



# GAD MANUAL OF OPERATIONS



**Pangasinan State University**  
**URDUJA GAD RESOURCE CENTER**  
**MANUAL OF OPERATIONS**

**-UNIVERSITY VISION-**

To be a leading industry-driven state university in  
the ASEAN region by 2030

**- UNIVERSITY MISSION -**

The Pangasinan State University shall provide  
human-centric, resilient and sustainable  
academic environment to produce dynamic,  
responsive, and future-ready individuals capable  
of meeting the requirements of the local and  
global communities and industries.

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## **Acknowledgement**

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We extend our heartfelt appreciation to the dedicated members of the Technical Working Group (TWG) who tirelessly revised and updated this Manual of Operations for Gender and Development (GAD). Their collective expertise, commitment, and collaborative efforts have been invaluable in ensuring the relevance, accuracy, and effectiveness of this resource. We are deeply grateful for their contributions, which have strengthened our organizations capacity to advance gender equality and women's empowerment.

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**Pangasinan State University**  
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## Chapter 1

### OVERVIEW OF GENDER AND DEVELOPMENT

#### 1.1 Legal Bases of Gender and Development

"State parties determined to reaffirm faith in fundamental human rights, in the dignity and worth of every human person, in the equal rights of men and women, and nations large and small," as stated in the United Nations Charter of 1945. Furthermore, the same Charter mandates that the UN promote and support respect for fundamental freedoms and human rights for everyone without distinction as to race, sex, language, or religion (Chapter 1, Article 1). The United Nations Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW), which was adopted in 1987, urged all State Parties to condemn discrimination against women in all its forms and commit to pursuing an immediate policy of eliminating such discrimination (Part 1, Article 2)

In accordance with this principle, the Philippines acknowledges the invaluable contribution that women make in nation-building and is mandated to ensure the fundamental equality before the law of women and men (Article II, Section 14 of the 1987 Philippine Constitution), encourage women's empowerment, pursue equal opportunities for women and men, and ensure equal access to resources and development outcomes (Chapter 1, Section 2 of the Magna Carta of Women (MCW) or Republic Act No. 9710). Furthermore, the State shall endeavor to develop plans, policies, programs, measures, and mechanisms to address discrimination and inequalities in the social, political, economic, and cultural lives of women and men.

The Pangasinan State University is morally and legally bound to develop, put into effect, monitor, and assess policies, programs, and projects in all social, political, civil, and economic spheres to end discrimination against women in all its manifestations, in compliance with these existing laws in effect at the national and international levels.

Thus, this Gender and Development (GAD) Operations Manual contains necessary policies, processes, and procedures governing the conduct of GAD-related programs, projects, and activities of Pangasinan State University (PSU). GAD, as per the Magna Carta of Women, is defined as the development perspective and process that is participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination, and actualization of human potential. Likewise, it highlights that GAD focuses on Gender Mainstreaming that will enable to make women's as well as men's concerns and experiences an integral dimension of the design, implementation, monitoring, and evaluation of policies, programs and projects in all social, political, civil and economic spheres so that women and men benefit equally; and assess the implications for women and men of any planned action, including legislation, policies, or programs in all areas and at all levels.

## **1.2 Gender and Development Agenda**

The Gender and Development agenda supports the University's Vision, Mission, and Strategic Goals. It also recognizes the commitment of the University to various gender-related laws and policies, which include the Philippine Commission on Women (PCW) memorandum circulars and guidelines, CHED Memorandum Order No.1, Series of 2015, the Philippine Plan for Gender-Responsive Development (1995-2025), the Magna Carta of Women (R.A. 9710), the 1987 Philippine Constitution, and the Convention on the Elimination of all Forms of Discrimination Against Women (CEDAW) adopted by the United Nations in 1987. The agenda forms the term GENDER.

## 1.2.1 GAD Strategic Framework

### **GENDER AND DEVELOPMENT AGENDA**

**G** - enerate gender-responsive and gender-neutral programs, activities, and projects of the University.  
**E** - liminate all forms of gender discrimination in all PSU mandates and policies.  
**N** - uture the potentials of the marginalized sectors for a sustainable social responsibility.  
**D** - evelop a relationship with GAD-partner agencies and stakeholders for a diversified and globalized academic community.  
**E** - ncourage a gender-responsive Research and Extension Programs.  
**R** - ealize result-oriented and gender-based enabling mechanisms to accelerate and catalyze gender mainstreaming for the University and clientele.

*Figure 1. GAD Agenda*

#### **GAD Mandate:**

The Pangasinan State University Gender and Development Office will serve as an instrument for the holistic development of neutral and gender-responsive manpower resources in Region I, particularly in the Province of Pangasinan. The University adheres to mainstream gender in professional and technical training in the arts, sciences, humanities, and technology and the conduct of scientific research and technological studies (P.D.1497).

#### **GAD Vision:**

To be a Gender-Responsive Industry-Driven State University in the ASEAN Region by 2030.

#### **GAD Mission:**

The Pangasinan State University shall provide a gender-sensitive, human-centered, resilient, and sustainable academic environment to develop dynamic, future-ready, and gender-responsive women and men capable of addressing the needs of the local and international communities and industries.

#### **GAD Strategic Goals:**

**SG 1:** Gender-based, industry-driven, and innovation-focused curriculum program

**SG 2:** Gender-sensitive and responsive research, extension, and innovative programs

**SG 3:** Gender-neutral governance

**SG 4:** Gender-fair and high performing human resource

**SG 5:** Gender-responsive Internationalization Program

## 1.2.2 GAD Programs and Services

### **GAD SG 1: Gender-based, industry-driven, and innovation-focused curriculum program**

#### **Program: Gender-Based Curriculum and Instruction**

##### **Services:**

- Workshop on GAD-Responsive Curriculum Development
- Production of Information, Education and Communication Materials
- Development of GAD-Responsive Instructional Materials

### **GAD SG 2: Gender-sensitive and responsive research, extension, and innovative programs.**

#### **Program: Gender and Development Responsive Research and Extension Program**

##### **Services:**

- GAD Related Research in-house review
- GAD Related Extension in-house review
- Research on Climate Change Adaptation and Mitigation
- Workshop and Training on GAD Responsive Research and Extension
- Training and Information Materials on Community-based Adaptation Actions
- Collect and Analyze Sex-Disaggregated Data

### **GAD SG 3: Gender-neutral governance.**

#### **Program: Implementation of GAD Related Laws and Policies**

##### **Services:**

- GAD Forum: RA 9710 (Magna Carta of Women); RA 9262 (Violence Against Women and their Children); RA11313 (Safe Spaces Act); Gender Fair Language; etc. Use Harmonized GAD Guidelines Checklist for GAD Attributions in climate-tagged PAPs

##### **Enhancement of GAD MOP**

##### **GAD Infrastructures:**

- PSU Urduja GAD Resource Center\*
- Gender Neutral Washroom\*
- Childcare and Learning Center\*

\*Infrastructure projects

## **GAD SG 4: High-performing and gender-fair human resource.**

### **Program: Capacity Development Program**

#### **Services:**

- Trainer's Training (TrTr)
- Gender Sensitivity Training
- Gender Analysis
- Gender Responsive Budgeting and Planning
- GADtimpala: Awards and Recognition
- GAD Audit

## **GAD SG 5: Gender-responsive Internationalization Program.**

### **Program: Gender-responsive Internationalization Program**

#### **Services:**

- Global Citizenship Education
- Promotion of Peace Education
- National and International Linkages and Partnerships

### **1.2.3. STRATEGIC PLAN**



### 1.2.4 Gender and Development Policy Framework

Adherence to the legal mandates and priority thrusts stipulated in the Philippine Development Plan and the University Agenda, PSU, like other public Higher Education Institutions, implements a variety of activities under its Gender and Development Agenda (GAD), which emphasizes equality among women and men and the marginalized sectors. PCW, a national agency that is a partner of the University, acts as the principal policymaking and coordinating body for issues related to women and gender equality. The PCW oversees women's issues and serves as a driving force for gender mainstreaming, the authority on women's concerns, and the leading proponent of women's empowerment, gender equity, and gender equality. The PCW regularly evaluates and monitors the University's programs, projects, and activities in these areas.

The Commission on Higher Education (CHED) as an external agency partner on women and gender-equality monitors, evaluates, and validates the compliance of the university's GAD Plan and Budget and Annual Accomplishment Report.

The Commission on Audit (COA) on GAD FUNDS (audit) conducts an annual audit on the GAD budget's utilization for the purpose of determining its prudent use and the efficiency and effectiveness of interventions in addressing gender issues towards the realization of the goals of the nation's commitments, plans, and policies on women's empowerment, gender equality and GAD, (as per Section 36 of the MCW). Furthermore, as per MCW-IRR Section 37, the COA is bound to review the GAD funds of every SUCs annually.

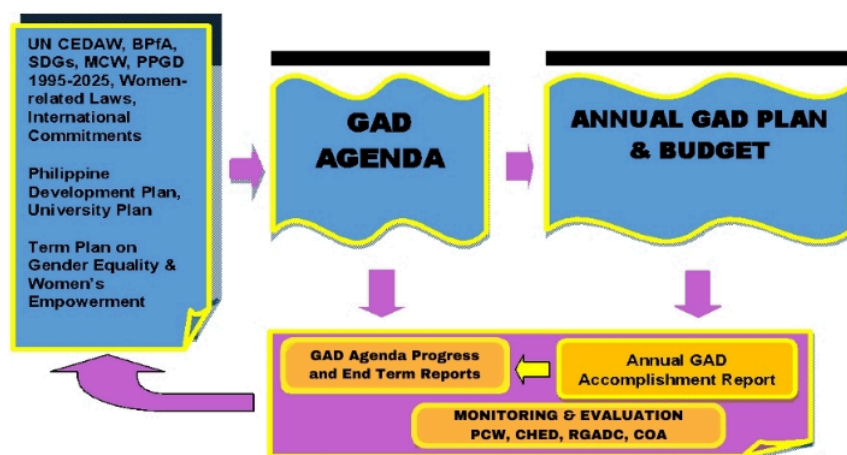


Figure 2. Gender & Development Policy Framework

## 1.3 Definition of Terms

As used in this manual the following terms are technically and operationally defined:

**Audit of GAD Fund** means a comprehensive audit of the University policies, funds, programs, projects, and activities concentrating on the area of gender and development to determine efficiency, economy, and effectiveness of the interventions in handling gender issues in the University.

**Clientele** refers to various stakeholders who are recipients of gender-responsive activities, programs, policies, and projects such as students, personnel, industry-partners, interested community members, and other allied professionals.

**Employee** means a person who holds an official appointment or designation in any academic and/or administrative unit of the University. It also refers to a person who is working in the University as casual or contractual personnel and does not have an employer-employee relationship with the University.

**GAD Budget** means a portion of an agency's or a local government unit's yearly appropriation which is not an additional amount over and above its regular budget; the allocation of a substantial amount for implementing the program, projects, and activities that address gender issues and the cost and sources of financing a GAD plan.

**GAD Focal Point System (GFPS)** means a mechanism created in all government offices to ensure the implementation, monitoring, review, and updating of GAD plans; a person or group of persons tasked to facilitate and monitor the implementation of gender mainstreaming in each government agency.

**GAD Plan** means a systematically designed set of programs, projects, and activities with clear objectives for addressing gender issues and appropriate strategies and activities with monitoring and evaluation indicators; a blueprint of how an agency can achieve gender-responsiveness; a set of interventions designed to transform gender-blind agencies into organizations with a gender perspective; an instrument to make all aspects of the agency and its work gender-responsive; it provides the basis for the GAD budget.

**Gender** means the differentiated social roles, behavior, capacities and intellectuals, emotional and social characteristics attributed by a given culture to women and men. The term “gender” is not interchangeable with the term “sex” which refers exclusively to the biological differences between men and women. These differences determine what is considered appropriate for members of each sex. They are also context-specific and can be modified, as other variables such as ethnicity, class, age, and ability intersect with gender differences.

**Gender and Development (GAD)** means the development perspective and process that is participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination, and actualization of human potential. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices; seeks to transform society's social economic and political structures and questions the validity of the gender roles they ascribed to women and men; contends that women and men are active agents of development and not just passive recipients of development assistance, and stresses the need of women to organize themselves and participate in political processes to strengthen their legal rights.

