

Barangay
VAW
Desk
Handbook



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VAW Desk
Handbook

2012

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Message



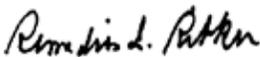
VAW remains as a pervasive social issue which we, as government officials should address at various levels. The passage of the Magna Carta of Women in 2009 further strengthened the government's mandate for a more systematic and accessible service delivery for victim-survivors of VAW.

Consistent with the provisions of this law, the PCW, DILG, DSWD, DepEd and DOH issued Joint Memorandum Circular 2010-1, which provided the guidelines for the establishment of a VAW Desk in Every Barangay. Anticipating the need to equip the newly created VAW Desks in responding to cases brought to their attention, we initiated the preparation of this Handbook, which will guide barangay officials in the operation of VAW Desks. We hope our partners at the local level will find this as a useful reference and empower them to become dedicated public servants who are committed to contribute to a VAW-free society.

Sa ating mga kasama sa barangay at pamahalaang lokal, umaasa po kami na patuloy tayong makikipagtulungan sa mga kababaihan upang ipaglaban ang kanilang mga karapatan, at makikipag-ugnayan sa mga kalalakihang kasapi ng Men Opposed to VAW Everywhere (MOVE) at iba pang mga organisasyon na may ganitong layunin.

On behalf of the Department of the Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD), Department of Education (DepEd), Department of Health (DOH) and Philippine National Police (PNP) who all helped us in putting together this material, the Philippine Commission on Women presents this Barangay VAW Desk Handbook to our barangay officials.

Inaasahan kong makatutulong ito sa ating lahat.

A handwritten signature in black ink, appearing to read 'Remedios I. Rikken'.

REMEDIOS I. RIKKEN

Chairperson

Philippine Commission on Women

Message



Kung sapat ang kaalaman, ang tungkulin ay madaling magagampanan.

The Department of the Interior and Local Government (DILG) salutes the Philippine Commission on Women (PCW) and everyone who made the publication and distribution of the Barangay VAW Desk Handbook a reality.

Violence against women is an issue that we must face squarely and something that we should prepare our local government units (LGUs) to deal with, both in preventing the occurrence of such cases and in protecting our women from the perpetrators of such acts.

This handbook undoubtedly helps in raising the knowledge and capacity of the barangays and their designated officials and staff on the nuances and processes of the law as well as the detailed steps on the establishment and operationalization of their respective VAW Desk, thereby enabling them to effectively and efficiently discharge their duties and responsibilities as defenders and protectors of women's rights.

We are therefore highly optimistic that this fruit of collaboration among the PCW, DILG, Department of Health (DOH), Department of Education (DepEd) and Department of Social Welfare and Development (DSWD) will be put to good use by our ever hard-working barangay officials throughout the country.

Mabuhay ang ating mga Kababaihan! Patuloy na ipaglaban ang kanilang karapatan!

A handwritten signature in black ink, appearing to read 'Auster'.

AUSTERE A. PANADERO
Undersecretary
Department of the Interior and Local Government

Acknowledgments

The production of the Barangay VAW Desk Handbook would not have been possible without the support and contribution of those who recognize the significance of this tool in combatting violence against women.

Gratitude is expressed to the following for their collective endeavors:

The members of the Inter-Agency Council on Violence Against Women and Their Children (IAC-VAWC) in supervising and directing the development of this Handbook;

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To the barangay officials and VAW Desk Officers from: Barangays Lagro, Sauyo, and Bagbag, in Quezon City; Barangays Dalahican, Gulang-gulang, Cotta, Market View and Barangay IV in Lucena City, Quezon Province; and Barangays San Rafael III, San Rafael V, Sta. Cruz IV, San Isidro and Kaypian in the City of San Jose del Monte, Bulacan Province for imparting their valuable inputs and suggestions in the enhancement of the handbook;

Likewise, sincere appreciation and acknowledgment to the Sentro ng Alternatibong Lingap Panligal (SALIGAN) for preparing the initial draft of the handbook, Ms. Elena Masilungan for reviewing and editing the handbook, and Ms. Angela C. Chaves for designing and packaging the tool;

To the Philippine Commission on Women Executive Director Emmeline L. Verzosa and the officers and staff of the Policy Development and Advocacy Division, for providing technical inputs and administrative support to partner agencies and consultants in the course of developing this Handbook;

Lastly, sincere thanks to the Office of Senator Pia S. Cayetano and the United Nations Population Fund (UNFPA) for extending their assistance in funding this project.

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Acronyms

BPO	Barangay Protection Order
CEDAW	Convention on the Elimination of All Forms of Discrimination Against Women
CODI	Committee on Decorum and Investigation
DepEd	Department of Education
DILG	Department of the Interior and Local Government
DBM	Department of Budget Management
DOH	Department of Health
DSWD	Department of Social Welfare and Development
GAD	Gender and Development
GST	Gender Sensitivity Training
IEC	Information, Education and Communication
JMC	Joint Memorandum Circular
KASHEW	Knowledge, Attitude, Skills, Habits and Ethics of Work
LGOO	Local Government Operations Officer
LGU	Local Government Unit
MCW	Magna Carta of Women
MCW-IRR	Magna Carta of Women - Implementing Rules and Regulations
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NBI	National Bureau of Investigation
NBOO	National Barangay Operations Office
NEDA	National Economic and Development Authority
NGO	Non-government Organization
PAO	Public Attorney's Office
P/C/MSWDO	Provincial/City/Municipal Social Welfare and Development Office
PCW	Philippine Commission on Women
PNP	Philippine National Police
PPO	Permanent Protection Order
PO	People's Organization
RA	Republic Act
TPO	Temporary Protection Order
VAW	Violence Against Women
VAWC	Violence Against Women and Their Children
VAWDocS	National Violence Against Women Documentation System
WEDC	Women in Especially Difficult Circumstances
WCPD	Women and Children Protection Desk

Introduction

On 14 August 2009, Republic Act No. 9710, also known as the Magna Carta of Women (MCW), was signed into law to recognize, protect, and uphold the rights of women and address issues of discrimination against them. To achieve its purpose, one of its provisions is the creation of a Violence Against Women (VAW) Desk in every barangay where women who experience physical, psychological and sexual abuse can go to seek assistance and flee from the violence inflicted on them.

With the setting up of the Barangay VAW Desk, concerned agencies, namely the Department of the Interior and Local Government (DILG), the Department of Social Welfare and Development (DSWD), the Department of Health (DOH), the Department of Education (DepEd), and the Philippine Commission on Women (PCW), issued Joint Memorandum Circular No. 2010-2 (JMC 2010-2): Guidelines in the Establishment of a Violence against Women (VAW) Desk in Every Barangay.

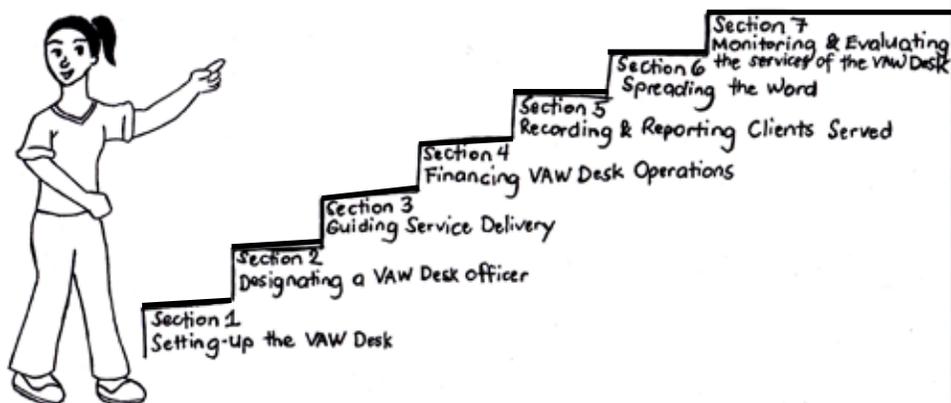
This Barangay VAW Desk Handbook explains in detail the contents of JMC 2010-2. Hopefully, the Handbook will raise the awareness of barangay officials on the issue so they can proactively respond to the problem of VAW in their communities and become advocates for women's rights and gender equality.

About the Handbook

The Barangay Violence Against Women (VAW) Desk Handbook is meant to assist barangay workers and officials in responding to cases of violence committed against women. It provides a detailed discussion on how the Punong Barangay can set up and maintain a VAW Desk and explains to the designated Barangay VAW Desk Officer his/her responsibilities as the person-in-charge of the Desk. It also includes information to guide barangay officials and volunteers on how to give efficient and effective services and aid to victim-survivors.

The protocols and procedures in this Handbook are based on existing anti-VAW laws such as RA 9262, or the Anti-Violence Against Women and Their Children Act, RA 9710 or the Magna Carta of Women as well as other applicable international laws and policies. To ensure compliance with the highest standards of practice and procedure, the Handbook adopts the *VAW Performance and Assessment Tools for Services Addressing Violence against Women in the Philippines*.

The main parts of the Handbook are the following:



Setting-Up the VAW Desk presents a description of the functions and physical standards of a VAW Desk. It also provides a list of equipment, furniture and fixtures and essential items that must be available in a VAW Desk for it to be able to perform its functions.

Designating a VAW Desk Officer defines and describes the role of VAW Desk Officers. It cites specific qualities and sets of knowledge, attitudes and skills that they should possess so they can render immediate and long-term responses and remedies to VAW clients.

Guiding Service Delivery thoroughly discusses the assigned services that must be provided by a VAW Desk. It clearly explains the protocols and procedures in handling VAW cases, the process of conducting interviews with clients, and the proper coordination with other agencies through the referral system.

Financing VAW Desk Operations explains where and how to source funds to support the operation of the VAW Desk. It also instructs the assigned personnel on what to do after funds are accessed and used for its needs and programs.

Recording and Reporting Clients Served gives instructions on proper information gathering and documentation with the use of forms. It also specifies how to prepare reports and to whom they will be submitted.

Spreading the Word gives emphasis on the importance of communication, information dissemination, advocacy, and community participation in addressing VAW. It also suggests and provides various examples on how to run an advocacy campaign.

Monitoring and Evaluating the Services of the VAW Desk discusses how to monitor individual cases as well as evaluate the effectiveness of VAW Desk operations.

Annexes contain sample forms, flowcharts, and copy of the Joint Memorandum Circular to facilitate the proper use of this Handbook by VAW Desk officers and other implementers.

Rationale

In the 2012 Global Gender Gap Report of the World Economic Forum,¹ the Philippines ranked 8th out of 135 countries with the smallest gender gap. This means that in this country, both men and women have more or less equal access to basic needs and opportunities such as education, health services, and economic and political prospects.

This fact is supported by laws on gender equality and promotion of women's rights, the most recent of which is the Magna Carta of Women. Other laws include RA 9262, the Anti-Violence Against Women and their Children Act; RA 7192, or the Women in Development and Nation Building Act; RA 7877, or the Anti-Sexual Harassment Act; RA 8353, or the Anti-Rape Law; and RA 9208, or the Anti-Trafficking in Persons Act.

Notwithstanding these policies, there are still numerous instances where victim-survivors are unable to get the necessary services and interventions they need. They end up suffering in silence and may possibly become victims again. Lack of support, a poor justice system, and economic dependence on their abusers usually result in unreported and repetitive abuse.

In 2008, the National Demographic and Health Survey revealed that one in every five women whose age ranges from 15 to 49 has encountered physical violence since age 15. And out of 9,316 women who reported experiencing gender-based violence, only 17 percent sought help from agencies and other service

¹ The Global Gender Gap Report, introduced by the World Economic Forum in 2006, provides a framework to capture the magnitude and scope of gender-based disparities around the world. The index benchmarks national gender gaps on economic-, political-, education- and health-based criteria and provides country rankings that allow for effective comparison across regions and income groups over time.

providers. Those victim-survivors sought help from their own family (45 percent), friend/neighbor (28.5 percent), in-laws (14.5 percent), doctor/medical personnel (2.3 percent), police (9.3 percent), social service organization (6.0 percent), and lawyer (1.5 percent).

Violence exists in a vicious cycle and can happen to anyone. Those who are physically weak and helpless to protect themselves are especially vulnerable to it. Women can get out of this vicious cycle if they are empowered and supported by various institutions, especially those at the local level.

LGUs play a very important role in understanding, preventing and addressing violence committed against women since they are the ones working directly with the people in the community. A gender-responsive local governance is needed to make VAW mechanisms work for their women constituents. Violence, and any form of abuse, will not end unless there is a determined and collaborative effort among stakeholders, particularly local officials and community members. Since there is already a VAW Desk, everyone should be vigilant and should have the initiative to report incidents of VAW. Women themselves whose rights are being violated must take courage to stop the abuse.

This detailed manual has been developed to carry out already existing guidelines on how to effectively handle VAW cases as stated in the Joint Memorandum Circular No. 2010-2.

a. Setting-up the VAW Desk

A **VAW Desk** is a physical facility that addresses VAW cases in a manner that is gender-sensitive. Managed by a person assigned by the Punong Barangay, it is where the victim-survivor can immediately go to seek help.

The VAW Desk must be furnished with items and equipment necessary to make it fully functional.

Because it is important that the right to privacy and security of the victim-survivor is respected, the following must be maintained:

1. An assurance of confidentiality throughout the engagement with the client; and
2. The intake interview, using the prescribed intake form of the barangay, should be done in a place where the client feels comfortable and safe so she could relate her story without fear.

What are the Functions of the VAW Desk?

1. Respond to gender-based violence cases brought to the barangay;
2. Record the number of gender-based violence handled by the barangay and submit a quarterly report on all cases of VAW to the DILG City/Municipal Field Office and the City/Municipal Social Welfare Development Office (C/MSWDO);
3. Keep VAW case records confidential and secured, and ensure that only authorized personnel can access it;

What are the Functions of the VAW Desk?

4. Assist victims of VAW in securing Barangay Protection Order (BPO) and access necessary services;
5. Develop the barangay's gender-responsive plan in addressing gender-based violence, including support services, capacity building and referral system;
6. Coordinate with and refer cases to government agencies, nongovernment organizations (NGOs), institutions, and other service providers as necessary;
7. Address other forms of abuse committed against women, especially senior citizens, women with disabilities, and other marginalized groups;
8. Lead advocacies on the elimination of VAW in the community; and
9. Perform other related functions as may be assigned.

- JMC 2010 - 2

Where can the VAW Desk be set up?

The VAW Desk should be located within the barangay hall or near it. If there is no barangay hall, the VAW Desk may be put up near or where the Punong Barangay holds office.



