



Republic of the Philippines  
City Government of Muntinlupa  
**CITY OF MUNTINLUPA**  
**Office of the City Mayor**



**EXECUTIVE ORDER NO. 10**  
**Series of 2022-B**

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 2, SERIES OF 2014,  
AND EXECUTIVE ORDER NO. 17, SERIES OF 2019,  
ON THE CREATION OF THE MUNTINLUPA CITY  
GENDER AND DEVELOPMENT FOCAL POINT SYSTEM,  
ITS SUB-GROUPS, AND THEIR RESPECTIVE COMPOSITION AND FUNCTIONS**

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**WHEREAS**, Executive Order No. 2, Series of 2014, issued on 17 January 2014, provided for the Creation of the Muntinlupa City Gender and Development Focal Point System, its Sub-Groups, and their Respective Compositions and Functions;

**WHEREAS**, with the enactment of City Ordinance No. 15-114 on 16 March 2015, the Gender and Development (GAD) Code of the City of Muntinlupa was created;

**WHEREAS**, inconsistencies in the preceding Executive Order and City Ordinance exist, thereby necessitating the issuance of a new Executive Order that is aligned with the latter;

**WHEREAS**, the composition of the 9th Sangguniang Panlungsod 2019-2022 and its respective Committees and movements in designation of key officers and personnel exist, thereby requiring changes in the composition of the sub-groups provided for in Executive Order No. 2, Series of 2014;

**WHEREAS**, membership in any of the sub-groups enumerated hereinbelow is a function of the office said individual occupies, hence, the resignation, removal, termination, separation, severe incapacity, grave illness, death, or any other similarly-situated circumstance of such individual shall cause the successor to assume membership therein without the necessity of the issuance of another order or directive;

**WHEREAS**, Executive Order No. 17, Series of 2019, issued on 06 August 2019, provided amendments to Executive Order No. 2, Series of 2014;

**WHEREAS**, it has become imperative to introduce another round of amendments, especially in the composition of the Focal Point System;

**NOW, THEREFORE, I, Rozzano Rufino B. Biazon, City Mayor of Muntinlupa**, by virtue of the powers vested in me by law do hereby order and decree that:





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Section 1. Re-Creation.

The Muntinlupa City Gender and Development Focal Point System (MCGDFPS, *for brevity*) is re-created.

Section 2. Sub-Groups and Respective Compositions.

The MCGFPS shall have the following sub-groups, namely:

A. The Executive Committee.

The Executive Committee (*Execom, for brevity*) shall be composed of the following individuals, namely:

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|---|--------------|
| 1. Rozzano Rufino B. Biazon,<br>City Mayor;   | Chairperson; |
| 2. Atty. Raul R. Corro,<br>Chairperson, Committee on Appropriations,<br>Sangguniang Panlungsod          | Member;      |
| 3. Arlene D. Hilapo,<br>Chairperson, Committee on Gender and Development,<br>Sangguniang Panlungsod     | Member;      |
| 4. Walter A. Arcilla,<br>President, Liga ng mga Barangay,<br>Chairperson, Committee on Barangay Affairs | Member;      |
| 5. Analyn A. Mercado, RSW,<br>Social Services Department  | Member;      |
| 6. Juancho H. Bunyi, MD, MPH,<br>City Health Office   | Member;      |
| 7. Glenda Zamora-Aniñon,<br>Public Employment Service Office  | Member;      |
| 8. Marilou Ordonio-Lobo,<br>Department of Agriculture – Extension Services Office                       | Member;      |
| 9. EnP. Alvin F. Veron,<br>City Planning and Development Office   | Member;      |
| 10. Mildred P. Andaleon,<br>Muntinlupa City Population Development Office                               | Member;      |
| 11. Atty. Harley Padolina,<br>Local Civil Registry  | Member;      |





