



Republic of the Philippines
Department of Social Welfare and Development
IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126
Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191
E-mail: osec@dswd.gov.ph
Website: <http://www.dswd.gov.ph>

Administrative Order No. 02
Series of 2013

SUBJECT: Guidelines in the Implementation of the Comprehensive Intervention Against Gender-Based Violence

I. RATIONALE

The United Nations defines violence against women as any act of gender-based violence that results in, or is likely to result in, physical, sexual or mental harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or in private life.

- One in five women aged 15-49 experience physical violence since age 15
- Almost one in 10 women aged 15-49 experienced sexual violence
- 88.1% of **physical violence** committed by husbands, former husbands, boyfriends and ex-boyfriends
- 75.7% of **sexual violence** committed by current or former husband
- 57.7% of **sexual violence** committed by current/former boyfriend

Source: 2008 National Demographic and Health Survey

Gender-based violence reflects and reinforces inequities between men and women and compromises the health, dignity, security and autonomy of its victims. It encompasses a wide range of human rights violations, including sexual abuse, rape, domestic violence, sexual assault and harassment, trafficking of women and girls.

Violence against women has been called "the most pervasive yet least recognized human rights abuse in the world." Accordingly, the Vienna Human Rights Conference and the Fourth World Conference on Women gave priority to this issue, which jeopardizes women's lives, bodies, psychological integrity and freedom. Violence may have profound effects – direct and indirect – on a woman's health.

Gender-based violence also serves – by intention or effect – to perpetuate male power and control. It is sustained by a culture of silence and denial of the seriousness of the consequences of abuse. In addition to the harm they exact on the individual level, these consequences also exact a social toll and place a heavy and unnecessary burden on social services.

As a response to the rising incidence of the Gender-based Violence, the Department of Social Welfare and Development, in partnership with Agencia Española de Cooperacion Internacional para el Desarrollo (AECID), developed the project entitled Comprehensive Pilot Intervention Plan against Gender Violence in CARAGA (CoPIPAGV 13).

The pilot implementation was done in 61 barangays of 20 cities/municipalities in 3 provinces of Caraga Region from 2008 to 2011. It focused on one region to execute a comprehensive work which considers all the key intervention points when fighting against GBV. The pilot experiences are done with the intention of studying in depth the matter of GBV in the Philippines and, starting from the experience and knowledge, to be able to propose the development of project duplicates in other points of the country.

The first phase of project implementation focused on the in-depth analysis on the situation of the VAW in the Caraga region to be able to draw out the specific needs of the victims/ survivors of VAW and the main and essential players of the intervention. Basic Gender Sensitivity Trainings to service providers were also conducted because it was necessary to come up with a common framework for understanding Gender-Based Violence.

The second phase provided awareness-raising for the communities, the families, and members of women organizations. The project produced IEC materials and media campaigns as a continued support to the campaign against Gender-based Violence. Specialized trainings for service providers were also conducted for improved assistance to GBV victim-survivors. The project also provided supported for the improvement of centers through expansion and provision of equipments which continued until the third phase of the project.

The third and final phase focused on the expansion of existing partnerships base to include new and non-traditional players in GBV, while at the same time focusing on building collective capacity through continued specialized trainings, data management and sharing of good practices and learning.

The pilot implementation had been successful because of the adoption of a strategic and comprehensive approach in executing a program which considers all key intervention points. Hence, these guidelines on the implementation of the Comprehensive Intervention against Gender-Based Violence have been formulated for national implementation.

II. LEGAL BASES

A. International Instruments

1. *Convention on the Elimination of All Forms of Discrimination Against Women (1981)*

The Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) is regarded as the international bill of rights of women. It defines what constitutes discrimination against women and initiates an agenda for national action to end discrimination. The Philippines, as a signatory to the Convention, commits to put its provisions into practice.

