



MEMORANDUM CIRCULAR

No. 28

Series of 2024

ADOPTING THE USE OF ASSESSMENT OF SURVIVOR OUTCOMES TOOL IN THE CASE MANAGEMENT OF SURVIVORS OF ONLINE SEXUAL ABUSE AND EXPLOITATION AND OTHER CASES OF VIOLENCE AGAINST CHILDREN

I. RATIONALE

The Department of Social Welfare and Development (DSWD), mandated to provide social protection and promote the rights and welfare of the poor, vulnerable, and disadvantaged individuals, families, and communities, also guarantees the fundamental rights of every child from all forms of neglect, cruelty, and other conditions prejudicial to their development, endeavors to protect every child from all forms of exploitation and abuse, and complies with international treaties to promote and protect the rights of children. One of the major competencies of the Department that responds well to this vision is the capacity to deliver services to its clients through the programs implemented at the community or in the DSWD Center and Residential Care Facilities (CRCFs). However, while the DSWD, along with the other partner national agencies and private organizations, strives to provide services that cushion the impact of online abuse on children, only a few tools exist to measure whether the rehabilitative services and programs effectively influence long-term positive changes in terms of protection, safety, and well-being of survivors of violence.

The DSWD's case management system adopts a multidisciplinary team approach, which recognizes and utilizes the most effective interventions that evidence-based practice has to offer. Assessment is the core activity of social work practice with individuals, families, groups, organizations, or communities concerning Case Management. It is also used to gather evidence to understand presenting problems, to evaluate progress and outcomes, and to assess the effectiveness of interventions and programs. Hence, tools such as the Assessment of Survivor Outcomes, an evidence-based assessment tool, could help social workers and other Multi-Disciplinary Team (MDT) members ascertain and monitor the condition of the victim-survivor about their vulnerabilities, overall rehabilitation, and restoration. With the use of the said tool, the social workers can come up with a sound assessment with an empirical basis.

In 2012, the International Justice Mission (IJM) – an NGO registered, licensed, and accredited by the Department, Inter-Agency Council Against Child Pornography (IACACP) partner, and Inter-Agency Council Against Trafficking (IACAT) NGO representative for children – developed the Assessment of Survivor Outcomes Tool, previously called Successful Outcomes form, to fill a gap in holistic assessments that measure survivor Outcomes and progress toward restoration. IJM began by using case type-specific versions of the tool to measure the progress made by survivors rehabilitating from forced labor, commercial sexual exploitation, child sexual assault, property grabbing, online sexual exploitation of children, and police abuse of power.

In 2015, IJM conducted a two-part validation study to better understand the tool's reliability in providing an accurate picture of survivor progress toward restoration. The study team conducted three mixed-method validation exercises in a total of 16 IJM field offices that combat various forms of violence or exploitation and span nine countries. In 2016, as part of the external validation, the study team contacted external subject-matter experts and a range of implementing organizations in various countries. In total, 25 Subject Matter Experts (SMEs) reviewed and provided feedback on the tool and supporting materials. Additionally, 15 organizations implementing aftercare programs across eight countries participated in the study by field-testing the tool with their clients and completing a survey on their experiences using the tool. Based on the validation process conducted in December 2017, both the internal and external validation studies determined that the Assessment of Survivor Outcomes is accurate, reliable, and usable for measuring the progress made by survivors rehabilitating from various forms of violence and exploitation.

In March 2021, IJM commenced the design of an innovative training model called Case-management Advanced Skill Enhancer (CASE 1.0) which sought to address critical gaps in the conduct of assessments for survivors of online sexual exploitation of children. Overwhelmingly, participants found the tool to be extremely useful and signified their desire to use the tool in their respective organizations. However, one of the key barriers to institutionalizing the use of Assessment of Survivor Outcomes is that the tool is not recognized or formally endorsed by DSWD or any other regulatory body. Many participants from CASE 1.0 reflected those convincing superiors, obtaining formal approval, and finding ways to integrate the tool into their regular practice were challenges that outweighed their capacity to overcome.

The proposal to institutionalize the tool is a result of a widespread recognition of the potential value of this tool and a desire to address the systemic barriers that prevent

its common usage. During the 3rd Regular Meeting of Inter Agency Council Against Child Pornography (IACACP) (now the National Coordinating Center Against OSAEC and CSAEM under RA 11930 or the Anti-OSAEC and CSAEM Act) last October 2021, the Council approved the proposal for the adoption of the Assessment of Survivor Outcomes tool. Thus, the Assessment of Survivor Outcomes will be included in the available tools by social workers in the case management process.

