



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

AUG 25 2022

MEMORANDUM

No. 192 s. 2022

**SDO MUNTINLUPA GENDER AND DEVELOPMENT (GAD) TECHNICAL WORKING
GROUP FOR SY 2022 - 2023**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary School Heads/OIC
All Others Concerned

1. Attached is a copy of the Gender and Development (GAD) Technical Working Group for SY 2022 – 2023. (Refer to attachment 1)
2. Attention is invited to the City Ordinance 2021-234 entitled An Ordinance Amending Section 79 and 80 of Ordinance No. 15-114 otherwise known as the "Gender and Development (GAD) Code of the City of Muntinlupa and Appropriating Funds therefore", contents of which are self-explanatory to all concerned.
3. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Encl.: As stated
Reference: DepEd –
To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS ORGANIZATIONS PARTNERSHIP PROJECTS
MALD/CID SDO MUNTINLUPA GENDER AND DEVELOPMENT (GAD) TECHNICAL WORKING GROUP
FOR SY 2022 - 2023
192 /August 23 ,022



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
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Department of Education
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

SDO MUNTINLUPA GAD TECHNICAL WORKING GROUP
School Year 2022 – 2023

Chairman : **CARLEEN S. SEDILLA CESO V**
Schools Division Superintendent

Co-Chairman : **NERISSA R. LOMEDA, Ph.D.**
OIC – Assistant Schools Division
Superintendent

MADELINE ANN L. DIAZ
Chief Education Supervisor, CID

Division GAD Focal
Person : **EDISON C. ENERLAS**
Education Program Supervisor – MAPEH

MEMBER

Division GAD Information
And Events : **Dr. MARK JOSEPH C. FERNANDEZ**
Public School District Supervisor

Logistic : **VIRMA U. AMISTOSO**
Administrative Officer V – Budget Office

Communication : **Dr. MA. CARMEN D. SOLAYAO**
Education Program Supervisor – English

Monitoring QAME : **Dr. ZOREN PEPITO L. GUBALANE**
Senior Education Program Specialist – M&E

External Partnership w/
Social Mobilization
SOCMOB : **ROCHELLE A. JIMENEZ**
Senior Education Program Specialist –

Approved by:


CARLEEN S. SEDILLA CESO V
Schools Division Superintendent



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REPUBLIKA NG PILIPINAS
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ORDINANCE NO. 2021-234

AN ORDINANCE AMENDING SECTIONS 79 AND 80 OF ORDINANCE NO. 15-114 OTHERWISE KNOWN AS THE "GENDER AND DEVELOPMENT (GAD) CODE OF THE CITY OF MUNTINLUPA AND APPROPRIATING FUNDS THEREFOR"

Sponsored by: Hon. Coun. Engr. Arlene D. Hilapo
Hon. Coun. Atty. Raul R. Corro
Hon. Coun. Alexson V. Diaz
Hon. Coun. Paty Katy C. Boncayao
Hon. Coun. Louisito A. Arciaga
Hon. Coun. Allan Rey A. Camilon
Hon. Coun. Ting Niefes
Hon. Coun. Stephanie G. Teves
Hon. Coun. Ivey Rhia A. Tadeffa
Hon. Coun. Engr. Marissa C. Rongavilla
Hon. Coun. Francis Ian T. Bagatsing
Hon. Coun. Mark Lester M. Baes
Hon. Coun. Ma. Dhesiree G. Arevalo
Hon. Coun. Engr. Mamerto T. Sevilla, Jr.
Hon. Coun. Walter A. Arcilla

WHEREAS, Ordinance No. 15-114 otherwise known as the Gender and Development (GAD) Code of the City of Muntinlupa was approved on March 23, 2015;

WHEREAS, the passage of Ordinance No. 15-114 ushered in a new era in women empowerment and gender equality in the City of Muntinlupa as it defined the policy of the City Government in this respect and established the structures and mechanisms to carry out this policy;

WHEREAS, while the GAD Code of the City of Muntinlupa has already made strides in addressing various issues on gender and development in the city, there are still needed adjustments in this local legislation in order to attune it to the realities on the ground;

NOW THEREFORE, BE IT ORDAINED, by the 9th Sangguniang Panlungsod of Muntinlupa, in session assembled that:

SECTION 1. Section 79(a) of Ordinance No. 15-114 is hereby amended to read as follows:

Section 79. The GAD Office – There shall be established a Gender and Development (GAD) Office under the Office of the City Mayor to assist the Muntinlupa City GAD Focal Point System (MCGFPS) Executive Committee and the Technical Working Group in the performance of their roles and responsibilities, specifically on the provision of administrative, technical and logistical services. It shall have the following Division with their corresponding functions as herein enumerated:



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a. Programs and Projects Division

1. Coordinate with other departments/offices of the city government and other stakeholders for the planning, management, monitoring and evaluation of GAD and GAD-related PPAs for effective implementation.
2. Assess the gender responsiveness of systems, structures, policies, programs, processes, and procedures of the different departments and offices of the city government based on priority needs and concerns of constituencies and employees, formulate recommendations for their improvement and monitor the same.
3. Synergize efforts of all stakeholders in the development of programs, projects and activities of the city government on GAD.
4. Supervise the implementation of GAD PPAs of all the different departments and offices of the city government.
5. Coordinate and ensure the preparation and submission of the annual GAD Accomplishment Reports of the different offices or divisions of the city government.
6. Initiate advocacy in pursuit of the participation of women and gender advocates, civil society groups and private organizations in the various stages of the development planning cycle of the city government, giving attention to the marginalized sectors.
7. Provide assistance and strengthen linkages in the identification and mobilization of resources for GAD PPAs.
8. Manage the ***Women's Economic Development Program*** of the GAD Office through the following:
 - i. ***Development of sustainable livelihood and economic programs for women in the city.***
 - ii. ***Conduct of community organizing and empowerment activities for women in the communities; and***
 - iii. ***Ensure and monitors the participation of women in the implementation of programs regarding food security for the vulnerable groups.***
9. Perform such other functions as may be necessary in the attainment of the objectives of this Ordinance.





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SECTION 2. Section 80 of the same Ordinance is hereby amended to read as follows:

"Section 80. Personnel of the Gender and Development (GAD) Office – All personnel of the GAD Office shall be appointed by the City Mayor in accordance with existing laws, rules and regulations governing the appointment of government personnel.

(a) Program Director. – The GAD Office shall be headed by a Program Director with the position of City Government Assistant Department Head II, Salary Grade 24 (SG 24) and shall have the following functions:

1. Manage the day-to-day operations of the GAD Office.
2. Advise the City Mayor on 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.
3. Formulate measures relevant to the gender and development concerns of the city through the conduct of research and other related studies in order to attain gender mainstreaming in its policies.
4. Participate in the review of city development plans and policies to ensure gender-responsive programs of the city.
5. Prepares the City's GAD Plan and Budget and to recommend the same for the consideration **as well as approval** of the **Local Finance Committee (LFC)** of the city government.
6. Ensure the efficient, effective and judicious utilization of the City's Annual GAD Budget.
7. Ensure the provision of technical assistance to heads of departments /offices to ensure the effective and efficient formulation and implementation of gender and development programs.
8. Strengthen collaboration among GAD focal persons in the city to ensure the successful implementation of GAD PPAs.
9. Ensure the collaboration and partnerships among departments, barangays, NGOs and other community organizations through systematic and effective coordination in order to maximize resources.
10. Direct the periodic monitoring and evaluation of GAD programs, projects and activities of the city to ensure their effective implementation.



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11. Monitor the execution and implementation of gender laws and policies in the city; and
12. Perform such other functions as may be necessary in the attainment of the objectives of this Ordinance.

(b) **Division Heads** – The Program Director shall be assisted by the heads of the different Sections of the GAD Office. The heads of the Programs and Projects Section and the Planning, Research and Education Section shall be designated to positions with Salary Grade 22 (SG 22) while the head of the Administrative Section with Salary Grade 18 (SG 18). They shall be responsible in ensuring that the functions assigned to their respective sections are carried out.

The Head of the Programs and Projects Division shall have the following functions:

1. Formulate programs to ensure the provision of technical assistance to heads of departments or offices to ensure the effective and efficient formulation and implementation of GAD programs.
2. Devise mechanisms to strengthen collaboration among GAD focal persons in the City to ensure the successful implementation of GAD PPAs.
3. Develop sustainable livelihood and economic programs for women in the city;
4. Initiate community organizing and empowerment activities for women in the communities.
5. Monitors the implementation of programs to ensure food security for vulnerable groups.
6. Establish efficient and effective systems to maintain collaboration and partnerships among departments, barangays, NGO's and other community organizations.
7. Lead the assessment and evaluation of the implementation of GAD programs in coordination with GAD focal persons. and
8. Perform such other functions as may be necessary in the attainment of the objectives of this Ordinance.