Its location must be situated in a place where the confidentiality, privacy and safety of the client will not be compromised. It must have a separate room where the intake interview can be conducted.

What if there is no room available for the VAW Desk?

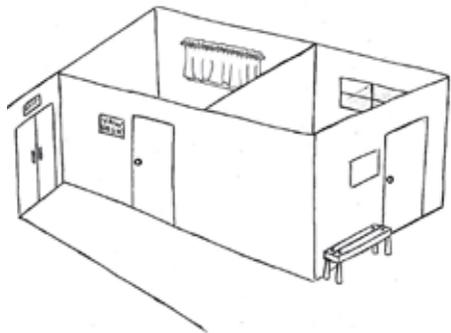
Find an enclosed area within the compound or the building where the barangay hall is located. If there is none, it is possible to use an enclosed area within the premises of another government institution. Another option is to have it in a private place approved by the Punong Barangay. Have the initiative and be creative in making sure that the privacy of the VAW victim-survivor is upheld.

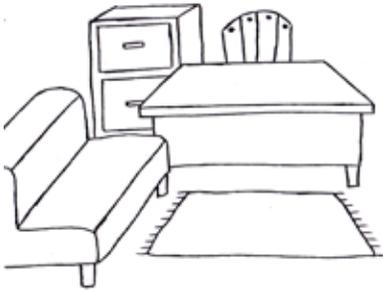
What are the things needed for a VAW Desk?

The following resources must be available in the Barangay VAW Desk:

FACILITY

- A room that has the following:
 - An alternative entrance and exit that is separate from the main entrance of the barangay hall;
 - Where people inside could not be seen from the outside;
 - Can be locked from the inside; and
 - Must be well-ventilated, clean and orderly.





FURNITURE

- Table;
- Chairs;
- Filing cabinet or storage area and
- Sofa bed, folding bed or mat.



REMINDER

A VAW Desk should have a separate cabinet or designated storage place where files could be safely kept and maintained. Access to its contents must be controlled by the person-in-charge.



EQUIPMENT

- Computer for logging in and monitoring VAW cases;
- Camera to be used in documenting cases of violence, especially in capturing physical proofs;
- Electric fan or air conditioning unit, if possible;
- Television and
- Tape or voice recorder
Like the camera, a tape or voice recorder is helpful in documenting cases.

REMINDER



- For security purposes, cameras in mobile phones are not to be used to avoid passing on or spreading documented video to unauthorized individuals.
- Television should not be kept inside the counseling room.

MONITORING TOOLS

- Important forms such as VAW DocS Intake Form (see Annex A), Referral Form (see Annex B), Feedback Form (see Annex C), and BPO Application Form (see Annex D); and
- Logbooks. The person-in-charge of the VAW Desk must assist the person who approached the Desk in writing correct and important information in the logbook.



REFERENCES

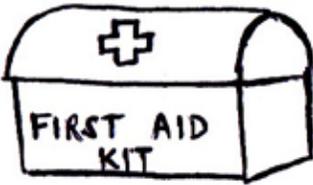
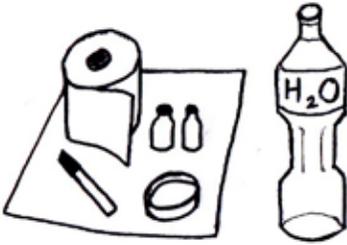
- Directory of Service Providers (see Annex E).
- VAW Desk Handbook;
- VAW-related reference books, brochures,



REMINDER

The VAW Desk should keep a directory of all agencies and institutions from the barangay up to the national agencies that provide VAW-related services. It must contain all necessary information such as name, address and contact details of the agency or institution. This is vital in referring VAW victim-survivors to the proper agencies or institutions in cases where they need services such as legal assistance; psychosocial services (e.g. counselling, psychiatric examination and therapy); medical services; medico-legal services; and livelihood development and employment assistance.

SUPPLIES



- Basic materials needed for evidence collection and preservation such as paper and plastic bags, tissues, clean vials, marking pens, and scotch tapes;
- Clean water supply, including potable water from the tap or in covered water storage bins and containers available 24 hours a day, seven days a week;
- First Aid kit. In some instances, a VAW victim-survivor needs

immediate medical attention. Thus, it is important that the VAW Desk can provide first-aid assistance to her. (See Annex F for the content of a First Aid Kit); and

- Food (meals/snacks and drinks) for the immediate need of the victim-survivor.

PERSONAL AMENITIES

- Clothing,
- Toiletries such as tissue paper, sanitary napkins, rubbing alcohol, cotton, toothbrushes, toothpaste, towels and soaps; and
- Beddings like pillows and blankets.



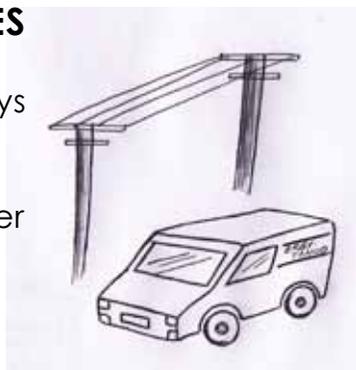
REMINDER



It is important that the VAW Desk has extra clothes and underwear for the victim-survivor to wear, in case her clothing is either torn or stained with blood.

TRANSPORTATION AND UTILITIES

- Vehicle. VAW cases should always be treated with urgency. There should be an easily accessible mode of transportation whenever the situation calls for the victim- survivor to be relocated due to security reasons or to get immediate medical attention.



The means of transport could either be the barangay patrol car, or a public or private vehicle that could be relied on during cases of emergency;

- Power lines. As much as possible, the VAW Desk should be well-lit and well-ventilated. It is therefore necessary to have a power source provided by electricity, a generator, or a vehicle battery, 24 hours a day, seven days a week.



ADVOCACY AND PROMOTIONAL MATERIALS

- Communication and advocacy plan;
- Anti-VAW posters, banners, leaflets, brochures and other IEC materials;
- Flowchart on anti-VAW services;
- Flowchart on how to apply for a BPO (see Annex G); and
- A simple chart showing a summary of VAW cases in the barangay as well as the number of cases that the Barangay VAW Desk had attended to.

b. Designating a VAW Desk Officer

The VAW Desk Officer plays a significant role in giving services to victim-survivors. Therefore, they must possess and practice certain traits that will make them effective and efficient in carrying out their duties.

Qualities of a VAW Desk Officer:



- ✓ Sensitive to the situation and needs of the victim-survivors
- ✓ Committed
- ✓ Passionate in helping the victim-survivors
- ✓ Responsive without being judgmental
- ✓ Willing to learn and be trained
- ✓ Honest and efficient in using the budget
- ✓ Resourceful in providing the needs of victim-survivors

Who can be designated as a VAW Desk Officer?

According to the JMC, a woman barangay kagawad or a woman barangay tanod can be designated as a VAW Desk officer.

Designation of a VAW Desk Officer:

The Punong Barangay shall designate a VAW Desk person who is trained in gender-sensitive handling of cases; preferably a woman barangay kagawad or a woman barangay tanod. In cases where there are no trained personnel, ensure that the person assigned shall undergo basic gender sensitivity training and orientation on anti-VAW laws.

--JMC 2010-2

Does the VAW Desk Officer have to be a woman?

Preferably, the VAW Desk Officer should be female simply because in most VAW cases, the perpetrators are male. VAW victim-survivors may be more comfortable relating their experiences to a fellow woman.

What if there is no woman barangay kagawad or woman barangay tanod? Can any woman resident of the barangay be appointed as a VAW Desk Officer?

Yes. It is possible to assign community volunteers, provided that they possess the qualities of a VAW desk officer. They shall also undergo basic gender sensitivity training and orientation on anti-VAW laws. A male VAW Desk Officer may also be assigned provided that he possesses the qualities of a VAW Desk Officer.

How many VAW Desk Officer/s can the Punong Barangay appoint?

The Punong Barangay can appoint at least one VAW Desk Officer. However, the Punong Barangay may designate as many as needed depending on the size of the barangay, the number of VAW Desks, and the number of VAW victim-survivors.

Must the VAW Desk Officer know about VAW laws before his/her appointment?

Not necessarily. However, it is crucial for VAW Desk Officers to learn the basic principles and context in addressing VAW. They should undergo training and attend seminars and workshops to be more sensitive in handling cases, change traditional mindsets, and better understand the issues related to VAW. The following are the laws that VAW Desk Officers must be acquainted with:

- ✓ Anti-Violence Against Women and Children Act (RA9262)
- ✓ Magna Carta of Women (RA 9710)
- ✓ Anti-Trafficking in Persons Act (RA9208)
- ✓ Anti-Rape Law (8353) and the Rape Shelter Act (RA8505)
- ✓ Anti-Child Abuse Act (RA7610)
- ✓ Anti-Child Pornography Act (RA9775)
- ✓ Anti-Sexual Harassment Law (RA7877)
- ✓ Gender-related provisions of the Revised Penal Code (e.g. physical injuries, acts of lasciviousness)
- ✓ Relevant provisions of the Family Code

By being knowledgeable and able to easily identify these laws, VAW Desk Officers can readily recognize the remedies expected from them.

What are the competencies and attributes of VAW Desk officers?

They should be properly and thoroughly educated on gender-based violence. Through their insights, they can help create change in their communities, including a change in attitudes, beliefs, and practices that would reject all forms of violence.

To be effective and efficient, VAW Desk Officers must undergo Gender Sensitivity Training (GST). Agencies and training institutions generally give GST for a fee. The barangay can organize its own GST and invite speakers and lecturers. VAW Desk Officers must be capable of responding to and assisting victim-survivors or witnesses in a gender-sensitive manner especially if these witnesses are children.

Minimum contents of the GST are the following:

1. Sex and Gender;
2. Social Construction of VAW;
3. Manifestations of Gender Bias;
4. Discussion on VAW;
5. Legal Frameworks (e.g. CEDAW and MCW) ; and
6. Vision of a Gender-Fair Society.



In addition, the following Knowledge, Attitudes, Skills, Habits and Ethics of Work (KASHEW), which was developed by the Women's Crisis Center, could greatly help them meet the challenging tasks of giving services.

KNOWLEDGE

- a) Nature and dynamics of gender (patriarchy, analysis included)
- b) Nature and dynamics of power (Power and Control; Wheel of Power and Control, Effects)
- c) Nature and dynamics of VAW and family violence
- d) Crisis intervention
- e) Sexuality
- f) Justice and healing
- g) Victim mindset

ATTITUDE

- a) Unconditional acceptance
- b) Agent of change
- c) Autonomy
- d) Authenticity
- e) Empathy
- f) Flexibility
- g) Out-of-the-box thinking
- h) Nonjudgmental
- i) Personal awareness
- j) Team work
- k) Truthfulness



SKILLS

- a) Assessment
- b) Interviewing and recording
- c) Case management
- d) Communication
- e) Documentation
- f) Active listening
- g) Moderate group dynamics
- h) Referral
- i) Report writing

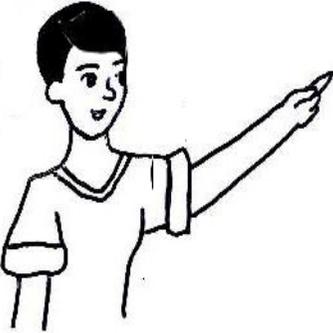
HABITS AND ETHICS OF WORK

- a) Belief in the client
- b) Genuine concern for the client
- c) Self-awareness and self-care
- d) Flexible
- e) Advocate for change
- f) Observes confidentiality
- g) Collectivity
- h) Ensures competence
- i) Firm commitment to end VAW and family violence
- j) Works with passion and willing to take risks



c. Guiding Service Delivery

The barangay must not only respond and give remedy to VAW concerns. It must prevent it as well.



Given the many functions of the Barangay VAW Desk, the VAW Desk Officer must report for duty from **7:00 a.m. to 7:00 p.m.** to respond to complaints and assist clients. He/she must be **accessible through landline and mobile phones** and should be **on call in case an incident occurs after working hours.**

Protocols and Procedures

What is done when a victim-survivor seeks help from the VAW Desk?

STEP 1

Make sure that the victim-survivor is:

- comfortable;
- in a safe and private room or area; and
- given water and other immediate needs such as food, first aid, and clothing.

STEP 2

Assess the situation by getting basic information that can determine present and possible risks.



STEP 3

If it is an emergency situation, do the following:

- if further medical attention is needed, **immediately** take the victim-survivor to the nearest clinic or hospital;
- if further legal attention or protective services are required, especially with regard to her security and safety, refer or take her to the appropriate offices which can better attend to her protection; and
- fill out the **INTAKE/REFERRAL FORM** (see Annex B).



REMINDER

The recording of all information in appropriate logbook must be done as soon as possible.

STEP 4

Once the victim-survivor is stable, assist the Punong Barangay or Kagawad in doing the interview. The interviewee is gender-sensitive, sincere and uses language or dialect that is understood by the victim-survivor.

Process of Interview

Ask the victim-survivor why she went to the VAW Desk. This will help the Officer determine which logbook to record her statements.

Ask the victim-survivor to write the following information in the logbook:

- personal information;
- purpose of her visit; and
- action to be taken upon the request

A properly conducted interview with the VAW victim-survivor helps the VAW Desk Officer get relevant information about the abuse and gives him/her an idea on the type of assistance she needs. Keep in mind to let the survivor tell her story. As she is doing this, avoid interrupting. Ask questions only when she seems hesitant or does not know how to start her story. The interviewer should avoid giving personal opinions.

DO's

- Take the case seriously
- Refrain from making judgemental statements
- Present and discuss advantages and disadvantages of all options available to the client

DON'T's

- Contradict her version of the story or make fun of her situation
- Be judgemental
- Press her to make a decision



REMINDERS

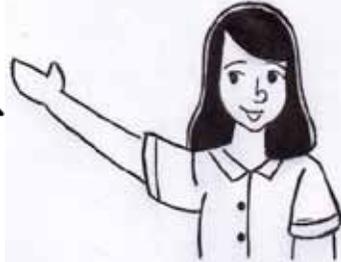
- ✓ Make sure that the incident is recorded in one separate page to avoid exposing information to other complainants or clients.
- ✓ Each page must be numbered and must match the case number of the client's case folder.

What if the victim-survivor has difficulty writing her statements?

She may be interviewed by the VAW Desk Officer who then writes or types her report. The victim-survivor should then read the report and affix her **SIGNATURE** or **THUMBMARK** on the report. This will prove that she sought assistance from the VAW Desk.

REMINDER

You must first ask permission before recording and taking information from the client.