The Convention in Article 1 defines discrimination against women. The definition of discrimination includes gender-based violence, that is, violence that is directed against a woman because she is a woman or that affects women disproportionately. It includes acts that inflict physical, mental or sexual harm or suffering, threats of such acts, coercion and other deprivations of liberty. Gender-based violence may breach specific provisions of the Convention, regardless of whether those provisions expressly mention violence.

2. *United Nations Declaration on the Elimination of Violence Against Women (1993)*. In 1993, the United Nations ratified an international document recognizing violence against women as an issue. According to this Declaration:

Article 1. "Violence against women" mean 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 private life.

Article 2. Violence against women shall be understood to encompass, but not limited to physical, sexual and psychological violence occurring in the family and within the general community, including battering, sexual abuse of female children in the household, dowry-related violence, marital rape, female genital mutilation and other traditional practices harmful to women, non-spousal violence, rape, sexual abuse, sexual harassment and intimidation at work, in educational institutions and elsewhere, trafficking in women and forced prostitution, and violence perpetrated or condoned by the state.

3. ***Beijing Declaration and Platform for Action (1995)***. The Fourth World Conference on Women calls for action on twelve critical areas of concern affecting women, including violence against women which is seen as an obstacle to the achievement of the objectives of equality, development and peace. A strategic objective is the integration of measures to prevent and eliminate violence against women. Further, developing a holistic and multidisciplinary approach to the challenging task of promoting, families, communities and State that are free of VAW is necessary and achievable.
4. ***Convention on the Rights of the Child (1989)***. The convention recognizes the children's rights to survival, development, protection, and participation.

Article 19. State Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

Article 39. State Parties shall take all appropriate measures to promote physical and psychological recovery and social reintegration of a child victim of: any form of neglect, exploitation, or abuse; torture or any other form of cruel, inhuman or degrading treatment or punishment; or armed conflicts. Such recovery and reintegration shall take place in an environment which fosters the health, self-respect and dignity of the child.

B. National Laws and Issuances

1. ***1987 Philippine Constitution*** states that "the State recognizes the role of women in nation building and shall ensure the fundamental equality before the law of women and men." (Section 14, Article 2)
2. ***Republic Act 3815 The Revised Penal Code*** which criminalizes a whole class of acts that are generally accepted as criminal, such as murder or homicide, rape, robbery and theft. The Code also penalizes other acts which are considered criminal in the Philippines, such as adultery and concubinage. The Code expressly defines the elements that consist each crime, and the existence all these elements have to be proven beyond reasonable doubt in order to secure conviction. Other acts which are not penalized in this act shall be covered by special laws.
3. ***Republic Act 7192 Women in Development and Nation Building Act (1992)*** promotes the integration of women as full and equal partners of men in development and nation building.