**Gender Audit** means a form of “social audit” or “quality audit” which determines whether the organization’s internal practices and related support systems for gender mainstreaming are effective, reinforcing each other, and are being followed. This tool or process assists organizations in establishing a baseline, identifying critical gaps and challenges, and recommending ways of addressing them.

**Gender Discrimination** means any gender-based distinction, exclusion, or restriction, which has the effect or purpose of impairing or nullifying the recognition, enjoyment, or exercise by any person, of human rights and fundamental freedoms in the political, economic, social, cultural, civil, or any other field.

It includes any act or omission, including by practice, policy or procedure, or administrative measure, that directly or indirectly excludes or restricts anyone, based on gender identity, sex or sexual orientation in the recognition and promotion of their rights and their access to and enjoyment of opportunities, benefits, or privileges.

Provided, that a measure or practice of general application is gender discrimination if it fails to provide for mechanisms to address sex or gender-based discrimination disadvantages or limitations, as a result of which

concerned persons are denied or restricted in the recognition and protection of their rights and their access to and enjoyment of opportunities, benefits, or privileges; or any person is shown to have suffered the greater adverse effects of those measures or practices.

Provided finally, that discrimination compounded by or intersecting with other grounds, status, or conditions, such as ethnicity, age, poverty, or religion shall be considered gender-based discrimination under the PSU GAD Code.

**Gender Equality** means the principle asserting the equality of men and women and their right to enjoy equal conditions realizing their full human potentials to contribute to and benefit from the results of development and the State recognizing that all human beings are free and equal in dignity and rights.

**Gender Equity** means the policies, instruments, programs, services, and actions that address unequal gender relations in society by providing preferential treatment and affirmative action as appropriate.

**Gender issues and concerns** mean issues, concerns and problems arising from distinct roles of women and men and the relationships between them; affairs and involvement arising from societal expectation and perception on the roles of women and men reflected in and perpetuated by law, policies, procedures, systems, programs, activities and projects of the government. These impede the opportunities for women to participate in the development process and enjoy its benefits.

**Gender Mainstreaming** means the strategy for making the design, implementation, monitoring, and evaluation of policies and programs in all social, political, civil, and economic spheres so that every person, regardless of gender, benefits equally and that inequality is not perpetuated. It is the process of assessing the implications of any planned action, including legislation, policies, or programs in all areas and at all levels so that these contribute to achieving gender equity and equality.

**Gender-Awareness** means the ability to identify problems arising from gender inequality and discrimination, even if these are not evident on the surface and are “hidden,” or are not part of the general and commonly accepted explanation of what and where the problem lies. Gender awareness means a high level of gender conscientiousness.

**Gender-based violence** may also constitute acts, which impair or nullify the enjoyment of any person of human rights and fundamental freedoms under general international law or human rights conventions. These rights and freedoms include:

- 1.The right to life;
- 2.The right not to be subject to torture or cruel, inhuman, or degrading treatment or punishment;
- 3.The right to equal protection according to humanitarian norms in times of international or internal armed conflict;
- 4.The right to liberty and security of person;
- 5.The right to equal protection under the law;
- 6.The right to equality in the family;
- 7.The right to the highest standard attainable of physical and mental health; and,
- 8.The right to just and favorable conditions of work.

**Gender-fair or Gender Neutral or Gender Friendly** means the policies, rules, and regulations that apply to gender; having an equal impact on all, giving each person equal access to resources and benefits of a development initiative. In language, it refers to gender-inclusive pronouns that neither reveal nor imply the gender or the sex of a person.

**Gender-responsive** means giving consistent and systematic attention to the differences between women and men in society with the view to addressing structural constraints to gender equality.

**Gender-responsive budgeting** means the government planning, programming, and budgeting that contributes to the advancement of gender equality and fulfillment of women's rights. It entails identifying and reflecting needed interventions to address gender gaps in University policies, plans, and budgets.

**Gender-sensitive** means the ability to recognize gender issues and to recognize women's different perceptions and interests arising from their different social position and gender roles.

**Marginalization** means the condition where a group is excluded from useful and meaningful participation in the political, economic, social, and cultural life of the University.

**Marginalized** means the basic disadvantaged, or vulnerable persons or groups in the University. These include, but are not limited to, women in the following sectors and groups:

- 1.“**Children**” refers to those who are below eighteen (18) years of age or 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.



2. **"Indigenous Peoples"** refers to a group of people or homogenous societies identified by self-ascription and ascription by others, who have continuously lived as an organized community on communally-bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed customs, tradition, and other distinctive cultural traits, or who have, through resistance to political, social, and cultural inroads of colonization, non-indigenous religions and culture, became historically differentiated from the majority of Filipinos. They shall likewise include peoples who are regarded as indigenous on account of their descent from the populations which inhabited the country, at the time of conquest or colonization, or at the time of inroads of non-indigenous religions and cultures, or the establishment of present state boundaries, who retain some or all of their own social, economic, cultural, and political institutions, but who may have been displaced from their traditional domains or who may have resettled outside their ancestral domains as defined under Section 3 (h), Chapter II of Republic Act No. 8371, otherwise known as the "Indigenous Peoples Rights Act of 1997."

3. **"Moro"** refers to native peoples who have historically inhabited Mindanao, Palawan, and Sulu, and who are large of the Islamic faith.

4. **"Persons with Disabilities"** refers to those who are suffering from restriction or different abilities, as a result of mental, physical, or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being, as defined in Republic Act No. 7277 as amended by Republic Act No. 9442, otherwise known as the "Magna Carta for Disabled Persons."

5. **"Senior Citizens"** refers to those sixty (60) years of age and above.

6. **"Solo Parents"** refers to those who fall under the category of a solo parent defined under Republic Act No. 8972, otherwise known as the "Solo Parents' Welfare Act of 2000."

PSU Campuses means the existing component campuses namely: Alaminos City Campus; Asingan Campus; Bayambang Campus; Binmaley Campus; Infanta Campus; Lingayen Campus; San Carlos City Campus; Sta. Maria Campus; and Urdaneta City Campus, and those that may be established in the future.

**Sexuality** is a central aspect of being human throughout life and encompasses sex, gender identities, and roles, sexual orientation, eroticism, pleasure, intimacy, and reproduction. Sexuality is experienced and expressed in thoughts, fantasies, desires, beliefs, attitudes, values, behaviors, practices, roles, and relationships. While sexuality can include all these dimensions, not all of them are always experienced or expressed. Sexuality is influenced by the interaction of biological, psychological, social, economic, political, cultural, ethical, legal, historical and religious, and spiritual factors.

**Social Inclusion** refers to policies, programs, and mechanisms that ensure individuals' access to essential elements related to their wellbeing and the development of their capabilities and functionalities. Broadly speaking, social inclusion represents people's capabilities to exercise their human rights and a set of civil liberties that enable them to participate in society and to reinforce their individual and collective identity.

In an inclusive society, every individual has an active role to play. Such a society is based on fundamental values of fairness, equality, social justice, and human rights and freedoms, as well as on the principles of tolerance and embracing diversity. It also incorporates mechanisms that enable the constituents to participate in decisions that affect their lives, and ultimately, their common future.

**Special Leave Benefits for Women** refers to a female employee's leave entitlement of two (2) months with full pay from the university based on her gross monthly compensation following surgery caused by gynecological disorders, provided, that she has rendered continuous aggregate employment service of at least six (6) months for the last 12 months.

**Student** refers to any person (1) admitted and registered in a degree or non-degree program, or cross-registered in any course of the University on a regular or part-time basis, including those who are officially on leave of absence; (2) admitted and registered in the PSU administered primary and secondary schools and those enrolled in the University supervised pilot daycare centers; and (3) who has not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal or expulsion or expiration of the period allowed for maximum residence, regardless of whether or not he or she is enrolled in any unit of the University.

**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. It shall be understood to encompass, but not limited to, the following:

1. Physical, sexual, and psychological violence, including rape, sexual abuse, sexual harassment, and intimidation occurring in a work-related or education-related environment; and

2. Physical, sexual, and psychological violence occurring in a work-related or education-related environment perpetrated or condoned by the University System whether directly or indirectly. It also includes acts of violence against women as defined in Republic Acts No. 9208 or the Anti-Trafficking of Persons Act of 2003 and 9262 or the Anti-Violence Against Women and Their Children Act of 2004.

**Women in Special Circumstances** means the women that may be in inherently unfavorable situations and are thus given special attention herein. For these Guidelines, Women in Special Circumstances include:

1. **Women affected by disasters, calamities, and other crises** – refers to women of the university who are affected or victims of disasters, calamities, and other crises.

2. **Women in Sports** – refers to women who are engaged in competitive and non-competitive sports representing the University, either as players or coaches, among others.

3. **Women in arts and media** – refers to women who are in the Arts (visual or performing arts) or Media (print, broadcasting, film, etc.), and whose engagements may range from performances, works, competitions, and exhibitions within the University, to representing the University for such activities.

4. **Women with disabilities** – refers to women who are suffering from restriction or different abilities, as a result of a mental, physical, or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being.

5. **Women in Sciences and Engineering, and those assigned to fieldwork** – Women engaged in the field of Applied and Natural Sciences, Social Sciences and Engineering, including, but not limited to undergraduate and graduate students, faculty members, and researchers, and are, due to the nature of their field, often engaged in fieldwork.

6. **University Officials, faculty members, employees, and students in Especially Difficult Situations** – refers to victims and survivors of sexual and physical abuse, victims and survivors of rape and incest, and such other related circumstances, which may have incapacitated them functionally.

**6.University Officials, faculty members, employees, and students in Especially Difficult Situations** – refers to victims and survivors of sexual and physical abuse, victims and survivors of rape and incest, and such other related circumstances, which may have incapacitated them functionally.

**Women/Gender Center/Office** refers to the office, program, or committee organized in each Constituent University that functions, among other matters, to (1) create and sharpen awareness of women and gender-related issues; (2) encourage and strengthen teaching, research, extension, and advocacy programs on gender and for gender equality; (3) vitalize Women's and Gender Studies multi- and interdisciplinary programs; (4) initiate the integration of gender concepts into academic curricula; and (5) promote incentives for the recognition of the achievements and contributions of women and other marginalized sectors to national development and gender consciousness.

**Women's Empowerment** refers to the provision, availability, and accessibility of opportunities, services, and observance of human rights which enable women to actively participate and contribute to the political, economic, social, and cultural development of the nation as well as those which shall provide them equal access to ownership, management, and control of production, and of material and informational resources and benefits in the family, community, and society.

## **Chapter 2**

### **GENDER AND DEVELOPMENT ORGANIZATION AND MANAGEMENT**

#### **2.1 Gender and Development Focal Point System Structure**

The GAD Focal Point System Structure of the University is presented in Figure 3. The GAD Focal Point System (GFPS) is an interacting and interdependent group of people in the University tasked to catalyze and accelerate gender mainstreaming. It is also a mechanism established to ensure and advocate for, guide, coordinate, and monitor the development, implementation, review and updating of University GAD plans and GAD-related programs, projects, and activities (PPAs). (PCW MC 2011-01). The GFPS is governed by a body that is composed of the University Officials, and Campus Officials. The structure reflects the composition of the PSU-GFPS and its network of relationships among various positions in the University. It shows how these positions are delineated in their GFPS functions and the roles and responsibilities. (PCW MC 2011-01) The functions, roles, and responsibilities of each position are briefly described in the succeeding sections.