II. INTERNATIONAL AND NATIONAL FRAMEWORKS

A. International Instrumentation:

- a. Universal Declaration of Human Rights (1948) highlights the rights of all individuals, particularly the children;
- b. United Nations Convention on the Rights of the Child (1989) identifies the core rights of the child such as survival, protection, development, and participation;
- c. Worst Forms of Child Labor Convention (1999) identifies the Online Sexual Abuse or Exploitation of Children (OSAEC) as one of the worst forms of child labor;
- d. WeProtect National Response Model (2015) is an international document that focuses on the strengths and gaps of a country in addressing OSAEC with seven (7) Key Result Areas (KRAs) such as Policy, Legislation, and Governance, Criminal Justice, Victim-Support and Empowerment, Society and Culture, Industry, Research and Data, and Enablers.
- e. Sustainable Development Goals No. 5 and 10 seek an end to all forms of discrimination against all women and girls everywhere, including trafficking and sexual and other types of exploitation (2018); and
- f. Protocol to Prevent, Suppress and Punish Trafficking in Persons Especially Women and Children, supplementing the United Nations Convention against Transnational Organized Crime (2020).

B. National Legal Basis:

- a. PD 603 or the Child and Youth Welfare Code (1974) highlights the rights of children and youth, recognizing their inherent worth and dignity, and provides that all children should be protected from all forms of abuse and exploitation;
- b. R.A. No. 7610 or the Special Protection of Children Against Abuse, Exploitation and Discrimination Act (1992) amended by RA 9231 (2003) provides for the protection from all forms of abuse, exploitation, neglect, and other forms detrimental to their natural development;
- c. R.A. No. 9231 otherwise known as the Act Providing for the Elimination of the Worst Forms of Child Labor and Affording Stronger Protection for the Working Child (2003) enumerates the worst forms of child labor and identifies OSAEC as one of the worst forms of child labor;
- d. R.A. No. 9262 or the Anti Violence Against Women and their Children (VAWC) Act of 2004 recognizes the need to protect families and their members, particularly women and children, from abuse and exploitation;
- e. R.A. No. 10175 or Cybercrime Prevention Act of 2012 identifies OSAEC as a form of cybercrime;
- f. RA No. 10173 or the Data Privacy Act of 2012 ensures the personal data and information about victim-survivors are secured and protected;
- g. R.A. No. 9208 otherwise known as the Anti-Trafficking in Persons Act of 2003 as amended by R.A. No. 11862 or the Expanded Anti-Trafficking in Persons Act of 2022 identifies OSAEC as one form of Trafficking in Persons (TIP) and directs government agencies, particularly the DSWD for formulate and maintain programs and services for the rehabilitation and healing of victim-survivors, their families, and communities;
- h. R.A. No. 9775 or the Anti-Child Pornography Act of 2009 as amended and repealed by R.A. No. 11930 or the Anti-Online Sexual Abuse or Exploitation of Children (OSAEC) and Child Sexual Abuse or Exploitation Material (CSAEM) Act (2022) defines OSAEC and CSAEM and mandates government agencies, particularly the DSWD for formulate and maintain

programs and services for the rehabilitation and healing of victim-survivors, their families, and communities; and

- i. R.A. No. 11648 or An Act Promoting for Stronger Protection Against Rape and Sexual Exploitation and Abuse, Increasing the Age for Determining the Commission of Statutory Rape, Amending for the Purpose Act No. 3815, As Amended, Otherwise Known as "The Revised Penal Code," Republic Act No. 8353, Also Known As "the Anti-Rape Law of 1997," and Republic Act No. 7619, As Amended, Otherwise Known as the "Special Protection of Children Against Abuse, Exploitation and Discrimination Act" ensures the protection of the victim-survivors from sexual abuse and exploitation.