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|-----|---|---------|
| 12. | Raymund P. Arcega, CESE,<br>Pamantasan ng Lungsod ng Muntinlupa   | Member; |
| 13. | Carleen S. Sedilla, CESO V,<br>Schools Division Office, Department of Education   | Member; |
| 14. | Gloria C. Aguhar,<br>DILG Office of the Local Government Operations   | Member; |
| 15. | PCol. Angel L. Garcillano,<br>Philippine National Police, Muntinlupa City Station   | Member; |
| 16. | Mary Catherine R. Biazon,<br>Member, Zonta Club of Muntinlupa and Environs Foundation, Inc.,<br>Representative of Non-Governmental Organization | Member; |
| 17. | Atty. Camille R. Alcaraz,<br>President and Executive Director,<br>Lingkod Muntinlupa Foundation   | Member; |
| 18. | Imelda J. Simbulan,<br>Program Coordinator, Lingkod Muntinlupa Foundation   | Member. |

The City Mayor, as Chairperson, when warranted, may appoint, from the members enumerated above, an Alternate Chairperson and Vice Chairperson.

**B. The Technical Working Group**

The Technical Working Group (TWG) shall be composed of the following. In the absence of the chief concerned, a duly authorized representative may be sent to attend to official business. The composition is as follows, namely:

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|----|--|---------|
| 1. | Rovi S. Vilorio,<br>Public Information Office                                  | Member; |
| 2. | Gloria C. Aguhar,<br>DILG Office of the Local Government Operations            | Member; |
| 3. | Walter A. Arcilla,<br>President, Liga ng mga Barangay                          | Member; |
| 4. | Analyn A. Mercado, RSW,<br>Social Services Department                          | Member; |
| 5. | Juancho H. Bunyi, MD, MPH,<br>City Health Office                               | Member; |
| 6. | Glenda Zamora-Aniñon,<br>Public Employment Service Office                      | Member; |
| 7. | Marilou Ordonio-Lobo,<br>Department of Agriculture – Extension Services Office | Member; |

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| 8.  | EnP. Alvin F. Veron,<br>City Planning and Development Office   | Member; |
| 9.  | Atty. Harley Padolina,<br>Local Civil Registry   | Member; |
| 10. | Necito M. Guico,<br>City Budget and Management Department  | Member; |
| 11. | Roger John P. Smith,<br>Tourism, Culture and the Arts Department   | Member; |
| 12. | Erwin O. Alfonso,<br>Department of Disaster Resilience and Management  | Member; |
| 13. | Raymund P. Arcega, CESE,<br>Pamantasan ng Lungsod ng Muntinlupa  | Member; |
| 14. | Carleen S. Sedilla, CESO V,<br>Schools Division Office, Department of Education  | Member; |
| 15. | PCol. Angel L. Garcillano,<br>Philippine National Police, Muntinlupa City Station  | Member; |
| 16. | Lourdes Wallace,<br>President, Zonta Club of Muntinlupa and Environs,<br>Representative, Non-Governmental Organization         | Member; |
| 17. | Estelita Bunye,<br>Member, Zonta Club of Muntinlupa and Environs,<br>Representative, Non-Governmental Organization             | Member; |
| 18. | Elvie Sanchez-Quiazon,<br>Muntinlupa Chapter,<br>Philippine Chamber of Commerce and Industry<br>Representative, Private Sector | Member. |

C. The Secretariat

The Secretariat shall assist the Execom and the TWG in their respective functions and shall be composed of the staff members of the Gender and Development Office.

Section 3. Functions.

A. Muntinlupa City Gender and Development Focal Point System

1. Ensure and sustain the critical consciousness and support on women and gender issues, and shall take a lead role in direction-setting, advocacy, planning, monitoring and evaluation, and technical advisory on mainstreaming GAD perspectives in the programs, projects activities, and processes of the City Government;