STEP 5

If the case is a violation of RA 9262, inform the victim-survivor of her rights, the solutions and remedies available to her, and the processes involved in her quest for justice. Brief her about the **Barangay Protection Order (BPO)** and how to secure it, including the implications to her and the children should she decide to apply for it. If she decides to obtain a BPO, assist her in filing for an application (see Annex G for the flowchart on the issuance and enforcement of a BPO).

A BPO is a protection order issued by the Punong Barangay to prevent further acts of violence against a woman or her child and granting other necessary relief. The relief granted under a protection order serves the purpose of safeguarding the victim from further harm, minimizing any disruption in the victim's daily life, and facilitating the opportunity and ability of the victim to independently regain control over her life. The issuance of a BPO or the pendency of an application BPO shall not preclude a petitioner from applying for, or the court from granting, a TPO or PPO. The TPO and PPO are orders issued by the Court.

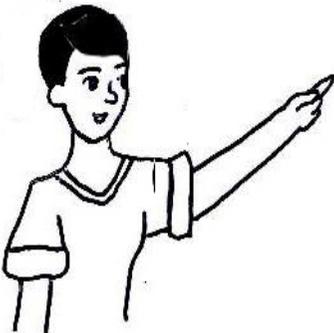
- RA 9262

What are her other options?

Explain to the victim-survivor that she can also file a **Temporary Protection Order (TPO)** or a **Permanent Protection Order (PPO)**. Also explain what PPO and TPO mean and the implications to her and her children if she avails of either one.

What if she chooses to file for a TPO/PPO?

If the victim-survivor wants to directly apply for a TPO/PPO instead of a BPO, refer her to the nearest **Public Attorney's Office (PAO)** or the **Alternative Law Groups, Inc. (ALG)**. These agencies will assist her in filing the PO in court.



REMINDER

Make sure to use the necessary Referral Form for proper endorsement and documentation (see Annex B).

STEP 6

From the logbook, transfer the necessary data to the **Intake Form** (see Annex A).

What if the victim-survivor opts to stay in a safe shelter?

If the victim-survivor asks for a safe shelter, refer her to a shelter, a women's center or to the **City/Municipal Social Welfare and Development Office (C/MSWDO)**. The VAW Desk Officer may also seek the assistance of other barangay officials, barangay tanod or the police in getting her belongings from the conjugal house.

REMINDER

Make sure to use the necessary Referral Form for proper endorsement and documentation.



STEP 7

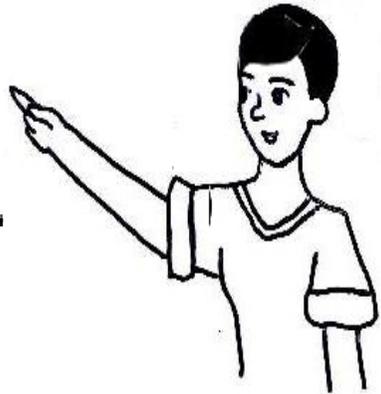
Report the incident to the Philippine National Police (PNP) and the C/MSWDO within four hours that it happened.



Even though the rule states that the incident must be reported within four hours after it happened, reporting may still be done later. However, it must be strictly observed at all times that VAW cases are to be treated as urgent. VAW clients must be given attention and assistance the soonest time possible.

REMINDER

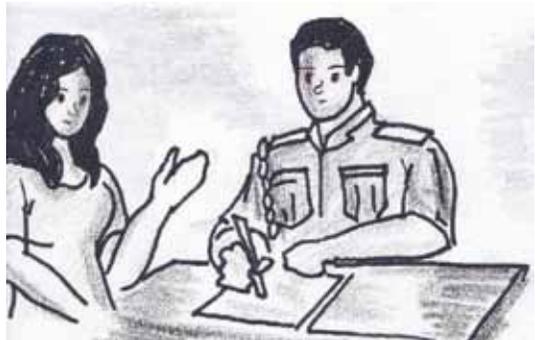
In the last three tasks (#5, #6 and #7), get an informed consent from the victim-survivor before a referral is made to any agency or institution. Proper consent must also be obtained from the client when taking action with regard to the welfare of her children, unless it is in their best interest not to do so.



What is done when the violent incident is reported by a community member?

1. If a third-party reports the incident, the VAW Desk Officer should first do the following:

- check the completeness and correctness of the information. For safety reasons, he/she may ask assistance from the PNP;
- assess the situation; and
- oversee the rescue of the victim-survivor and her children, when applicable, to ensure their safety.



2. If the incident is an emergency, take the appropriate course of action and follow the correct process for referrals.



REMINDER

Make sure to use the necessary Referral Form for proper endorsement and documentation.

3. Make certain that the victim-survivor is in a stable condition before assisting the Punong Barangay or Kagawad in the interview.

4. Observe the steps of the interview process as well as the following procedures:



- inform her of her rights and the available remedies, especially with regard to the BPO;
- assist her in applying for BPO/TPO/PPO;
- get her to a safe shelter;
- record the incident using VAW DocS form; and
- report the incident within four hours after it happened to the PNP and to the C/MSWDO, and even after the four-hour period has elapsed.

Aside from these direct services provided by the VAW Desk, the VAW Desk Officer and barangay officials must develop a plan with organizations that grant livelihood opportunities. This will help women in the community create their own sources of income and free them from being economically dependent on their husbands and partners, especially those who are perpetrators of VAW. Women who are less dependent economically from their abusive partners would be more likely to leave violent relationships.



Can we just mediate and reconcile the differences between the woman and her husband or partner instead of going through all these procedures?

RA 9262 explicitly prohibits mediation of VAWC cases. This is based on the premise that VAW happens because of the unequal power relation between men and women. Mediation between unequal parties may result in men imposing their will and control over women. A barangay official who would initiate mediation or reconciliation will be administratively liable for taking this action.

What do we do if the case involves rape, trafficking, or sexual harassment?

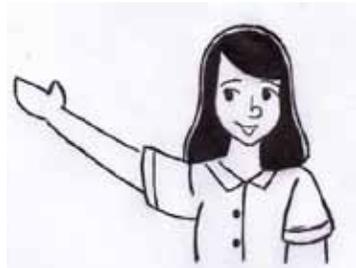
There are cases of gender-based violence that do not fall within the authority of the barangay. Among these are rape, human trafficking, and sexual harassment. If cases like these are encountered, the following procedures must be observed:

For cases of Rape and Trafficking

- ✓ Conduct an intake interview; and
- ✓ Assist the victim-survivor in writing and filing a complaint at the PNP Women and Children Protection Desk or the NBI.

For cases of Sexual Harassment

- ✓ Conduct an intake interview;
- ✓ Refer the victim-survivor to her company's Committee on Decorum and Investigation (CODI) so she can file an administrative case against the offender; and
- ✓ Refer the case to the PNP Women's Desk or directly to the Prosecutor's Office if she already has the necessary documents to support her case.



What if the victim-survivor needs assistance beyond the scope of the VAW Desk's services?

At times, a VAW victim-survivor does not know what to do. As part of the service provided by the VAW Desk, it is important to ask what kind of help she wants. If the VAW Desk is neither capable nor authorize to deliver what the victim-survivor asks for, it is a must that the VAW Desk Officer **REFER** the victim-survivor to the appropriate institutions and agencies.

What is a referral system?

A Referral System is a cooperative scheme of duty-bearers and stakeholders working to protect and promote the human rights of VAW survivors to ensure that necessary services are extended by a referral network composed of agencies, organizations and institutions. If a referral system is not in place, the barangay is urged to set one up, with the following steps in mind:

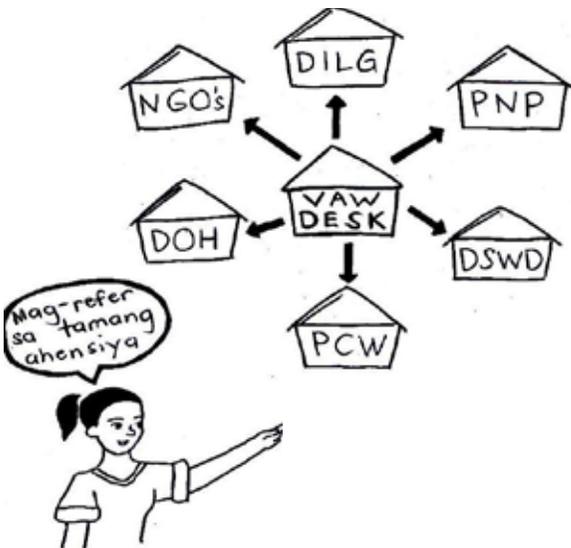
- ✓ Conduct an initial review of potential partners and service providers;
- ✓ List down possible partners;
- ✓ Visit their offices to discuss ways of working together;
- ✓ Invite them to a meeting or forum to discuss how the referral system will be operationalized;
- ✓ Ask any government agency that provides anti-VAW services, particularly the MSWDO, to organize a meeting with other agencies providing services to VAW clients to talk about putting up a network of VAW referrals;

- ✓ Establish a formal partnership through a memorandum of agreement (MOA) or memorandum of understanding (MOU) which aids in building cooperative ties between agencies, includes detailed responsibilities of the LGU and participating agencies, and specifies particular services or programs; and
- ✓ Maintain a directory of all agencies and organizations which VAW victims-survivors can be referred to for needed services (See Annex E).

Who are the relevant stakeholders in a referral system?

The relevant stakeholders in a referral system and network that can provide services beyond the capacities of the Barangay VAW Desk are the following:

- Government offices (C/MWSDO, PNP, and PAO);
- Civil societies (NGOs, POs);
- Religious institutions;
- Educational institutions;
- Civic organizations; and
- The private sector for socio-economic support.



Below are the information that states the services and the agencies which deliver them. This does not limit the number and names of agencies. Each community may still have other institutions which have available services and resources aside from those included here.

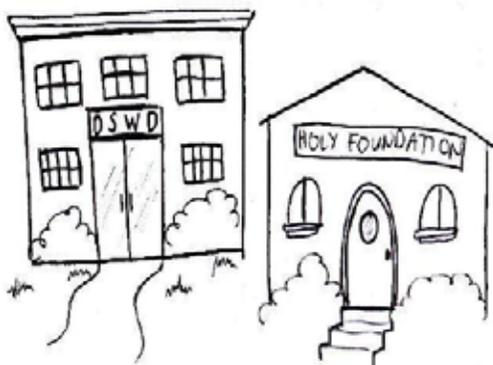


Protection Services

- Barangay Officials
- PNP Women and Children Protection Desk
- PNP Scene of the Crime Operatives (SOCO)
- NBI

Temporary Shelter Services

- DSWD
- NGOs
- Religious organizations
- LGUs



Legal Assistance

- PAO
- Prosecutor's Office
- Local Chapter of the Integrated Bar of the Philippines
- Legal NGOs /Alternative Law Groups, Inc.
- Commission on Human Rights (CHR)





Psycho-social Services

- P/C/ MSWDO
- Counsellors
- Therapists
- Social Workers
- DSWD

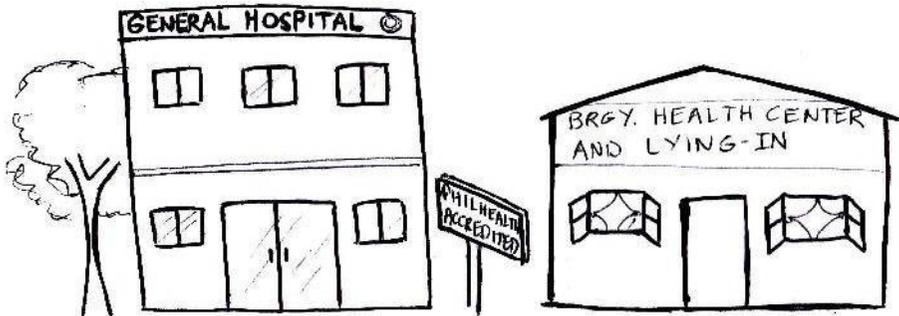
Medico-legal Services

- Government-run hospitals
- NBI
- Camp Crame Crime Laboratory



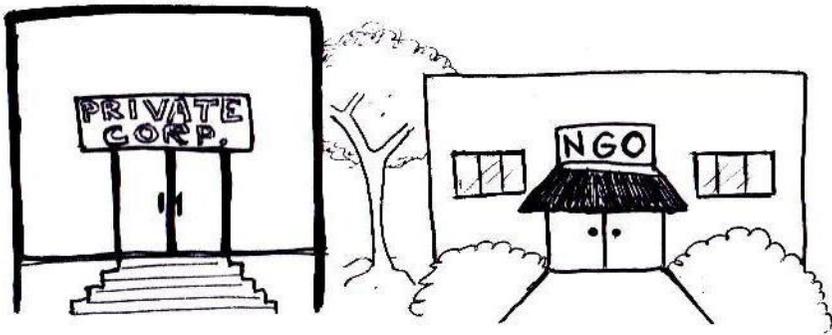
Medical Services

- Barangay health stations
- Rural health units/
Main health centers
- District hospitals
- Provincial hospitals
- Private clinics or
hospitals
- Lying-in facilities for
abused pregnant
women



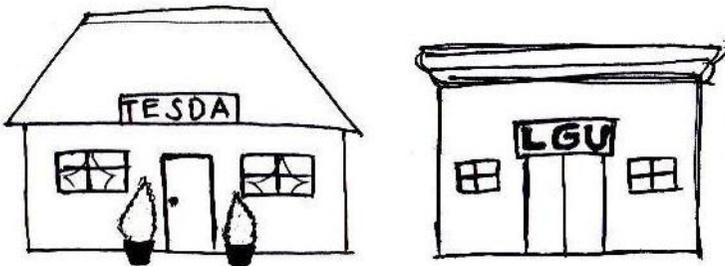
Other institutions which are sympathetic in responding to VAW

- Academic institutions
- Crisis Centers/NGO
- Private corporations and
- Faith-based organizations



Livelihood development and employment assistance

- TESDA
- NGOs providing livelihood assistance/ training
- LGUs



d. Financing VAW Desk Operations

Where can the budget to operate the VAW Desk be sourced?

The cost of the establishment and operation of VAW Desk shall be charged under the LGU's Gender and Development (GAD) Budget (JMC 2010-2).

What is a GAD Budget?

The GAD Budget is the cost of implementing the GAD Plan and it corresponds to at least five-percent of an LGU's total appropriation.

What is a Gender and Development (GAD) Plan?

A GAD Plan is a set of programs and specific activities and their corresponding schedules of implementation, required resources, and costs which are systematically designed to address gender issues in the locality. All government institutions, including LGUs, are required to make a GAD Plan and to implement it using the GAD Budget.

