



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER NO. 009
Series of 2025

**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, the GFPS needs to be reorganized because its organizational membership has been impacted by the changes of department and unit heads;

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:



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

EXECUTIVE ORDER

Chairperson : **HON. ALEX L. ADVINCULA**
City Mayor

Co-Chairperson : **MS. DOROTEA L. SAGENES**
Officer-In-Charge, Gender and Development Unit

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 DG. RAMIREZ
President of Liga ng mga Barangay

HON. GLIAN PIOLO P. ILAGAN
President of Sangguniang Kabataan Federation

PLTCOL CHEY CHEY I SAULOG
*Officer-In-Charge, Philippine National Police-Imus
Component City Police Station*

DR. HOMER N. MENDOZA
*Assistant School Division Superintendent,
Officer-In-Charge, Office of the School Division
Superintendent*

MS. NERISSA C. ADVINCULA
President of Local Council of Women



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

All Department/ Unit Heads

MR. JOSE RAFAEL C. ALARCON

*Administrative Officer IV, Office of the City
Councilor*

MS. MARY JEMENY V. YULO

Secretary to the Sangguniang Panlungsod

MS. JASMIN C. RAMOS

*Department Head, Office of the Business Permits
and Licensing Officer*

MS. ROSELIE A. PANGILINAN

City Accountant

MR. LAURO D. MONZON

Officer-In-Charge, Office of the City Administrator

MR. ROBERT R. MARGES

City Agriculturist

MR. ELMER L. CAMERINO, REA

City Assessor

MS. ARLENE DG. DUMINDING

City Budget Officer

ENGR. ALVIN S. SAITANAN

Officer-In-Charge, Office the Building Official

MR. RANDY B. GONZALES

Officer-In-Charge, Office of the City Civil Registrar

MS. MARICEL R. CAYETANO

*Department Head, Offices of the City Disaster Risk
Reduction and Management Officer*



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

ENGR. CHRISTIAN MERVIN S. SARNO

City Engineer

Officer-In-Charge, Office of the City Engineer

MS. PHOEBE JANUARIE M. CAMAISA

*Officer-In-Charge, Office of the City Environment
and Natural Resources Officer*

MR. PATRICK M. PAULME

*Officer-In-Charge, Office of the City General
Services Officer*

DR. FERDINAND P. MINA, MD, RMT

City Health Officer

MR. ERWIN ACE H. NAVARETTE

City Information Officer

ENGR. CHRISTIAN D. BARCO

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

ATTY. LEONARD MARTIN E. SYJUCO

City Legal Officer

MS. ROSENA V. ROMAN

*Librarian V, Office of the City Mayor- City of Imus
Public Library*

MR. GENEROSO F. RAMOS, JR.

*Officer-In-Charge, Office of the City Cooperatives
Development Officer/
City College of Imus*



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

MR. JERICO F. REYES

*Youth Development Officer IV, Focal Person of
Local Council for the Protection of Children (LCPC)/
Officer-In-Charge, OCM-City of Imus Sports
Development Unit*

MR. RIZALDY T. NATO

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

ENGR. GUIANA F. MONZON

*Acting City Planning and Development Coordinator,
Office of the City Planning and Development
Coordinator*

MS. JOSEPHINE G. VILLANUEVA, RSW

*City Social Welfare and Development Officer/
Officer-in-Charge, Office of the Person with
Disability Affairs Officer*

DR. EMMANUEL R. PAREDES, DMD

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

MR. MANUEL REYNOLD W. DELA FUENTE

City Treasurer

DR. MARIBEL A. DEPAYSO-REYES

City Veterinarian

PCOL JOSE JUNAR P ALAMO (RET)

Officer-In-Charge, OCM-Civil Security Unit

MR. ROMEL F. LAZO

*Officer-In-Charge, OCM-Economic Enterprise
Management Unit*



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

MS. VAN CARLYNE F. ROCHA

Officer-In-Charge, Office of the Human Resource Management Officer

MS. MARIE JENNETH VILBAR-LUNGCA

Department Head, Office of the Local Economic Development and Investment Promotions Officer

MR. ARTURO B. PANGILINAN

*Chief of Staff, Office of the City Mayor
Officer-In-Charge, OCM- Office of the Senior Citizens Affairs*

DR. GABRIEL G. GABRIEL, MD, FPCEM, MMHOA

Chief of Hospital II, Ospital ng Imus

MS. CLARITA T. CASING

Manager, OCM- Public Employment Service Office

MR. NESTOR C. SAUQUILLO

Officer-In-Charge, OCM- Tricycle Regulatory Unit

MR. PETER SIMON C. LARA

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

MS. SHERYLINE S. TIMTIMAN

Desk Officer, Civil Society Organization Office

MS. MARIA THERESA SAÑEZ

Office of the City Population Officer

GFPS Technical Working Group

Chairperson and Members are the representatives from the following offices:



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

Chairperson: **MS. AWDREY V. BILLONES**

OCM- Gender and Development Unit

Members:

MR. JHOMAR S. SANCHEZ

OCM- Gender and Development Unit

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

MS. ARIANNE R. MANAGO

Liga ng mga Barangay

MS. RAQUEL F. DIMDAM

Office of the Sangguniang Panlungsod

MS. LEA T. SOLIDUM

Office of the City Administrator

MS. CRISTINA S. ESCARILLA

Office of the City Planning and Development Coordinator

MS. ANNA ANGELICA C. DE LEON

Office of the City Budget Officer



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

MS. MARICEL I. ODANGO

Office of the City Accountant

MS. PILAR B. LAURENTE

Office of the City Social Welfare and Development Officer

MS. RUBY MARIE S. PELAEZ

Office of the City Social Welfare and Development Officer

MS. ANNA LORAIN O. ANGKICO

Office of the City Health Officer

MR. JHEDIELLE ENRICO S. FIGUEROA, RN

Office of the City Population Officer

MS. DESIERIN R. ALCANTARA

Office of the City Agriculturist

MS. KRISTEL LOVELLA D. CAPIÑA

Office of the City Environment and Natural Resource Officer

MR. ROMMEL U. PAPA

Office of the Human Resource and Management Officer

MS. RIZA V. NERONA

Office of the City Legal Officer

MS. WINNIE M. ROMERO

Department of Interior and Local Government

MS. JEANELLE FRANCESCA G. SARDIDO

Office of the City Disaster Risk Reduction Management Officer



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

MS. RIZA LEE A. TAMIO

*Office of the Local Economic Development and Investment
Promotions Officer*

MS. MA. ANA ELAIZA S. LARDIZABAL

Office of the City Information Officer

MS. GENCIL A. RAMOS

OCM- Office of the Senior Citizens Affairs

MR. RICHARD A. CAMAMA

Office of the Persons with Disability Affairs Office

MS. HYABETH D. MENESES

Secretary of Local Council of Women

MS. MARISSA P. TALASTAS

Office of the City Engineering Officer

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;



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

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;
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 Joint Memorandum Circular (JMC). The GAD Focal Point System (GFPS) shall likewise be responsible for submitting the consolidated GPBs of the LGU;
6. Lead in monitoring the effective implementation of the annual GAD Plan and Budget (GPB), GAD Code, and other GAD-related policies and plans;
7. Lead the preparation of the annual LGU GAD Accomplishment Report (GAD AR) and other GAD reports that may be required under the Magna Carta of Women (MCW) and thin Joint Memorandum Circular (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 GAD Focal Point System (GFPS) will recommend



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

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, Programs/Plans/Activities (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 GAD Focal Point System (GFPS); and
2. Ensure the implementation of the GAD Plan and Budgeting (GPB) and approve the GAD Accomplishment Report (GAD AR) and other GAD-related reports of the LGU as may be required by the Magna Carta of Women (MCW), Implementing Rules and Regulation (IRR), and this Joint Memorandum Circular (JMC), duly endorsed by the GAD Focal Point System (GFPS) Executive Committee and with the assistance of the GAD Focal Point System-Technical Working Group (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 Local Chief Executive (LCE) to support and strengthen the GAD Focal Point System (GFPS) and the LGU's gender mainstreaming efforts;
2. Direct the identification of GAD strategies, Programs/Plans/Activities (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 GAD Plan and Budget (GPB), GAD Accomplishment Report (GAD AR), and other GAD related reports to the



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

DILG, which shall be consolidated for submission to Philippine Commission on Women (PCW) and appropriate oversight agencies;

4. Ensure the effective and efficient implementation of GAD Programs/Plans/Activities (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 Civil Society Organizations (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 Programs/Plans/Activities (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 GAD Plan and Budget (GPB) in response to the gender gaps and issues their constituents face, including their women and men employees;
3. Assist in capacity and competency development and provide technical assistance to the offices or units of the LGU. In this regard, the Technical Working Group (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 GAD Plan and Budget (GPBs);



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

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 GAD Focal Point (GFPS) and gender mainstreaming;
6. Monitor the implementation of GAD-related Programs/Plans/Activities (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 Local Chief Executive (LCE) or GAD Focal Point System (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 GAD Focal Point System (GFPS) meetings and GAD-related activities.

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



Republic of the Philippines
Province of Cavite
City of Imus

OFFICE OF THE CITY MAYOR

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

DONE and **SIGNED** this 4th day of February 2025, City of Imus.


ALEX L. ADVINCULA
City Mayor