4. **Republic Act 7610 Special Protection of Children (1991)** defines the concepts of abuse, exploitation and discrimination of children. The girl-child is vulnerable to crimes like molestation, seduction, physical abuse, incest and rape.
5. **Republic Act 7877 Anti-Sexual Harassment Act (1995)** criminalizes incidents involving unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature, made directly or indirectly in the workplaces, schools and training institutions. Sexual harassment is about abusing power relations or using one's power to extract sexual favors.
6. **Republic Act 8353 Anti-Rape Law (1997)** expands the definition of the crime of rape as a crime against persons. It recognizes marital rape and questions the notion of sexual obligation in marriage. It notes that rape happens even without penile penetration and recognizes the use of objects as constituting sexual assault as a form of rape.
7. **Republic Act 8505 Rape Victim Assistance and Protection Act (1998)** mandates various agencies of the government to establish a Rape Crisis Center in every province and city in the country. The law also provides for the services that rape victims can avail of from these crisis centers. The law also prescribes the rules to be followed in the investigation of rape cases.
8. **Republic Act 9208 Anti-Trafficking in Persons Act (2003)** penalizes not only the recruiter, harborer or dealer of trafficked victims for purposes of prostitution, sexual exploitation, pornography, forced labor, slavery, involuntary servitude or debt bondage, or the removal or sale of organs, but also the patrons or customers who benefited from the services of the trafficked persons. The law treats trafficked persons as victims and not as criminals for the crimes connected with the acts of trafficking, regardless of the victim's consent to said acts.
9. **Republic Act 9262 Anti-Violence Against Women and their Children Act (2004)** defines violence against women and their children, provides for protective measures to victims and prescribes penalties for its violations. VAWC shall be considered as a public offense which means that a complaint may be filed by any citizen having personal knowledge of the circumstances involving the commission of the crime. It also identifies the duties of barangay officials, law enforcers, prosecutors, court personnel, social welfare and health care providers and the LGUs to provide the necessary protection and support for VAWC victims.
10. **Republic Act 9710 Magna Carta of Women** spells out every woman's right to protection from all forms of violence, including those committed by the State. Section 9 underscores that agencies of government shall give priority to the defense and protection of women against gender-based offenses and help women attain justice and healing. Section 10 states that women have the right to protection and security in times of disasters, calamities or other crisis situations.
11. **Joint Memorandum Circular No. 2010-1** entitled Creation of Local Committees on Anti-Trafficking and Violence Against Women and their Children.
12. **Joint Memorandum Circular No. 2010-2** provides guidelines on the establishment of a Violence Against Women Desk in Every Barangay.

III. DEFINITION OF TERMS

1. **Violence against Women (VAW)** – refers to any act of gender-based violence that results 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 private life.¹
2. **Gender-based Violence (GBV)** – refers to violence that is directed at a person on the basis of gender or sex.² GBV is an umbrella term encompassing a wide range of human rights violations and can be directed at adult women and men and male and female children. GBV takes the form of rape, domestic violence, sexual assault and harassment, trafficking of women, girls and boys and several harmful traditional practices including female genital mutilation/cutting, early marriage, bride inheritance.³
3. **Violence against Women and their Children (VAWC)** – refers to any act or a series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which results in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty.⁴
4. **Victim-survivor** – refers to a woman or child who has suffered gender-based violence. While as a victim, she should be treated with compassion and sensitivity, referring to her as a survivor recognizes her strength and resiliency.⁵
5. **Reintegration** – refers to the process focused on reuniting the victim-survivor with her family and community or integration with a new family and/or community. It implies a package of measures towards restoring the victim-survivor's rights, social status and health, helping her regain self-respect and interventions such as education, vocational training and employment. Reintegration is the concluding stage of an integrated system of rendering protection and support to VAW survivors.⁶
6. **Service Provider** – refers to an agency/organization/individual providing protection and assistance to a victim-survivor of violence whether government or non-government/faith-based organization/agency providing social welfare and development services, health/medical/psychological/psychiatric services, legal assistance, educational (formal/non-formal/alternative) services, and others for the recovery and reintegration of a victim-survivor.⁷
7. **Trafficking in Persons** – refers to the recruitment, transportation, transfer or harboring, or receipt of persons with or without the victim's consent or knowledge, within or across national borders by means of threat or use of force, or other forms of coercion, abduction, fraud,

¹ UN Declaration on the Elimination of Violence Against Women, 1993.

² Recommendation 19, No. 6 of the 11th CEDAW Session.

³ <http://oneresponse.info/GlobalClusters/Protection/GBV/Pages/default.aspx>

⁴ RA 9262, Section 3, Definition of Terms.

⁵ Philippine Commission on Women and Inter Agency Council on Violence Against Women and Their Children. *Guidelines in the Establishment and Management of a Referral System on Violence Against Women at the Local Government Unit Level*.

