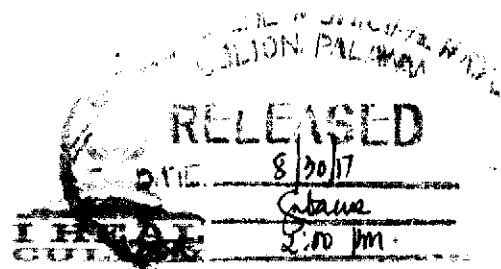


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Republic of the Philippines
Province of Palawan
MUNICIPAL GOVERNMENT OF CULION
Culion, Palawan



OFFICE OF THE MUNICIPAL MAYOR

EXECUTIVE ORDER NO. 30
Series of 2017

CONSTITUTION AND STRENGTHENING OF THE MUNICIPAL GENDER AND DEVELOPMENT (GAD) FOCAL POINT SYSTEM EXECUTIVE COMMITTEE AND PRESCRIBING THEREOF ITS' COMPOSITION, DUTIES AND FUNCTIONS, AND FOR OTHER PURPOSES

WHEREAS, pursuant to Section 14, Article II of the 1987 Philippine Constitution that provides for recognition by the State of the vital role of women in nation building and ensuring the fundamental equality of women and men;

WHEREAS, the participation of Non-Government Organizations and the Private Sectors as active partners in the developmental efforts of the LGU, as mandated under Section 16, Article XIII of the 1987 Philippine Constitution, shall be encouraged to ensure the viability of Local Autonomy and excellence in local governance;

WHEREAS, by virtue of Republic Act 9710, otherwise known as the "Magna Carta of Women", explicitly enumerates the basic rights of women, prohibitions and legal protection for violation of such rights;

WHEREAS, the abovementioned law also provides for the establishment of various Gender Sensitivity Programs aimed towards the full recognition and institutionalizing the fundamental rights of women as part of the framework of development in government;

WHEREAS, in conformance with PCW-DILG-DBM-NEDA Joint Memorandum Circular No. 2013 – 01, which provides for the Guidelines on the Localization of the Magna Carta of Women and further enjoined LGUs in all levels for the strengthening of the LGU GAD Focal Point System and creation of the GADFPS Executive Committee and Technical Working Group;

WHEREAS, PCW-DILG-DBM-NEDA Joint Memorandum Circular No. 2013 – 01 was issued to prescribe policies and procedures in mainstreaming gender perspectives in local planning, programming and budgeting, local legislation, project development, implementation, monitoring and evaluation pursuant to the Magna Carta of Women (MCW);

WHEREAS, on January 12, 2016, PCW-DILG-DBM-NEDA issued Joint Memorandum Circular No. 2016 – 01 to provide for the amendments in certain parts of Joint Memorandum Circular No. 2013 – 01, particularly in Section 4.1.C (GAD Planning and Budgeting) and 5.0 (Monitoring and Evaluation the Implementation of the Magna Carta of Women), in order to clarify the process of costing, allocation and attribution of the GAD budget, as well as the duties and functions of the Department of the Interior and Local Government (DILG) as the lead agency in the review, endorsement and monitoring of submission of GAD Plans and Budget (GPBs) and GAD Accomplishment Reports (GAD ARs) of LGUs;

NOW, THEREFORE, I, MA. VIRGINIA N. DE VERA, Municipal Mayor of Culion, Palawan, by virtue of the powers vested in me by law, do hereby order:

SECTION 1. CONSTITUTION AND STRENGTHENING OF THE GAD FOCAL POINT SYSTEM (GADFPS) EXECUTIVE COMMITTEE. The Executive Committee shall be constituted and strengthened in the Municipality of Culion.

SECTION 2. COMPOSITION. The Executive Committee shall be composed of the following:

- CHAIRMAN : **HON. MA. VIRGINIA N. DE VERA**
Municipal Mayor
- VICE-CHAIRMAN : **HON. YSTAN JOSEPH ARISTOTLE G. LAGROSA**
Municipal Vice-Mayor



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MEMBERS

:

HON. LEONILLO R. SARMIENTO

Sanggunian Bayan Member, Chairman- Committee
on Appropriations

HON. CECILIA C. CUNANAN

Sanggunian Bayan Member
Chairman, Committee on Women and Family

HON. WARNELL F. DAYANDANTE

Sanggunian Bayan Member
Chairman, Committee on Environment and Tourism

HON. GILBERT F. FERRIOL

President, Liga ng mga Barangay
Barangay Tiza

MR. ARMANDO G. LAGROSA II, RN.

OIC- Municipal Health Office

ENGR. CHRISTIE D. FRUCTUOSO

Municipal Engineer

MR. RENATO V. DE VERA

Municipal Treasurer

MR. MAXIM F. RAYMUNDO

MDRRMO

MS. ARLENE I. BALLESCA

OIC-MSWDO

MS. FLORY VELLE P. SOTERO

Municipal Budget Officer

MS. LOIDA C. GESTA

Municipal Accountant

MR. ARNEL H. ALCANTARA

Municipal Agriculturist

MS. INDIRAH CHIARA L. MANIEGO

Municipal Civil Registrar

MR. HONESTO B. ROSELLO

Secretary to the Sanggunian Bayan

MS. MA. EDDA G. DIMANALATA

Municipal Assessor

MS. MA. CARMEN P. ASTOR

Coordinating Principal, DEPED Supervisor

MS. ANGELINA T. TABANGAY

Principal, CNHS

PO2 MARIFE C. BUNGAR

PNP Women's Desk Officer

MS. LETECIA UBAS

Batala Ladies Auxiliary Group



SECTION 3. GENERAL FUNCTIONS. The Executive Committee shall perform the following duties and functions:

