



Republic of the Philippines
Province of Zambales
MUNICIPALITY OF CASTILLEJOS

OFFICE OF THE MAYOR



EXECUTIVE ORDER NO. 14
Series of 2025

**RECONSTITUTING THE GENDER AND DEVELOPMENT (GAD)
FOCAL POINT SYSTEM OF THE MUNICIPALITY OF CASTILLEJOS**

WHEREAS, Section 36 of Republic Act No. 9710, otherwise known as the Magna Carta of Women (MCW), all government departments including their attached agencies, offices, bureaus, state universities and colleges, government-owned and controlled corporations, local government units and all other government instrumentalities 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, Section 37-C of the Implementing Rules and Regulations (IRR) of the MCW provides that all concerned government agencies and instrumentalities mentioned above shall establish or strengthen their GFPS or similar GAD mechanism to catalyze and accelerate gender mainstreaming within the agency;

WHEREAS, the PHILIPPINE COMMISSION ON WOMEN, under the OFFICE OF THE PRESIDENT, formulated guidelines for the creation, strengthening and institutionalization of the Gender and Development (GAD) Focal Point System;

NOW, THEREFORE, I, JEFFREY D. KHONGHUN, Municipal Mayor, by virtue of the power vested in me by law, do hereby order the reconstitution of the Gender and Development (GAD) Focal Point System of the Municipality of Castillejos with the following stipulations:

SECTION 1. Composition of GAD FOCAL POINT SYSTEM (GFPS)

EXECUTIVE COMMITTEE

Chairperson : Hon. Jeffrey D. Khonghun, Municipal Mayor
Vice-Chairperson : Hon. Christian T. Esposo, Municipal Vice-Mayor
Members:

Hon. Rhodora R. Guevarra, SB Committee Chair on Women and Family and Gender and Development

Hon. Voltaire D. Avera, SB Committee Chair on Appropriations

Hon. Yam S. Dadural, LIGA President

Hon. Jhan Airel Martin L. Roxas, SK Federation President

Mr. Gregorio B. Lappay, Municipal Administrator

Atty. Mae Margaret E. Calapati, HRMO IV

Mr. Threeks F. Fontamillas, MLGOO

Engr. Enrique C. Clarin, Municipal Engineer/MPDC-OIC

Ms. Leonora F. Adapon, Municipal Budget Officer

Ms. Reneluz D. David, Municipal Treasurer



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Ms. Rowena F. Albino, Municipal Accountant
Ms. Amelia P. Santos, Municipal Assessor
Ms. Irene M. Burgos, SB Secretary
Ms. Janice S. Sardo, Municipal Agriculturist
Ms. Dyan Amber M. Tijidor, MSWDO-OIC
Mr. Edgardo C. Garcia, Municipal Civil Registrar
Mr. Melvin D. Fantone, HRMO V
Dr. Aubrey E. De Perio, Municipal Health Officer
Mr. Wilfredo R. Napoles, MDRRMO
Mr. Edel C. Beltran, DepEd
PMaj Michael R. Udal, PNP Chief
SFO4 Joan S. Lachica, BFP Chief

Representatives from:

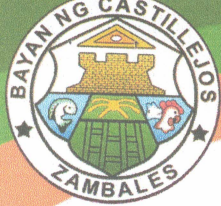
PNP Women's Desk – PMsg Ailyn S. Elimancil, PNP Women's Desk
PWDs – Mr. Gerardo Fastidio, President, PWD Federation
Private Sector – Ms. Flordeliza C. Trinidad
Academe – Mr. Edel C. Beltran
NGO - Rev. Dr. Roger Dela Rosa, Castillejos Alliance of Local Leaders
Women's Organization – Ms. Rolinda Toledo, Cast. Women's League Inc.

TECHNICAL WORKING GROUP

Chairperson : Mr. Edgardo C. Garcia, MCR/GAD Focal Person
Vice-Chairperson : Ms. Nida E. Naman, Planning Officer II

Members:

Ms. Dyan Amber M. Tijidor, MSWDO-OIC
Ms. Gina C. Villanueva, MNAO/POPCOM
Ms. Christine Joy Gutierrez, RHU Staff
Ms. Armi V. Aguado, Philhealth Focal Person
Ms. Leah Vina A. Atinto, RCC II
Ms. Hanna Christia C. Mangosing, HRMO Staff
Ms. Eva Sahagun, Budget Office Staff
PSsg. Ailyn S. Elimancil, PNP Women's Desk
FO1 Judeline B. Jacinto, BFP Staff
Ms. Florence Q. Falsario, DepEd
Mr. Randy C. Enriquez, BPLO
Engr. Justin Mark R. Asuncion, Project Dev't. Officer I
Mr. Edward Legaspi, Internal Auditor
Mr. Francis Chad Crebillo, Asst. Municipal Accountant
Mr. Edward S. Candelario, Agricultural Technologist
Mr. Marcelo Luna, Tourism Officer Designate
Mr. Mark Anthony M. Cobardo, MDRRMO Staff



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Representatives from:

- Private Sector – Ms. Flordeliza C. Trinidad
- Academe – Mr. Edel C. Beltran
- CSOs – Rev. Dr. Roger Dela Rosa, Cast. Alliance of Local Leaders
Ms. Rolinda Toledo, Cast. Women's League Inc.

SECRETARIAT:

- HEAD SECRETARIAT: Ms. Mariane C. Espino, MPDO Staff
- MEMBERS: Ms. Malou D. Dominguez, Asst. MCR
Mr. Cyrus Raven C. Corpus, MEO Staff

SECTION 2. Functions of the LGU GFPS

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 the PCW-DILG-DBM-NEDA Joint Memorandum Circular (JMC) No. 2013-01. 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;



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- g) Lead the preparation of the annual LGU GAD Accomplishment Report (GAD AR) and other GAD reports that may be required under the MCW;
- 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.

SECTION 3. Roles and Responsibilities of the LGU GFPS

1) The LCE 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, processes and procedures of the LGU, 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 maybe required by the MCW-IRR and the 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 them 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 and the gender issues and concerns faced by the LGU's constituents and employees;



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- c) 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;
 - 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 advocates, among others in pursuit of gender mainstreaming;
 - 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 (TWG) shall:
- a) Facilitate the gender mainstreaming efforts of the LGU through the GAD planning and budgeting process;
 - b) Formulate the LGU GPB in response to 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, 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;
 - 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



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- 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 GFPS Secretariat 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 4. REPEALING CLAUSE.

All Executive Orders or issuances inconsistent with the provisions of this Executive Order are hereby repealed, superseded, or modified accordingly.

SECTION 5. EFFECTIVITY.

This Order shall take effect immediately.

DONE AND EXECUTED this 16th day of September 2025 in the Municipality of Castillejos, Zambales.



HON. JEFFREY B. KHONGHUN
Mayor