



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 022
Series of 2024

**AN ORDER RECONSTITUTING AND STRENGTHENING THE GENDER AND
DEVELOPMENT (GAD) FOCAL POINT SYSTEM**

WHEREAS, Republic Act No. 9710 or the Magna Carta of Women enacted on August 14, 2009, encourages the government's action by adopting gender mainstreaming as a strategy to promote and fulfill women's human rights and eliminate gender discrimination in government systems, structures, policies, programs, processes, and procedure.

WHEREAS, Gender Mainstreaming is a process of analyzing existing developmental paradigms, practices, and goals, assessing the implications for women and men's existing and planned actions in legislation, policies, programs, projects, and institutional mechanisms, and transforming existing social and gender relations by consciously integrating gender concern in the design, development goals, implementation, monitoring, and evaluation of policies, programs, and projects, and legislative action in all political, economic and social spheres.

WHEREAS, mainstreaming gender equality is a commitment to ensure the institutionalization of gender equality so that women and men benefit from equality and inequality is not perpetuated.

WHEREAS, there is a need to reorganize the GFPS due to the recent elections that have changed the bureaucratic system of the Local Government of Imus, which has affected its organizational membership.

NOW, THEREFORE, I, HON. ALEX L. ADVINCULA, City Mayor of Imus, by virtue of the powers vested in me by law, do hereby order:

Section 1. Composition - The Gender and Development Focal Point System (GFPS) shall include the establishment of substructures composed of an Executive Committee, Technical Working Group, and Secretariat:



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EXECUTIVE COMMITTEE

- Chairperson : **Hon. Alex L. Advincula**
City Mayor
- Co-Chairperson : **Ms. Marie Jenneth Vilbar-Lungcay**
*Office-In-Charge, Gender and Development Unit
/Local Economic Development and Investment
Promotions Office*
- Vice-Chairperson : **Hon. Homer T. Saquilayan**
City Vice Mayor
- Members : **Hon. Lloren Dionella G. Saquilayan**
*Sangguniang Panlungsod Chairperson, Committee
on Social Services, Family, Women, Children and
Family*
- Hon. Lloyd Emman D. Jaro**
*Sangguniang Panlungsod Chairperson, Committee
on Finance, Budget and Appropriations*
- Hon. Reymundo D. Ramirez**
President of Liga ng mga Barangay
- Hon. Glian Piolo P. Ilagan**
President of Sangguniang Kabataan Federation
- PLTCol. Jack E. Angog**
Chief of Police, Imus City Police Station
- Dr. Homer N. Mendoza**
*Assistant Schools Division Superintendent
Officer-In-Charge, Office of the Schools Division
Superintendent*
- Ms. Nerissa C. Advincula**
President of Local Council of Women



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OFFICE OF THE CITY MAYOR

Ms. Ludivinia D. Sunga

President of Aktibong Nanay ng Imus

All Department /Unit Heads

Mr. Jose Rafael C. Alarcon

Administrative Officer IV

City Councilor's Office

Ms. Mary Jemeny V. Yulo

Secretary to the Sangguniang Panlungsod

Arch. Roel S. Saquilayan

City Architect

Engr. Christian Mervin S. Sarno

City Engineer

Mr. Lauro D. Monzon

*Department Head, City General Services
Office*

Chairman, Bids and Awards Committee

Ms. Mary Grace F. Catolico

*Officer-In-Charge, City Information
Technology and Records Management Unit*

Mr. Hertito V. Monzon

City Administrator

Mr. Peter Simon C. Laras

*Supervising Administrative Officer
City of Imus Task Force for Road Clearing*

Ms. Roselie A. Pangilinan

City Accountant



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Ms. Arlene D.G. Duminding
City Budget Officer

Ms. Dorotea L. Sagenes
*Department Head, City Environment and
Natural Resources Office*