The cost of the establishment and operations of the VAW Desk shall be charged under the LGUs' GAD budget, which shall be at least five percent (5%) of their budgetary allocation. As such, it shall be included in the annual GAD Plans and Programs of the LGUs, in accordance with Section 37.A of the MCW IRR (Planning, Budgeting, Monitoring and Evaluation for GAD). All provincial governors and city and municipal mayors shall ensure the establishment of a VAW Desk in every barangay within their jurisdiction, and provide technical and financial assistance for its operations pursuant to section 12.D paragraph 2 of the MCW IRR.

- JMC 2010-2

Can we use the entire five-percent GAD Budget for the operation of the Barangay VAW Desk?

Yes. In case funding for the VAW Desk is the only item identified in the GAD Plan, the entire five percent can be used only for VAW Desk operations. However, the utilization of the five-percent GAD budget must follow government accounting and auditing rules and regulations. In this aspect, the VAW Desk Officer may coordinate with and seek assistance from the barangay treasurer.

Can the barangay allocate more than five percent to the GAD Budget?

Yes. The law sets five percent as the minimum but it does not allocate a maximum amount. This means LGUs can earmark more than five percent to their GAD Budget, following the guidelines used by PCW and DILG and in accordance to government accounting and auditing rules and regulations.

How is the GAD Budget accessed?

After the barangay GAD Plan is approved and the budget allocated, the VAW Desk Officer can access funds for the Desk's planned projects and activities.

What are the steps taken before and after accessing the GAD Budget?

STEP 1:

Make an ACTIVITY DESIGN. Barangay may use the form below in preparing the Activity Design.

FORMAT OF ACTIVITY DESIGN

Title of Activity: _____

Rationale: (What are the laws reflecting the need or importance of the activity?)

Objectives: (What is the purpose of the activity? What do you expect to achieve?)

Methodology/Process: (How are you going to prepare and conduct the activity?)

Participants/People Involved: (Who and how many will attend? What are their roles?)

Day/Venue: (What time and where will it be held?)

Funding Requirements: (How much will it cost?)

Prepared by: _____
VAW Desk Officer

Approved by: _____
Punong Barangay

STEP 2:

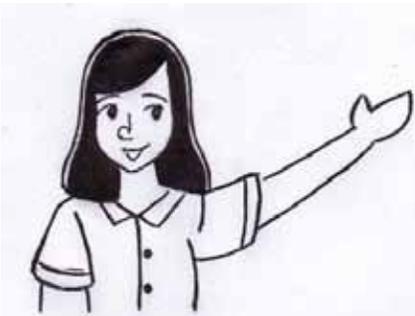
Submit the ACTIVITY DESIGN to the PUNONG BARANGAY for his/her approval. Once approved, the funds are to be released by the BARANGAY TREASURER and then received by the VAW Desk Officer.

STEP 3:

Implement the activity. Ensure participation of all relevant stakeholders in the community.

STEP 4:

Collect and record all receipts and submit them to the Barangay Treasurer for proper liquidation of expenses.



REMINDER

You can also refer to the PCW-DILG-DBM-NEDA on the Localization of the Magna Carta of Women in preparing and implementing the Barangay GAD Plan and Budget.

STEP 5:

Prepare an ACTIVITY REPORT to be submitted to the Punong Barangay. Make a separate file of all Activity Reports for reference in preparing Accomplishment Reports of the VAW Desk.

FORMAT OF ACTIVITY REPORT

Title of Activity: _____

Highlights of the Activity: (What are the important parts of the activity?)

What is the effect of the activity/program to its audience/participants/clients?

Were their concerns during the activity? Issues raised?

Recommendations: (Notes/suggestions to improve a next or similar activity.)

Prepared by: _____
VAW Desk Officer

Noted by: _____
Punong Barangay

e. Recording and Reporting Clients Served

Proper recordkeeping and regular reporting by the VAW Desk Officer are important to keep track of VAW incidents and to generate data. The relevant data will help in determining and developing needed remedies, effective advocacy programs, and better laws and policies addressing VAW.

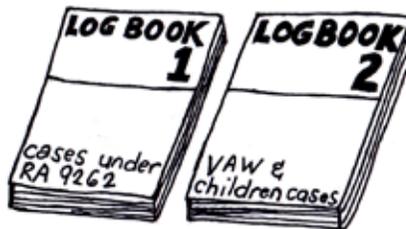
Recording

All records pertaining to cases of violence against women and their children, including those in the barangay, shall be held confidential.

- Confidentiality clause, Section 44, RA 9262

In recording VAW cases, the client and the VAW Desk Officer have to use logbooks. The VAW desk officer has to then fill out the VAW Docs intake form to ensure that the cases are reflected in the system.

The VAW Desk must keep two logbooks. One is to record cases in violation of RA 9262 while the other logbook is for recording other VAW related and cases involving children.



Forms and Annexes



The **VAW Docs Intake Form** (see Annex A) is completed to get basic information about the victim-survivor and the abuser. It also details the incident and the needs and services given to her. All individual cases should be documented and important information from the logbook must be reflected in this form.

The **Referral Form** (see Annex B) is used when a victim-survivor is referred to other service providers for specific assistance. This form shall be filled in by the VAW Desk Officer and endorsed to the concerned agency.



Lastly, the **Feedback Form** (see Annex C) is used to monitor the kind and quality of services extended to the victim-survivor. It is given by the referred agency and enumerates the client's feedback on the handling of her case or referral. This form should be returned to the referring agency.

TASKS OF THE VAW DESK OFFICER IN RECORDING CASES

- ✓ Fill out the forms
- ✓ Provide the necessary requirement in each item
- ✓ Make sure all required fields are filled out
- ✓ If information is not written in the logbook it is a must that she be asked about it.

REMINDER

Make sure that the right to confidentiality is maintained and to ask permission from the VAW client before getting information from her.

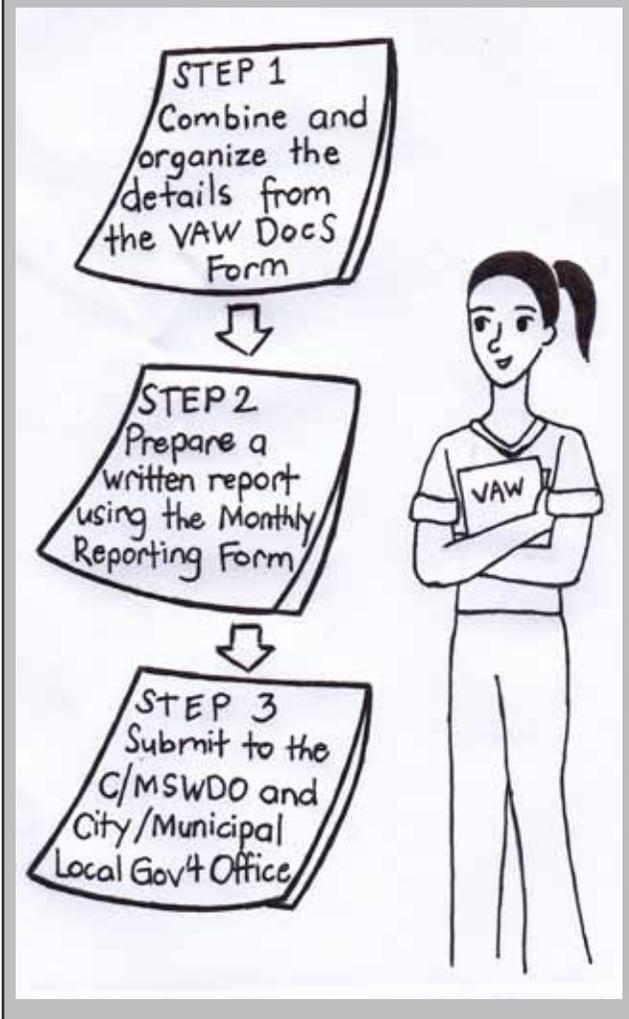


Reporting

Submitting reports is also one of the relevant tasks of the Barangay VAW Desk. It is not enough to thoroughly interview the victim-survivor, supply the necessary information, and document the cases. Stakeholders and policy makers that address VAW must also be provided with data gathered by VAW Desk Officers.

***How are cases reported?
To whom is the information submitted?***

Process of Reporting



Reporting is done to brief clients and stakeholders on needed and relevant information. The quality of reporting depends on the data gathered by the VAW Desk Officer and how records are kept. The completeness and correctness of reports are crucial for the VAW Desk Officer to make the right decisions and informed assessment of cases.

REMINDER

Submit a written report, whether or not a VAW case is documented, to the C/MSWDO and City/Municipal Local Government Office. on a quarterly basis.

Reports should include specific information such as **numbers related to VAW cases** and **barangay demographic information**.

- ✓ Total number of victim-survivors assisted by the VAW Desk (can be taken from the compilation of the VAW Docs Intake Form);
- ✓ Total number of cases documented in the logbooks for cases violating RA9262, other VAW cases, and cases of gender-related violence against children;
- ✓ Number of BPOs issued; and
- ✓ Other services provided
- ✓ Total barangay population;
- ✓ Number of males and females in the barangay; and
- ✓ Minor-to-Adult and Male-to-Female ratio



REMINDER

Reports are vital records. A barangay official may be held responsible if files are found missing.

The key factor to consider when it comes to safe recordkeeping of documents is to make sure that the confidentiality of VAW cases and the privacy of victim-survivors are upheld, especially when there is media coverage of such cases. It is important that the VAW Desk has its own storage space, such as a secured filing cabinet, to safeguard all sensitive information. There should also be a system to protect, preserve, and access these files.

f. Spreading the Word



Since the VAW Desk Officer directly handles VAW cases and deals with victim-survivors, he/she must also prepare an advocacy and information campaign to inform the community about

VAW. This encourages community members to take action to address VAW. With an advocacy and information plan in place, it is also important that the VAW Desk Officer possesses good communication skills and knows how to coordinate advocacy activities in the community.

Should other offices know that a VAW Desk exists?

Yes, especially those offices mandated to respond to VAW. The VAW Desk Officer should closely coordinate with these offices and agencies. Developing good interpersonal and communication skills is helpful in this regard.

Functions of the Barangay VAW Desk

(for Spreading the Word)

- 1. Develop the barangay's gender-responsive plan in addressing gender-based violence, including support services, capacity building and referral system and**
- 2. Lead advocacies on the elimination of VAW in the community.**

- JMC 2010-2

Does the community know that there is a VAW Desk?

Most likely, the community does not know about the VAW Desk. It is the duty of the VAW Desk Officer to spread the information around, including the services available to possible clients. By initiating various information campaigns, the VAW Desk can educate the public on the rights of women and encourage them to report any VAW incident, be it a personal ordeal or one that is experienced by relatives or neighbors.

How can advocacy and information activities be implemented?

There are many ways to do advocacy and information activities. Among them are the production and distribution of information, education, and communication (IEC) materials and an orientation for other stakeholders within the LGUs. The VAW Desk Officer can be a resource person or a speaker during community meetings and assemblies such as Parent-Teachers' Association's (PTA) meetings or homeowners' associations' assemblies to introduce the Desk.

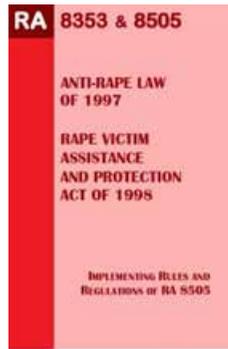
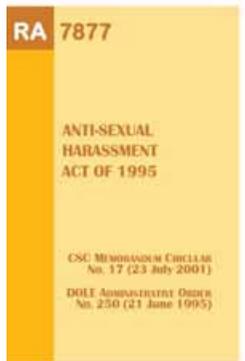
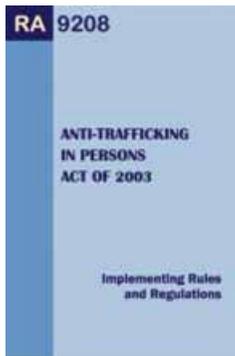
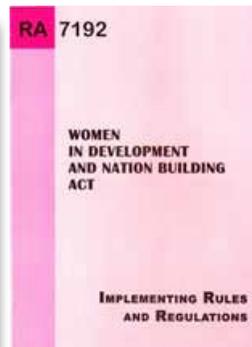
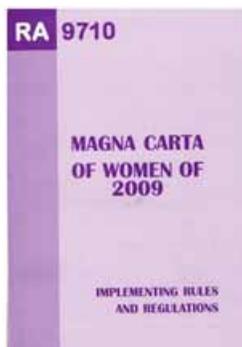
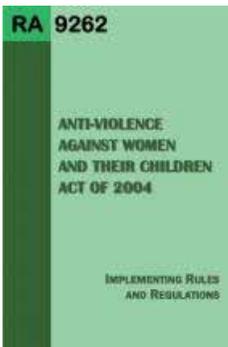
The VAW Desk Officer can identify activities to be conducted throughout the year to facilitate advocacy work. An advocacy activity scheduled every month can be a good start. Important dates such as the International Women's Day² on March 8 and the 18-day campaign against VAW³ are also good opportunities to mount advocacy activities. Other offices can be invited to co-sponsor these activities.

² The International Women's Month is celebrated globally every March in honor of all women and their contributions to society. March 8 was proclaimed by former President Corazon Aquino as National Women's Day through RA 6949. The day highlights women-related events and activities such as awareness campaigns and discussions on various gender-related issues.

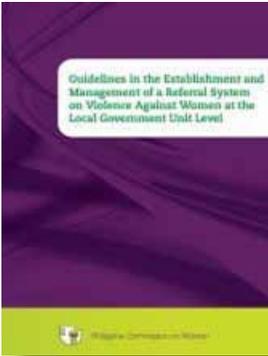
³ The 18 -day VAW campaign calls for the elimination of all forms of violence against women. Elsewhere in the world, it is celebrated for 16 days, from November 25 to December 10. In the Philippines, the campaign is extended to 18 days to include December 12, which is the Anti-Trafficking in Persons Day. This was made possible by Presidential Proclamation 1172 issued in 2006.

Are there published materials that can help in our advocacy?

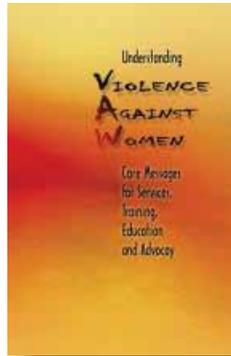
Yes. National and local government agencies and NGOs have developed several materials addressing VAW.