⁶ Ibid

⁷ Ibid

deception, abuse of power or of position, taking advantage of the vulnerability of the person, or, the giving or receiving of payments or benefits to achieve the consent of a person having control over another person for the purpose of exploitation of others or other forms of sexual exploitation, forced labor or services, slavery, servitude or the removal or sale of organs.⁸

8. **National Referral System** – a co-operative framework through which state actors fulfill their obligations to protect and promote the human rights of trafficked persons, coordinating their efforts in a strategic partnership with civil society.⁹
9. **National Recovery and Reintegration Database** – a web-based data banking system for trafficked persons that systematizes data collection, produces reports on the situation, trends and needs of trafficked persons, and improve service delivery.

IV. OBJECTIVE

This guidelines aims to ensure the effective and efficient implementation of the Comprehensive Intervention against Gender-Based Violence in order to ensure the provision of effective services to victim-survivors of Violence Against Women and their Children. This shall be used by the Non-Government Organizations, Civil Society Organizations and Local Government Units as basis for the adoption and replication of the project.

V. PROJECT DESCRIPTION

The Comprehensive Intervention against Gender-Based Violence envisions that community women and girls will have reduced vulnerabilities to GBV through increased access to quality response and reintegration services and participation in preventive actions. It aims to address issues concerning gender-based violence through an adoption of a comprehensive approach in executing a program which will consider all the key intervention points. The project's approach will be to respond to GBV in a holistic manner with three major components: Prevention, Intervention and Reintegration.

The **Prevention Component** aims to increase awareness of the population in general and of the vulnerable groups (rural, urban, IP) on the knowledge and perception of VAW, as well as on the strategies to combat it. This component includes a series of training activities and awareness workshops for community members that will be carried out by local NGAs, POs, NGOs, FBOs and/or other organizations that have experience on women's issues and gender-based violence. An awareness campaign shall also be launched through the development of Information, Education and Communication materials. Through the utilization of different media forms, the messages on VAW and GBV are expected to have a wider reach thereby preventing it from happening.

Aside from the lack of awareness of the poor and vulnerable groups on the basic rights and laws that protect them, the lack of an enabling environment within the structures in charge of dispensing justice and protection is one of the reasons why women and children remain vulnerable to violence. The **Intervention Component** shall focus on the improvement of service system to women and girls/victims of Gender Violence through specialized training, improvement of centers and the coordination between agencies and other entities. The module which was developed during the pilot implementation of the project shall be utilized.

⁸ RA 9208, Section 3, Definition of Terms.

⁹ OSCE Office for Democratic Institutions and Human Rights. *National Referral Mechanism: Joining Efforts to Protect the Rights of Trafficked Persons*. (Warsaw, Poland: 2004) cited in Department of Social Welfare and Development. *Referral System for the Recovery and Reintegration of Trafficked Persons*. (Quezon City: DSWD and ILO, 2010)

If no effective alternatives to social and labor reintegration exist for women and girls, then their vulnerability is enormous and therefore the possibilities of falling back into episodes of VAWC are very high. In this regard, different strategies shall be created to support the healing, recovery and reintegration of women and girls who are victim-survivors of VAWC. Under the ***Reintegration Component***, the project will push for the creation of an enabling environment for GBV prevention and response through mainstreaming of GBV concerns in policy and resource allocation processes at the local levels. It will advocate for greater awareness and improved gender programming, emphasizing access and rights issues and the link between poverty, vulnerability, and GBV.

The project shall be implemented by different Non-Government Organizations (NGOs), Civil Society Organizations (CSO) and the Local Government Units through their Local Social Welfare and Development Office in coordination with the Barangay Councils.

VI. PROJECT GOALS

The project hopes to improve the conditions of women and girls through improved prevention, assistance and reintegration of survivors of Violence against Women and their Children (VAWC). Specifically, it aims to:

- (1) Provide support to the prevention of violence against women and girls through increased awareness of communities;
- (2) Improve service to women and girls who are victims-survivors of VAWC through the conduct of specialized training, provision of resources, and coordination between and among agencies and other entities; and
- (3) Facilitate social integration and related socio-economic aspects of survivors of VAWC.