C. DSWD Issuances:

- a. Administrative Order (AO) 15, Series of 2004, or the Policies for the Media Coverage of Victims of Abuse and Exploitation;
- b. Administrative Order (AO) 04, Series of 2006, or the Standards in the Implementation of Psycho-Social Services to Women Victim-Survivors of Violence and their Children in CRCFs;
- c. Administrative Order (AO) 14, Series of 2012, or the Guidelines on the Institutionalization of Gender Responsive Case Management (GRCM) as a Practice Model in handling Violence against Women (VAW) Cases;
- d. Administrative Order (AO) 07, Series of 2015, or the DSWD Child Protection Policy in the Workplace; and
- e. Memorandum Circular No. 20, series of 2015, or the Guidelines in the implementation of the Recovery and Reintegration Program for Trafficked Persons.

III. DEFINITION OF TERMS

- a. **Aftercare** - refers to the continuum of care and services that are coordinated for survivors of violence and exploitation after their removal from the harm and until their restoration;
- b. **Assessment of Survivor Outcomes (ASO)** - a valid and reliable tool for measuring the progress of survivors' rehabilitation from various forms of

violence exploitation for restoration. The assessment serves two key functions: (1) a case management tool to identify areas of survivor strengths and vulnerabilities, enabling a tailored plan of service provision; and (2) an impact measurement tool to provide data on the effectiveness of aftercare programming by assessing survivor progress;

- c. **Best Interest of the Child** - refers to the totality of the circumstances and conditions which are most congenial to the survival, protection, and feelings of security of the child and most encouraging to the child's physical, psychological, and emotional development. It also means the least detrimental available alternative for safeguarding the growth and development of the child (Section 4B of RA No. 9344);
- d. **Case Management** - refers to the specific social work method applied to a disadvantaged group in collaboration with a professional interdisciplinary helping team with an end view of empowering them to become a fully functional individual (DSWD Administrative Order No. 1, series of 2008);
- e. **Case Manager** - refers to the Social Work identified by the team members to facilitate and oversee the case management process per DSWD's established standards, policies, and procedures (DSWD Memo Circular No. 2, series of 2008);
- f. **Child** - refers to a person below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition (RA 7610, 1992);
- g. **Child abuse refers** to the maltreatment, whether habitual or not, of the child which includes any of the following: psychological and physical abuse, neglect, cruelty, sexual abuse, and emotional maltreatment (R.A. No. 7610, 1992);
- h. **Child Sexual Abuse and Exploitation Material (CSAEM)**- refers to any representation, whether offline, or by, through, or with the use of ICT, utilizing visual, video, audio, written, or any combination thereof, by electronic, mechanical, digital, optical, magnetic or any other means, of a child engaged or involved in real or simulated sexual activities, or depicting acts of sexual abuse or exploitation of a child as a sexual object. It shall also include materials that focus on the genitalia or other private body parts of a child. (R.A. No. 11930);

- i. **Children in Need of Special Protection (CNSP)** - shall refer to all persons below 18 years of age, or those 18 years old and over but are unable to take care of themselves because of physical or mental disability condition; who are vulnerable to or are victims of abuse, neglect, exploitation, cruelty, discrimination, and violence (armed conflict, domestic violence, and other analogous conditions prejudicial to their development (MC No. 29, s. 2005);
- j. **Child victim-survivor** refers to a child victim of OSAEC and CSAEM (IRR of R.A. No. 11930);
- k. **Commercial Sexual Exploitation (CSE)** - A practice by which a person achieves sexual gratification, financial gain, or advancement through the sexual abuse or exploitation of another person. Inclusive of the terms commercial sex trafficking, sex trafficking, child sex trafficking, and commercial sexual abuse of children;
- l. **Confidential information** - refers to all identifying information of victim-survivors, the family, and the community of the case;
- m. **Forced Labor** - refers to the extraction of work or services from any person by means of enticement, violence, intimidation or threat, use • coercion, including deprivation of freedom, abuse of authority or moral ascendancy, debt-bondage or deception, including any work or service extracted from any person under the menace of penalty (RA 10364);
- n. **Gender-Based Violence (GBV)** - refers to violence that is directed at a person based on gender or sex. GBV is an umbrella term encompassing a wide range of human rights actions and can be directed at adult women and men and male and female children. GBV violates 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, and bride inheritance. (DSWD AO 02, Series 2013);
- o. **Local Social Welfare and Development Office (LSWDO)** - refers to the local government office that is generally or mainly engaged in the provision of social welfare programs to the poor, the vulnerable, and the disadvantaged individuals, families, and communities utilizing either case work, group work, and/or community organizing aimed at enhancing their social well-being such as the municipal, city, and provincial social welfare and development office (DSWD MC 2018-010);

