



Republic of the Philippines  
Province of Pangasinan  
MUNICIPALITY OF BAYAMBANG

## OFFICE OF THE MUNICIPAL MAYOR

### EXECUTIVE ORDER NO. 91

Series of 2025

#### RECONSTITUTING THE LOCAL GOVERNMENT UNIT OF BAYAMBANG GENDER AND DEVELOPMENT FOCAL POINT SYSTEM (GFPS)

**WHEREAS**, section 14, Article II of the Constitution provides that the State recognizes the role of women in nation building, and shall ensure the fundamental equality before the law of women and men;

**WHEREAS**, pursuant to section 36 of RA 9710, otherwise known as the Magna Carta of Women (MCW) all government departments, including their attached agencies, offices, bureaus, state universities and colleges, government institution shall adopt gender mainstreaming as a strategy to promote women's human rights and eliminate gender discrimination in their systems, structures, policies, programs, processes and procedures;

**WHEREAS**, PCW-DILG-DBM-NEDA JMC 2013-01, sets the Guidelines on the "Localization of the Magna Carta of Women"

**WHEREAS**, there is a need to reconstitute the GAD Focal Point System and redefine its functions and responsibilities;

NOW, **THEREFORE I, MARY CLARE JUDITH PHYLLIS JOSE QUIAMBAO**, Municipal Mayor of the Municipality of Bayambang, Province of Pangasinan by virtue of powers vested in me by law, do hereby constitute the Gender and Development Focal Point System (GFPS).

**SECTION I. COMPOSITION.** The GFPS Executive Committee and the Technical Working Group shall be composed of the following members:

#### The GFPS Executive Committee:

Chairperson: **HON. MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO**  
*Municipal Mayor*  
*OIC, Municipal Agriculture Office*

Members: **HON. JOCELYN ESPEJO**  
*SB Member, Committee on Children Women,*  
*Senior Citizens Family Affairs and Social Welfare*

**HON. RAUL R. SABANGAN**  
*Liga ng mga Barangay*

**HON. JOHN ROY JALAC**  
*President, SK Federation*

**MS. MARIA CONCEPCION CARMELA ATIENZA-SANTILLAN**  
*Executive Assistant II*

"Bale ko, Pawilen ko, Aroen ko, tan Tulungan ko"



THE LONGEST BARBEQUE  
**8.016 KILOMETERS**

April 4, 2014  
Bayambang, Pangasinan, Philippines



THE TALLEST BAMBOO SCULPTURE (Supported)  
**50.23M**

April 5, 2019  
St. Vincent Ferrer Prayer Park  
Barangay Bani, Bayambang  
Pangasinan, Philippines