VII. TARGET BENEFICIARIES/AREA

The implementing agency must be committed to the goal of reducing the vulnerabilities to Gender-based Violence of women and girls through increased awareness to quality response and reintegration services and participation in preventive actions.

The direct beneficiaries are:

- the women and girls who are victims of physical, sexual, psychological, economic and other forms of abuse
- the children of women who are survivors of different forms of abuse
- women and girls who are trafficked for purposes of sexual and/or labor exploitation

On the other hand, the indirect beneficiary population are the following:

1. Those who receive specialized training
 - residential care and community-based social workers
 - members of the police force and other security forces
 - health personnel
 - members of the legal/judicial sector
 - local government officials/staff

- members of women associations or organizations
 - Gender and Development focal persons from government agencies
2. Those who receive increased awareness
 - children in elementary schools and adolescents in secondary schools
 - organized civil society
 - the families
 - the communities in general

VIII. IMPLEMENTING GUIDELINES

A. Pre-Implementation Phase

1. Dialogue/Consultation with Local Government Units (LGUs), Non-Government Organizations (NGOs) and Civil Society Organizations (CSOs)

The DSWD Field Office shall conduct a dialogue/meeting with local chief executives and other possible partners in the community to solicit support in the implementation of the project in their locality. The conduct of consultation provides a venue to clarify concerns between DSWD and the LGU/NGO/CSO in relation to the assessment of their capability to implement and sustain the project once it is turned-over to them.

2. MOA Signing with Partner LGU/NGO/CSO

A Memorandum of Agreement (MOA) shall be signed by the DSWD Field Office with the partner LGU/NGO/CSO to formalize the working relationship, role delineations and commitment of all parties involved. The MOA signing shall take place in the target barangay and will be attended by the DSWD Director, Mayor and City Council member, C/MSWDO Officer and/or NGO/CSO Representative as well as other key players of the project and people from the community.

3. Organization of Project Management Team

A Project Management Team will be organized to manage the implementation of the project. The team shall be composed of social worker from P/C/MSWDO and a member of the Barangay Council of the target barangays and representatives from partner NGOs/CSOs. The LGU social worker and/or the NGO focal person shall be responsible in the direct implementation of the project while the member of the Barangay Council shall assist in the conduct of activities under the project.

B. Implementation Phase

Component 1: Prevention

1. **Community Awareness Raising.** The implementing agency shall conduct training activities and awareness workshops for community members that will be carried out by local NGAs, POs, NGOs, FBOs and/or other organizations that have experience on women's issues and gender-based violence. The training activities include community-based gender awareness workshops, paralegal training, Training on VAWC case-handling

for barangay officials, gender trainings for IP communities, and VAWC orientation sessions for schools, LGUs and daycare workers. The training module developed under the pilot implementation of the project shall be utilized.

2. **Advocacy Campaign.** The implementing agency shall launch an advocacy campaign against GBV utilizing different media forms such as airing of radio plug/program, reproduction and dissemination of information, education and communication (IEC) materials [t-shirt, fan flyers, tarpaulin/billboard, baller bands, flipchart on the rights of women and children (developed by the Access to Justice for the Poor Project), calendar, folder and other print materials].
3. **Support to Development of Community GBV Response.** The implementing agency shall also provide funds to support the Barangay or Local Committees on Anti-Trafficking and Violence against Women and their Children (LCAT-VAWC) action plans on the development of community GBV response.

Component 2: Intervention

1. **Capacity Building.** The implementing agency shall provide specialized trainings for LGU and social welfare and development agency social workers in order to enhance their knowledge, skills and attitudes especially in understanding the dynamics of GBV victim-survivors, provision of adequate intervention and reintegration services, conduct of advocacy campaigns and the strengthening of LCAT-VAWC. Trainings shall also be conducted for police and other members of the security sector, medical/health personnel, lawyers and prosecutors to develop their capability in handling VAWC cases.