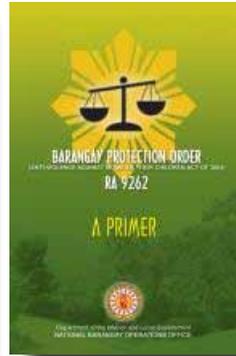
Books containing laws, policies and mandates on VAW



A reference guide on how to create and manage a referral system to properly integrate and coordinate community responses to VAW.



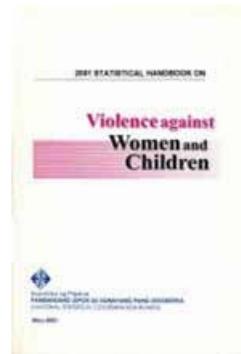
A handy reference about the nature, impact, reasons of happening and many responses and course of actions regarding VAW. It is for agencies directly involved in addressing the problem.



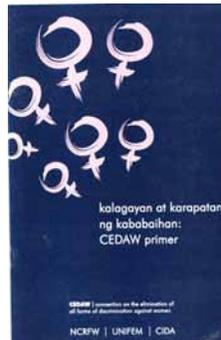
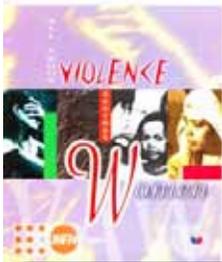
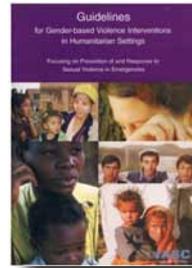
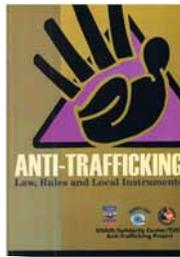
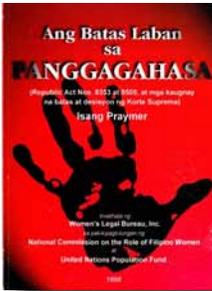
It is for the use of barangay officials dealing with VAW cases. It provides answers to a list of commonly asked questions regarding the law and how to implement it.



A compilation of assessment tools evaluating the many services provided by various agencies and institutions addressing VAW.



Presents the 2001 statistics on the prevalence of violence against women and children based on data gathered from administrative in-take forms used by various government and non-government agencies in handling cases of VAWC.



There are numerous local and international publications that give further insights and discuss various concerns on VAW. Among them are *Ang Batas Laban sa Panggagahasa* (The Law Against Rape); *Anti-trafficking: Laws, Rules and Local Instruments*; *Guidelines for Gender-based Violence Interventions in Humanitarian Setting*; *Violence Against Women*; and *Kalagayan at Karapatan ng Kababaihan* (The Conditions and Rights of Women CEDAW Primer).

Aside from using reference materials, how can women be informed of their rights?



There are many ways to do this. Here are the top four advocacy and information campaigns that can be done in the barangays:

1. Organize Pulong Barangay in partnership with other government units, NGOs, and the academe.
2. Maximize the use of local media such as bulletin boards, film viewings about VAW, or any GAD-related issues and radio discussions on VAW.
3. Network with schools, women's organizations, and other stakeholders in the community.
4. Maximize local or community events.

REMINDERS

- ✓ Publication materials can either be accessed through the websites of agencies and organizations or can be personally requested from them;
- ✓ Be ready with and have sufficient copies of the primer on BPO, VAW information kits, anti-VAW manuals, and other VAW-related IEC materials for distribution.

g. Monitoring and Evaluating VAW Desk Services

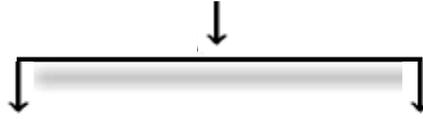
Data on VAW collected, monitored and evaluated at the barangay level are the building blocks of the national database on VAW. To generate this, due diligence must be applied by VAW Desk Officers in recording information. They must also know enough of the situation on the ground so they can interpret the realities behind the numbers reflected in the various forms and logbooks. Policymakers, whether at the level of the LGU or the national government, rely heavily on these data and information to draft plans, implement programs, and allocate resources for VAW interventions.

How are cases monitored?

Filling-in the appropriate information in the intake form is central in monitoring VAW cases. This will serve as the basis for identifying the right remedies to address them. It is also important to observe and implement the two levels of monitoring VAW cases.



**TWO LEVELS OF MONITORING
VAW CASES**



**MONITORING
INDIVIDUAL CASES**

***Duties of the VAW
Desk Officer***

1. Attend case conferences called by the social worker to check whether the remedies and services needed by the victim-survivor have been delivered.
2. If security permits, the VAW Desk Officer may also join the social worker in conducting home visits to assess the progress or condition of the client.

**CASES AT THE
BARANGAY LEVEL**

***Duties of the VAW
Desk Officer***

1. Maintain a data base of all VAW cases reported in the barangay.
2. Take particular note of the profiles of cases such as the following:
 - rape;
 - acts of lasciviousness;
 - trafficking of women and girl-children;
 - abuses of women by their intimate partners and
 - other forms of VAW.
3. Proper gathering and recordkeeping of data base of the profiles and needs of the reported VAW victims in the barangay.

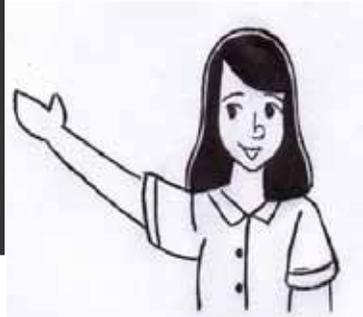
How is an evaluation conducted?

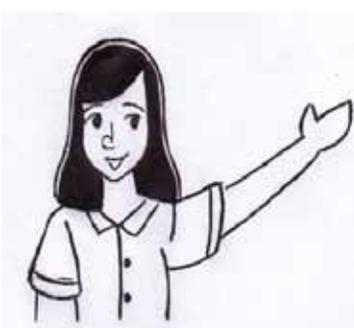
Recorded data that emerged from regular monitoring of cases is used to evaluate the performance of the VAW Desk, especially with regard to the provision of services to VAW clients.

The barangay should take note of the elements that make up a functioning VAW Desk by completing an assessment tool. *The Assessment Tool for VAW-Related Services in the Barangays found in the Performance Standards and Assessment Tools for Services Addressing VAW in the Philippines* is a guided checklist especially made by the PCW.

The barangay should take note of the following parameters in conducting the evaluation:

- Physical facilities.** What facilities have been provided by the barangay? If necessary facilities have not yet been provided, when will this be done?
- Personnel Qualifications.** What are the capabilities and competencies of the VAW Desk Officer? What are the possible training programs they should attend?



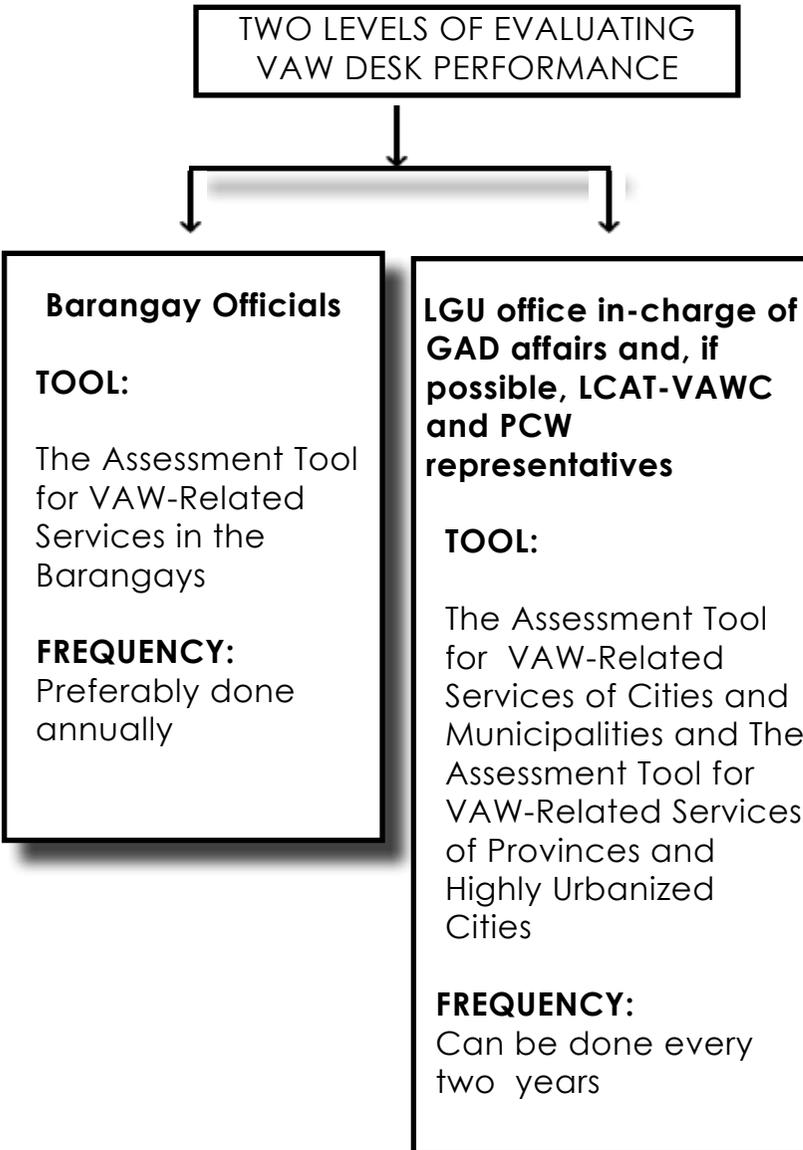


- Provision of Services.** What are the services provided by the barangay? How many clients experience sexual, physical, economic and psychological abuse, respectively?
- Access to Information and Services.** What is the availability of the VAW personnel and services provided by the barangay? This can be validated with the schedule of VAW Desk personnel assignments. Is there a list of available literature and IEC materials that can be distributed to victim-survivors and the community?
- Number of GAD related activities in the barangay.** Does the barangay hold activities which are GAD-focused? What are they? What is the budget for each activity?

The barangay or the third party evaluator can also use an assessment tool that they themselves developed. The operation of the VAW Desk should be regularly monitored and evaluated. It is ideal that the officers should be able to keep track of its progress and identify concerns affecting it. This will be helpful in improving the operators of the VAW Desk.

Who are the evaluators? How often should the evaluation be done?

There are two levels of evaluating the performance of the VAW Desk.



Annexes

- ANNEX A: VAW DOCS INTAKE FORM**
- ANNEX B: REFERRAL FORM**
- ANNEX C: FEEDBACK FORM**
- ANNEX D: BPO APPLICATION FORM**
- ANNEX D: DIRECTORY FORM**
- ANNEX F: LIST OF CONTENTS OF A FIRST AID KIT**
- ANNEX G: FLOWCHART ON THE ISSUANCE AND ENFORCEMENT OF BPO**
- ANNEX H: MONTHLY REPORT FORM**
- ANNEX I: TEXT OF THE PERFORMANCE STANDARDS AND ASSESSMENT TOOLS FOR SERVICES ADDRESSING VAW IN THE PHILIPPINES**
- ANNEX J: FLOWCHART IN HANDLING VAWC CASES**
- ANNEX K: JOINT MEMORANDUM CIRCULAR NO. 2010-2**

ANNEX A

NATIONAL VIOLENCE AGAINST WOMEN (NVAW) DOCUMENTATION SYSTEM (intake Form)



National Violence Against Women (NVAW) Documentation System Barangay Client Card

Handling Organization*: _____ Date of Intake*: ____/____/____ (mm/dd/yyyy)
 Address*: _____
 Region*: _____ Province*: _____ City/Mun.* _____ Barangay*: _____
 Intake by*: _____ Position: _____

Last Name
First Name
Middle Name

Case Manager: _____

Last Name
First Name
Middle Name

VICTIM-SURVIVOR INFORMATION

Case/Blotter No.* _____ Name*: _____

Last Name
First Name
Middle Name

Sex* Male Female Date of Birth*: ____/____/____ (mm/dd/yyyy) Age*: _____

Civil Status*: Single Married Live-in Widowed Separated
 Highest Educational Attainment*: No formal education Vocational No Response Elementary Level/Graduated College Level / Graduated Others _____ High School Level/Graduated Post Graduate

Nationality: _____ Passport No. (if non-Filipino) _____
 Occupation*: _____
 Religion*: Roman Catholic Islam Protestant Iglesia ni Kristo Aglipayan Others _____

Address: _____
 Region: _____ Province: _____ City/Mun. _____ Barangay: _____
 With Disability: Permanent Disability Temporary Disability
 Without Disability

Number of Children (if any): _____ Ages of children: _____ (comma separated, from eldest to youngest)

IF VICTIM-SURVIVOR IS A CHILD (below 18 or as defined in R.A. 7610)

Name of Parent / Guardian: _____

Last Name
First Name
Middle Name

Relationship of Guardian to Victim-Survivor: _____
 Address of the Guardian: _____
 Region: _____ Province: _____ City/Mun. _____ Barangay: _____
 Contact no. of Parent / Guardian : _____

PERPETRATOR INFORMATION

Name: _____

Last Name
First Name
Middle Name
 Alias: _____

Sex: Male Female Date of Birth*: ____/____/____ (mm/dd/yyyy) Age: _____

Civil Status: Single Married Live-in Widowed Separated No data
 Highest Educational Attainment*: No formal education Vocational No Response Elementary Level/Graduated College Level / Graduated Others _____ High School Level/Graduated Post Graduate

Nationality: _____ Passport no. (if non-Filipino) _____
 Occupation: _____ Identifying marks: _____
 Religion: Roman Catholic Islam Protestant Iglesia ni Kristo Aglipayan Others _____

Address: _____
 Region: _____ Province: _____ City/Mun. _____ Barangay: _____
 Relationship of Perpetrator to Victim*: Current spouse/partner Former spouse/partner Current fiancée/dating relationship Former fiancée/dating relationship Employee/ manager/supervisor Agent of the employer Teacher / instructor / professor Coach / trainer People of authority/service provider Neighbors/peers/workers/ classmates Stranger Immediate family (e.g. father, mother _____) Other relatives (e.g. uncle, cousin _____) Others: _____

IF PERPETRATOR IS A CHILD (below 18 or as defined in R.A. 7610)

Name of Parent / Guardian: _____

Last Name
First Name
Middle Name

Relationship of Guardian to Victim-Survivor: _____
 Address of the Guardian: _____
 Region: _____ Province: _____ City/Mun. _____ Barangay: _____
 Contact no. of Parent / Guardian : _____

ANNEX B

REFERRAL FORM

Case No. _____ Date of Referral _____

To: _____

Address _____

Contact Person _____

Name of Client _____

Age _____ Sex _____ Address _____

Name of Family/Guardian _____ Contact No. _____

Address _____

Reason/s for Referral _____

Specific Service/s Requested _____

Please refer to attached report/ intake form/case summary for more information.