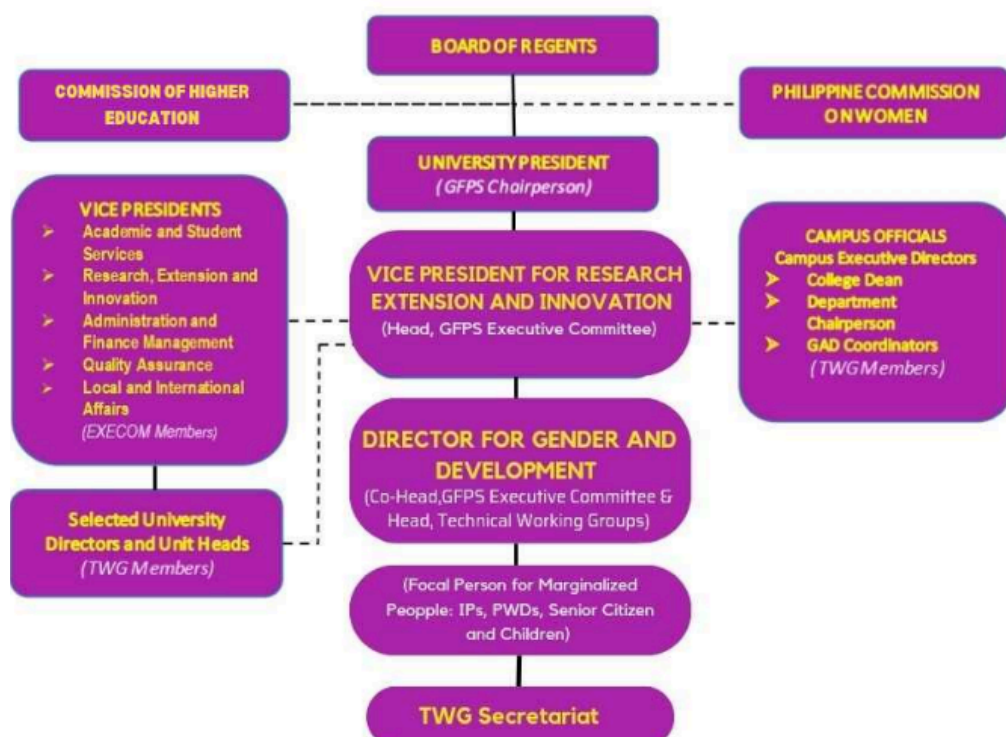


Figure 3. PSU GAD Focal Point System Structure

## 2.2 Functions of the GAD Focal Point System

The GFPS shall perform the following functions:

- a) Lead in mainstreaming the gender unit or agency's policies, strategies, and plans. They have to ensure that the agency's systems, structures, policies, programs, processes, and procedures are assessed for their gender-responsiveness based on the fundamental needs and concerns of constituents and employees, and that recommendations are developed along with their implementation;
- b) Assist in the development of new policies, such as the University GAD Agenda to elevate the status of women and marginalized sectors;
- c) Establish relevant systems and mechanisms to guarantee the process of creating, reviewing, and updating of sex-disaggregated data or GAD database to be utilized as the foundation for performance-based gender-responsive planning;
- d) Initiate the creation of the agency's annual performance-based GAD Plans, Programs, and Budget in response to gender issues faced by the constituencies and clienteles as well as the context of the agency mandate. Consolidate plans using the format and procedure outlined by the Philippine Commission on Women (PCW), Department of Budget and Management (DBM), and National Economic and Development Authority (NEDA) in the Joint Circular 2012-1. The GFPS will also be in charge of presenting the unit's and agency's consolidated GAD Plans and Budget, and if necessary, responding to PCW's comments or requests for further information;
- e) Monitor the successful implementation of GAD-related policies and the annual GAD Plan and Budget;
- f) Pilot the preparation and consolidation of the annual agency GAD Plan and Budget, Accomplishment Report and other GAD Reports that may be required by CHEDRO1 and the PCW;
- g) Establish partnerships with external organizations or agencies working on gender and development and women's rights to coordinate and harmonize GAD efforts at various levels of governance;

h) Encourage and promote the involvement of women and gender advocates, along with other private organizations and civil society groups, at all levels of the development planning cycle, paying particular emphasis to the marginalized sectors; and

i) Ensure that every employee of the agency, especially the financial officials (such as the accountant, budget officer, and auditors), is trained in GAD. In keeping with this, the GFPS shall suggest and organize a suitable capacity-building program on gender and development for its staff as a component of and implemented under its regular human resource development program.

## **2.3 Roles and Responsibilities of the GFPS**

The GFPS Chairperson or the University President:

- a. 1 Issues policies or other directives that support GAD mainstreaming;
- a. 2. Leads the creation, modification, or reconstitution of the GAD Focal Point System (GFPS) structure;
- a. 3 Approves the University GAD Plans and Budget, and Accomplishment Report, duly endorsed by the Executive Committee, with the assistance of the Technical Working Group, and ensure its implementation;
- a. 4 Certifies, supervises and monitors the implementation and mainstreaming of GADFPS Programs, Projects, and Activities (PPAs);
- a. 5 Conducts quarterly meeting to ensure GFPS PPAs are well implemented; and
- a. 6 Reviews and consolidates GFPS accomplishment report and provide recommendation for effective implementation and mainstreaming of GFPS PPAs

b.The Executive Committee (ExeCom) Head:

- b. 1 Provides guidance and policy assistance to the GFPS chairperson to support and strengthen the GFPS and University's GAD mainstreaming operations;

b. 2 Directs the formulation of GAD strategies, programs, projects, and activities in response to gender issues encountered by stakeholders, employees, and students in accordance with the findings of the gender audit and analysis, and in accordance with the priorities established by the university;

b. 3 Ensures the timely submission of the agency GAD Plan and Budget, Accomplishment Report, and other GAD-related reports to the PCW and CHED;

b. 4 Guarantees the effective and efficient execution of the University GAD programs, projects, and activities as well as the wise utilization of the GAD Budget;

b. 5 Develops and improves the university's collaboration with PCW, GAD specialists, advocates, women's organizations, and other stakeholders in the interest of gender mainstreaming;

b. 6. Recommends approval of agency GAD Plans and Budgets and GAD ARs; and

b. 7. Recommends awards or recognition to outstanding Campus GAD programs, projects, and activities, and /or GAD FP members.

c. The Technical Working Group (TWG) Head shall:

c. 1 Supports the University's initiatives at gender mainstreaming through the GAD planning and budgeting process;

c. 2 Consolidates GAD Strategic Plan from the nine (9) campuses, SAS and OUS in response to the gender gaps and issues faced by employees and following the conduct of a gender audit, gender analysis, and/or review of sex-disaggregated data;

c. 3 Assists in the capacity development and provide technical assistance to the University Officials, and shall work with the human resource development office on the improvement and implementation of an appropriate capacity development program on gender equality and women's empowerment for its employees, as requested or deemed necessary;

c. 4 Coordinates with the university's numerous units, including its campuses, to guarantee their significant involvement in the GAD strategic and annual planning processes.

c.5 Oversees the production of IEC materials and the implementation of advocacy campaigns to ensure that University Officials, personnel, and other relevant stakeholders provide vital support for the GAD Focal Point System's and GAD mainstreaming operation

c.6 Monitors the implementation of GAD-related programs, projects, and activities in the respective offices and campuses of the University and suggests corrective measures to improve implementation of GAD PPAs and GFPS activities;

c.7 Consolidates and prepares University GAD accomplishment reports from the nine (9) Campuses and SAS and OUS through their Campus GAD Coordinators; and

c.8 Provides regular updates and recommendations to the Executive Committee on the activities of the GFPS and the progress of agency GAD mainstreaming activities based on the feedback and reports of the various units of the University.

d. The GAD Focal Persons for Marginalized People: Indigenous Peoples (IPs), Persons with Disability (PWDs), Senior Citizens, and Children shall:

d.1 Coordinates with the various adopted Local Government Units (LGUs) and conduct pre-assessment on the status of the marginalized people, to include indigenous people, persons with disabilities, senior citizens, and children;

d.2 Consolidates all gender issues and concerns of the IPs, PWDs, Senior Citizens, and children as regards to equal rights and opportunities to social, economic, political, health, and cultural spheres of life;

d.3 Prepares programs, projects, and activities to be included in the GAD Plan and Budget of a particular year in response to the gender gaps and issues faced by IPs, PWDs, senior citizens, and children;

d.4 Leads in the capacity development and the implementation of the endorsed PPAs included in the GPB for IPs, PWDs, senior citizens, and children;

d.5 Monitors the implementation of GAD-related programs, projects, and activities in their respective designation;

d.6 Consolidates and prepare quarterly and annual accomplishment reports;

d.7 Provides regular updates and recommendations to the Head of the Technical Working Group (TWG) on the programs, projects, and activities based on the feedback of the adopted LGUs.

e. **The GAD Secretariat** (Activity Coordinator, Accounting Clerk, Secretary, Encoder) shall :

e.1 Gives GFPS administrative assistance;

e.2 Provides the timeline of GFPS meetings;

e.3 Keeps track of GFPS activities and milestones for reporting;

e.4 Assists in the preparation of the annual GAD plan and budget (GPB) and accomplishment reports;

e.5 Consolidates the university GAD Plan and Budget, accomplishment, and sex-disaggregated data reports from offices/units/campuses;

e.6 Encodes the university GAD Plan and Budget for submission to various monitoring agencies;

e.7 Assists in the coordination, monitoring and implementation of GAD PPAs;

e.8 Monitors the delivery of commitments of GFPS members.

f. **The Designated University Officials** as TWG Members shall:

f.1 Participate in the implementation of the gender mainstreaming efforts of the University;

f.2 Initiate the formulation of the GAD Plans, Programs, and Budget for their respective divisions, offices, or units in response to the gender gaps and issues that exist between employees of both sexes, followed by the conduct of gender audit, gender analysis, and review of sex-disaggregated;

f.3 Lead the conduct of advocacy activities and the development of Information, Education and Campaign (IEC) materials in their respective division/office/unit;

f.4 Monitor the execution of GFPS-related programs, projects, and activities in their respective offices and recommend corrective measures to enhance GFPS PPAs implementation;

f.5 Establish and implement a suitable capacity-building program on gender equality and women's empowerment for its workers, the TWG shall collaborate with the Human Resource Management Development Office (HRMDO);

f.6 Prepare the office-level, or unit-specific GAD accomplishment reports, and submit them to the TWG Head for consolidation;

f.7 Facilitate the Annual GAD Evaluation;

f.8 GFPS TWG Finance shall (be):

f.8.a. estimate costs and allocating annual GPB;

f.8.b. provide a budget plan for all GAD activities;

f.8.c. submit consolidated GAD financial report (semi-annual and annual);

f.8.d. provide technical support for determining which PPAs can and cannot be charged to the GAD Budget.; and

f.8.e. oversee that all GFPS members are kept informed and updated on new DBM circular issuances relating to GAD activities disbursement.

f.9 GFPS TWG MIS shall:

f.9.a. facilitate and provides technical support with regard to the sex disaggregated data (SDD);

f.9.b. act as resource person on training related to Information Technology to the stakeholders; and

f.9.c. provide logistics support.

f.10 GFPS TWG PRPIO shall:

f.10.a. create publications such as articles, press release and IEC materials related to the implementation of GAD related activities;

f.10.b. ensure that gender lens viewpoints are included in every GAD module; and

f.10.c. provide logistics support if necessary.

g. The **Campus Executive Directors** as TWG Members shall:

g.1 Ensure the implementation of the gender mainstreaming efforts of the Campus through the GAD planning and budgeting process;

g.2 Lead in the identification and consolidation of GAD Programs, Projects, Activities and Budgets in response to the gender gaps and issues faced by the employees and following the conduct of a gender audit, gender analysis, and/or review of sex-disaggregated data of their Campus;

g.3 Initiate the capacity development of their Campus and implementation of an appropriate capacity development program on gender equality and women's empowerment for its employees, and as requested or deemed necessary;

g.4 Lead the conduct of advocacy activities and the development of IEC materials to ensure critical support of the Campus Officials, staff, and relevant stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities; and

g.5 Signify the submission of the Campus GAD Plans and Budgets and GAD Accomplishment Report.

h. The **Campus GAD Coordinators** as TWG Members shall:

h.1 Facilitate the implementation of the gender mainstreaming efforts of the Campus through the GAD planning and budgeting process;



h.2 Formulate Campus GAD Plans, Programs, and Budget in response to the gender gaps and issues faced by the employees, following the conduct of a gender audit, gender analysis, and/or review of sex-disaggregated data;

h.3 Assist in the capacity development and provide technical assistance to Campus Coordinators of the different units;

h.4 Coordinate with the various units of the Campus and ensure meaningful participation in GAD strategic and annual planning activities including the preparation, consolidation, and submission of GAD Plan and Budget;

h.5 Lead the conduct of the Campus advocacy activities and the development of IEC materials to ensure critical support of the Campus Officials, staff, and relevant stakeholders to the activities of the GAD Focal Point System and GAD mainstreaming activities;

h.6 Implement and monitor GAD-related programs, projects, and activities in their respective Campus and suggest corrective measures to improve implementation of GAD PPAs and GFPS activities;

h.7 Prepare and consolidate the Campus GAD accomplishment reports; and

h.8 Provide regular updates and recommendations to the Campus Executive Director on the activities of the GFPS and the progress of the Campus GAD mainstreaming activities based on the feedback and reports of the various Campus units.

i. The **Philippine Commission on Women** as an external agency partner on women and gender-equality concerns shall:

i.1 Serve as the overall monitoring body and oversight to ensure the implementation of the GFPS Policy and call for the compliance of such;

i.2 Develop a database and profile of all GFPS in the Philippines;

i.3 Recognize deserving and good performing agency GFPS thru an incentives and awards system; and

i.4 Support capacity development of GFPS through training, technical assistance, and or referral of agencies to gender experts, advocates, practitioners, and institutions on gender sensitivity, gender audit, gender analysis, gender-responsive planning and budgeting, project design, and implementation, and institutional strengthening, among others.

j. **The Commission on Higher Education (CHED)** as an external agency partner on women and gender-equality concerns shall:

j.1 Establish policies and guidelines on Gender and Development in the Commission on Higher Education Institutions;

j.2 Monitor and validate the compliance of all higher education institutions (HEIs) on Mainstreaming Gender and Development in all its functions; and

j.3 Evaluate the university's GAD Plan and Budget and Annual Accomplishment Report.