- a. Lead in mainstreaming GAD perspectives 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 constituencies and employees, and the formulation of recommendations including their implementation;
- b. Assist in the formulation of new policies such as the GAD Code in advancing women's empowerment and gender equality;
- c. 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;
- d. Coordinate efforts of different divisions/offices/units of the LGU and advocate for the integration of GAD perspectives in all their systems and processes;
- e. Spearhead the preparation of the annual and performance-based **LGU GAD Plan and Budget (GPB)** in response to the gender issues and or concerns of their locality and in the context of the LGU mandate; and consolidate the same following the form and procedures prescribed in the Joint Memorandum Circular (JMC). The GFPS shall likewise be responsible for submitting the consolidated GPBs of the LGU;
- f. Lead in monitoring the effective implementation of the annual GPB, GAD Code, other GAD related policies and plans;
- g. Lead the preparation of the annual **LGU GAD Accomplishment Report (GAD AR)** and other GAD reports that may be required under the MCW and this JMC;
- h. Strengthen linkages with other LGUs, concerned agencies or organizations working on women's rights and gender and development to harmonize and synchronize GAD efforts at various levels of local governance;
- i. Promote and actively pursue the participation of women and gender advocates, other civil society groups and private organizations in the various stages of development planning cycle; giving attention to the marginalized sectors, and
- j. Ensure that all personnel of the LGU including the planning and finance officers (e.g. accountants, budget officers, auditors) are capacitated on GAD. Along this line, the GFPS will recommend 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 4. ROLES AND RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE. The Executive Committee shall undertake the following roles and responsibilities:

- a. Provide policy advice to the LCE to support and strengthen the GFPS and the LGU's gender mainstreaming efforts;
- b. 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;
- c. 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;

MS. FATIMA PAREDES
Admin Aide III

MS. MARIA LIZA C. MACALINAO
Encoder/Liaison



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- d. Ensure the effective and efficient implementation of the **GAD PPAs** and the judicious utilization of the GAD budget;
- e. 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;
- f. Recommend awards and/or incentives to recognize outstanding GAD PPAs or individuals who have made exemplary contributions to GAD.

SECTION 5. CONSTITUTION AND STRENGTHENING OF THE GAD FOCAL POINT SYSTEM (GADFPS) TECHNICAL WORKING GROUP (TWG). The Technical Working Group shall be constituted and strengthened in the Municipality of Culion.

SECTION 6. TWG COMPOSITION. The TWG shall be composed of the following:

TWG CHAIR/

GAD FOCAL PERSON : **MS. LUCILLE S. CASTRO**
Assistant Registration Officer

MEMBERS

: **MS. MARIA MIRASOL U. PASTRANO**
Program Manager for Education

MS. FATIMA PAREDES
Admin Aide III

MS. MARIA LIZA C. MACALINAO
Encoder/Liaison

SECTION 7. ROLES AND RESPONSIBILITIES OF THE TECHNICAL WORKING GROUP (TWG). The TWG shall undertake the following roles and responsibilities:

- a. Facilitate the gender mainstreaming efforts of the LGU through the GAD planning and budgeting process;
- b. Formulate the LGU GPB in response to the gender gaps and issues faced by their constituents including their women and men employees;
- c. 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;
- d. Coordinate with the 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;
- e. 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;
- f. Monitor the implementation of GAD-related PPAs and suggest corrective measures to improve their implementation;
- g. Prepare and consolidate LGU GAD ARs and other GAD-related reports; and



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- h. 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.

SECTION 8. SECRETARIAT. The Secretariat Head of the GFPS Executive Committee and the Technical Working Group shall be headed by MS. LUCILLE S. CASTRO, Assistant Registrar Officer. She shall be assisted by the regular staff from the Office of the Municipal Mayor.

The Secretariat shall be responsible specifically on the provision of administrative and logistical services; preparation of meeting agenda; and documentation of GFPS' meetings and other related activities.

SECTION 9. MEETINGS AND QUORUM. Both the Executive Committee and Technical Working Group shall respectively meet at least once a month on a time, date and place to be specified in a notice of meeting at least one (1) day before the scheduled meeting, or as often as may be necessary. A majority of the members of the Board shall constitute a quorum, but the chairman or the vice-chairman must be present during meetings where budgetary proposals are being prepared or considered. The affirmative vote of the members shall be necessary to approve such proposals.

SECTION 10. ESTABLISHMENT AND MAINTENANCE OF GAD DATABASE. In conformance with PCW-DILG-DBM-NEDA Joint Memorandum Circular No. 2013 - 01, the Municipal Planning and Development Coordinator (MPDC), shall spearhead and ensure the setting up and maintenance of the GAD database to serve as basis for gender-responsive planning, programming and policy formulation. The GAD database, which can either be manually operated or developed through software, shall form part of the overall management information system (MIS) of the municipal government.

SECTION 11. SUBMISSION OF REPORTS. The GFPS Technical Working Group shall submit reports, recommendatory actions, and periodic assessments to the Local Chief Executive (LCE) and to the Sanggunian Bayan for appropriate legislative action.

SECTION 12. FUNDING. A regular appropriation shall be charged against municipal funds to expedite operational expenses of the Municipal GFPS Executive Committee and Technical Working Group.

SECTION 13. REPEALING CLAUSE. This Executive Order shall supersede all previous Executive Orders issued to this effect.

SECTION 14. EFFECTIVITY. This Order shall take effect immediately.

IN WITNESS WHEREOF, I HAVE HEREUNTO set my hand and caused the seal of the Municipality.

DONE in the Municipality of Culion, Palawan, this 30th day of August the Year of Our Lord Two Thousand Seventeen.


MA. VIRGINIA N. DE VERA
Municipal Mayor