The Head of the Planning, Research and Education Division shall have the following functions:

1. Lead the assessment and evaluation of the implementation of GAD programs in coordination with GAD focal persons.





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2. Formulate a template that shall be used to review city development plans and policies to ensure gender-responsive programs of the city.
3. Lead the formulation of the GAD Plan and Budget for the consideration of the **Local Finance Committee (LFC)** of the city government.
4. Lead the periodic monitoring and evaluation of GAD programs, projects and activities of the city to ensure their effective implementation.
5. Lead the monitoring of the execution and implementation of gender laws and policies in the city.
6. Supervise the conduct of research to develop a gender and development database for Muntinlupa City.
7. Formulate research tools for the collection of accurate gender and age disaggregated data in the City.
8. Lead the preparation of accomplishment reports on all PPAs undertaken by the GAD Focal Point System members as well as other monitoring and evaluation reports; and
9. Perform such other functions as may be necessary in the attainment of the objectives of this Ordinance.

The Head of the Administrative Division shall have the following functions:

1. Ensure that the administrative requirements of the different programs, projects and activities and in the office are provided and accomplished.
2. Supervise the preparation of different documents and communications.
3. Supervise and ensure the requisition and acquisition of supplies and equipment of the office and the processing of the same in the different departments of the City Government; and
4. Perform such other functions as may be necessary in the attainment of the objectives of this Ordinance.

(c) Other Personnel of the GAD Office – The following positions are also hereby created to perform such necessary functions in relation to the daily operations of the GAD Office.

POSITIONS	Salary Grade	Number of Item
1. Project Development Officer III	(SG 18)	1 item
2. Project Development Officer II	(SG 15)	1 item





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3. Project Development Officer I	(SG 11)	1 item
4. Planning Officer II	(SG 15)	1 item
5. Planning Officer I	(SG 11)	1 item
6. Administrative Officer II (Administrative Officer I)	(SG 11)	1 item
7. Administrative Assistant II (Data Controller II)	(SG 8)	2 item
8. Administrative Aide VI (Clerk III)	(SG 6)	2 item
9. Administrative Aide IV (Clerk II)	(SG 4)	1 item
10. Administrative Aide IV (Driver II)	(SG 4)	1 item
11. Administrative Aide III (Utility Worker II)	(SG 3)	1 item

The City Mayor shall have the authority to hire such other personnel necessary to attain the objectives of the GAD Office and this Ordinance

SECTION 3. Funding – The funds necessary for the implementation of this Ordinance shall be sourced from the GAD Fund in the annual appropriations of the city.

SECTION 4. Repealing Clause – All ordinances, resolutions, memorandum circulars, rules and regulations inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 5. Separability Clause – If for any reason, any section or provision of this Ordinance is declared unconstitutional or invalid, the other sections or provisions hereof which are not affected thereby shall continue to be in full force and effect.

SECTION 6. Effectivity – This Ordinance shall take effect **fifteen (15)** days from its publication in a newspaper of general circulation.

ENACTED by the 9th Sangguniang Panlungsod this 12th day of April, 2021, on its 92nd Regular Session.

CONCURRED:

DISTRICT 1:

COUN. ATTY. RAUL R. CORRO
Member

COUN. ALEXSON V. DIAZ
Member

COUN. PATY KATY G. BONCAYAO
Member

COUN. LOUISITO A. ARCIAGA
Member

COUN. ALLAN REY A. CAMILON
Member

COUN. TING NIEFES
Member

COUN. STEPHANIE G. TEVES
Member

COUN. IVEE RHIA A. TADEFA
Member



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DISTRICT 2:


COUN. ENGR. MARISSA C. RONGAVILLA
Member


COUN. FRANCIS IAN T. BAGATSING
Member


COUN. MARK LESTER M. BAES
Member


COUN. MA. DESIREE G. AREVALO
Member


COUN. ENGR. MAMERTO T. SEVILLA, JR.
Member


COUN. ENGR. ARLENE D. HILAPO
Member

(ABSENT)
COUN. CORNELIO M. MARTINEZ
Member


COUN. WALTER A. ARCILLA
President
Sectoral Representative
Association of Barangay Chairman

(ABSENT)
COUN. KENICHI D. TAKAGI, JR.
President
Sectoral Representative
Federation of Sangguniang Kabataan

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.


CECILIA C. LAZARTE
Secretary to the Sanggunian

ATTESTED:


ARTEMIO A. SIMUNDAC
City Vice-Mayor/Presiding Officer

APPROVED:


ATTY. JAIME R. FRESNEDI
City Mayor

Date: 14 MAY 2021


Norie/9th SP