## Chapter 3

### GAD POLICIES, PROCEDURE, AND PROCESS

#### 3.1 Gender and Development Process

The mission of the Pangasinan State University's Gender and Development program is to uphold the principles of human rights, gender equality, and women's empowerment while adhering to local and international legislation. It also acknowledges that women play an equally significant role in nation-building. In order to advance worldwide and national policies and standards for gender equality among marginalized women, men, and children, the University GAD Office upholds its GAD goals of mainstreaming gender in the University's four-fold functions. In attaining the desired outcomes, the processes from the preparation up to the approval of the GAD plan and budget, its implementation, and submission of the GAD accomplishment report are put in place.

The GAD issues and related GAD programs, projects, and activities (PPAs), which will be a part of the GAD Plan and Budget, are within the scope of the University mandates. In line with PCW Memorandum Circular 2018-04, the GAD strategic framework and plan on gender mainstreaming, women's empowerment, and gender equality are developed based on the gender issues identified in the University GAD Agenda.

The processes highlighted are based on PCW-NEDA-DBM Joint Circular No. 2012-01 and are driven by the three (3) core processes that are interrelated with one another, encapsulating what needs to be done to arrive at the desired outcome. These key processes are 1) GAD Plan and Budget Preparation and Endorsement; 2) Implementation of GAD Programs, Projects, and Activities; and 3) Preparation and Endorsement of GAD Accomplishment Report. Consistent with the gender mainstreaming strategy, the University shall endeavor to integrate GAD indicators into their existing monitoring and evaluation system to come up with the desired output as indicated in the GAD Agenda progress report and year-end report.

Partner agencies that play as external supporters of the University in the operation of Gender and Development were identified. The GAD Focal Point System members of the University with their specific roles and responsibilities were established based on PCW-MC No. 2011-01 and CMO No. 2015-01.

## The Procedure and Activity Flow

- 1.Collection of Sex Disaggregated Data (through REPMIS)
- 2.Development of Gender and Development Plan and Budget
- 3.Implementation of Annual GAD Plan and Budget
- 4.GAD Accomplishment Report Preparation and Submission

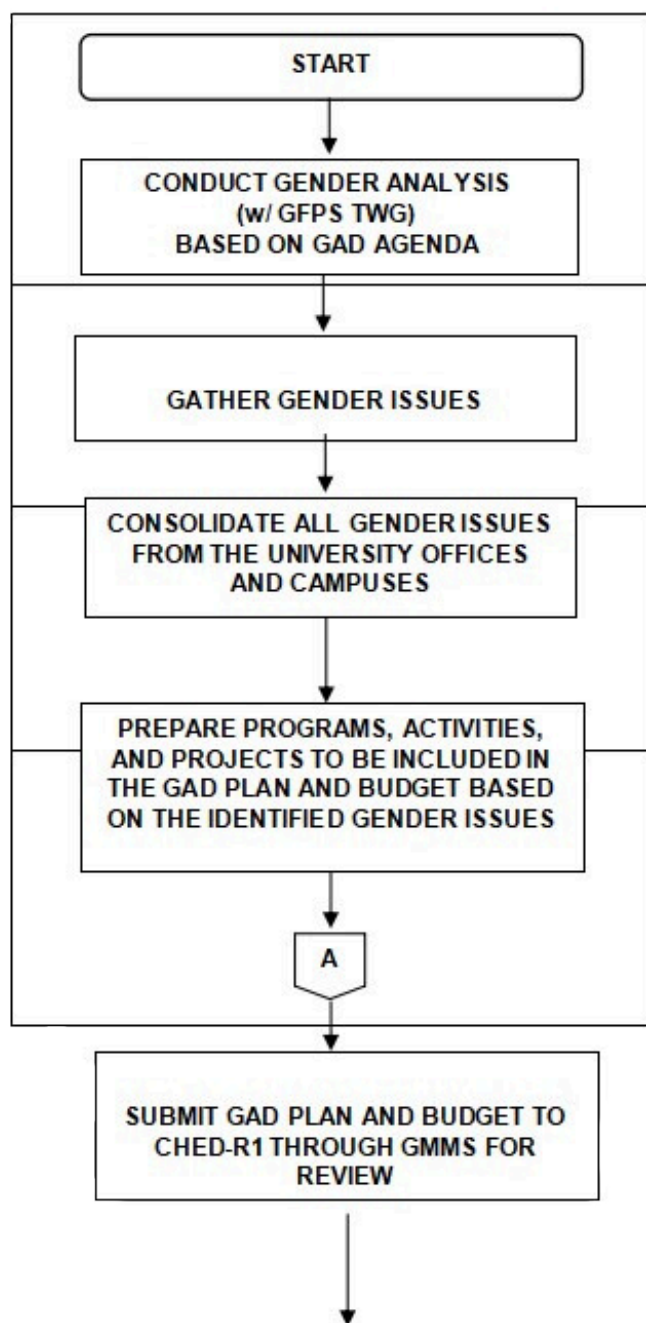
The University GAD Agenda is the basis in the initial gathering of priority gender issues to be addressed for one year period. Focal persons from the University Level and Campus Level should be informed through an Office Advisory, advising them to submit GAD issues to be included in the University GPB for a particular year. The gender issues may derive from the national GAD-related policies, gender analysis using sex-disaggregated data or information from major programs, and findings from the evaluation of programs, projects, and activities from the target beneficiaries. The identified gender issues from the different Campuses will be consolidated by the GFPS-TWG Head of the University. GAD PPAs may be client-focused (those addressing gender mainstreaming in major programs and projects for the University clients) or An organization-focused (those addressing identified gender issues of the University and its personnel). The University is also encouraged to assess the gender-responsiveness of the major programs and projects using the HGDC tool. In costing and allocating the GAD budget, at least 5% of the total University budget appropriations authorized under the annual GAA shall correspond to activities supporting GAD plans and programs.

Upon the approval of the University President on the GPBs for the fiscal year, the GPBs shall first be submitted to and reviewed by the Commission on Higher Education-Region1. (CHEDRO1) based on the deadline for submission set by the Philippine Commission on Women (PCW) on its Memorandum Circular through Gender Mainstreaming Monitoring System (GMMS) for a particular fiscal year.

The GPBs are revised based on the recommendations of CHEDRO1. Once the GPBs revision is accepted by CHEDRO1, then the CHEDRO1 shall submit the GPB through GMMS to PCW, for another review and endorsement. PCW shall acknowledge in writing receipt of the GPBs within two (2) working days. It shall then review and inform the University of the comments or action on the GAD plans within fifteen (15) working days. If there are revisions to be made or questions to be answered about the submissions, the University shall be given thirty (30) days to resubmit the GPB.

Upon receipt of the letter of endorsement from PCW and or the adjusted GPB, the University President shall issue an appropriate policy directive, copy furnished PCW, to disseminate and implement the GPBs. The directive shall mandate the agency GFPS to a) provide technical assistance, as needed, to the different University divisions and Campuses in the implementation of the GPBs; b) monitor its implementation; c) ensure the preparation and submission of GAD Accomplishment Report; and d) consolidate reports on the implementation of the GPBs.

