



Republic of the Philippines  
Province of Cebu  
Municipality of San Francisco

OFFICE OF THE MUNICIPAL MAYOR

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**EXECUTIVE ORDER NO. \_\_**  
Series of 2022

**“AN ORDER REORGANIZING THE GENDER AND DEVELOPMENT FOCAL POINT SYSTEM (GFPS) OF LGU SAN FRANCISCO, PROVINCE OF CEBU.”**

**WHEREAS**, a Joint Memorandum Circular No. 2013-01 issued by the Philippine Commission on Women (PCW), Department of the Interior and Local Government (DILG), Department of Budget and Management (DBM) and National Economic and Development Authority (NEDA) entitled “Guidelines on the Localization of the Magna Carta of Women” requiring among others, the LGU’s to formally constitute the Gender and Development Focal Point System (GFPS) that will serve to institutionalize the mechanism for the implementation of the Magna Carta of Women;

**WHEREAS**, in 4.0 - A “Creation and/or Strengthening of the LGU GAD Focal Point System (GFPS)” of JMC No. 2013-01 issued by PCW, DILG, DBM and NEDA stated that;

1) **All LGUs** shall establish and/or strengthen their GFPS or similar GAD mechanisms to accelerate gender mainstreaming within their localities. The Local Chief Executive/s (LCEs) shall sign appropriate issuances to institutionalize the establishment, reconstitution and/or strengthening of the GFPS in their respective LGUs.

2) **The LGU GFPS shall adhere to the structure and composition provided for in the MCW-IRR as follows:**

To carry out its functions, the LGU GFPS shall have an Executive Committee (Execom), a Technical Working Group and/or a Secretariat.

The GFPS Executive Committee shall be composed of the LCE as the Chair and shall have the LGU Department Heads, Chairs of the Sanggunian Committees on Women, Children and Family, and Appropriations; and representatives from the PNP’s Women’s Desk, Indigenous Peoples (IPs), Persons with Disabilities (PWDs), private sector, academe and recognized and/or accredited nongovernment organizations (NGOs) as well as women associations as members. In the case of cities and municipalities, the President of the Liga ng mga Barangay and the Sanggunian Kabataan (SK) Federation President may be invited as members of the GFPS. The LCE may also designate an alternate Chair and Vice-Chair for the GFPS.

The GFPS Technical Working Group (TWG) shall be composed of, but not limited to, key staff from the various LGU offices/departments or committees represented in the GFPS Executive Committee, including a representative from the LCE’s office, members from the private sector, academe and civil society organizations as appropriate. The GFPS TWG Chair shall be elected from among the GFPS TWG members. The designation of the GFPS TWG Chair shall be made official through the issuance of a Memorandum duly signed by the LCE and endorsed by his or her immediate supervisor or concerned LGU Department Head. The GFPS TWG Chair may designate a secretariat to assist the TWG in its functions.

Where feasible, the LGU may also establish a GAD Office or unit under the Office of the LCE that will support and coordinate all GAD-related PPAs and concerns of the LGU GFPS. The LCE may also appoint or designate the LGU personnel to manage the GAD office and/or unit.

**3) All LGUs** shall ensure that all members of the GFPS including elected local officials and department heads undergo capacity building programs on GAD which shall include but not be limited to: gender sensitivity training (GST), gender-responsive planning and budgeting, gender analysis, gender audit and GAD tools such as the Gender Mainstreaming Evaluation Framework (GMEF), Gender Responsive LGU Ka Ba (GeRL Ka Ba) Self-Assessment Tool, Harmonized Gender and Development Guidelines (HGDG) and other succeeding GAD tools.

#### **4) General Functions of the LGU GFPS**

Pursuant to the MCW-IRR, the GFPS is tasked to ensure and sustain the LGU's critical consciousness in supporting gender and development, women's empowerment and responding to gender issues. It shall take a lead role in direction-setting, advocacy, planning, monitoring and evaluation, and technical advisory in mainstreaming GAD perspectives in the LGU programs, projects, activities, and processes. Specifically, the GFPS shall perform the following 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 this 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.