The total number and profiles of participants shall be indicated, and those who are not yet trained under the project shall be prioritized in the subsequent capacity building activities. The training module developed under the pilot implementation of the project shall be utilized.

2. **Inter-Agency Coordination.** The implementing agency shall conduct an organizational meeting to establish/strengthen the LCAT-VAWC; the agenda of the meeting shall include the Legal Basis, Guidelines for the creation of the committee, Functions, roles & responsibilities of members, VAW situationer and formalization of LCAT-VAWC (Mayor's declaration or EO). The agenda for the succeeding strengthening meeting should include planning or updating of action plan and tasking. Afterwards, regular meeting/case conferences for LCAT-VAWC shall be conducted on a quarterly basis. The DSWD FO shall act as advocate of trafficking and VAWC, provide technical assistance in the formulation of plans and act as resource speaker during the organizational and strengthening meetings.
3. **Gender Responsive Case Management.** GRCM is the process of coordinating and providing direct services to women and girl survivors of abuses that starts from the recognition of gender biases against women and girls in the home, in the community and in society; pursues empowerment as the goal of the healing partnership and service delivery where the woman sees her value and status in relation to herself, in the family and in the society; and addresses the victim-survivor's immediate needs and long-term needs. The social worker uses Gender Violence Survivor Assessment Tool, Domestic Violence Survivor Assessment Tool and Interdisciplinary Gender Assessment Tool in order to analyze

situation of the victim-survivor. The result of the assessment would provide the worker basis in formulating appropriate intervention or helping plan. The LGU and social welfare and development agency social workers shall be provided with training on GRCM to ensure gender-sensitive provision of services.

4. **Data Gathering and Analysis.** The implementing agency shall adopt and implement the National Referral System (NRS) for the Recovery and Reintegration of Trafficked Persons and the National Recovery and Reintegration Database (NRRD). They should provide (1) desktop computer unit with internet connection which will be used to encode the cases of trafficked persons in a timely manner. The focal persons shall also be trained on the use of the database. The implementing agency shall also provide funds for the maintenance of the database and information systems.
4. **Residential Care Facilities.** The implementing agency shall ensure that there is a residential facility which shall provide temporary shelter and appropriate interventions for GBV victim-survivors. Should it be deemed necessary, the implementing agency shall also provide funds for the construction of a facility and/or improvement/expansion of the facility in order to comply with existing standards. They shall also ensure that centers are equipped with proper equipment and human resources in order to provide adequate services to its clients, the support for human resources includes capacity building activities for the center staff.

However, if it is not feasible to establish and/or maintain a facility in the locality, they may opt to link up with the nearest facility, whether managed by another LGU or an NGO, through a cost-sharing scheme. The implementing agency must enter into a Memorandum of Agreement (MOA) with the partner agency based upon the agreed terms of reference.

Component 3: Reintegration

1. **Training Course and Labor Integration.** Providing vocational-technical training is part of the reintegration services of survivors of gender-based violence. The target beneficiaries for the VocTech Training are the women & young girls who were discharged from the Centers and the women survivors in the communities. The target beneficiaries will be identified by the LGU/Center Social Worker. They shall be enrolled in TESDA-accredited vocational-technical schools. The project shall provide support for tuition, other school fees, educational materials and subsidy for transportation and board and lodging costs of the target beneficiaries. The assigned social worker shall conduct home visit and regular monitoring as part of case management. After completing the training course, the scholars shall also be linked to network agencies for job placement.
2. **Support Services for Reintegration into the Educational System.** As part of the support to reintegration into the educational system, school kits will be provided to re-integrated survivors and children of survivors in the communities. The target beneficiaries will be identified by the LGU Social Worker. The school kit includes two sets of school uniform, one set of physical education (P.E.) uniform, two pairs of shoes & socks, and subsidy for books and other school projects. Through the provision of school kits, survivors of violence are assisted in their reintegration in the education system, which will eventually contribute to their over-all welfare and development.