Pcol. Jose Junar P. Alamo (RET)
Officer-In-Charge, Civil Security Unit

Ms. Elizabeth M. Nieto
*Officer-In-Charge, Human Resource
Management Office*

Atty. Leonard Martin E. Syjuco
City Legal Officer

Mr. Arturo B. Pangilinan
Chief of Staff, Office of the City Mayor

Mr. Jericho F. Reyes
Officer-In-Charge, Youth Affairs Office

Mr. Robert R. Marges
City Agriculturist

Engr. Alvin S. Saitanan
*Officer-In-Charge, Office of the Building
Official*

Engr. Guiana F. Monzon
*Acting City Planning and Development
Coordinator /Zoning Administrator*

Ms. Marisel R. Cayetano
*Department Head, City Disaster and Risk
Reduction Management Office*



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OFFICE OF THE CITY MAYOR

Mr. Generoso F. Ramos Jr.

*Officer-In-Charge, City Cooperative,
Livelihood & Entrepreneurial and Enterprise
Development Office*

Mr. Ervin Ace H. Navarette

Officer-In-Charge, City Information Office

**CG. COMMO. Joey Damaso D. Velarde
(RET)**

*Officer-In-Charge, City of Imus Traffic
Management Office*

Ms. Clarita T. Casing

Manager, Public Employment Services Office

Ms. Maria Theresa C. Sañez

City Population Officer

Mr. Patrick M. Paulme

*Supervising Administrative Officer
City of Imus Sports Development Unit*

Dr. Emanuel R. Paredes, DMD

*Officer-In-Charge, City Tourism and
Heritage Office*

Mr. Nestor C. Sauquillo

Officer-In-Charge, Tricycle Regulatory Unit

Dr. Maribel A. Depayso, DVM

City Veterinarian

Mr. Elmer L. Camerino, REA

Acting City Assessor



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OFFICE OF THE CITY MAYOR

Ms. Jasmin C. Ramos

*Department Head, Business Permits and
Licensing Office*

Mr. Randy B. Gonzales

Officer-In-Charge, City Civil Registry Office

Ms. Josephine G. Villanueva

*Officer-In-Charge, City Social Welfare and
Development Office*

Ms. Luzviminda L. Elbinias

*Officer-In-Charge, Office of the Senior
Citizens Affairs*

Ms. Maria Fides B. Escalada

*Officer-In-Charge, Persons with Disability
Affairs Office*

Mr. Manuel Reynold W. Dela Fuente

City Treasurer

Ms. Rosena V. Roman

Librarian V, OCM-City Public Library

Dr. Ferdinand P. Mina, MD, RMT

City Health Officer

**Dr. Gabriel G. Gabriel, MD, FPCEM,
MMHoA**

Chief of Hospital II, Ospital ng Imus

Mr. Romel F. Lazo

*Officer-In-Charge, Economic Enterprises
Management Office*

Ms. Victoria C. Calitis

Officer-In-Charge, City College of Imus



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GFPS Technical Working Group

Chairperson and Members is the representative from the following offices:

Chairperson: **Ms. Kristel Lovella D. Capiña**
Gender and Development Unit

Members: **Ms. Van Carlyne F. Rocha**
Department of the Interior and Local Government

Ms. Naamah C. Mambalos
Local School Board

PSSg. Rommielyn G. Lavarro
Philippine National Police

Mr. John Nicole C. Manlansing
Sanggunian Committee on Social Services, Family, Women and Children

Mr. Jay Carlo R. Jorge
Sanggunian Committee on Finance, Budget and Appropriation

Mr. Arianne R. Manago
Liga ng mga Barangay

Ms. Raquel F. Dimdam
Sangguniang Panlungsod

Ms. Lea T. Solidum
City Administrator's Office

Ms. Cristina S. Escarilla
City Planning and Development Office



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Ms. Anna Angelica C. De Leon

City Budget Office

Ms. Maricel I. Odango

City Accounting Office

Ms. Ruby Marie S. Pelaez

City Social Welfare and Development Office

Ms. Anna Loraine O. Angkico

City Health Office

Mr. Jhedielle Enrico S. Figueroa, Rn

City Population Office

Ms. Desierin R. Alcantara

City Agriculture Office

Ms. Phoebe Januari M. Camaisa

City Environment and Natural Resource Office

Mr. Rommel U. Papa

Human Resource and Management Office

Ms. Riza V. Nerona

City Legal Office

Ms. Annalyn S. Ramos

City Engineering Office

Ms. Jeanelle Francesca G. Sardido

City Disaster Risk Reduction Management Office

Ms. Riza Lee A. Tamio

Local Economic Development and Investment Promotions Office



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Ms. Ma. Ana Elaiza S. Lardizabal
City Information Office