Feedback requested and send to Referring Party/Agency:

Address _____

Cell Phone No. _____ Landline No. _____

Email address: _____ Fax No. _____

Contact Person _____

Referred by:

Signature over Printed Name

Designation

ANNEX C

FEEDBACK FORM

FEEDBACK FORM

Case No. _____ **Date** _____

Name of Client:		Age:	Sex:	Address:	Client's satisfaction feedback (Only for case managers)
Date referred:		Referred to:			
Service/s requested	Service/s provided	Names of service provider/s and designation		Inclusive dates of provision	Other pertinent information such as problems encountered
		Initial	Update		

ANNEX D

BPO APPLICATION FORM

Republic of the Philippines
 Province of _____
 City/Municipality _____
 Barangay _____

APPLICATION FOR BARANGAY PROTECTION ORDER

1. NAME OF APPLICANT: _____ DATE OF BIRTH: _____
 ADDRESS: _____ TEL. NO.: _____
 RELATIONSHIP TO VICTIM/S: _____ OCCUPATION: _____

2. NAME OF VICTIM/S: _____ DATE/S OF BIRTH: _____
 ADDRESS: _____ TEL. NO.: _____
 OCCUPATION/SOURCE OF INCOME: _____
 CIVIL STATUS: Single Married Widow Separated Legally Separated

3. NAME/S OF CHILDREN: _____ DATE/S OF BIRTH: _____ SEX: _____

 OTHER CHILDREN UNDER HER CARE: _____ DATE/S OF BIRTH: _____ SEX: _____

4. NAME OF RESPONDENT: _____ DATE OF BIRTH: _____

 ADDRESS: _____ TEL. NO.: _____
 SEX: _____ OCCUPATION/SOURCE OF INCOME: _____
 CIVIL STATUS: Single Married Widow/er Separated
 Legally Separated

5. RELATIONSHIP OF VICTIM TO RESPONDENT:
 Wife Former Wife Live-in Relationship
 Dating Relationship Sexual Relationship

6. ACTS COMPLAINED OF: Threats Physical Injuries
 DESCRIPTION: _____

7. DATE/S OF COMMISSION: _____

8. PLACE/S OF COMMISSION: _____

9. If applicant is not the victim, state the circumstances of consent:

Applicant _____ Date _____

 Signature Over Printed Name

VERIFICATION OF THE PUNONG BARANGAY

I certify that the applicant for BPO who personally appeared before me is a bonafide resident of this barangay and is the same person who supplied all the above information and attest to the correctness of said information.

 Punong Barangay
 Signature over Printed Name
 Date Issued:

ANNEX E

DIRECTORY FORM

Instructions	This form should be completed by the Coordinating Agency, Referring Agency and the Receiving Agency which serves as a reference before referrals are made. Part I is a list of agencies and individuals providing services for easy reference while Part II gives the details of these agencies and individuals as to their eligibility requirements, specific services and other information about them. Information must be updated periodically to include new partners in the referral network.		
Part I. Agencies and individuals classified in accordance with the services they provide:			
A. PROTECTION Services			
	ADDRESS	CONTACT PERSON	CONTACT NUMBER
1.			
2.			
3.			
B. LEGAL ASSISTANCE			
	ADDRESS	CONTACT PERSON	CONTACT NUMBER

A. PSYCHO-SOCIAL SERVICES			
ORGANIZATION	ADDRESS	CONTACT PERSON	CONTACT NUMBER
B. MEDICAL SERVICES			
ORGANIZATION	ADDRESS	CONTACT PERSON	CONTACT NUMBER
C. MEDICO-LEGAL SERVICES			
ORGANIZATION	ADDRESS	CONTACT PERSON	CONTACT NUMBER
D. LIVELIHOOD AND EMPLOYMENT ASSISTANCE			
ORGANIZATION	ADDRESS	CONTACT PERSON	CONTACT NUMBER
A. OTHER INSTITUTIONS			
ORGANIZATION	ADDRESS	CONTACT PERSON	CONTACT NUMBER

ANNEX F

LIST OF CONTENTS OF A FIRST AID KIT

ACFAS MINIMUM RECOMMENDED FAMILY KIT CONTENTS

Additional items may be added to personalize or customize this kit.

Family First Aid Kit Content	Suggested Use
Absorbent Compress 5x9 dressing	Cover and protect open wounds
Adhesive Bandages (Assorted Sizes)	Cover and protect open wounds
Adhesive Tape (cloth) 1”	To secure bandages or splints
Antibiotic Ointment packets (approx 1 g)	Anti-infection
Antiseptic wipe	Packets Wound cleaning/germ killer
Aspirin (Chewable) 81 mg	For symptoms of a heart attack**
Blanket (Space Blanket)	Maintain body temperature for shock
CPR Breathing Barrier (w/one-way valve) CPR	Protection during rescue breathing or
Instant Cold Compress	To control swelling
Gloves (large), disposable, non-latex	Prevent body fluid contact
Hydrocortisone Ointment Packets (approx 1 g)	External rash treatment
Scissors	Cut tape, cloth, or bandages
Roller Bandage 3” (individually wrapped)	Secure wound dressing in place
Roller Bandage 4” (individually wrapped)	Secure wound dressing in place
Sterile Gauze Pad 3x3	To control external bleeding
Sterile Gauze Pad 4x4	To control external bleeding
Thermometer, Oral (Non-Mercury/Non-Glass)	Take temperature orally
Triangular Bandage	Sling or binder/splinting
Tweezers	Remove splinters or ticks
First Aid Instruction booklet	Self explanatory

*ACFAS is the American National Red Cross Advisory Council on First Aid and Safety

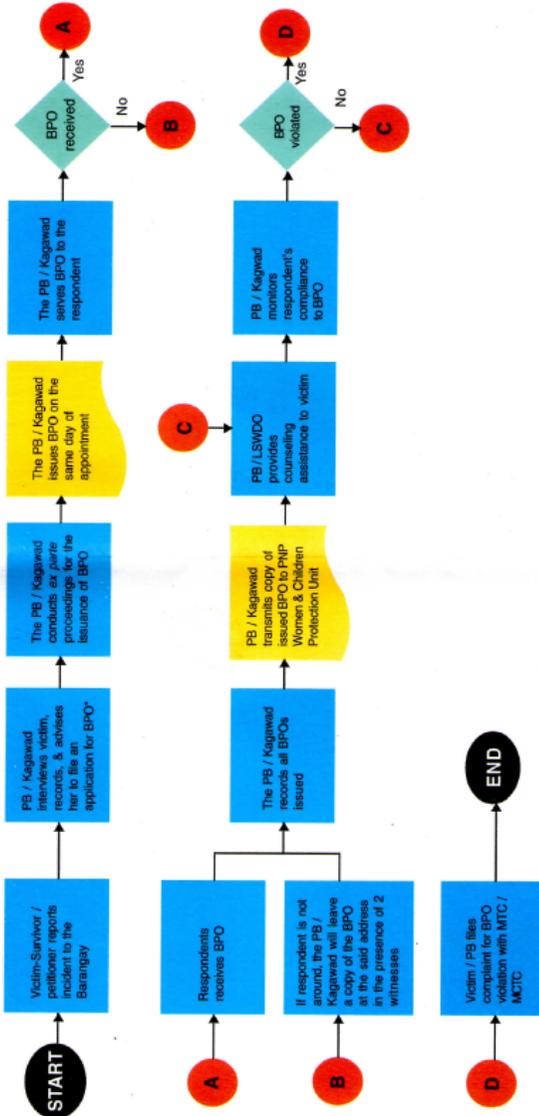
Note: Remember to include prescription drugs in a Disaster Supplies Kit. Because the storage requirements of prescription drugs vary, some may have to be added to the kit at the last minute. You may want to pin or tape a note to the outside of your kit container reminding you to take along prescription drugs if you have to evacuate.

Source: http://www.redcross.org/images/pdfs/code/First_Aid_Kit_Contents.pdf

ANNEX G

FLOWCHART ON THE ISSUANCE OF BARANGAY PROTECTION ORDER (BPO)

Flowchart on the Issuance and Enforcement of Barangay Protection Order (BPO) (Per RA 9262)



* If PB is not available, any available Brgy. Kagawad may admit the complaint

LSWDO – Local Social Welfare and Development Officer
 PNP – Philippine National Police
 PPO – Philippine Protection Order
 TPO – Temporary Protection Order
 MTC/MCTC – Municipal Trial Court or Metropolitan Trial Court / Municipal Circuit Trial Court

Department of Interior and Local Government
 National Barangay Operations Office
 Tel. No.: (02) 800-5478

National Commission on the Role of Filipino Women
 Tel. Nos. (02) 735-1654 / 735-1656

Isa-Isang Council on Violence Against Women and Their Children
 Tel. Nos. (02) 951-2239 / 951-9144

United Nations Population Fund
 Tel. No.: (02) 961-0200

ANNEX H

MONTHLY REPORT FORM

BARANGAY _____ Municipality/ City:

Province: _____

Month: _____

SUMMARY

Total Number of Clients Served	
Number of Cases Filed	
Total Population of the Barangay	
Female	
Male	

Nature of Case	Total Number of Cases Reported	TOTAL NUMBER OF CASES ACTED UPON				
		M/CSWDO	PNP	COURT	Issued BPOs	MEDICAL
RA 9262 (VAWC)						
Physical						
Sexual						
Psychosocial						
Economic						
RA 8353 (RAPE)						
RA 9208 (Anti-Trafficking)						

RA 9208 (Anti-Trafficking)						
RA 7877 (Sexual Harassment)						
Other Cases						
Programs/ Activities/ Projects Implemented:						

ANNEX I

**PERFORMANCE STANDARDS AND ASSESSMENT TOOLS
FOR SERVICES ADDRESSING VAW IN THE PHILIPPINES
(BARANGAY LEVEL)**

General Information	
<p>Barangay of: _____</p> <p>District and area: _____</p> <p>City/Province of: _____</p> <p>Land area: _____</p> <p>Topographic characteristic (e.g. upland, coastal) _____</p> <p>IRA share of province: Php _____</p> <p>Main economic activity (check as many as applicable)*</p> <p><input type="checkbox"/> farming / fishing <input type="checkbox"/> commerce</p> <p><input type="checkbox"/> mining <input type="checkbox"/> corporations</p> <p><input type="checkbox"/> manufacturing <input type="checkbox"/> others</p> <p>Total population: _____ Male: _____ Female: _____</p> <p>Population by age bracket:</p> <p>0-6 years: _____ 26-35 : _____</p> <p>7-12 : _____ 36-45 : _____</p> <p>13-18 : _____ 45-60 : _____</p> <p>19-25 : _____ 60 above: _____</p>	<p>Population of indigenous peoples present? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, specify what group: _____</p> <p>Major religions in the barangay (check as many as applicable)*</p> <p><input type="checkbox"/> Roman Catholic <input type="checkbox"/> Protestant (Baptist, Methodist, Pentecostal, etc.)</p> <p><input type="checkbox"/> Muslim <input type="checkbox"/> Iglesia ni Kristo</p> <p><input type="checkbox"/> Philippine Independent Church (Aglipayan) <input type="checkbox"/> Indigenous religion</p> <p><input type="checkbox"/> Others</p> <p>Major languages/dialects spoken in the barangay: _____</p> <p>Number of VAW cases reportedly annually for the last three years: _____</p> <p>Date accomplished: _____</p> <p>Accomplished by: _____</p> <p>Position: _____</p> <p>Address: _____</p> <p>Contact number/s: _____</p> <p>Fax: _____</p> <p>Website: _____</p>

THE ASSESSMENT TOOL

<u>PARAMETERS</u>	<u>1#</u>	<u>INDICATORS</u>	<u>Yes</u>	<u>Partly</u>	<u>No</u>	<u>Remarks</u>
A. POLICY-RELATED N = 5	A.1	Barangay mandate (vision/mission) conforms with and clearly articulates international standards and principles of women's human rights based on: <ul style="list-style-type: none"> • Universal Declaration of Human Rights (UDHR) • Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) • Beijing Platform for Action (BPPA) • Philippine laws pertinent to addressing VAW 				
	A.2					
	A.3					
	A.4					
	A.5	The barangay has standards, guidelines, resolution and ordinances supporting women's human rights, and actions against VAW and trafficking of women and girl children.				Please list and attach copy
B. FACILITIES (PHYSICAL) N = 61		The Barangay Women's Desk/Gender and Development Office:				
	B.1	Has power lines (e.g. electricity, generator, vehicle battery) 24 hours a day, 7 days a week.				
	B.2	Has clean water 24 hours a day, 7 days a week (e.g. from the tap, or in covered water storage bins).				
	B.3	Has a separate room for receiving VAW victims/survivors, with provisions for documentation of interview.				
	B.4	Has a logbook for documenting VAW cases and complaints.				

PARAMETERS	1#	INDICATORS	Yes	Partly	No	Remarks
	B.5	Has a computer for logging in and monitoring VAW cases.				
	B.6	Has the following forms: <ul style="list-style-type: none"> • Intake Form 				
	B.7	<ul style="list-style-type: none"> • Survivor's consent form 				
	B.8	<ul style="list-style-type: none"> • Referral form 				
	B.9	<ul style="list-style-type: none"> • Application form for a barangay protection order 				
	B.10	<ul style="list-style-type: none"> • Barangay protection order 				
	B.11	<ul style="list-style-type: none"> • Follow up and home visitation forms 				
	B.12	<ul style="list-style-type: none"> • Has a filing cabinet with lock and key for VAW cases. 				
	B.13	Has on display anti-VAW posters, banners, leaflets, brochures, and other IEC materials on VAW.				
	B.14	Has a first aid kit.				
	B.15	Has a comfort room exclusively for VAW victims/survivors.				
	B.16	Displays flowchart of anti-VAW services.				
	B.17	Displays flowchart on how to get a barangay protection order.				
	B.18	Has a directory of organizations providing anti-VAW services.				
	B.19	Has basic materials needed for evidence preservation (e.g. paper bags, tissues, clean vials, plastic bags).				