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2. Lead the assessment of the gender-responsiveness of policies, strategies, programs, projects, and activities of the City Government based on the priority needs and concerns of its constituency, and the formulation of recommendations and ensure their implementation;
  3. Assist in the formulation of new policies, such as the GAD Code, in advancing women's empowerment and gender equality;
  4. Lead in setting up of 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;
  5. Coordinate efforts of different offices, divisions, and units of the City Government and advocate for the integration of GAD perspectives in all its systems and processes;
  6. Spearhead the preparation of the City Government's Annual GAD Plan and Budget (GPB) in response to women and gender related issues;
  7. Lead in monitoring the effective implementation of the GPB, GAD Code and other GAD-related policies, plans, programs, projects and activities;
  8. Lead the preparation of the Annual City GAD Accomplishment Report and other related reports;
  9. Promote 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;
  10. Ensure that all personnel of the City Government, including the Planning and Finance Officers, are capacitated on GAD. Along this line, the MCGDFPS 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;
  11. 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 marginalized sectors; and
  12. Perform such other functions as may be directed by competent authority and as may be necessary to achieve the foregoing.
- B. Executive Committee (Execom)
1. Provide policy advice to the City Mayor to support and strengthen the MCGDFPS and the city government's gender mainstreaming efforts;
  2. Direct the identification of GAD strategies, programs, projects and activities, and targets based on the results of gender analysis and gender assessment, taking into account the identified priorities of the city and the gender issues and concerns faced by the constituents and employees;
  3. Ensure the timely submission of the GAD Plan and Budget, GAD Accomplishment Report Form and other related reports which shall be consolidated for submission to the PCW and appropriate oversight committees;





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4. Ensure the effective and efficient implementation of the GAD PPAs and the judicious utilization of the GAD Budget;
  5. Build and strengthen the partnership of the City Government with concerned stakeholders such as women's groups or civil society organizations, national government agencies, GAD experts and advocates, among others in pursuit of gender mainstreaming;
  6. Recommend awards and/or incentives to recognize outstanding GAD PPAs or individuals who have made exemplary contributions to GAD; and
  7. Perform such other functions as may be directed by competent authority and as may be necessary to achieve the foregoing.
- C. Technical Working Group (TWG)
1. Facilitate the gender mainstreaming efforts of the city through the GAD planning and budgeting process;
  2. Formulate the Muntinlupa City GAD Plan and Budget in response to the gender gaps and issues faced by its constituents, including women and employees;
  3. Assist in the capacity and competency development of, and provide the technical assistance to the offices or units of the City Government. In this regard, the TWG shall work with the City Human Resources Management Department, the City Planning and Development Office, and other concerned offices on the expansion and implementation of a capacity development program on GAD for its employees, as necessary;
  4. Coordinate with the various departments and offices of the city to ensure their meaningful participation in strategic and annual planning exercises on AGD, including the preparation, consolidation and submission of the GAD Plan and Budget;
  5. Lead the conduct of advocacy activities and the development of information, education and communication materials to ensure critical support of local elected officials, departments heads and staff and relevant stakeholders of the MCGFPS and gender mainstreaming;
  6. Provide regular updates and recommendations to the City Mayor or MCGDFPS Execom regarding the activities of the MCGDFPS and the progress of the City Government in gender mainstreaming based on the feedback and reports of concerned city government departments and offices, stakeholders and constituents; and
  7. Perform such other functions as may be directed by competent authority and as may be necessary to achieve the foregoing.





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D. Secretariat

The Secretariat shall assist the Execom and the TWG in the performance of their functions, specifically on the provision of administrative and logistical support services; preparation of meeting agenda; and documentation of all meetings and GAD-related activities.

Section 4. Meetings.

The Secretariat shall ensure the conduct of meetings of the Execom and of the TWG on a regular basis. For this purpose, it shall provide the administrative and logistical support, including, but not limited to, notifications, preparation of agenda, setting up of the venue, preparation, filing and dissemination of the minutes.

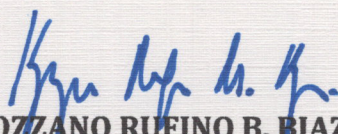
Section 5. Repealing Clause.

Any order, memorandum or similar directive contrary to any provision of this executive order is hereby revoked, rescinded, amended or repealed accordingly.

Section 6. Effectivity.

This Executive Order shall take effect immediately upon signing, and it shall remain in full force and effect until revoked, rescinded, amended or repealed accordingly.

**DONE AND EXECUTED** on this 12<sup>th</sup> day of July the City of Muntinlupa.

  
**ROZZANO RUFINO B. BIAZON**  
City Mayor 