Ms. Gencil A. Ramos
Office of the Senior Citizens Affairs

Mr. Richard A. Camama
Persons with Disabilities Affairs Office

Ms. Hyabeth D. Meneses
Secretary of Local Council of Women

Ms. Ma. Luisa R. Prospero
Aktibong Nanay ng Imus (ANI)

Section 2. General Duties and Functions of the GFPS - The members of the Gender and Development Focal Point System (GFPS) shall have the following general duties and functions, to wit:

1. Lead in mainstreaming GAD perspective in LGU policies, plans, and programs in the process, ensuring the assessment of the gender-responsiveness of the system, structures, policies, programs, processes, and procedures of the LGU based on constituencies' and employees' priority needs and concerns, and the formulation of recommendations including their implementation;
2. Assist in formulating 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 a basis in performance-based and gender-responsive planning and budgeting;
4. Coordinate efforts of different divisions/officers/units of the LGU and advocate for integrating GAD perspectives in all their systems and processes;



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5. 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 JMC. The GFPS shall likewise be responsible for submitting the consolidated GPBs of the LGU;
6. Lead in monitoring the effective implementation of the annual GPB, GAD Code, and other GAD-related policies and plans;
7. Lead the preparation of the annual LGU GAD Accomplishment report (GADAR) and other GAD reports that may be required under the MCW and thin JMC;
8. 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;
9. Promote and actively pursue the participation of women and gender advocates, other civil society groups, and private organizations in the various stages of the development planning cycle, giving attention to the marginalized sector; and
10. Ensure that all personnel of the LGU, including the planning and finance officer (e.g., accountant, budget officer, and 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 implement its regular human resource development program.

Section 3. LCE Responsibilities - The Local Chief Executive shall:

1. 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 LG, including the creation, strengthening, modification, or reconstitution of the GPS; and
2. Ensure the implementation of the GPB and approve the GAD AR and other GAD-related reports of the LGU as may be required by the MCW, IRR, and



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this JMC, duly endorsed by the GFPS Executive Committee and with the assistance of the GFPS-TWG.

Section 4. GFPS Executive Committee - The member of the Gender and Development Focal Point System (GFPS) Executive Committee shall have the following general duties and Functions, to wit:

1. Provide policy advice to the LCE to support and strengthen the GFPS and the LGU's gender mainstreaming efforts;
2. Direct the identification of GAD strategies, PPAs, and targets based on the result 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 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; and
6. Recommend awards and/or incentives to recognize outstanding GAD PPAs or individuals who have made exemplary contributions to GAD.

Section 5. Technical Working Group - The members of the Gender and Development Focal Point System (GFPS) Technical Working Group shall have the following general duties and functions, to wit:

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 their constituents face, including their women and men employees;



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3. Assist in capacity and competency development 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 (HRMO) on developing and implementing a capacity development program on GAD for its employees, as necessary;
4. 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;
5. Lead the conduct of advocacy activities and the development of the 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 gender mainstreaming;
6. Monitor the implementation of GAD-related PPAs and suggest corrective measures to improve their implementation;
7. Prepare and consolidate LGU GAD and other GAD-related report; and
8. Provide regular updates and recommendations to the LCE or GFPS Executive Committee 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 6. GFPS Secretariat - The Gender and Development Focal Point System (GFPS) Secretariat, shall be the Gender and Development Unit under the Office of the City Mayor, they shall have the following duties and responsibilities:

1. Assist the GFPS Executive Committee and the Technical Working Group in performing their roles and responsibilities;
2. Facilitate the provision of administrative and logistic services;
3. Take the lead in the preparation of the meeting agenda; and
4. Ensure the documentation of GFPS meetings and GAD-related activities.