PARAMETERS	1#	INDICATORS	Yes	Partly	No	Remarks
	B.20	The counselling room: <ul style="list-style-type: none"> • Has adequate space for movement (i.e. at least five adults can move comfortably around the room). 				
	B.21	<ul style="list-style-type: none"> • Has auditory and visual privacy, and is secure. 				
	B.22	<ul style="list-style-type: none"> • It has an alternative entrance from the main entrance of the barangay hall. 				
	B.23	<ul style="list-style-type: none"> • People in the room cannot be seen from the outside. 				
	B.24	<ul style="list-style-type: none"> • Sounds inside the counselling room are not heard outside, and vice versa. 				
	B.25	<ul style="list-style-type: none"> • Room can be locked from the inside. 				
	B.26	<ul style="list-style-type: none"> • Has power lines (e.g. electricity, generator, vehicle battery) 24 hours a day, 7 days a week. 				
	B.27	<ul style="list-style-type: none"> • Has clean water 24 hours a day, 7 days a week (e.g. from the tap, or in covered water storage bins). 				
	B.28	Is clean, orderly and well-ventilated.				
	B.29	Has clothing for use of VAW victims/survivors.				
	B.30	Have toiletries (e.g. tissue paper, sanitary napkins, rubbing alcohol, cotton) for use of VAW victims/survivors.				
	B.31	Has a folding bed or mat for use of VAW victims/survivors.				

PARAMETERS	1#	INDICATORS	Yes	Partly	No	Remarks
	B.32	Has beddings (e.g. pillows, blankets) for use of VAW victims/survivors.				
	B.33	Has drinking water and glasses for use of VAW victims/survivors.				
	B.34	Has provisions for child minding, including				
	B.35	<ul style="list-style-type: none"> • toys and books for children; and • a separate room or space within the counselling room designated for child minding or for children to be entertained 				
	B.36	The health center: Has a specific area or room designated for attending to women's health counselling (e.g. relating to VAW and reproductive health).				
	B.37	The area <ul style="list-style-type: none"> • is clean and orderly. 				
	B.38	<ul style="list-style-type: none"> • is well-ventilated (e.g. has windows, electric fan, aircon). 				
	B.39	<ul style="list-style-type: none"> • has adequate space for people to move freely. 				
	B.40	<ul style="list-style-type: none"> • has audio and visual privacy. 				
	B.41	Has power lines (e.g. electricity, generator, vehicle battery) 24 hours a day, 7 days a week.				
	B.42	Has clean water 24 hours a day, 7 days a week (e.g. from the tap, or in covered water storage bins).				
	B.43	Has clothing for use of VAW victims/survivors.				

PARAMETERS	1#	INDICATORS	Yes	Partly	No	Remarks
	B.44	Have toiletries (e.g. tissue paper, sanitary napkins, rubbing alcohol, cotton) for use of VAW victims/survivors.				
	B.45	Has a folding bed or mat for use of VAW victims/survivors.				
	B.46	Has beddings (e.g. pillows, blankets) for use of VAW victims/survivors.				
	B.47	Has drinking water and glasses for use of VAW victims/survivors.				
	B.48	Has provisions for child minding, including <ul style="list-style-type: none"> • toys and books for children; and • a separate room or space within the counselling room designated for child minding or for children to be entertained. 				
	B.50	Has a first aid kit.				
	B.51	Has basic materials needed for evidence preservation (e.g. paper bags, tissues, clean vials, plastic bags).				
	B.52	Has referral forms for barangay, health and social service facilities.				
	B.53	Displays anti-VAW posters, banners, leaflets, brochures and other IEC materials.				
	B.54	Displays flowchart of anti-VAW services.				
	B.55	Displays flowchart on how to get a barangay protection order.				

ate PDF Using Acrobat.com	1#	INDICATORS	Yes	Partly	No	Remarks
	B.56	Has materials related to reproductive health, including <ul style="list-style-type: none"> • pregnancy test kit, • posters on reproductive health on display, • contraceptives, and other requirements set by the Department of Health. 				
	B.57					
	B.58					
	B.59	The barangay VAW Desk has <ul style="list-style-type: none"> • sufficient lighting, and • trained personnel on-duty 24 hours a day, 7 days a week (<i>please refer to section on training for criteria for trained personnel</i>). 				
	B.60					
	B.61	A barangay vehicle is available to service VAW victims/survivors.				How many?
C.PERSONNEL	C.1	Service provider-client is set, to ensure that sufficient and effective service is delivered within 24 hours, 7 days a week.				State current provider-client ratio
	C.2	The barangay has staff involved in anti-VAW service delivery. <ul style="list-style-type: none"> • Designated BWD/GAD office staff • Designated anti-VAW counselor • Designated barangay health worker • Designated BSDO/barangay tanod • Designated Lupon member • Other community anti-VAW volunteers recognized by the barangay (e.g. purok leaders) 				Number
	C.3					
	C.4					
	C.5					
	C.6					
	C.7					

PARAMETERS	1#	INDICATORS	Yes	Partly	No	Remarks
C.2. Training	C.8	<p><i>Capacity-building activities:</i></p> <p>The barangay women's desk/GAD office has qualified and well-trained service providers to handle cases of VAW (this also entails being gender- or women-sensitive and children centered)</p>				List and total number of staff who have undergone trainings
	C.9	<p>Staff handling VAW cases is equipped with the necessary training, including but not limited to the following:</p> <ol style="list-style-type: none"> a. Gender analysis of the nature and causes of VAW <ul style="list-style-type: none"> • Minimum of 30 hours • Topics include power dynamics, gender sensitivity, analysis of the different forms of VAW 				
	C.10	<p>b. Gender-responsive approaches to crisis intervention</p> <ul style="list-style-type: none"> • Minimum of 30 hours • Topic in the context of violence against women and their children (crisis theory, crisis intervention methods) 				How many and who attended?
	C.11	<p>Medical and legal literacy</p> <ul style="list-style-type: none"> • Minimum of 30 hours • Laws and procedures on women and children (Republic Acts 9262, 9208, 7877, 8353 and other related laws on VAW) • Basic medico-legal information 				How many and who attended?

PARAMETERS	1#	INDICATORS	Yes	Partly	No	Remarks
	C.12	d. Self-care <ul style="list-style-type: none"> • Minimum of 15 hours • Stress management techniques 				How many and who attended?
	C.13	e. Gender-responsive governance <ul style="list-style-type: none"> • Minimum of 30 hours • Topics include gender and development, GAD planning and budgeting 				How many and who attended?
	C.14	Staff is trained in the child-friendly and sensitive handling of VAW cases.				
	C.15	Staff is trained in sensitive management of VAW victims.				
	C.16	Staff is knowledgeable about issues of human rights of victims/survivors of VAW and trafficking persons.				
	C.17	The barangay has available modules for the above topics.				If still incomplete, what modules are already available?
	C.18	The barangay has provision for conducting the continuing education program for barangay anti-VAW personnel.				
	C.19	The barangay has provision for the continuing participation of barangay anti-VAW personnel training provided by outside groups and organizations.				

PARAMETERS	1#	INDICATORS	Yes	Partly	No	Remarks
	C.20	Staff handling VAW and trafficking in persons cases possess the following attitudes, ethics and habits of work: <ul style="list-style-type: none"> • Accepting and non-judgmental • Sensitive and sincere • Patient and understanding • Empathetic • Has firm commitment to end VAW and advocate change 				
	C.21					
	C.22					
	C.23					
	C.24					
	C.25					
D. SERVICES N= 31	D.1	The barangay women's desk/GAD office performs crisis intervention and other remedial services needed by the victims/survivors, primarily: <ul style="list-style-type: none"> • rescue and quick response to reports of VAW taking place; • help in securing police assistance; • help in securing medical services; • help in securing medico-legal services; • help in securing legal services; and • help in securing temporary shelter. 				
	D.2					
	D.3					
	D.4					
	D.5					
	D.6					
	D.7	Issues barangay protection order to VAW victims/survivors.				
	D.8	Conducts home visits and follow-up on VAW cases received.				

PARAMETERS	1#	INDICATORS	Yes	Partly	No	Remarks
	D.9	Conducts hearing of VAW complaints (as differentiated from VAWC cases).				
	D.10	Has established a Committee on Decorum and Investigation (CODI) to address cases of sexual harassment within the barangay as mandated by Republic Act 7877.				
	D.11	Has specific programs and services to address violence against women and their children (i.e. abuse of women by their intimate partners) as mandated by Republic Act 9262.				
	D.12	Has specific programs and services to address trafficking of women and girl children as mandated by Republic Act 9208.				
	D.13	Performs other special anti-VAW services as needed by marginalized women (e.g. indigenous women, senior women, girl children, poor women, women from other cultural minority groups) and women in especially difficult circumstances (e.g. women in armed conflicts, internally displaced women).				
D.2. Service procedures and protocols	D.14	The following service procedures and protocols are well-established, written and observed: <ul style="list-style-type: none"> • Handling of VAW cases (i.e. pertaining to the flow of services for VAW victims/survivors coming to the barangay VAW unit) 				
	D.15	Issuance of barangay protection orders				

PARAMETERS	1#	INDICATORS	Yes	Partly	No	Remarks
D.3. Referral system and linkages	D.16	<ul style="list-style-type: none"> Crisis intervention and intake, including rescue, assessing and ensuring the safety of VAW victims/survivors 				
	D.17	<ul style="list-style-type: none"> Referral for services to other agencies 				
	D.18	<ul style="list-style-type: none"> Handling of sexual harassment cases occurring within the barangay offices of involving barangay employees, including provisions for the establishment and operation of a Committee on Decorum and Investigation 				
	D.19	<ul style="list-style-type: none"> Case management (e.g. service delivery, follow-up, assessment and monitoring of cases) 				
	D.20	<ul style="list-style-type: none"> Safekeeping of the records and documents of VAW victims/survivors and ensuring their confidentiality, including protocols on media relations 				
	D.21	<ul style="list-style-type: none"> Monitoring and evaluation of anti-VAW services 				
	D.22	<p>The barangay has a list of agencies/organizations to which VAW victims/survivors can be referred for needed services.</p> <ul style="list-style-type: none"> For legal assistance 				Please list agencies/institutions.
	D.23	<ul style="list-style-type: none"> For psychological services (e.g. counselling, psychiatric examination, individual/group therapy 				Please list agencies/institutions.

PARAMETERS	1#	INDICATORS	Yes	Partly	No	Remarks
E. RESEARCH, MONITORING AND EVALUATION N =30	D.24	<ul style="list-style-type: none"> For medical services 				Please list agencies/ institutions.
	D.25	<ul style="list-style-type: none"> For medico-legal services 				Please list agencies/ institutions.
	D.26	<ul style="list-style-type: none"> For livelihood development and employment assistance for VAW victims/survivors 				Please list agencies/ institutions.
	D.27	The barangay has Memorandum of Agreement (MOA)/ Understanding (MOU) with these agencies/groups for anti-VAW services: Government agencies and facilities (e.g. hospitals, training centers)				Please list agencies/ institutions with MOA or MOU.
	D.28	Civil society organizations (e.g. NGOs, POs)				
	D.29	Other institutions (academic institutions, religious institutions)				
	D.30	Civic organizations				
	D.31	Private corporations and facilities				
	E.1.	There is an existing database of VAW cases reported in the barangay. <ul style="list-style-type: none"> Database of all VAW cases reported in the barangay, taking particular note of cases of trafficking of women and girl children and VAWC (i.e. abuse of women by their intimate partners) 				

PARAMETERS	1#	INDICATORS	Yes	Partly	No	Remarks
E.1. Database of cases	E.2.	<ul style="list-style-type: none"> Database of profile and needs of VAW victims/survivors 				
	E.3.	Intake forms are always available.				
	E.4.	Database of cases include data on <ul style="list-style-type: none"> victim/survivor, perpetrator, interventions, and case status. 				
	E.5.					
	E.6.					
	E.7.					
	E.8.	Other documentation systems and procedures are in place to manage the following information: <ul style="list-style-type: none"> Database of anti-VAW programs / project files Accomplishments and impact report 				
	E.9.					
	E.10	Financial status (e.g. budget allocation, donations and other resources available vis-à-vis resource use)				
	E.11.	There is a system of monitoring through <ul style="list-style-type: none"> home visits case conferences 				
	E.12					
	E.13	consultation with partners/referral agencies				
	E.14	Data are submitted to concerned agencies (e.g. DSWD, DILG)				

PARAMETERS	1#	INDICATORS	Yes	Partly	No	Remarks
	E.15	There is periodic assessment/evaluation of anti-VAW services. This has the following features: There are clear guidelines, procedures and tools for periodic assessment (e.g. anti-VAW structures, programs and projects in place).				
	E.16	A consolidated monitoring form for trafficking in persons and VAWC (i.e. abuse of women by their intimate partners) cases is used.				
	E.17.	Periodic meeting/orientations with staff involved in anti-VAW service provision are held.				
	E.18.	VAW cases are reported / handled, accomplishments, etc. are reported regularly to the following: <ul style="list-style-type: none"> • Barangay Committee on Women • Sangguniang Barangay • Higher local government unit (e.g. city or municipality) • DILG (particularly issuances of barangay protection orders) and other concerned government agencies (e.g. DSWD) • Community constituents 				
	E.19.					
	E.20.					
	E.21					
	E.22					
		The following media for reporting are used: <ul style="list-style-type: none"> • Meetings • Annual reports • Newsletters, posters, other print media 				

PARAMETERS	1#	INDICATORS	Yes	Partly	No	Remarks
		<ul style="list-style-type: none"> Audio-visual media (radio, television, website) Roundtable discussions, stakeholders' dialogues 				
	E.3. Data utilization	Data are analysed and utilized as input to policy and program development and implementation.				
E.4. Feedback mechanism	E.28.	Discussions/consultations with stakeholders within the barangay are held.				
	E.29.	Mechanisms to facilitate the flow of information and gather feedback from the stakeholders in place.				
F. INFORMATION AND ADVOCACY N = 14	F.1.	Information, education and communication (IEC) materials are available for reading/distribution. These materials include manuals, pamphlets and various information handouts on gender issues, women's human rights, and other children's rights.				
	F.2.	Manuals, information handouts, pamphlets are in popular form and can be easily understood by the reader.				
	F.3.	There are sufficient copies of primers on the barangay protection order, VAW information kits, anti-VAW manuals and other IECs for distribution.				
	F.4.	An operational advocacy program for VAW prevention is in place.				