**Figure 4. Preparation & Development of Gender and Development Plan and Budget**



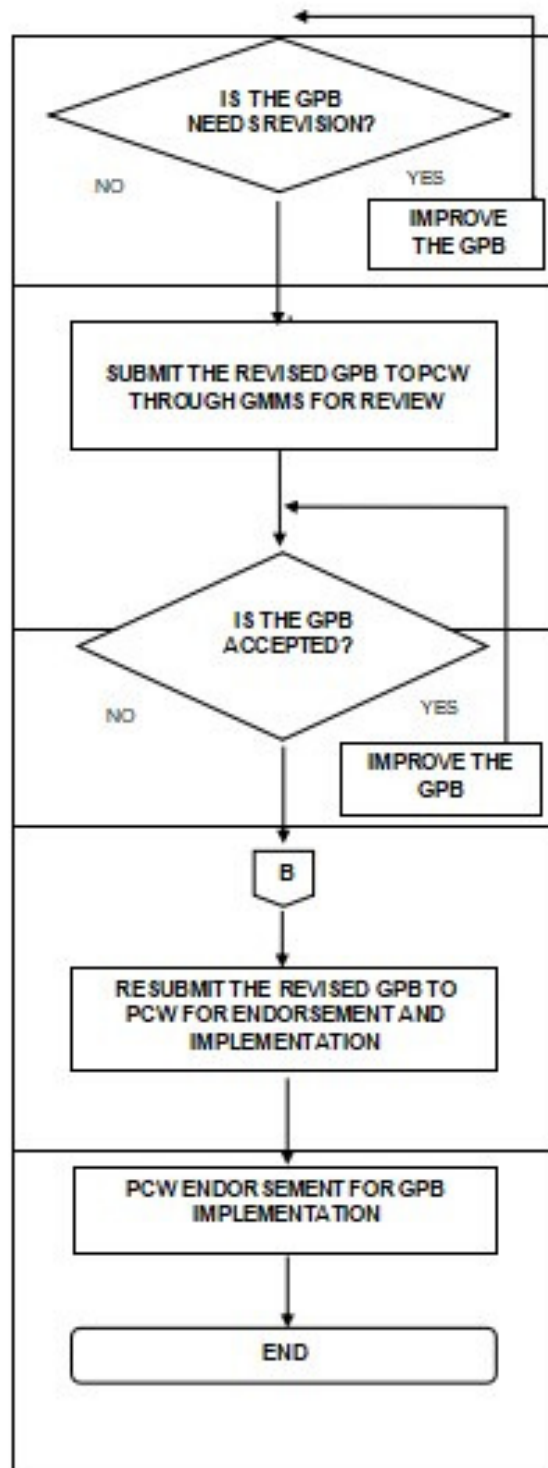
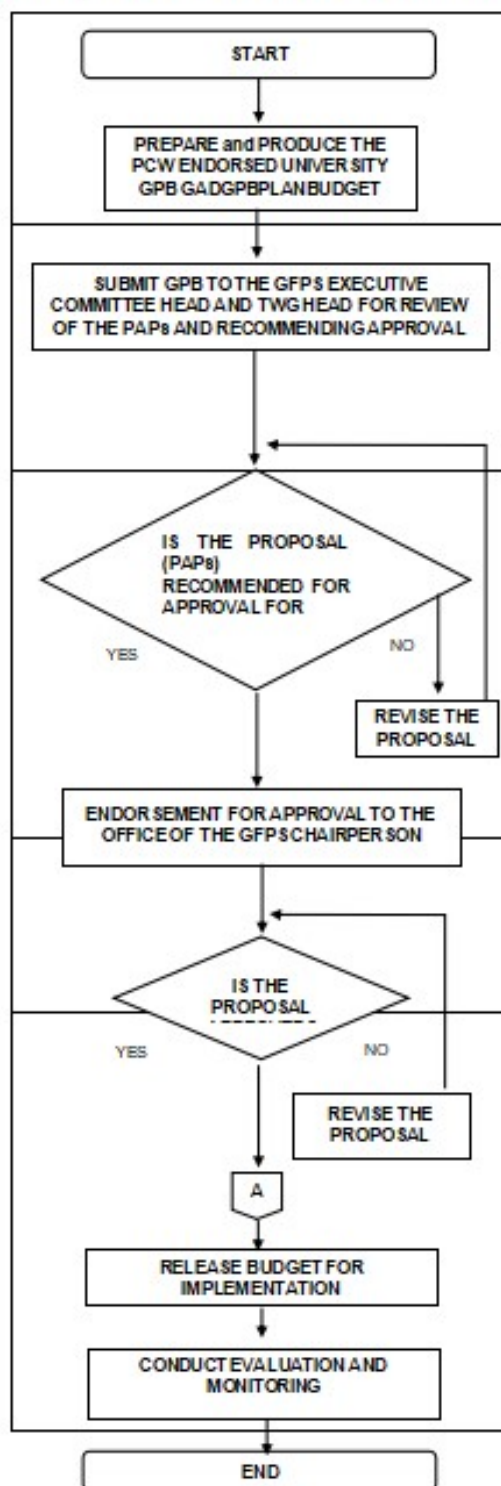
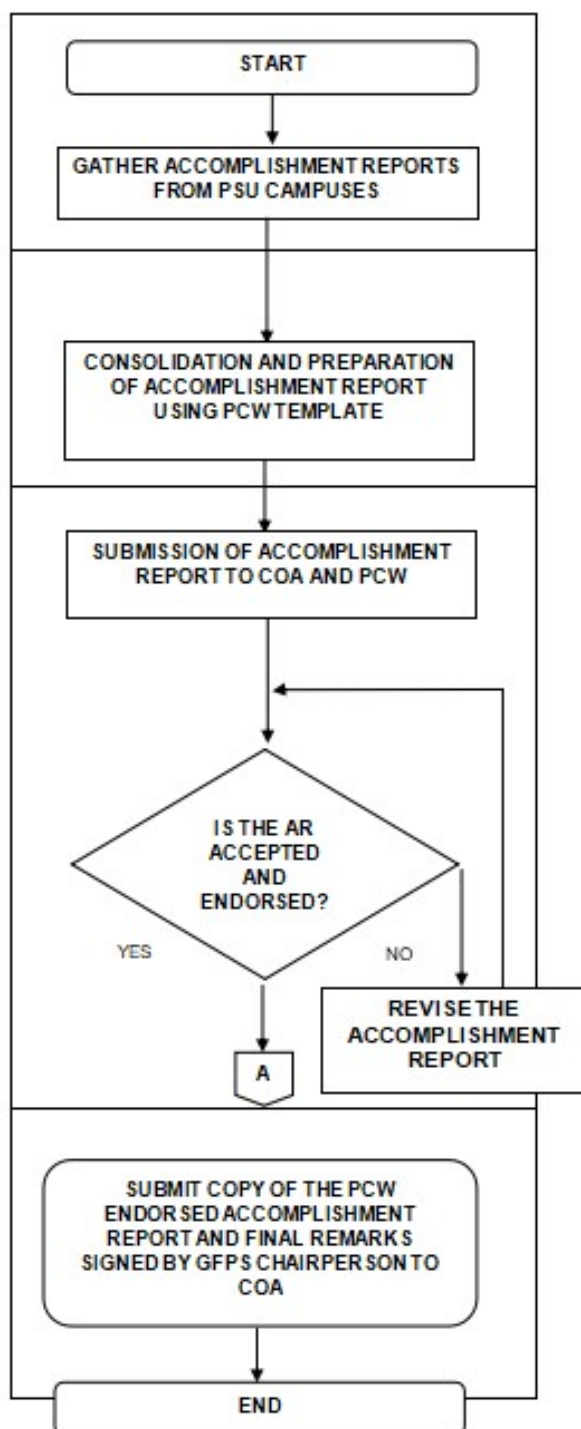


Figure 5. Implementation of Annual GAD Plan and Budget





**Figure 7. GAD Accomplishment Report Preparation and Submission**

## 3.2 Preparation of the GAD Plan and Budget

The Pangasinan State University through the GFPS, shall prepare an annual GAD Plan and Budget (GPB), based on PCW Memorandum Circular for submission, every last quarter of the fiscal year which shall contain:

- a. the GAD mandates and gender issues that the institution intends to address within the given fiscal year;
- b. the corresponding programs, projects, and activities to address these issues; and
- c. the necessary budget to implement.

The gender issues and corresponding programs, projects, and activities may be either client-focused or organization-focused.

To increase the gender-responsiveness of the programs, the University may assess the level of responsiveness of the major programs using the Harmonized Gender and Development (HGDG) tool. Depending on the result of the assessment or the HGDG score, the institution may attribute a portion of the entire annual budget of the program to the GAD Plan and Budget. HEIs shall refer to the issuance of the PCW, NEDA, and DBM on the guidelines on GAD planning and budgeting for details on budget attribution.

In the preparation of the GAD Plan and Budget, the university ensures that the GAD Budget or the amount to be allocated for the implementation of GAD programs, plans, and activities is at least five percent (5%) of the University's total annual budget appropriation.

All procurement utilizing the GAD Budget shall be following the Procurement Law (R.A 9184) and related issuance.

The GAD Plan and Budget of the University shall adhere to the guidelines and prescribed forms issued by the PCW to achieve efficiency and proper program content, thereby ensuring that GAD issues are incorporated into the programs, projects, and activities identified therein (PCW).

### **3.3 Implementation and Monitoring of the Approved Programs, Project, and Activities (GAD PPAs)**

The Pangasinan State University through the GFPS, shall implement and monitor the approved GAD-PPAs based on the following:

a. Upon receipt of the letter of endorsement from PCW and or the adjusted GPB, the University President shall issue an appropriate policy directive, copy furnished PCW, CHEDRO1, and COA, to disseminate and implement the GPBs. The directive shall mandate the GFPS to a) provide technical assistance, as needed, to the PSU Employees, and adopted LGUs in the implementation of the GPBs; b) monitor its implementation; c) ensure the preparation and submission of GAD ARs; and d) consolidate reports on the implementation of the GPBs.

b. The University shall inform the PCW in writing if there are changes in the PCW-endorsed GPBs because of revising the GPB based on the approved GAA and or the need to implement additional PPAs relevant to current gender issues or GAD-related undertakings as needed. PCW, in turn, shall acknowledge receipt of adjusted GPB and shall inform the University if the GAD PPAs or activities in the adjusted GPB are acceptable.

c. As needed, the University may seek the assistance of PCW, CHED, NEDA, RGADC, and COA and other oversight agencies in tracking key results, outputs, and outcomes of the GAD PPAs.

d. Consistent with the gender mainstreaming strategy, all University Campuses, Divisions, Offices, and Units shall endeavor to integrate GAD indicators into their annual strategic plan, annual operational plan, and monitoring and evaluation system.

### **3.4 Preparation of GAD Accomplishment Report**

All PSU Campuses, divisions, offices, and units shall submit their GAD ARs to the Office of Gender and Development during the last quarter o

of every fiscal year based on the call of PCW through its Memorandum Circular. The University GFPS shall prepare the annual GAD AR based on the PCW-endorsed GPB or the GPB adjusted to the approved GAA following the form prescribed by PCW. Activities completed until the end of the year may be included in the final GAD AR of the University submitted to PCW in January.

b. In case an agency attributes a portion of the whole of the budget of its major program to the GAD budget, it shall subject the same to the HGDC test to determine the actual expenditures that may be attributed to the GAD budget. If required, the agency may present the HGDC test result to the GAD funds audit to justify GAD budget expenses. The result of the HGDC test shall be submitted to PCW.

c. Accomplishments on the implementation of GAD PPAs funded under Official Development Assistance (ODA) projects, including the amount spent for such, shall also be reflected in the agency GAD AR.

d. The annual GAD AR shall be accompanied by the following: (1) summary of the reported program or project; (2) copies of reported policy issuances; (3) results of HGDC tests, if any; and (4) actions taken by the agency on the COA audit findings and recommendations, if any.

e. The PCW shall assess the actual accomplishments of agencies on GAD and prepare an annual integrated GAD AR for submission to Congress, and the Office of the President, copy furnished DBM and COA.

### **3.5 Submission Through Gender Monitoring Management System (GMMS) of GAD Plans and Budgets, and Accomplishment Reports**

#### **3.5.1 Responsibility of the Pangasinan State University.**

The Head of the GFPS Executive Committee having close coordination with the Head of the TWG shall coordinate with the CHED Regional Office GAD Focal Person for guidance and information on GAD-related requirements, issues, and concerns for the completion of their institutions' GAD Plans and Budgets. The said required document shall be prepared, completed, and submitted using the PCW's online Gender Mainstreaming Monitoring System (GMMS) within the prescribed period.

#### **3.5.2 Responsibility of CHED Regional Office 1.**

CHEDRO1 Focal Persons shall review and evaluate the submissions made by the University and recommend to the CHED regional Director for endorsement to the PCW for review, comments, and recommendations for revision. Once the GAD Plan and Budget does not meet the reviewer's criteria for revision for the second time, the PCW has the right to reject the Gad Plan and Budget.

### **3.6 GAD Database**

#### **3.6.1 Policy and Coverage**

The Magna Carta of Women (Republic Act 9710) as cited by the Philippine Commission on Women in its Memorandum Circular No. 2014-05, seeks to eliminate discrimination against women by recognizing, protecting, fulfilling, and promoting the rights of Filipino women and mandates all

government instrumentalities to adopt gender mainstreaming as a strategy for implementing the law and attaining its objectives. One of the institutional mechanisms for gender mainstreaming prescribed by the law is the development and maintenance of a Gender and Development (GAD) database containing gender statistics and sex-disaggregated data.

To better implement and facilitate the monitoring of RA 9710, the University must adopt the two sets of indicators developed by PCW: Women's Empowerment (WE) indicators and Gender Mainstreaming (GM) indicators. The WE indicators pertain to the Rights and Empowerment of Women provisions while the GM indicators pertain to institutional mechanisms for gender mainstreaming per Sections 37 to 43 of the IRR.

The PSU-GAD unit with the assistance of the Statistics Center of the University shall reference and analyze the data and information on the MCW indicators in its assessment of results and impact of the University's compliance, in fulfillment of its mandate to report to PCW on the implementation of the law.

In this regard, all government agencies mandated to implement provisions of the MCW and its Implementing Rules and Regulations (IRR) are enjoined to generate timely, accurate, and sex-disaggregated data support to the MCW indicators (attached to this Memorandum Circular) according to the following: 1. Agencies shall regularly collect and generate sex-disaggregated data and statistics in support of the MCW indicators relevant to their agency. Such data shall be stored and maintained in the agency's GAD database or similar system, updated as needed, and used in their policy and program development to address gender issues in their respective sectors, particularly in the preparation of their annual GAD plans and budgets and accomplishment reports; 2. The Philippine Statistics Authority (PSA), as the central statistical authority of the government on primary data collection, is enjoined to sustain its support to the generation of data/information on the MCW indicators consistent with its mandate to coordinate and resolve agency and sectoral concerns on statistical matters under Republic Act 10625, otherwise known as the "Philippine Statistical Act of 2013;" 3. As the mandated

agency, PCW shall gather and consolidate agency data for the MCW indicators for its preparation of compliance reports, specifically for its next reporting period in December 2015, and every three years thereafter; and 4. Necessary resources for the collection, generation, and maintenance of data on the MCW indicators shall be charged to the agency's annual GAD budget following existing guidelines set by PCW, the National Economic and Development Authority (NEDA), and the Department of Budget and Management (DBM).

### **3.6.2 Sex-disaggregated Data**

The following minimum requirements shall be complied with by the University concerning the collection of sex-disaggregated data and management of the GAD database.

a.The Pangasinan State University together with the management information systems and planning units shall formulate the guidelines to include in their initiatives the collection of sex-disaggregated data whenever applicable.

b.The GAD database containing sex-disaggregated data and information from the HEIs research and extension outputs, and other offices, shall be shared with CHED, the GAD Resource Centers, and other stakeholders.

c.The PSU after the collection of disaggregated data from their different offices shall conduct data interpretation and analysis. Such processed data shall be submitted to the Office of the Gender and Development as support to the design and development of GAD projects, plans, and activities before the submission to the different divisions, offices, or units of the University.

d.The result of the GAD-related information shall be periodically presented to all employees and published on the official website or newsletter of the University.

e.The University shall provide CHEDRO1 copies of published sex-disaggregated data and information and corresponding analysis, together with the institution's GAD Plan and Budget, and GAD Accomplishment Reports within the prescribed schedule.