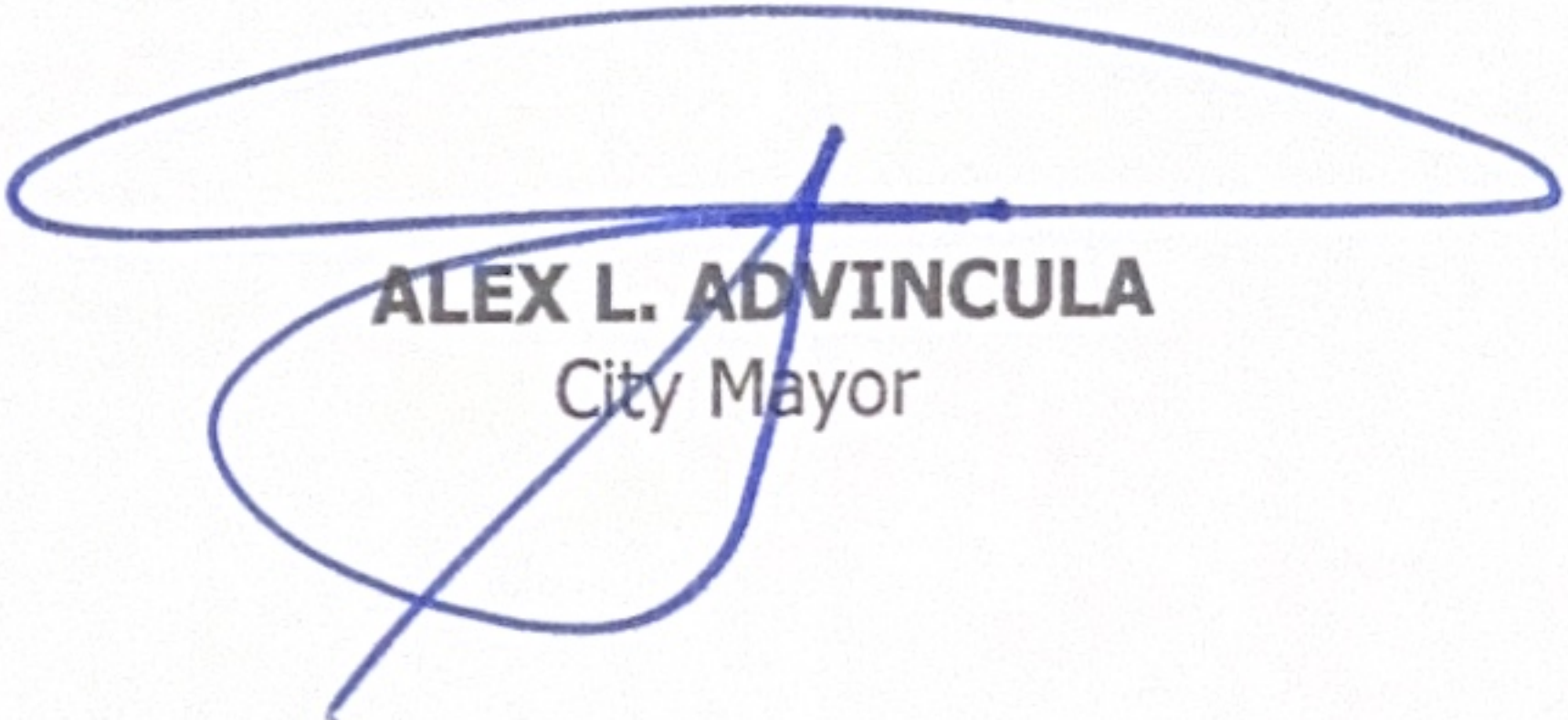
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Section 7. Separability Clause - If any of the provisions above has been rendered unconstitutional, the remaining provision shall remain valid and enforceable.

Section 8. Effectivity - This Order shall take effect immediately and shall supersede any issuances inconsistent with this order.

DONE and **SIGNED** this 19th day of March 2024, City of Imus.


ALEX L. ADVINCULA
City Mayor