PARAMETERS	1#	INDICATORS	Yes	Partly	No	Remarks
F.5.	Training and orientation sessions on anti-VAW are held with specific groups stakeholders: <ul style="list-style-type: none"> Local executives (e.g. mayors, vice-mayors, councilors, kapitan ng barangay, GAD focal points, Lupon ng Tagapamayapa, barangay tanods, volunteers) 					
F.6.	Teachers and the local school boards					
F.7.	Youth (e.g. Sangguniang Kabataan)					
F.8.	Students					
F.9.	Other marginalized groups in the community (e.g. poor women, indigenous women, women from cultural minority groups)					
F.10.	Activities are conducted in observance of special dates: <ul style="list-style-type: none"> Women's Month (March) International Human Rights Day (December 10) 18 days of Activism Against VAW (25 November – 12 December) 					
F.11	Community campaigns are held through such events as community theatre, for a, symposia.					How many? Specific activities
F.12	Information is disseminated through newsletters, posters, and other media.					
F.13						
F.14						

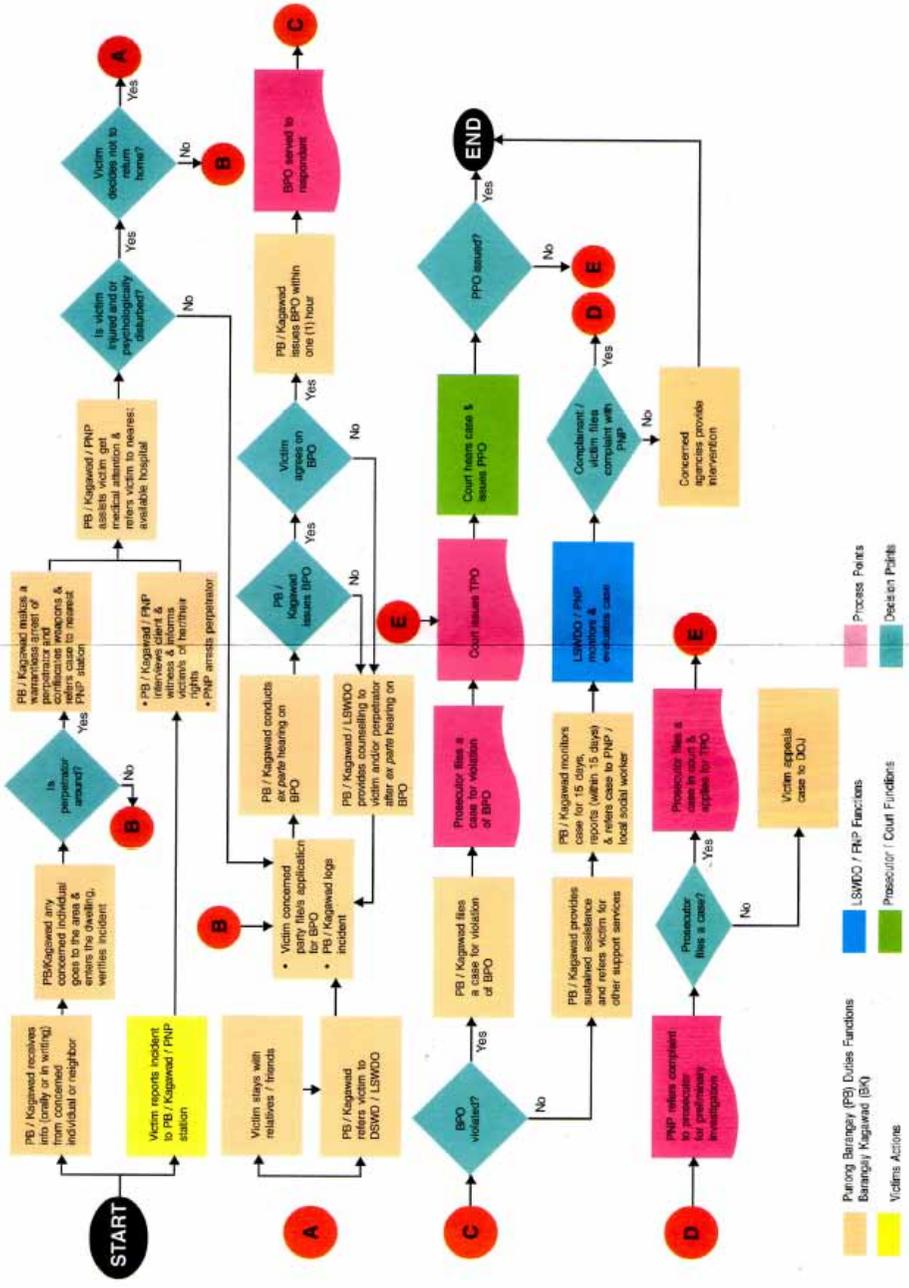
PARAMETERS	1#	INDICATORS	Yes	Partly	No	Remarks
G. FINANCIAL RESOURCES N = 7	G.1.	Financial resources are available from: Internal revenue allotment				
	G.2.	Local tax proceeds and revenues				
	G.3.	Priority Assistance Development Fund (PDAF) from legislators				
	G.4	Donations, grants, financial assistance from private/non-government agencies (local or international)				
	G.5.	Others not mentioned as may be provided in the GAD code				
	G.6.	The GAD Budget is utilized properly.				If not at least 5% what percentage if IRA share is allocated for GAD activities?
	G.7.	The GAD plan and budget accomplishment reports are prepared and submitted.				

Comments on the Assessment Tool:

ANNEX J

FLOWCHART ON HANDLING VAWC CASES

Flowchart in Handling VAWC Cases



ANNEX K

JOINT MEMORANDUM CIRCULAR NO. 2010-2

REPUBLIC OF THE PHILIPPINES

Department of the Interior and Local Government

Department of Social Welfare and Development

Department of Education

Department of Health

Philippine Commission on Women

Joint Memorandum Circular No. 2010-2

December 9, 2010

TO: ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, PUNONG BARANGAYS, DILG REGIONAL DIRECTORS AND FIELD OFFICERS, THE ARMM REGIONAL GOVERNOR AND DILG REGIONAL SECRETARY AND OTHERS CONCERNED

SUBJECT: GUIDELINES IN THE ESTABLISHMENT OF A VIOLENCE AGAINST WOMEN (VAW) DESK IN EVERY BARANGAY

The State condemns discrimination against women in all its forms and pursues by all appropriate means and without delay the policy of eliminating discrimination against women in keeping with the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and other international instruments consistent with Philippine law.

Republic Act (RA) 9710, otherwise known as the Magna Carta of Women, is a comprehensive women's human rights law that seeks to eliminate discrimination against women by recognizing, protecting, fulfilling and promoting the rights of Filipino women, especially those in the marginalized sectors. Section 12 D, Rule IV of the Rules and Regulations Implementing the Magna Carta of

Barangay VAW Desk Handbook

Women provides for the establishment of a VAW desk in every barangay to ensure that violence against women cases are fully addressed in a gender-responsive manner.

To provide the guidelines and procedures for the above provision, this Memorandum Circular is jointly issued by the Department of the Interior and Local Government (DILG), the Department of Social Welfare and Development (DSWD), the Department of Health (DOH), the Department of Education (DepEd) and the Philippine Commission on Women (PCW), pursuant to Section 12 D.2 of the Implementing Rules and Regulations of RA 9710.

1. Definition of Terms

1.1. Violence Against Women (VAW) – refers to any act of gender-based violence that results in, or is likely to result in physical, sexual, or psychological harm or suffering to women, including threats of such acts, coercion, or arbitrary deprivation of liberty, whether occurring in public or in private life. It shall be understood to encompass, but not limited to, the following:

(1) Physical, sexual, psychological, and economic violence occurring in the family, including battering, sexual abuse of female children in the household, dowry-related violence, marital rape, and other traditional practices harmful to women, nonspousal violence, and violence related to exploitation;

(2) Physical, sexual, and psychological violence occurring within the general community, including rape, sexual abuse, sexual harassment, and intimidation at work, in educational institutions and elsewhere, trafficking in women, and prostitution; and

(3) Physical, sexual, and psychological violence perpetrated or condoned by the State, wherever it occurs. It also includes acts of violence against women as defined in Republic Act No. 9208 and 9262. Under the Magna Carta of Women, this term is used interchangeably with gender-based violence.

1.2. VAW Desk – a facility that would address VAW cases in a gender-responsivemanner, managed by a person designated by the punong barangay. It issituated within the premises of the barangay hall. In the absence of a barangayhall, the VAW Desk shall be estab-lished within the premises where the punongbarangay holds office.

2. Establishment of VAW Desk in Every Barangay

2.1. Setting up the VAW Desk – the punong barangay shall designate an areawithin the barangay hall for the VAW desk. S/he shall provide for the necessary furniture and fixtures such as, but not limited to, table, chairs, separate filing cabinet and log book for record-keeping of cases. Likewise, the punong barangay shall ensure the confidentiality of the case and privacy and safety of the victim-survivor.

2.2. Designation of VAW Desk person – the punong barangay shall designate a VAW Desk person who is trained in gender-sensitive handling of cases; preferably a woman barangay kagawad or woman barangay tanod. In cases where there are no trained personnel, ensure that the person assigned shall undergo basic gender sensitivity training and orientation on anti-VAW laws.

2.3. Functions of the Barangay VAW Desk – The VAW Desk shall perform the following tasks:

2.3.1. respond to gender-based violence cases brought to the barangay;

2.3.2. record the number of gender-based violence handled by the barangay and submit a quarterly report on all cases of VAW to the DILG City/Municipal Field Office and the City/Municipal Social Welfare Development Office (C/MSWDO);

2.3.3. keep VAW case records confidential and secured, and ensure that only authorized personnel can access it;

2.3.4. assist victims of VAW in securing Barangay Protection

Order (BPO) and access necessary services;

2.3.5. develop the barangay's gender-responsive plan in addressing gender-based violence, including support services, capacity building and referral system;

2.3.6. coordinate with and refer cases to government agencies, nongovernment organizations (NGOs), institutions, and other service providers as necessary;

2.3.7. address other forms of abuse committed against women, especially senior citizens, women with disabilities, and other marginalized groups;

2.3.8. lead advocacies on the elimination of VAW in the community; and

2.3.9. perform other related functions as may be assigned.

2.4. Role of Provincial Governors, and City and Municipal Mayors – all provincial governors, and city and municipal mayors shall ensure the establishment of a VAW Desk in every barangay within their jurisdiction, and provide technical and financial assistance for its operations pursuant to Section 12.D paragraph 2 of the MCW IRR.

3. Protocol in Handling VAW Cases at the Barangay Level

The Anti-Violence Against Women and Their Children (VAWC) Act (RA 9262) mandates the Punong Barangay or in his/her absence the barangay kagawad concerned or on duty to take immediate action upon being informed of a violent incident and is mandated to issue a Barangay Protection Order (BPO) on the date of filing after ex parte determination of the basis of application. Please note that all forms of amicable settlement under the Katarungang Pambarangay such as mediation, settlement, conciliation, arbitration shall not apply to cases of VAWC. The following protocols shall be observed by the Barangay VAW Desk person when responding to VAW situations:

3.1. A VAWC (RA 9262) victim-survivor is accompanied by someone to the barangay or the victim herself goes to the barangay.

3.1.1. Make the woman (and children, if applicable) comfortable

in a safe and private room giving her water and other immediate needs, if any;

3.1.2. Assess the situation and get initial information to determine the risks on hand and if immediate medical attention is needed. If so, facilitate referral to the nearest medical facility;

3.1.3. After the victim-survivor has stabilized, assist the Punong Barangay/ Kagawad in the conduct of an investigation in a gender sensitive and non-judgmental manner in a language understood by her;

3.1.4. Inform her of her rights and the remedies available and the processes involved particularly in relation to the BPO. Assist her to file application, if she decides to have a BPO;

3.1.5. Record the incident using the National VAW Documentation System barangay form (Annex 1);

3.1.6. If victim-survivor desires to be in a safe shelter, seek the assistance of the other barangay officials, barangay tanod or the police in getting her belongings and refer to a shelter/ women's center or to the C/MSWDO;

3.1.7. Assist the victim-survivor to file for a temporary protection order (TPO) or permanent protection order (PPO) with the nearest Family Court within 24 hours after issuance of the BPO, if the victim-survivor so desires or she applies directly for a TPO/PPO instead of a BPO;

3.1.8. Report the incident within four hours to the PNP and the C/MSWDO.

3.2. A victim-survivor of VAWC is reported by a community member.

3.2.1. Verify the information and if needed, seek assistance

from the PNP;

3.2.2. Assess the situation and facilitate the rescue of the victim-survivor when necessary to ensure her safety, and when applicable the safety of her children;

3.2.3. Inform the victim-survivor about her rights and remedies available particularly the BPO and its processes. Assist her to apply for a BPO, if she so desires;

3.2.4. Refer victim-survivor for medical care and temporary shelter and other needs when needed based on the assessment done;

3.2.5. Record the incident using the National VAW Documentation System barangay form (Annex 1);

3.2.6. If not done earlier, report the incident within four hours to the PNP and the C/MSWDO.

3.3. For rape, trafficking in persons and other cases which do not fall under the jurisdiction of the barangay, assist the victim-survivor to file a complaint at the PNP Women and Children Protection Center or the National Bureau of Investigation (NBI).

4. Monitoring and Reporting

Within six months from the issuance of this JMC, all DILG Regional Directors and Field Officers shall submit a report on the establishment of Barangay VAW Desk in their respective areas.

5. Funding

The cost of the establishment and operations of the VAW Desk shall be charged under the LGU's gender and development (GAD) budget, which shall be at least five percent (5%) of their budgetary allocation. As such, it shall be included in the annual GAD Plans and Programs of the LGUs, in accordance with Section 37.A of the MCW IRR (Planning, Budgeting, Monitoring and Evaluation for GAD).

6. Effectivity

This Joint Memorandum Circular shall take effect immediately.

References

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5. Philippine Commission on Women (formerly NCRFW) and DOH, DILG, DOJ, DSWD, PCW, PNP, and UNFPA. Performance Standards and Assessment Tools for Violence Against Women-Related Services of Local Government Units. 2008.
6. Philippine Commission on Women (formerly NCRFW) and IAC-VAWC. Guidelines in the Establishment and Management of a Referral System on Violence Against Women at the Local Government Unit Level . 2010.
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9. Republic Act 8505 (Rape Victim Assistance and Protection Act), 1998
10. Republic Act 9208 (Anti-Trafficking in Persons Act), 2003
11. Republic Act 9710 (Magna Carta of Women), 2008.
12. Republic Act 9262 (Anti-Violence Against Women and their Children), 2004.
13. Women's Children Protection Center- Directorate for Investigation and Detective Management (WCPC-DIDM), Philippine National Police, 2011
14. Women's Children Protection Center- Directorate for Investigation and Detective Management (WCPC-DIDM), Philippine National Police. State of the Filipino Women: Violence Against Women (VAW). (Powerpoint Presentation), 2012
15. World Economic Forum, Global Gender Gap Index Report, 2011



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