**NOW, THEREFORE, I, ALFREDO A. ARQUILLANO, JR.,** Municipal Mayor of San Francisco, Cebu by virtue of the powers vested in me by law, do hereby ORDER:

**SECTION 1: Creation and Composition of Gender and Development (GAD) Focal Point System**

**GFPS Executive Committee:**

Chair (Municipal Mayor)	:	<b>Hon. Alfredo A. Arquillano Jr.</b>
Alternate Chair	:	<b>Mrs. Mariter P. Galindo</b>
Vice - Alternate Chair	:	<b>Mrs. Naida S. Arquillano</b>

**Members:**

Heads of LGU departments and other offices relevant to Gender Mainstreaming;

1. **Dr. Emmanuel L. Almadin**, *Municipal Health Officer*
2. **Dr. Johnlehi M. Surio**, *Rural Health Physician*
3. **Mrs. Mila L. Ramirez**, *Municipal Agriculture Officer*
4. **Mrs. Monica P. Tan**, *MDRRMO III*
5. **Mrs. Therese N. Castardo**, *Nurse I*
6. **Mrs. Cristina E. Montejo**, *Municipal Treasurer*
7. **Ms. Jen Pearl B. Cabucos**, *Municipal Accountant*
8. **Engr. Isidra L. Guevara**, *Municipal Engineer*
9. **Engr. Richard V. Maningo**, *Municipal Assessor*
10. **Mr. Joseph L. Arquillano**, *Municipal Civil Registrar*
11. **Mr. Dave Junnel A. Tampus**, *GSO Head*
12. **Mr. Paul G. Dimco**, *Admin Officer/Internal Auditor/LGBTQ*
13. **Mr. Noel P. Formentera**, *MENRO*
14. **Mrs. Sylvia Salinas**, *Public Employment Service Officer / CTEC In-charge*
15. **Mrs. Maria Isabelita Rowales**, *HRMO/Tourism Officer*
16. **Mrs. Zenaida M. Formentera**, *Sangguniang Bayan Secretary*
17. **Mr. Julito F. Luchavez**, *Water Coop. Rep.*

Chairs of the following Sanggunian Committees:

18. **Hon. Aurelia P. Andrade**, *Committee on Women, & Family & Social Services*
19. **Hon. Rey A. Tindoy**, *Committee on Finance, Budget & Appropriations, and Ways & Means*
20. **Hon. Mrs. Leslie Christe N. Gok-ong**, *Committee on Tourism*

Representative/s from the following groups:

21. **PEMS Magdalena L. Sanjorjo**, *PNP Women's Desk*
22. **Mr. Ronald Lucernas**, *Persons with Disability Affairs Officer (PDAO)*
23. **Ms. Jesselie Caputolan Samson**, *Community Organizer, A2D (NGO)*
24. **Mercedita M. Arquillano**, *Dev., EDD, PSDS (Academe)*
25. **Mrs. Virgencita Alagbay**, *President, San Francisco Women's Association*
26. **Mrs. Jovy R. Pulvera**, *President, San Francisco Solo Parents' Association*
27. **Mrs. Haydee L. Arquillano**, *President, Business Sector – (Private Sector)*

President of the Liga ng mga Barangay  
**28. Hon. Nerisa L. Arquillano**

Sangguniang Kabataan (SK) Federation President  
**29. Ms. Athen M. Arquillano**

Representative from the National Government Agency  
**30. Mr. Gregory A. Sosmeña, MLGOO**

**GFPS Technical Working Group & Secretariat:** Key staff of committees represented in the EXECOM and the relevant LGU departments, but not limited to the following

Key staff of committees represented in the EXECOM and the relevant LGU departments:

1. **(TWG-Chair) Garry P. Garceso, MPDC**
2. **Sherlyn N. Montero, MPDC Staff**
3. **Mrs. Grace L. Lucero (MSWDO)**

## **SECTION 2: 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, systems, 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 LGU's 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 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;
- 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 logistical services; preparation of meeting agenda; and documentation of GFPS' meetings and related GAD activities.

**SECTION 3:** In the event of a change in 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 4:** LGUs, through their GFPS, shall strengthen their linkages and/or partnerships with the local offices of the NGAs, private sector, academe, Official Development Assistance (ODA) partners and other stakeholders in pursuit of their gender mainstreaming efforts.

**SECTION 5: Repealing Clause.** All other orders, rules, regulations and issuances or part thereof which are inconsistent with this Executive Order are hereby repealed or modified accordingly.

**SECTION 6: Effectivity Clause.** This order shall take effect immediately and shall remain in force unless otherwise superseded by competent authority.

Done this \_\_\_\_ day of May, 2022 at the Municipality of San Francisco, Province of Cebu.

**ALFREDO A. ARQUILLANO, JR.**  
Municipal Mayor