNARDO**
Municipal Planning and Development Coordinator

**MANUELA P. DEL ROSARIO**
Municipal Budget Officer

**PRIMO F. SANTOS JR.**
HRMO

**JAYFIE P. NASARRO**
Municipal Local Government Operations Officer

**MARINA C. VIRGILIO**
CSO Representative
Konsehong Pambayan Para sa Kababaihan (KPK) Santa Maria Bulacan Inc.

**LEONORA V. BERGADO**
DepEd East District Supervisor

**SECTION 6. THE MONITORING AND EVALUATION TEAM ROLES AND RESPONSIBILITIES:**

1. Shall invite the concerned implementing office or unit of the GAD PPAs during the monitoring and evaluation period;
2. Shall monitor the implementation of the annual GPB and assess the status of the LGU's institutional mechanisms on gender mainstreaming annually;
3. Shall evaluate the outcomes of the LGU GAD policies, programs and projects and submit a GAD Evaluation Report to the DLG Regional Office at the end of the LCE's three-year term. The submission shall be done not later than June of the next term.



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**SECTION 7. The GFPS Secretariat** – The Municipal Social Welfare and Development Office (MSWDO) is designated as the head GFPS Secretariat who shall assist the GFPS ExeCOM and the TWG in the performance of their roles and responsibilities, specifically on the provision of administrative and logistical services, preparation of meeting agenda and documentation of GFPS meetings and related GAD activities. The head secretariat will be assisted by team members from MHO, MENRO, HRMO, MNAO, MEO, PESO, MDRRMO and MAO.

All existing orders, memoranda, circulars inconsistent with this are hereby superseded and revoked.

**SECTION 8. GAD Database** – The Municipal Planning and Development Office shall spearhead the setting-up and maintenance of the GAD database to serve as basis for gender-responsive planning, programming and policy formulation.

**SECTION 9. Meetings.** The Gender and Development Focal Point System in the Municipality shall meet regularly once every first week of the first month of every quarter on a date and place to be determined by the body. The Chairperson may convene special meetings as may be necessary.

**SECTION 10. Effectivity**. This order shall take effect immediately.

Issued this 1st day of March 2023 here at the Municipal Hall of Santa Maria, Bulacan.

**BARTOLOME R. RAMOS**
Municipal Mayor



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