



REPUBLIC OF THE PHILIPPINES
PROVINCE OF PANGASINAN
MUNICIPALITY OF CALASIAO

EXECUTIVE ORDER NO. 34

Series of 2024

CREATING THE GENDER AND DEVELOPMENT FOCAL POINT SYSTEM OF THE
MUNICIPAL GOVERNMENT OF CALASIAO, PROVINCE OF PANGASINAN

WHEREAS, Section 36 (b) of RA 9710 otherwise known as the Magna Carta of Women, mandates the creation and/or strengthening of the Gender and Development (GAD) Focal Point System or similar GAD mechanism in all departments, including their attached agencies, offices, bureaus, states universities and colleges, government owned and controlled corporation, local government units, and other government instrumentalities to catalyse and accelerate gender mainstreaming within the agency or local government unit;

WHEREAS, Rule VI, Section 37 C of the implementing Rules and Regulations of RA 9710 provides for the composition and functions of the GAD Focal Points;

WHEREAS, the Philippine Commission on Women (PCW) issued Memorandum Circular No. 2011-01 dated October 21, 2011 which provided for guidelines for the creation strengthening and institutionalization for the Gender and Development (GAD) Focal Point System;

NOW THEREFORE, I, KEVIN ROY Q. MACANLALAY Mayor of the Municipality of Calasiao, Province of Pangasinan, by virtue of the powers vested in me by the existing and applicable laws do hereby order:

SECTION I. Creation and Composition of Gender and Development (GAD) Focal point System, - The Gender and Development (GAD) Focal Point in the Municipal Government of Calasiao, Province of Pangasinan is hereby created, to be comprised of the Executive Committee and the Technical Working Group, and composed of the following:

EXECUTIVE COMMITTEE:

Chairperson: Hon. Kevin Roy Q. Macanlalay
Municipal Mayor

Members:

Hon. Coun. Gerald C. Aficial
Committee on Women

Hon. Coun. Ardison Soriano
SB Committee on Appropriation Chair

Ms. Romalyne Q. Macanlalay
Municipal Administrator

Mrs. Marilou Geslani
Municipal Local Government Operations Officer



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Mrs. Leticia L. Garcia
Municipal Budget Officer

Engr. Evelyn C. Siapno
Municipal Planning and Development Coordinator

Mrs. Marivic Del Rosario
Economic Enterprise Office

Mrs. Editha B. Gorospe
Municipal Social Welfare and Development Officer

Mr. Jesse P. Zamoranos
Municipal Accountant

Dr. Gemma Ico Rodrigo
Municipal Health Officer

Mr. Rogelio Montoya II
PESO Manager

Mr. Chermel Poserio
Municipal Treasurer

TECHNICAL FOCAL TEAM:

Chairperson: Ma. Teresa Gabica

Members: Arch. Arvil Joshua Z. Camacho
Shirven Bacani
Mildred Galivo

SECTION II. GAD FOCAL PERSON

Mrs. Vilma B. Gaspar is designated as the GAD Focal Person.

SECTION III. Duties and Functions. The GAD Focal Point shall have the following duties and functions:

a. General Functions - The GAD Focal Point shall ensure and sustain the LGUs critical consciousness and support on women and gender issues. It shall take a lead role in

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direction-setting advocacy, planning, monitoring and evaluation, and technical advisory on mainstreaming GAD perspectives in the IGU programs, projects, activities and processes.

b. Specific Functions - The GAD Focal Point shall:

- 1) Lead the assessment of the gender-responsiveness of policies, strategies, programs, activities, -and projects of the LGUJ based on the priority needs and concerns of its constituency, and the formulation of recommendations and ensure their implementation.
- 2) Assist in the formulation of new policies such as the GAD Code in advancing women's status in the Municipality;
- 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 gender-responsive planning;
- 4) Coordinate efforts of different departments/offices/units of the LGU and advocate for the integration of GAD perspective in all their systems and processes;
- 5) Spearhead the preparation of the LGU annual performance-based GAD Plans, Programs and Budget in response to the women and gender issues of their employees/constituencies, following the format and procedure prescribed by the PCW;
- 6) Lead in monitoring the effective implementation of the GAD Code and any other GAD-related projects and the annual GAD Plans, Programs and Budget;
- 7) Lead the preparation of the annual LGU-GAD Accomplishment Report and other GAD reports that may be required under by relevant laws and issuances;
- 8) Promote the Participation of women and gender advocates, other civil society groups and private organizations in the various stages of development planning cycle;
- 9) Ensure that all personnel of the LGU including the finance officers (e.g. accountant, budget officer, auditors) are capacitated on GAD Along this line, the GAD Focal Point 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; and
- 10) Perform other functions as may be required by law, ordinance and other issuances.

SECTION IV. Roles and Responsibilities of the GAD Focal Point Chairperson
- The GAD Focal Point Chairperson shall;

- a. Issue policies or other directives that support GAD mainstreaming in the policies, plans, programs, projects and activities, budget systems and procedures of the LGU

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including the creation, strengthening, modification or reconstitution of the GAD Focal Point System, and

- b. Approve the GAD Plan, Program and Budget of the LGU as duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation

SECTION V. Roles and Responsibilities of the Executive Committee - The Executive Committee shall:

- a. Provide direction and give policy advice to the Chairperson to support and strengthen the GAD Focal point System and the LGU's GAD mainstreaming activities;
- b. Direct the identification of GAD strategies, programs, activities and projects based on the results of the gender audit, gender analysis and according to the identified priorities of the LGU in response to the gender issues faced by its clients and employees;
- c. Ensure the timely submission of the LGUGAD plan and Budget, Accomplishment Report and other GAD-related reports to the PCW and to DBM;
- d. Ensure the effective and efficient implementation of the LGU GAD programs, activities and projects and the judicious utilization of the Gad Budget;
- e. Build and strengthen the partnership of the LGU with PCW. GAD experts, advocates, women's groups and other stakeholders in pursuit of gender mainstreaming;
- f. Recommend Approval of LGU GAD Plans and Budget and GAD Accomplishment Reports; and
- g. Recommend awards and recognition to outstanding institutional Gad programs, activities and projects and/or GAD Focal Point members;

SECTION VI. Roles and Responsibilities of the Technical Focal Team (TFT)
- The Technical Focal Team (TFT) shall;

- a. Facilitate the implementation of the gender mainstreaming efforts of the LGUI through the GAD planning and budgeting process;
- b. Formulate LGU 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;
- c. Assist in the capacity development of and provide technical assistance to the LGU, and as needed to officers in the other officers or units. In this regard, the TWG shall work with the Municipal Human Resource Development Office on the development and implementation of an appropriate capacity development program on gender equality and women's empowerment for



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its employees, and as requested or deemed necessary for other officers under the LGU, as the case may be;

- d. Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of LGU officials, staff and relevant stakeholders to the Activities of the GAD Focal Point System and GAD mainstreaming activities;
- e. Monitor the implementation of GAD-related programs, activities and projects in their respective offices and suggest corrective measures to improve implementation of GAD PPAs and GPS activities;
- f. Prepare and consolidate LGU GAD accomplishment reports; and
- g. Provides regular updates and recommendation of the Chairperson or Executive Committee on the activities of the GAD Focal Point System and the progress of LGU GAD mainstreaming activities based on the feedback and reports of its various offices/units.

SECTION VII. Repealing Clause - All other orders, rules, regulations and issuances or parts thereof which are inconsistent with the Executive Order are hereby repealed or modified accordingly.

SECTION VIII. Effectively Clause - This Order shall take effect immediately.

Done this 6th of May 2024 in Calasiao, Pangasinan.

HON. KEVIN ROY Q. MACANLALAY
Municipal Mayor