- 3. Expansion of the Network to Include Other Sectors.** The Vocational Technical Courses Training showed the importance of including other sectors such as schools and training institutions in facilitating successful reintegration of victim-survivors to their families and communities. Education and training can be empowering especially to women who are economically dependent to their husbands or partners.

The implementing agency shall conduct a one-day activity through which the success stories of the Vocational Technical Courses/ Training shall be highlighted by presentations and testimonials from the scholars and case managers. This activity shall elicit support for the reintegration of victim-survivors from sectors such as schools and training institutions for the provision of scholarship and business groups for job placement of victim-survivors.

- 4. Local Policy Engagement.** RA 7192 or the "Women in Development and Nation-Building Act" has been the starting point of the Gender and Development (GAD) Budget Policy that specifically mandates all government agencies to set aside at least 5 percent of their total budget appropriations on gender and development.

A training workshop on Gender-Responsive Planning and Budgeting shall build the capacity of LGU officials in applying the policy framework in the development of programs, activities and projects that promote gender-responsive governance and women's economic empowerment; including programs that can address gender-based violence. The training will focus on LGU officials involved in the local development planning which includes the following officials: Sangguniang Bayan Chair on Women and Children, local budget officer, local planning officer and GAD focal person.

5. Documentation of Best Practices.

- **Learning Assemblies.** A Learning Assembly shall be conducted towards the end of the implementation. The activity shall be attended by participants from the ranks of the Municipal Social Welfare and Development Officers, Municipal Health Officers, PNP/WCPDOs, SB Chair for Social Service, Brgy. Officials and NGO/CSO representatives who are at the forefront in handling cases of GBV. The participants with documented experiences of successful GBV programming shall come together to share lessons and insights so that different agencies may learn from the experiences and adopt best practices of other agencies.
- **Documentation and Printing of Success Stories.** A three-day writeshop will be conducted with the GBV service providers. The writeshop shall facilitate the production of first-hand accounts of cases of gender-based violence handled by the case managers themselves. This shall also enable case managers to share and process their individual experiences as a group, and collectively reflect on their achievements and learnings. The results of the writeshop will be used for the development and production of a publication on best practices of the project.

C. Post Implementation Phase

1. Monitoring and Evaluation

The implementing agency shall conduct quarterly monitoring and evaluation on status updates (targets vis-à-vis actual accomplishments), action plans, coordination, and fund utilization. The monitoring shall also determine the number of clients served, types of

services provided, inter-agency committees organized and functional, number of agencies/individual members of the inter-agency committees, and ordinances/resolutions/policies adopted in support of the project. The implementing agency should also conduct a mid-year and year-end evaluation to determine the gaps and the possible enhancement of the project to ensure effective and efficient implementation.

2. Reporting

Quarterly reports shall be submitted to the DSWD Field Office every 10th day of the preceding month. The DSWD FO shall consolidate the reports and submit to DSWD Central Office – Protective Service bureau on a quarterly basis within six months of its implementation and on a semestral basis thereafter. Said report shall be the basis for the provision of technical assistance.

IX. INSTITUTIONAL ARRANGEMENTS

A. Department of Social Welfare and Development

1. Social Technology Bureau

- a. Conduct orientation for the initial replication/adoption initiative.
- b. Provide technical assistance to the field offices for the initial replication/adoption initiative.
- c. Facilitate the post-consultation with the FOs for the social marketing planning for advocacy/dissemination/adoption of the project.

2. Protective Services Bureau

- a. Monitor the operation and implementation of the program through the Field Offices.
- b. Provide technical assistance and resource augmentation to the Field Offices in their provision of appropriate services.
- c. Provide technical assistance to residential/non-residential care facilities providing services to GBV victim-survivors.
- d. Install system for monitoring of the program implementation for reporting purposes.