### **3.7 The University Gender and Development Trilogical Functions**

#### **3.7.1 Curriculum Development**

##### **3.7.1.1 Policy and Coverage**

a. Statement of Policy. Under its mandate as a higher education institution, and specifically, to Section 13 of the MCW, PSU shall ensure that gender stereotypes and images in educational materials and curricula are adequately and appropriately revised. The gender-sensitive language shall be always used. Capacity-building on gender and development (GAD), peace and human rights, education for teachers, and those involved in the education sector shall be pursued to this end.

The University shall therefore ensure that the 9 Campuses fulfill the following obligations:

- i. Respect the rights of women as human rights and respect the fundamental rights of women;
- ii. Refrain from discriminating against women and violating their rights;
- iii. Protect women against discrimination and from violation of their rights by private entities and individuals; and
- iv. Promote and fulfill the rights of women in all spheres, including their rights to substantive equality and non-discrimination (MCW, Section 5)

Towards this end, the university shall ensure that all Campuses shall promote and develop Gender-Responsive Curricular Programs (GRCPs) that prevent all forms of gender-based discrimination in instruction, research, extension as well as in marketing methods, and the use of promotional materials. It likewise ensures the promotion of gender equality and women's empowerment through the "provision, availability, and accessibility of opportunities, services, and observance of human rights which enable women to actively participate and contribute to the political, economic, social, and cultural development of the nation." (MCW, Section 4-A)

Scope, Application, and Limitations. These guidelines for GRCPs shall cover and apply to all PSU Campuses following the University mandates, thrusts, and corresponding authority, as granted by the CHED and according to the law and existing rules and regulations.



**3.7.1.2 Competency Standards**

a. To ensure the gender-responsiveness of curricular programs, the University shall include gender mainstreaming strategies in the strategic development plans. All employees of the University shall undergo regular and continuing gender-sensitivity seminars to include, among others:

- i. training in gender analysis of sexism and other forms of gender biases in curricular design, learning materials, pedagogical practices and disciplinary policies;
- ii. training in mainstreaming relevant and adequate gender-related topics into existing/ongoing courses across various disciplines; and
- iii. training in the development of gender-responsive student performance monitoring guidelines and tools.

b. Library and Learning Materials. The development of a gender-responsive curricular program shall be complemented by the provision of an adequate and accessible library and related learning materials across various disciplines and educational levels. The University shall make available to their students' non-sexist textbooks and other academic materials in history, sociology, psychology, engineering, agriculture, environment, and all other academic programs approved by CHED. Faculty members shall develop gender-fair learning materials that use gender-sensitive language.

c. Related Activities. The University shall actively participate in GAD-related conferences, conventions, meetings, and fora organized by scientific and professional organizations, particularly those endorsed by CHED and PCW. These activities shall ensure the University's access to new information and analytical tools related to the enhancement of GRCPs. Such activities shall be included in the University's institutional development plans for which sufficient budgetary requirements shall be provided.

**3.7.1.3 Policy Formulation.**

All Campuses spearheaded by the Office of the Vice President for Academic Affairs shall develop Enabling Policies and Mechanisms to mainstream gender equality and the principles of women empowerment into the academic programs and course offerings, under the University thrusts and mandates, vision, mission, and philosophy statements. This gender-mainstreaming policy shall clearly and unequivocally identify the standards for the development, implementation, monitoring, and evaluation of the PSU Campus' efforts to remove gender-based biases and incorporate a perspective of gender equality in its curriculum development.

b. Creation of a Technical Panel on Gender and Women Studies (TPGWS). To facilitate the development of GRCPs, the Office of the Vice President for Academic Affairs shall create a Technical Panel on Gender and Women Studies (TPGWS) whose specific functions include the ff:

- i. review of proposed course offerings, research proposals, and extension projects;
- ii. review of gender-responsive curriculum and instructional plans' and
- iii. provision of technical assistance in mainstreaming gender-sensitive principles and topics into curricular proposals and amending existing courses.

The University GAD Focal Committee shall render staff support to the TPGWS in coordination with the Office of Gender and Development.

c. Budgetary and Planning Requirements. The activities designed to ensure the University's curricular program is gender-responsive (i.e. policy development, capacity building, curriculum planning and development, and monitoring and evaluation) shall be included in the fiscal's year's GAD Plan and Budget.

### 3.7.2 Guidelines for Gender-Responsive Research Program (GRRP)

#### 3.7.2.1 Policy and Coverage

**a. Statement of Policy.** Under the University GAD mandate and specifically, to Section 5 of the MCW, PSU shall support policies, research, technology, and training programs, and other support services such as financing, production, and marketing to encourage active participation of women in the Province of Pangasinan for local and national development.

The need for gender-responsive research programs is underscored as well in the provision for support to relevant research on women's right to health (Section 20-b) and women-friendly and sustainable agriculture technologies. (Section 23)

**b. Complementation of the GAD Research Agenda.** The guidelines for a Gender-Responsive Research Program (GRRP) of the University complements the Ambisyon Natin 2040, the Philippine Plan for Gender-Responsive Development, National Higher Education Research Agenda (NHERA) 1 and 2, and the University Research Agenda. The general policies on GAD researches identify the strategies and initiatives to develop the research capacity and enhance the research productivity of the university and identify priority areas for research and research-related programs.

**c. Scope, Application, and Limitations.** These guidelines for GRRP shall cover all PSU Campuses following the University mandates, thrusts, and corresponding authority, as granted by the CHED and according to the law and existing rules and regulations.

**d. Gender-Responsive Research Programs (GRRP).** As the blueprint for integrating GAD in the institutional research agenda, the University's GRRP shall consider the following:

- Priority research areas as defined in the NHERA, and respective CHED Memorandum Orders (CMOs), and the University GAD research agenda;
- Creation of GAD database with sex-disaggregated data and gender statistics in all research activities, as necessary;

- GAD Policy and Program assessment and evaluation;
- Establishment of an Ethics Board that will review gender sensitivity in research activities;
- GAD guidelines on ethical standards in research under the CEDAW and MCW; and
- Incentives and other support structures for the conduct of research related to GAD.

**e. Priority Areas.** In addition to integrating gender-responsive in the higher education research, the University shall extend and strengthen its research program to include the following:

- GAD research program for GAD Planning and Budgeting;
- Gender research and women's studies as areas of studies in all disciplines;
- Specific topics for gender research, in light of social issues raised by the MCW;
- Gender in power and decision-making; Citizenship classes and community extension work;
- Mapping and strengthening economic empowerment: livelihood skills required in the entire process of running a business, not only production (e.g., accounting, bookkeeping, product branding);
- Counting the unaccounted: indigenous women and girls and other marginalized sectors in education;
- Matching mismatches: career tracking of women;
- Deepening the disciplines with gender (e.g., women in history)
- Emerging gender issues such as but are not limited to sexual orientation and gender identities.

### 3.7.2.2 Preparation of GAD Research Proposal

Capsule GAD Proposal provides the basic information of a particular program, project, or activity that the proponent would like to implement in their respective division or unit.

#### **a. Basic Information**

1. Project Title. Brief but clear official and distinctive name of the project that describes the main theme of the proposed study.
2. Proponent(s). Complete name of the project leader and designation including the agency where he belongs, office address, contact numbers, and email address.

3. Implementing Agency. Lead agency (Research Center/Institution/College where the proponent belongs) and collaborating agency/ies (Persons/Researchers and/or their Agencies who will be cooperating with the lead agency) that will be implementing the project.
4. Project Duration. The time indicates the proposed date of start and completion of the project.
5. Project Location. Place or area covered by the project.
6. Total Budget Requested. The financial requirement of the project is in the Philippine peso.

## **b. Technical Description**

1. Rationale. Definition of the research problem, scope, and coverage, significance of the research project as well as the justification for its conduct.
2. Objectives. General and/or specific aim of the project with statements that should be consistent with the title.
3. Methodology. Methodology indicates the project components (if applicable), and contains the details and procedure to be followed in conducting the research and includes:
  - a) Factors in the experiment (variables)
  - b) Treatments to be used and lay-out
  - c) Procedures: experimental design, replications, characteristics of experimental units (sites, number, area, etc.)
  - d) Statistical analysis
  - e) Specific management of the experiment (this include specific features about the management of the experiment that are not included in the treatments)
  - f) Cultural practices (i.e. land preparation, pest control, weed control, fertilization, etc.).
4. Expected Output. Specific product or service that the project is expected to produce or 6Ps
5. Potential Impact. Broad and long-term effects of the results of the project.
6. Milestone. Yearly expected output of the project.
7. Users or Beneficiaries. Intended beneficiaries of the project results (e.g. marginalized women or sectors, etc.)
8. Budgetary Requirement (including counterpart funds or other sources). The financial requirement that will be incurred for the entire duration of the project and broken down into:

- a) Personal Services (PS)
- b) Maintenance and Other Operating Expenses (MOOE)
- c) Equipment Outlay (EO)
- d) Administrative Cost (AC)

### **c. Brief Profile of Proponent(S)**

1. Education. Information about the proponent's most recent science education including the names and addresses of the institutions attended, dates of the courses, and academic degrees achieved as well as the area of specialization.

2. Other Studies. Other courses or GAD training programs attended by the proponent in the field of the proposed research project.

3. Publications and Research Experience. List of major publications, thesis/theses, and research done by the proponent in the field of the proposed research project.

### **3.7.2.3 Eligibility, Qualifications and Responsibilities of PSU-GAD Researchers**

#### **a. Eligibility of PSU-GAD Researchers**

All faculty and staff of the Pangasinan State University regardless of the status of employment are eligible and encouraged to submit GAD research proposals for possible funding by the university and or by external funding agencies. New researchers are limited to one study in line with his/her field of specialization or a co-researcher of a senior researcher working on a research project.

#### **b. Qualifications of PSU-GAD Researchers**

The researchers must possess the academic qualifications and track record of successful implementation of research projects and should be able to carry out the project with due diligence and efficiency, and under appropriate administrative, financial, technical, managerial practices in conformity with sound environmental and social standards.

## **c. Responsibility of Researchers**

All faculty and staff are encouraged to conduct GAD research programs/projects/studies based on their expertise and GAD agenda outlined in the University and their respective campuses. Proposals should be submitted to the Campus GAD Coordinators for consolidation and be submitted to the Research and Development Council with GFPS representatives for evaluation and endorsement to the University Research and Development Council. Once the proposal is approved, the researchers shall take full responsibility for the implementation of the outlined activities. Completed reports must be submitted as scheduled. The concerned researchers must also present in appropriate GAD fora the results of their studies/projects and publish the same in a GAD journal or other multi-disciplinary journals. Researchers shall submit monthly and quarterly research and financial report.

## **d. Authorship**

A leader of any research activity shall be the senior author of any accomplishments made. Other members of the team shall be the junior authors. Since the Research Process involves 4 phases, conceptualization, data-gathering, analysis/interpretation of data, and manuscript-writing, authorship will be given to individuals who have major contributions to at least 3 of these phases.

Individuals who helped in 1 or 2 of the phases will be properly acknowledged. Individuals and organizations that provided support in any way to research projects without remuneration should be properly acknowledged in their involvement/participation.

### **3.7.2.4 Other GAD Research-related Activities/Programs**

Aside from the conduct of GAD research projects, other activities are also conducted such as the following:



a. **University GAD Research and Development Symposium.** This is a University-wide activity for faculty/non-teaching researchers and students who have undertaken their undergraduate and graduate theses/dissertations with gender components. This is undertaken annually to evaluate completed and ongoing research in preparation for presentation in regional, national and international GAD research symposia.

b. **University GAD Research Seminar Series.** The University Research Seminar Series was conducted to provide an avenue for all researchers of the University to disseminate the results of their research to a bigger number of stakeholders. It aims to: 1. Disseminate results of GAD completed research of the University to a wider group of audience. 2. Promote understanding and identification of gender issues from the marginalized sectors. 3. Inclusion of the results to the University GAD plan. 4. Train researchers to become gender-sensitive.