- p. **Multi-Disciplinary Team (MDT)** - refers to the composition of the response and helping team in the community composed of the doctor, social worker, and police officer. For residential care facilities, the houseparent, psychologist, and other staff helping the victim-survivor may become members of the MDT. In emergencies, the members of the MDT may also include doctors and social workers from the hospitals and non-government organizations providing such services, faith-based organizations, and members of the barangay councils for security and protection (DSWD AO 14, Series of 2012);
- q. **Online Sexual Abuse or Exploitation of Children (OSAEC)** - refers to the use of ICT as a means to abuse and/or exploit children sexually, which includes cases in which offline child abuse and/or exploitation is combined with an online component. This can also include, but is not limited to, the production, dissemination, and possession of CSAEM; online grooming of children for sexual purposes; sexual extortion of children, sharing image-based sexual abuse; commercial sexual exploitation of children; exploitation of children through online prostitution; and live-streaming of sexual abuse, with or without the consent of the victim. (R.A. No. 11930);
- r. **Restoration** - refers to the period when a survivor of violence can function in society with low vulnerability to revictimization. Restoration also indicates readiness for case closure for survivors and is measured by restored survivors achieving a score of 3 or greater on the Assessment of Survivor Outcomes (Guidance Manual);
- s. **Revictimization** - Experiencing another incident of violence, abuse or exploitation, whether in a similar context to the original victimization or a different context. (Assessment of Survivor Outcomes Guidance Manual);
- t. **Social Welfare Development Agency (SWDA)** - refers to a non-stock, non-profit corporation, organization or association, implementing or intending to implement either directly or indirectly social welfare and development programs and services in the Philippines, and assessed as having the capacity to operate administratively, technically and financially, as defined under DSWD Memorandum Circular No. 17, Series of 2018 (IRR of R.A. No. 11930);
- u. **Trafficking in Persons** - refers to recruitment, transportation, transfer or harboring, or receipt of persons with or without the victim's consent or knowledge, within or across national borders through threat or use of force or

other forms of coercion, abduction, fraud, deception, abuse of power or 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 exploitation which includes at a minimum, the exploitation or the prostitution of other forms of sexual exploitation, forced labor, slavery, servitude or the removal or sale of organs.

The recruitment, transportation, transfer, harboring, or receipt of a child for exploitation shall also be considered as "trafficking in persons" even if it does not involve any of the means outlined in the preceding paragraph. (RA 9208).

IV. COVERAGE

This guideline and its corresponding manual shall apply to trained Registered Social Workers (RSWs) from the following offices:

- a. Department of Social Welfare and Development (DSWD);
- b. Local Government Unit (LGU); and
- c. Social Welfare Development Agencies (SWDAs).

The social workers trained in using the Assessment of Survivor Outcomes are handling cases of Online Sexual Abuse or Exploitation of Children (OSAEC), Forced Labor (FL), Commercial Sexual Exploitation (CSE), Child Sexual Assault (CSA), Property Grabbing (PG), and Police Abuse of Power (PAP), Children In Need of Special Protection (CNSP) cases, and other forms of violence against children.

V. OBJECTIVES

This guideline seeks to achieve the following objectives:

1. Aid the Social Worker in providing a holistic assessment that measures survivor outcomes and progress toward restoration;
2. Help the social worker or members of the multidisciplinary team in evaluating a survivor's functioning;
3. Upgrade the employment of the multidisciplinary team (MDT) as an approach in case management;

4. Use of the Assessment of Survivor Outcomes data in monitoring and evaluation of the survivor's progress through the restoration process and identifying the individual area of strength and vulnerability; and
5. Promote the use or adoption of the tool to LGUs and SWDAs.