3. Capacity Building Bureau

- a. Provide technical assistance along capability building activities for OBS, Field Offices and service providers to victim-survivors of GBV.
- b. Facilitate the conduct of capability-building activities for service providers.
- c. Provide technical assistance in developing and enhancing knowledge products to be developed by the implementers of project.

4. Standards Bureau

- a. License and accredit social welfare and development agencies (SWDAs) providing services to victim-survivors of GBV ensuring standards are complied for the residential and community based services.
- b. Develop/monitor/recommend standards for residential and community based services of SWDAs and LGUs to victim-survivors of GBV.

5. Social Marketing Service

- a. Spearhead the conduct of advocacy activities to promote the program.
- b. Provide technical assistance to the RIO along the advocacy activities under the program.

6. DSWD Field Offices

- a. Assign one (1) staff as project focal person.
- b. Conduct advocacy activites/orientation on the project and coordinate with the local government units for the selection and identification of target areas.
- c. Forge a MOA with partner agencies to ensure support and commitment of partner agencies and stakeholders.
- d. Manage the first six (6) months of project implementation before actual project turn-over to the implementing agency.
- e. Provide technical assistance and resource augmentation to LGUs, NGOs and other service providers at the local levels on the implementation, monitoring and evaluation of the project.
- f. Act as Resource Person in the conduct of capability building activities in their respective regions.
- g. Establish and strengthen the Regional Committees against Trafficking and VAWC (RCAT-VAWC).
- h. Provide technical assistance in the establishment and strengthening of the Local Committee on Anti-Trafficking and VAWC (LCAT-VAWC).

B. Local Government Units

1. Local Chief Executive

- a. Enact local resolutions in support of the implementation and sustainability of the project thereby providing funds for the project institutionalization.
- b. Include the implementation of the program in the annual investment plan of the Local Government Unit.
- c. Intensify awareness raising activities relative to Gender-based Violence.
- d. Establish and strengthen the Local Committees on Anti-Trafficking and VAWC (LCAT-VAWC).
- e. Attend/preside local inter-agency meetings.
- f. Integrate programs, activities and projects that promote gender-responsive governance and women's economic empowerment in the Local GAD Plan.
- g. Ensure compliance on the establishment of a VAW Desk and VAW Point Person in every barangay pursuant to Joint DILG-DSWD-DepEd-DOH-PCW MC No. 2010-2 dated December 9, 2010.

2. Local Social Welfare and Development Office

- a. Directly implement the program in partnership with concerned agencies.
- b. Designate the permanent LSWDO social workers/focal person who will implement the program.
- c. Conduct assessment as to client's eligibility for assistance/VocTech scholarship.
- d. Utilize the National Recovery and Reintegration Database for the generation of data and information on trafficked person and corresponding services provided.

- e. Provide services to clients based on assessed needs.
- f. Attend/serve as secretariat in inter-agency meetings.
- g. Conduct case conferences, consultation meetings and network meetings to thresh out issues, problems and concerns in the implementation of the project.
- h. Submit quarterly accomplishment report to the DSWD Field Office on the project implementation.
- i. Document good practices of the project.

C. Non-Government Organization/Civil Service Organizations

- 1. Directly implement the program in partnership with concerned agencies.
- 2. Designate the permanent social workers/focal person who will implement the program.
- 3. Utilize the National Recovery and Reintegration Database for the generation of data and information on trafficked person and corresponding services provided.
- 4. Provide services to clients based on assessed needs.
- 5. Conduct case conferences, consultation meetings and network meetings to thresh out issues, problems and concerns in the implementation of the project.
- 6. Submit quarterly accomplishment report to the DSWD Field Office on the project implementation.
- 7. Document good practices of the project.

X. EFFECTIVITY

This Administrative Order shall take effect immediately.

Issued in Quezon City, this 01 day of March 2013.



CORAZON JULIANO-SOLIMAN
Secretary