### **3.7.2.5 Implementation of Research Project**

A GAD research project proposal that met the criteria for funding by the University and included in the GAD Plan and Budget for a particular year shall be approved for its implementation. In the conduct of the study, the Gender and Development Unit under the Office of the Vice President for REI will take charge of the monitoring and facilitates the evaluation of research results.

### **3.7.2.6 Procedures for the Purchase of Supplies and Equipment**

All office supplies and materials for projects shall be purchased or withdrawn from the Supply Office following the approved requisition and issue a voucher (RIV). Purchases made outside for a single item amounting to P1,000 or more requires the following:

1. Three instances of canvassing of the supply/material from different sources;
2. A property inspection report from the supply officer;  
Original copy of the dealer's invoice showing the quantity, description of the articles, unit and total value; and/or official receipts.

The project leader prepares a requisition form, which contains the desired specifications of the equipment and the quantity of the item. At least three (3) suppliers are invited to submit their quotations, which the bidding committee studies. Purchase negotiations are handled by the Purchasing Section/Supply Office.

The supply officer inspects all purchased equipment. A memorandum receipt (MR) is preferred to signify the project leader's responsibility for the equipment receipted to him. Equipment purchased for the project is considered the property of the university and must be surrendered by the project leaders upon completion of their respective projects. The Supply Officer is authorized to retrieve the equipment.

### **3.7.2.7 Traveling Expenses**

These include expenses incurred in the movement of persons employed in the government, such as transportation, subsistence, lodging, and travel per diems; the hiring of guides or patrol; airline fares; tips, transfer, etc. of persons while traveling outside the official station; charter of boats, launches, automobiles, etc.; non-commutable transportation allowances, road tolls, parking fees, and all other similar expenses shall be following the COA Circular No. 2014-001-Revised Guidelines in the Audit of Gender and Development (GAD) Funds.

### **3.7.2.8 Cash Advances/Reimbursement**

Project leaders are entitled to withdraw cash advances to cover project expenses. No further cash advances shall be allowed unless the previous cash advance is fully liquidated.

Other project staff members or project leaders may also use their funds to travel or to purchase needed materials. Such expenses may be reimbursed by following standard procedures, provided they do not exceed the approved line-item budget.

### **3.7.2.9 Release of Research Project Funds**

The budget allocation per project under the university research grants is pegged at a maximum of TWO HUNDRED THOUSAND PESOS (PhP 200,00.00) and a minimum of FIFTY THOUSAND PESOS (PhP 50,00.00) per BOR Resolution No. 99, series 2009. The total budget allocation shall be based on the approved budgetary allocation of the project.

### **3.7.2.10 Research Project Monitoring**

The CRD shall conduct a project audit at any time during the implementation of the project study to assist the researchers and identify needs and problems. Monitoring of the project's progress will be done at least twice during the research period in coordination with the Campus GAD Coordinator and Campus Research Office. Reports on the progress of the ongoing research project shall be submitted within the specified time stipulated in the Schedule of Deliverables and Tranche Releases (SDTR).

### **3.7.2.11 Request for Project Duration Extension**

Failure to complete the research on the due date may require a researcher to extend the project duration. In cases where there are such requests, the request will be deliberated on by the Office of the Vice President for Research and Extension, and approval from the University President is required. The disapproval of such a request obligates the researchers concerned to refund the entire amount allocated as used for the research project within the same time frame as the duration of the project through direct re-payment or salary deductions as approved by the university president.

### **3.7.2.12 Request for Changes in Research Project Leadership or Members**

The researchers are required to write a letter specifying their concern to the Gender and Development Unit, Office of the Vice President for Research and Extension and the Office endorses the same to the Office of the President for deliberation. The changes in leadership and membership in team research are allowed for research funded by PSU.

### **3.7.2.13 Research Project Evaluation**

Completed research outputs or terminal reports shall be submitted in two copies to the Office of the Vice President for Research and Extension following the prescribed format. Researcher/s is/are also required to submit a publishable abstract of the study for evaluation. Terminal reports or completed outputs shall be evaluated by the Center for Research and Development where Gender and Development are connected.

Completed research projects are reviewed by internal and external reviewers. Completed studies are to be presented in the University In House Review for evaluation and feedback.

All information and reports arising from the research activity shall acknowledge the contribution of the host institution. Researcher/s is/are given the right to publish their findings regarding the research provided that they acknowledge the contribution of the host institution.

### **3.7.2.14 Selection of Evaluators**

The external evaluators of both the GAD research proposal and the completed research project are recommended and chosen from the pool of evaluators in GAD research to the University President for approval. The selection of evaluators considers the expertise of the evaluator based on the GAD research topic to be evaluated, technical research expertise, and publication experiences.

### **3.7.2.15 Review of Research Projects**

The review of GAD research projects is done semi-annually for proposals every June and October of each year and evaluation of completed projects is done upon the submission of the report. The review of proposals will be done either in an in-house review with two external reviewers or evaluation of proposals by two external reviewers via online or slow mail. Evaluation of completed research projects will be done by two external reviewers and by the presentation of papers in the research in-house review initiated by the university.

The Research Office of every Campus will coordinate with the Office of the Vice President for Research and Extension for the scheduling of an in-house review. In case a joint review cannot be done due to difficulty in arranging the schedules of external evaluators, the proposals or completed projects can be sent to the respective evaluators and a request for the written report of the evaluation be addressed to them.

#### **3.7.2.16 Failure to Implement Research**

An employee who fails to implement his/her approved research or extension proposal shall carry additional units for the next semester on top of his regular load. The added units are equal to the credits that he/she enjoyed corresponding to the proposal that he failed to conduct.

Failure to finish approved research on time will not entitle the researcher to another until he finished the research and submitted a terminal report.

#### **3.7.2.17 Submission of Reports**

To facilitate submission of reports, a University-wide format prescribed by the Office of the Director for Planning is being followed as well as approved forms provided by the R&D office. Reports are submitted quarterly and as the need arises. Such reports are submitted to concerned offices on time. Reports are expected to be submitted two weeks after the end of the quarter.

#### **3.7.2.18 Research Designation**

Special orders for research designation as study leader, project leader, or program leader, shall be given to the researchers at the start of the study.

Research programs can be handled by researchers with the academic rank of Associate to Full Professors and will be funded by the University or other external funding agencies

### 3.7.3 Guidelines for gender-responsive Extension Program (GREP)

#### 3.7.3.1 Policy and Coverage

a. **Statement of Policy.** Extension refers to the third of the tribological functions of the Pangasinan State University-GAD unit. i.e., to communicate, persuade and help specific sectors of target clientele as distinguished from those enrolled in formal degree programs and course offerings) to enable them to improve production, the community and/or institution, and quality of life in general.

Extension in the University cuts all disciplines and contributes to the continued growth and development of the entire Campuses of PSU.

According to Section 8 of the Higher Education Act of 1994, CHED shall perform the following functions relative to extension:

- Identify, support, and develop the potential center of excellence in program areas needed for the development of world-class scholarship and nation-building; and
- Perform such other functions as may be necessary for its effective operations and the continued enhancement, growth, and development of higher education.

In compliance with the general provision of the MCW, the University shall include gender-responsiveness in their extension function.

b. **Scope, Application, and Limitations.** These Guidelines for gender-responsive extension programs shall cover and apply to all PSU Campuses that operate courses based on the University mandate and corresponding authority granted by the CHED according to the law and existing rules and regulations.

### 3.7.3.2 Principles and Coverage

a. **Gender- Responsive Extension Program (GREP).** GREP refers to a collaborative set of activities by the University to contribute to the empowerment of both the institution and identified communities to promote and achieve the core value of gender equality. GREP involves the packaging, promotion, demonstration, and application of appropriate technologies, tools, and processes, and products generated from GAD research and other activities to create a gender-responsive organization, community, and environment, as the case may be.

GREP shall apply to two broad goals of Gender and Development outlined in MCW:

- **Social Protection Policies:** policies and programs that seek to reduce poverty and vulnerability to risks, enhance the social status and rights of all women and men, but especially the marginalized; promote and protect livelihood and employment; protect people against hazards and sudden loss of income, and improve people's capacity to manage risks. Its components are labor market programs, social insurance, social welfare; and social safety nets; and
- **Appropriate Technology:** suitable technologies that usually comprise skills and materials easily available in the locality and that address gender issues and concerns.

b. **General Principles.** The University shall observe the following principles of gender-responsive extension:

1.GREP reiterates the reliability of science in all its manifestations (e.g. technology), the power of education, the possibility of change, and the equality of people as the basic premises of cooperative extension programs.

2.GREP encourages interdisciplinary programs, participation, and networking as well as dovetailing and complementation.

3.GREP promotes the culture of excellence, desire for life-long learning, the mutual impetus to do service for the common good which is anchored and guided by the core values of GAD.

4.GREP nurtures and supports Filipino communities through informative, persuasive, formative, emancipatory, and participatory decision-making activities that eliminate gender disparities.



The University shall serve as models of GAD mainstreaming through technology transfer and livelihood programs that incorporate the provision of financial literacy, technical assistance, and other extension services.

**c. Forms and Priority Areas.** The following are forms of GREP:

1. **Technology Transfer.** Bringing into the identified community tested and mature innovations, knowledge, structures, systems, and gender-responsive methods.

2. **Livelihood Program with Financial Literacy.** Capability building projects that shall enable the beneficiaries both women and men, to earn through livelihood skills training including the transfer of financial knowledge, information, and applications.

3. **Technical Assistance.** The provision of professional expertise such as consultancy services, mentoring, counseling, advisership, etc. by trainers /professionals and GAD experts.

4. **Advocacy.** The dissemination of information through media, seminars, meetings, conferences, symposia, workshops, lectures, and speakerships, and the distribution of IEC materials to promote gender and development concerns.

5. **Linkages.** The establishment of partnerships or networking with line agencies, government and non-government organizations, and civil society organizations at the local and international levels for projects related to gender and development.

The GREP shall serve as a vehicle of the University to help promote gender equality, poverty reduction, and sustainable development. They shall focus on but shall not be limited to the following areas: access to privileges and opportunities; human rights equality and role modification: social empowerment (men, women, and LGBTQ's; governance and administration: critical legal issues and procedures (e.g. sexual harassment), and similar GAD thrust and policy enhancement articulated in the MCW such as disaster risk preparedness and mitigation, and peacekeeping.



## **d. Enabling Policies and Mechanisms**

i. **Policy Formation.** The University shall develop a policy to mainstream gender equality and the principles of women's empowerment into their extension. Following the respective thrusts and mandates, vision, mission, and philosophy statements. This gender mainstreaming policy shall clearly and unequivocally identify the standards for the development, implementation, monitoring, and evaluation of the University's effort to incorporate gender awareness and equality as a goal of its extension programs.

ii. **Implementing Unit.** The execution of an HEIs GAD-related extension services and policies shall be integrated into the core functions of its GAD Focal Person, under the direct supervision of the institution's President. The GAD Focal person shall be responsible for monitoring and evaluation of the activity, as well as other policy recommendations relative to GREP operations.

iii. **Documentation, Monitoring, and Evaluation.** Monitoring and evaluation of the GREPs and GAD related extension activities of HEIs shall be among the functions of the Technical Panel on Gender and Women Studies (TPGWS) mentioned in Part V on Curriculum Development. The TPGWS shall employ tools and instruments already defined by CHED through its Office of Planning, Research and Knowledge Management and PCW. It shall include in its performance evaluation of the HEI the institution's GREP targets and output.

A GREP report shall include the following to ensure the effectiveness of the program:

- a. Program proposal addressing the identified gender issues and concerns;
- b. Data Analysis on the results of the GREP services;
- c. Data results/recommendations which shall form part of a database for GAD programs and projects in the future;
- d. Intervention support and activity report including photos;
- e. Budgetary support; and
- f. Results and recommendations.

iv. Budgetary and Planning Requirements. In the case of SUCs and LUCs, the activities design to introduce and institutionalize gender-responsive extension function shall be included in the fiscal year's GAD Plan and Budget. Private HEI shall allot an appropriate outlay from their development funds to support gender-responsive extension activities.

The HEI 's budget for extension shall consider the necessary service cost, and may include incentives, privileges, and incidental expense allowances as well.