VI. GENERAL GUIDANCE IN USING THE TOOL

1. The Assessment of Survivor Outcomes can only be used by those social workers who have undertaken relevant Assessment of Survivor Outcomes user training delivered by either DSWD, IJM, or partner agencies capable of providing the training. A Memorandum Of Understanding (MOU) will be signed by both DSWD and IJM to cover the use of both private and public SWDAs of the tool;
2. The Assessment of Survivor Outcomes should be completed within the context of a multidisciplinary team (composed of the social worker, law enforcement agencies, lawyers, psychologists, doctors, teachers, and house parents) and should involve discussion and collaboration among both social workers in the immediate team and other members of the multidisciplinary team;
3. The Assessment of Survivor Outcomes can be administered during the following phase of the case management process:
 - A. Intake Phase: Thirty (30) days after intervention or rescue. This is to provide a baseline understanding of the survivor's strengths and vulnerabilities and should assess the survivor pre-intervention;
 - B. Case Closure: Before closing or reintegration of the victim-survivor. The purpose of the Assessment of Survivor Outcomes at this point is to assess if the survivor is restored or needs additional services; and
 - C. Follow-up: One (1) year after case close or reintegration. This is to assess if the survivor's restoration is sustained (i.e., one year after case closure for survivors who were restored).
4. The Assessment of Survivor Outcomes shall be used in conjunction with the Social Case Study Report (SCSR) Parental Capability Assessment Report (PCAR), and Social Welfare Development Indicator, as well as other tools currently in use by social workers;

5. The tool's scoring mechanism can be used as a way to identify key areas of vulnerability that require attention and areas of stability that may not need as much intervention. This can be referenced in other assessment tools. Additionally, the six (6) domains can be used as a way to structure the intervention/treatment plan by areas of higher vulnerability to wit:

- 5.1 Safety
- 5.2 Legal Protection
- 5.3 Mental Wellbeing
- 5.4 Economic Empowerment and Education
- 5.5 Social Support
- 5.6 Physical Wellbeing

6. The Assessment of Survivor Outcomes tool should be integrated into the regulatory, and Technical Assistance and Resource Augmentation (TARA) functions of the Department. The DSWD shall also promote Technical Assistance (TA) to monitor and foster the correct utilization of the tool;
7. All concerned parties who have access to the personal information of the victim-survivors are mandated to execute a **“NON-DISCLOSURE AGREEMENT”**;
8. The administration, scoring, and interpretation of the tool are provided in the Manual (Annex A);
9. Moreover, the procedures for conducting the Assessment of Survivor Outcomes are guided by the following principles below:

9.1. Best Interest of the Child

- 9.1.1. The best interests of the child should always shape how the assessment is conducted. When implementing the Assessment of Survivor Outcome tool, RSW shall consider the best interests of the child about multiple factors including the immediate context (location of interview, readiness of child, relational comfort established), the child's future (impacts of removal, impacts of abuse, connection with family) and of course the alternative care of the child.

9.2. Confidentiality

- 9.2.1. The results of this tool shall be treated with the utmost confidentiality. Social workers should respect clients' right to privacy.
- 9.2.2. Social workers may disclose confidential information when appropriate with valid consent from a client or a person legally authorized to consent on behalf of a client.
- 9.2.3. The following can view and have access to the tool:
- a. The supervisor;
 - b. The case manager; and
 - c. The client .
- 9.2.3. The sharing of information with members of MDT and other legally authorized persons is subject to the case management protocols and standards.

9.3. Data Privacy and Freedom of Information

- 9.3.1. The collection, storage, and management of data from the victim-survivors and their environment system shall observe RA No. 10173 or the Data Privacy Act of 2012 and the provisions of the DSWD Memorandum Circular No. 11, Series of 2024, otherwise known as the DSWD Data Privacy Manual;
- 9.3.2. Any violation related to data breach shall be addressed and resolved following the provisions of the Data Privacy Act of 2013, its IRR, other issuances of the National Privacy Commission, and all other pertinent laws as may deem applicable;
- 9.3.3. In addition to provisions of the Data Privacy Law and DSWD's Manual on Data Privacy, access to information from the guidelines and manual including processed data from ASO tools shall be subject to the Freedom of Information Law under Executive Order No. 02, Series of 2017, otherwise known as the Agency FOI Manual.

9.4. Do No harm

- 9.4.1. The assessor shall provide emotional support to give and receive empathy, compassion, and genuine concern for the client or caregiver being assessed;
- 9.4.2. The assessor shall not ask leading questions or pressure survivors to give certain answers. If a survivor is not ready or willing to answer a question, move on and consider coming back to it later;
- 9.4.3 Give survivors the option to take breaks or to stop the conversation if they show emotional, mental, or physical distress. Refer the survivor to emergency services if needed;
- 9.4.4. Help the survivor feel at ease by keeping the conversation natural and friendly;
- 9.4.5 Avoid yes and no questions; use open-ended questions to obtain information.;
- 9.4.6. Consider the survivors' socio-cultural context; and
- 9.4.7. Assess the survivor's level of functioning and vulnerability.