OFFICE OF THE MAYOR  
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**ATTY. RODELYNN RAJINI S. VIDAD**

*Municipal Administrator*

*Head, Bayambang Poverty Reduction Action Team*

**MS. EDITHA C. SORIANO**

*MLGOO*

**ATTY. BAYANI B. BRILLANTE, JR.**

*Municipal Legal Officer*

*OIC, Municipal Assessor's Office*

**MR. JOEL CAMACHO**

*Sangguniang Bayan Secretary*

**MR. FLEXNER M. DE VERA**

*OIC, Municipal Accounting Office*

**MR. RICKY V. BULALAKAW**

*Head, Information and Communications Technology Office*

**MS. MARIE CHRISTINE B. TERRADO**

*Municipal Budget Office*

**MS. CHINITA S. DE VERA**

*OIC, General Services Office*

**MS. NORA ZAFRA**

*Head, Human Resources Management Office*

**MS. ERLINDA ALVAREZ**

*Head, Internal Audit Office*

**ATTY. MELINDA ROSE FERNANDEZ**

*OIC, Municipal Library*

*OIC, Municipal Cooperative Development Office*

**MR. ISMAEL MALICDEM JR.**

*Head, Local Civil Registry Office*

**MS. JOSIE NIVERBA**

*Head, Mayor's Action Center*

**MR. EDUARDO ANGELES**

*OIC, Ecological Solid Waste Management Office*

**ATTY. JUSTIN ALVAREZ**

*OIC, Special Economic Enterprise*

**ENGR. BERNADETTE D. MANGANDE**

*Head, Municipal Engineering Office*

**MS. GENEVIEVE U. BENEBE**

*Head, Municipal Disaster Risk Reduction and Management Office*

**MS. MA-LENE S. TORIO**

*OIC, Municipal Planning and Development Office*

**MS. KIMBERLY BASCO**

*Head, Municipal Social Welfare and Development*

**MS. VENUS M. BUENO**

*Head, Municipal Nutrition Office*

**MS. GERNALYN SANTOS**

*OIC, Municipal Employment Services Office*

**MR. RESTY ODON**

*Public Information Officer*

**RET. COL. LEONARDO F. SOLOMON**

*Head, Bayambang Public Safety Office*

**DR. PAZ F. VALLO**

*Head, Rural Health Unit I*

**DR. ADRIENNE ESTRADA**

*Head, Rural Health Unit II*

**DR. ROLAND AGBUYA**

*Head, Rural Health Unit III*

**DR. RAFAEL L. SAYGO**

*Head, Tourism, Information, Cultural Affairs Office*

**MS. LUISITA DANAN**

*Head, Municipal Treasury Office*

**MR. JESUS GANGANO**

*Motorpool*

**MS. LUZ B. CAYABYAB**

*OIC, Municipal Slaughterhouse*

**MS. MARY GRACE AGAS**

*Business Permit and Licensing Officer*

**DR. ROLANDO GLORIA**

*Executive Director, Local School Board*

**MR. ROMYL A. JUNIO**

*Private Sector, KKSBFI*

**DR. LONGINO FERRER**

*Public School District Supervisor Bayambang I*

**DR. CANDRA E. PENOLIAR**  
*Public School District Supervisor Bayambang II*

**MS. MELINDA T. GLORIA**  
*Pres. of Dusoc Womens Association*

**PSSG. JANICE LAVARIAZ**  
*Representative from the PNP's Women's Desk*

**MR. CARLITO A. SUYAT**  
*Representative from Persons with Disabilities (PWDs)*

**The Technical Working Group:**

**Chairperson: JOSIE NIVERBA**  
*Social Worker III*

**Members: MS. AURALOU V. RAMOS**  
*Budget Office Staff*

**MR. MICHAEL JOHN CAPUDOY**  
*Budget Office Staff*

**HAZEL ANN MASIGLAT**  
*Accounting Staff*

**MR. ZEEJIE TORRES**  
*Municipal Planning and Development Coordinator Staff*

**MR. ERIK MACARANAS**  
*RHU, I Staff*

**MS. MADONNA JUNIO**  
*RHU II Staff*

**MS. JUNEL-LEE FERNANDEZ**  
*RHU III Staff*

**MR. ARMANDO JUNIO**  
*Information and Communication Technology Office Staff*

**MR. RAY HOPE BANCOLITA**  
*Local Youth Development Officer*

**MS. ALTA GRACE EVANGELISTA**  
*Population Program Worker II*

**MS. JESSICA CATALAN**  
*Local School Board Office Staff*

**MR. DENNIS ALDRIN R. MALICDEM**  
*Human Resource and Management Office Staff*

**MS. CAMAY DAMASCO**  
*Bayambang Public Safety Office Staff*

**PATW. CRISTY A. IGLESIAS**  
*MPS-FJGAD*

**JHERIZA G. DE VERA**  
*ESWMO Staff*

**MS. MAYLENE PACLIBAR**  
*Municipal Agriculture Office Staff*

**ENGR. LESLIE PEREZ**  
*Engineering Staff*

**MS. MARIEFI M. DE GUZMAN**  
*Special Economic Enterprise Staff*

**MR. DENNIS P FLORES**  
*Public Employment Service Office*

**MS. JOCELYN FRONDA**  
*Internal Audit Service*

**MS. JENNIFER GALSIM**  
*DILG Staff*

**MS. RITA BLESS G. DIAZ**  
*Representative from LCE's Office*

**The GAD Secretariat/GAD Focal Person:**

Ms. Kimberly P. Basco, MSWDO of this municipality, is designated as the GAD Focal Person

Mr. Jon Oliver Redrino from Municipal Social Welfare and Development Office, Assistant GAD Focal Person

**The GAD Monitoring and Evaluation Team:**

Ms. Josie Niverba, GFPS TWG Chairperson

Ms. Ma-Lene S. Torio, *Municipal Planning and Development Coordinator*

Ms. Nora R. Zafra, *HRM Officer*

Ms. Marie Christine Bautista, *OIC-Municipal Budget*

MS. Editha C. Soriano, *DILG MLGOO*

Ms. Rita Bless G. Diaz, *Representative/s LCE*

**SECTION II. GENERAL FUNCTIONS OF THE GFPS.** The GFPS shall perform the following powers, duties and functions:

Pursuant to the MCW-IRR, the GFPS is tasked with ensuring and sustaining 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 be advisory in mainstreaming GAD in LGU programs, projects, activities, and processes. Specifically, the GFPS shall perform the following functions:

1. Lead in mainstreaming the GAD perspective 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 the LGU based on the priority needs and concerns of constituencies and employees and the formulation of recommendations, including their implementation;
2. Assist in the formulation of new policies, such as the GAD Code, to advance women's empowerment and gender equality;
3. Lead in setting up appropriate systems and mechanisms to ensure the generation, processing, review, and updating of data or the GAD database to serve as the basis for performance-based and gender-responsive planning and budgeting;
4. Coordinate efforts of different divisions/offices/units of the LGU and advocate for the integration of GAD in all their systems and the preparation of the annual and KGU GAD Plan and Budget (GPB) in response to the gender issues and concerns of their locality and in the context of the LGU date; 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;
5. Lead in monitoring the effective implementation of the annual GPB, GAD Code, and other GAD-related plans;
6. Lead the preparation of the annual LGU GAD Accomplishment Report (GAD AR) and other GAD reports that may be require under the MCW and this JMC;
7. 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;
8. Promote and actively pursue women and gender advocates, other civil groups, and private organizations in the various stages of the development planning cycle, giving attention to the marginalized sectors, and
9. Ensure that all of the LGU, including the planning and finance officers (e.g., accountants, budget officers, and auditors), are capacitated on GAD. Along with this GAD program for its employees as part of and implemented under its regular human resource development program.

### **SECTION III. ROLES AND RESPONSIBILITIES OF THE GFPS EXECUTIVE COMMITTEE**

1. The LCE as Chairperson shall:
  - a. 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, and procedures, including the creation, strengthening, modification, or reconstitution of the GFPS; and

- b. Ensure the implementation of the GPB and approve GAD AR and other GAD-related reports of the LGU as may be required by the h1CW-IRR and this JMC, duly endorsed by the GFPS Executive Committee and with the assistance of the GFPS-TWG.
2. The GFPS Executive Committee shall:
  - 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's constituents and employees;
  - c. Ensure the timely submission of the LGU GPB, GAD AR and other GAD-PCW and appropriate oversight agencies;
  - 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 others, in pursuit of gender mainstreaming; and
  - f. Recommend awards and/or incentives to recognize outstanding GAD PPAs or individuals who have made exemplary contributions to GAD.
3. The Technical working group shall:
  - a. Facilitate the gender mainstreaming efforts of the LGU through the GAD planning and budgeting process;
  - b. Formulate the LGU GPB to address 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 for local elected officials, department heads and staff, and relevant stakeholders to the GFPS and to improve their implementations;
  - 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
  - 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.
4. The GAD Focal Person shall:
- a. Assist the GFPS Execom and the TWG in the performance of their roles and responsibilities, specifically in the provision of administrative and logistical services, the preparation of meeting agendas, and the documentation of GFPS meetings and related GAD activities; and
  - b. Manage the GAD Office;
5. The GAD Monitoring and Evaluation Team shall:
- a. Invite the concerned implementing office or unit of the GAD PPAs during the monitoring and evaluation period;
  - b. The LGU GFPS shall monitor the implementation of the annual GPB and assess the LGU's institutional mechanisms for gender mainstreaming annually;
  - c. LGUs, through their GFPS, shall prepare annual status reports on the institutional mechanism for gender mainstreaming and submit these to the DILG Regional Office for consolidation (Refer to Annex G: LGU Status Report on Institutional Mechanisms for Gender Mainstreaming);
  - d. LGUs shall submit their annual GAD ARs and status reports submitted to them by the LGUs for submission to the DILG-Bureau of Local Government Development (DILG-BLGD);
  - e. The DILG Regional Offices shall review and consolidate the GAD ARs and status reports submitted to them by the LGUs for submission to the DILG-Bureau of Local Government Development (DILG-BLGD);
  - f. The GAD M&E Team shall evaluate the outcomes of the LGU GAD policies, programs and projects and submit a GAD Evaluation Report to the DILG Regional Office at the end of the LCE's three-year term. The submission shall be done not later than June of the next term;

- g. All M&E activities shall be included in the annual GPB; and
- h. The DILG-BLGD shall review the consolidated LGU GAD ARs, status reports of institutional mechanisms, and GAD evaluation reports. The consolidated annual GAD ARs and status reports shall form part of the DILG Annual GAD AR for submission to PCW within March of every year, starting in 2014. The consolidated GAD evaluation reports shall be included in the DILG Annual GAD AR at the end of the LCE's three-year term, as appropriate.

**SECTION IV. MEETINGS AND QUORUM.** The GFPS shall meet at quarterly or as often, as may be necessary.

**SECTION V. EFFECTIVITY.** This Executive Order shall take effect immediately and will continue to be in effect until amended or revoked.

Done this 31<sup>st</sup> day of July, in the Municipality of Bayambang, Pangasinan.

  
**MARY CLARE JUDITH PHYLLIS JOSE-QUIAMBAO**  
Municipal Mayor