9.5. Informed Consent

- 9.5.1. Informed consent must be obtained from a survivor (and caregiver, if the survivor is a child) before conducting the assessment;
- 9.5.2 Follow the talking points provided in the manual to ensure verbal informed consent and the right to data privacy (Appendix A); and
- 9.5.3. Conduct the assessment through in-person discussions with the survivor (as well as the caregiver, if the child is 12 years or younger).

9.6. Non-Discrimination

- 9.6.1. Equal treatment of the client and his/her family, irrespective of their particular characteristics;
- 9.6.2. Best possible assistance and assessment without unfair discrimination based on gender, age, disability, race, color, language, religious or political beliefs, property, sexual orientation, status, or social class;
- 9.6.3. The case manager shall consider the survivor's sociocultural context; and
- 9.6.4. Assessors should be self-aware of potential biases based on cultural factors. They should understand the survivors' culture and evaluate their well-being and safety within the context of community and cultural worldview.

9.7. Respect for and Protection of Human Rights

- 9.7.1. Adhere to child rights and gender-responsive practices by honoring cultural norms regarding appropriate levels of eye contact and personal space;
- 9.7.2. Respect for the inherent worth and dignity of the client (survivor or caregivers);
- 9.7.3. Respect the basic human rights of individuals and groups as expressed in the United Nations Universal Declaration of Human Rights and other international conventions derived from those International Instruments;
- 9.7.4. The assessor shall maintain a professional relationship with survivors at all times;
- 9.7.5. The assessor must not force and adapt responses based on his or her views or perceptions of the survivor;

- 9.7.6. States Parties shall assure the child who is capable of forming his or her views the right to express those views freely in all matters affecting the child, with the views of the child being given due weight in accordance with the age and maturity of the child; and
- 9.7.7. The child shall be provided the opportunity to be heard in any judicial and administrative proceedings affecting the child, either directly, or through a representative or an appropriate body in a manner consistent with the procedural rules of national law.

9.8. Security Measures

- 9.8.1. Any party who will have access to the data under this assessment process shall undertake to diligently observe and implement security measures to ensure data privacy and protection, and shall all intend to protect any personal data received during the process against natural dangers, such as but not limited to accidental loss or destruction, human and cyber-related dangers, such as but not limited to unlawful access, fraudulent misuse, unlawful destruction, alteration in bad faith, any forms and intents of contamination;
- 9.8.2. Mitigate any effects of such unauthorized use or disclosure of personal data or any security incident or security breach, including measures necessary to restore goodwill with stakeholders, including research subjects, collaborators, governmental authorities, and the public;
- 9.8.3. No Modification of Personal Data. A party shall not copy, decompile, modify, reverse, engineer, or create derivative works out of any of the personal data received from or shared by the other party;
- 9.8.4. Disposal of files that contain personal data, whether such files are stored on paper, film, optical or magnetic media; and
- 9.8.5. Secure disposal of computer equipment, such as disk servers, desktop computers, and mobile phone at end-of-life (especially storage media) provided that the procedure shall include the use of degaussers, erasers, and physical destruction devices.

9.9. Transparency

- 9.9.1. Provide the victim-survivor, family, or relative, information about the purpose of the conversation and assessment and the next steps or the next time you will be in contact with the survivor.

9.10. Trauma-Informed Care

- 9.10.1. In each phase of the assessment, the assessor should approach the survivor or survivor's caregiver with a great deal of sensitivity to his/her personal experience. This includes being aware of the language or dialect to be used and the narrative it communicates to the survivor;
- 9.10.2. Assessor to understand the survivor's experience and engage with the latter in a way sensitive and supportive to their healing and recovery; and
- 9.10.3. The victim-survivor will be given the preference of their assessor.

VII. INSTITUTIONAL ARRANGEMENTS

A. LOCAL SOCIAL WELFARE AND DEVELOPMENT OFFICE (LSWDO)

1. The Social Worker will administer the use of the tool on the following recommended points, intake, case closure, or follow-up phase;
2. The filled-up Assessment of Survivor Outcome report will be filed in the case folder of each client; and
3. The result of the assessment of the Survivor Outcome tool will be part of their report to the Field Office through the RRPTP program or RCAT-VAWC.

B. DSWD FIELD OFFICE

1. Provide technical assistance on the Assessment of Survivor Outcomes tool and assist in providing capacity building on the use of the tool to Local Social Welfare and Development Office (LSWDO), Social Welfare Development

Agencies (SWDAs), DSWD managed CRCFs, and private SWDAs of the Region; and

2. Submit a report related to the Assessment of Survivor Outcomes to the PMB.

C. PROGRAM MANAGEMENT BUREAU (PMB)

1. Provide technical assistance on the tool to all statutory community and center-based programs monitored by the Bureau;
2. Provide clear operational direction in the tool's institutionalization;
3. IJM will collaborate with the Program Management Bureau in scaling existing Assessment of Survivor Outcomes training programs to ensure widespread accessibility;
4. Provide technical assistance to the LGU Social Workers, and CRCF/NGO Residential Social Worker or Case Manager with the assistance of IJM;
5. Develop a system to monitor and track the results of the tool use;
6. Conduct an evaluation of the Assessment of Outcomes Survivor uses 1 year after institutionalization to social workers in DSWD; and
7. Gather reports from the Field Offices and concerned OBS and prepare evaluation reports and updates for the Secretary.

D. DIGITAL MEDIA SERVICE (DMS)

1. Provide technical assistance on layout and branding design;
2. Advocate, disseminate, and promote the use of the tools; and
3. Submit a report related to the Assessment of Survivor Outcomes to the PMB like press releases, connected activity coverage, and advocacy materials.

E. SOCIAL TECHNOLOGY BUREAU (STB)

1. STB undertakes a study or midterm review after 1 year of institutionalization to measure the progress and effectiveness of the tool;

2. STB to work with IJM and PMB to develop a system that will consolidate the results of the use of the Assessment of Survivor Outcomes; and
3. Submit a report related to the use of the tool to the PMB.

F. SOCIAL WELFARE INSTITUTIONAL DEVELOPMENT BUREAU (SWIDB)

1. Provide training and capacity building for the intended users to fully maximize the benefits of the tool with the assistance and support of IJM and PMB;
2. Make the Assessment of Survivor Outcomes tool accessible at the Knowledge Management portal and create in the pilot, a pool of trainers that can conduct the training and mentoring of Assessment of Survivor Outcomes' utilization, subject to the guidance of PMB on the utilization of this tool; and
3. Submit a report related to the Assessment of Survivor Outcomes to the PMB.

G. STANDARDS BUREAU (SB)

1. Ensure the standardized use of the tool for SWDAs as part of the regulation and monitoring function;
2. Collaborate with IJM in enhancing the standardization of Assessment of Survivor Outcomes training programs; and
3. Submit reports related to the Assessment of Survivor Outcomes to the PMB.

H. INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT SERVICE (ICTMS)

1. Assist the PMB in the development of the data and information management system that will monitor and evaluate the use of the Assessment of Survivor Outcomes; and
2. Harmonize Assessment of Survivor Outcomes tool with the Integrated Electronic Case Management.

VIII. MONITORING AND EVALUATION

The PMB will lead the monitoring in the use of Assessment of Survivor Outcomes for DSWD community-based and center-based social workers. This can be in the form of the annual Program Review and Evaluation Workshops (PREW). Meanwhile, the SB will include the monitoring of the social workers in private SWDAs who have undergone the user's training. In addition, the overall evaluation of the use of the tool will be handled by the PDPB. The result of the monitoring and evaluation will be the basis for the conduct of further learning interventions, monitoring and technical assistance, and policy development, among others, in coordination with IJM and concerned OBSUs of the department.

IX. SEPARABILITY CLAUSE

If any provision of the Circular is declared invalid or unconstitutional, the other provisions not affected thereby shall remain valid and subsisting.

X. REPEALING CLAUSE

All other orders, issuances, rules, and regulations, or parts thereof, which are inconsistent with the provisions of this Circular are hereby repealed or modified accordingly.

XI. EFFECTIVITY CLAUSE

This issuance shall take effect immediately after approval and publication in the Office Gazette or in a newspaper of general circulation.

Issued this _____ day of _____, 2024 in Quezon City.



REX GATCHALIAN,

Secretary

Date: 12 JUL 2024

Certified True Copy



WILLIAM V. GARCIA, JR.
OIC-Division Chief
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