### **3.7.3.3 Review of the University GAD Extension Agenda**

Through an office order, the VP for Research and Extension convenes the Director and the Campus GAD and Extension Coordinators to review the University GAD Extension Agenda and to schedule the Campus and University GAD Extension Project Proposal Review. The meeting is held every first quarter of the year.

### **3.7.3.4 Call for GAD Extension Proposals**

The call for GAD extension project proposals will be held every first quarter of the year. The Campus GAD and Extension Coordinators will meet the Program Extension Coordinators in the Campus to update on the University GAD Extension Agenda and synchronize with curricular offerings in the Campus. It shall advise all Campus GFPS members to prepare their GAD extension project proposals following the University format and then shall schedule the GAD Extension Project Proposal Review.

### **3.7.3.5 Conduct of Campus GAD Extension Project Proposal Review**

a. With a memorandum issued by the Campus Executive Director, a project proposal review that aims to determine which proposed GAD extension programs/projects will be approved for funding will be held every first quarter of the year. Faculty members will present their GAD project proposals through a PowerPoint presentation. Three printed copies of their proposals following the University format shall be submitted to the Campus Extension Council and will be judged by the GFPS Committee according to the criteria set. Faculty members whose proposals were approved shall re-submit two printed copies of their proposals incorporating the corrections and recommendations of the GFPS Committee.

b. Unapproved proposals shall be revised incorporating suggestions of the Campus GAD Extension committee and pass it again for review.

c. Through an office order from the Vice President for Research and Extension, the Director for Gender and Development with the coordination of the Director for Extension will spearhead the conduct of the University Extension Proposal Review. It will be participated by the Campus GAD Coordinators and Extension Coordinators and faculty members who'll present their extension proposals. Their presentation will be adjudged by the University Extension Council based on the criteria set by the Council. The proposal review is held every fourth week of February.

d. The University Gender and Development Director shall consolidate the approved GAD extension proposals and shall forward them to the VP for Research and Extension, who will forward them to the President for the latter's BOR meeting and seek funding approval from the Board. The said activity is to be held every 1st week of March.

### **3.7.3.6 Approval by the Board of Regents**

The University President shall present the extension program/project proposals to the BOR meeting being held every first quarter of each year. The approved resolution shall be cascaded to the VP for Research and Extension for implementation. The approved GAD extension proposals shall be included in the GAD Plan and Budget for the succeeding year for implementation.

### **3.7.3.7 Release of Budget**

The Vice President for Research and Extension will attach the BOR-approved resolution for the funding of the extension program/projects. The VP for Research and Extension shall issue an official order addressed to the Campus Executive Director and Campus GAD Coordinators and Extension Coordinators informing them of the approval and advising them to 'cash advance' for the implementation of their projects. This is done every fourth week of March each year.

### **3.7.3.8 Implementation of GAD Extension Program/Project**

With the release of the budget, the faculty-extensionist proponents shall implement their GAD extension program/project following the period of implementation based on their project proposals. He/She shall meet his/her members and plan the "when, where, how, and who" of the event. The GAD extension proponent shall also set a meeting with the key person of the partner agencies and beneficiaries for the planning. Attendance, minutes of the meeting, and photos for documentation will be kept. Compliance with the training design and training methodology stated in the approved project/program proposal should be met. Assess the effectiveness of the implementation by soliciting feedback from the trainees with the use of a monitoring form and the sex-disaggregated data.

### **3.7.3.9 Submission of Report**

The faculty-extension proponent/s will determine and measure the impact of the extension training implemented particularly on the number of marginalized beneficiaries, increased income among marginalized women and men, employment of women generated, and the qualitative benefits in terms of its gender-responsiveness. It should be done three months after the implementation of the project and must have and a report at the end of each year following the implementation. A quarterly report shall be submitted by the proponent/s to the Campus GAD and Extension Office.

### **3.8 International Linkages for Gender-Responsive Research and Extension Programs**

**3.8.1 Statement of Policy.** Gender equality and women's empowerment are cornerstones of national development and stronger human resources. As such, international linkages, and international funding support for programs to promote the objectives of these guidelines shall enhance the synergy between national development, gender equality, and women empowerment.

In determining partnerships and linkages with recognized international and local entities spearheading work on GAD, the University shall be guided by the following principles:

1. That such partnership and expected outcomes are aimed at strengthening national development strategies and promoting gender equality and women's empowerment;
2. That such partnership shall develop and support the capacities and systems of the University; and
3. That such partnerships shall lead to the systematic mainstreaming and institutionalization of GAD into the University structures and systems.

**3.8.2 Scope, Application, and Limitations.** International partnerships shall be entered into by the University with accredited foreign HEIs and/or international entities with exemplary track records in implementing and mainstreaming gender.

The University through CHED-Region 1 shall be consulted before the finalization of the collaboration arrangements to ensure compliance with the principles and objectives.

CHED shall endeavor to provide opportunities and forge partnerships/linkages between the University and reputable/accredited foreign partners to advance gender equality and women's empowerment while enriching the institution's experiences; building the capabilities of faculty, staff, and students; and upgrading the standards and quality of the institution.

## Chapter 4

### AWARD SYSTEM

#### 4.1 Rationale

The Pangasinan State University through the Office of Gender and Development recognizes the achievements of both women and men who have demonstrated a commitment to advancing gender equality and diversity in their respective division, office, and Campus. **The Recognition for Advocate in Gender Equality (RAGE)** award aims to reflect the commitment of GFPS members and employees of the University in supporting the promotion of gender equality, by providing equal opportunities for both women and men. The purpose is to give due recognition to those PSU employees who demonstrated compelling programs and projects and championing changes in their respective office or campus, that are leading the way in developing a corporate culture of gender equality based on the University GAD mandate and agenda.

#### 4.2 Objectives

Generally, the objective of the **RAGE** award system is to recognize the outstanding performance of the Campuses and GFPS members in upholding the rights of women and marginalized sectors through gender mainstreaming and implementing GAD programs, projects, and activities of the University.

Specifically, it aimed to:

1. encourage the different divisions/offices/units and Campuses to fully implement their GAD Plan and Budget for a particular year;
2. intensify local gender awareness and advocacy in the University; and
3. highlight the significance of gender and development in various programs and projects of the University.

## **4.3 Categories of the GAD-Lioness Award**

### **4.3.1 GAD Lioness Award for Best Campus**

This first award category shall be conferred to the Campus that shall meet the criteria set by the Selection Board. The selection of the Campus to be awarded shall be primarily based on the Campus validated Gender Mainstreaming Evaluation Framework (GMEF) scores. The GMEF tool assesses the Campus' overall gender-responsiveness and commitment to promoting gender equality for its personnel and external clients. The GMEF score in all areas should not be lower than 3.0. (see Appendix \_\_\_\_)

#### **a. Basic Eligibility Requirements**

To be eligible for the GAD-Lioness Award, the Campus should meet the following minimum requirements:

1. Has submitted the proposed program, projects, and activities and endorsed for inclusion in the University GAD Plan and Budget (GPB) at least, or consolidated GPB (as the case may be), during the year of the selection of awardees.
2. Has accomplished at least 50% of the total number of PPAs based on the PCW-endorsed GPB for a particular year. The accomplishment report (PCW template) is the basis for evaluation and verification.
3. Has a functional Campus GFPS created through a policy issuance that is following its manual and PCW Memorandum Circular 2011-01. The annual operational plan of GFPS is the basis of verification.
4. The Campus shall only receive the Best Campus GAD Award once every five (5) years.

## 4.3.2 GAD-Lioness Award as Outstanding PSU-GAD Implementer

### a. Basic Criteria for Selection

#### 1. Qualities and Experience (50%)

- Has strong conceptual and practical knowledge of GAD concepts and policies; and
- Has sufficient experience in GAD mainstreaming and implementation of GAD programs, projects, and activities.

#### 2. Outputs and Outcomes (50%)

- New or unique projects or activities or process introduced and attributed that delivers value and tangible benefits to the target beneficiaries and the community.
- Initiatives and activities are undertaken to advocate GAD as a strategy for development such as information, research, extension, capacity building, etc.
- Sustained engagement with organizations implementing GAD programs, projects, and activities.
- Significant results of services or assistance; and
- GAD PPAs or services have a positive impact, continued, utilized, and replicated in other areas.

Note: Documentation/evidenced-based, with write-ups, published and unpublished research, articles, testimonials, certifications, awards and recognition, photos, and audio-visuals.

## 4.4 Forms of GAD-Lioness Award/Incentive

The awardees shall receive a plaque of recognition. Special citations shall be given to the finalists.

## 4.5 Conferment of Awards

The conferment of the awards will be one of the highlights during the University Anniversary Celebration.



## 4.6 Nomination Process

- a. GFPS members, office, unit, and Campus are accepted as nominees.
- b. Nominating parties shall submit to the Gender and Development Office an accomplished official nomination form along with necessary supporting documents in original or certified true copy. The submitted documents will be used for the initial screening, validation, and selection of awardees.
- c. Nominated office or Campus and individual shall have full knowledge of the nomination and the head of the agency shall concur and attest to the accuracy of the entries in the nomination forms.

## 4.7 Award Procedure and Selection Process

### a. Eligibility Screening

1. Submission of nomination forms and supporting documents to the Office of the Gender and Development to be received by the TWG Secretariat.
2. The head of the GFPS Executive Committee shall create a TWG on the search who shall conduct a document review of the submitted nomination to ensure that nominees meet the eligibility criteria.
3. The TWG on the search shall evaluate and recommend a shortlist of nominees for validation.

### b. Validation of Short-listed Nominees

1. The Validating Team shall review claims and clarify concerns raised during the screening.
2. Validation should be done by the TWG members, and an actual area visit may also be an option.
3. The Validating Team shall rank the nominees based on the results of the validation.

### c. Selection of Awardees

1. The validating Team shall present the final list of nominees to the GFPS Executive Committee Head and GFPS-TWG Head.
2. The TWG Members on Selection for Awardees, GFPS Executive Committee Head, and GFPS-TWG Head shall deliberate and select the final awardees.
3. Final list of the awardees shall be endorsed to the Office of the GFPS Chair for approval.

## REFERENCES

CHED Memorandum Order NO. 01 Series of 2015. Establishing the Policies and Guidelines on Gender and Development in the Commission on Higher Education and Higher Education Institutions (HEIs)

Joint Circular No. 2012-01. Philippine Commission on Women (PCW), National Economic and Development Authority (NEDA), Department of Budget and Management (DBM). Guidelines for the Preparation of Annual Gender and Development (GAD) Plans and Budgets and Accomplishment Reports to Implement the Magna Carta of Women

Memorandum Circular No. 2020-05. Philippine Commission on Women. Preparation and Online Submission of Fiscal Year (FY) 2021 Gender and Development (GAD) Plan and Budgets

Gender Equality and Women Empowerment (GEWE) Plan 2019-2025.

Memorandum Circular No. 2011-01. Philippine Commission on Women (PCW). Guidelines for the Creation, Strengthening, and Institutionalization of the Gender and Development (GAD) Focal Point System

Philippine Plan for Gender-Responsive Development 1995-2025. Published by the National Commission on the Role of Filipino Women

Division Memorandum No. 60 Series 2015. Department of Education, Region IV-A (CALABARZON). CALABARZON Search for Outstanding Gender and Development (GAD) Implementers

<https://treaties.un.org/doc/source/docs/charter-all-lang.pdf>

<https://www.un.org/womenwatch/daw/cedaw/text/econvention.htm>

## Appendix A

### Pangasinan State University Committee on Discipline and Investigation (CODI)

#### Section 1. Legal Basis

The creation of Committee on Decorum and Investigation (CODI) in compliance with the Anti-Sexual Harassment Act of 1995 (R.A. 7877), Civil Service Commission (CSC) Memo Circular No. 17 and Anti-Bullying of 2013 (R.A.10627)

#### Section 2. Affirmation of Policy

The University shall ensure the necessary policies and mechanism to prevent and punish sexual harassment and other recorded sexual offenses, bullying and discrimination. The provision herein shall govern the creation of the Committee on Decorum and Investigation (CODI) at the Pangasinan State University.

#### Section 3. CODI and Its Functions

A CODI shall perform the following functions:

- a.Receive complaints of sexual harassment and other related sexual offenses, any acts of bullying and all forms of discrimination against women;
- b.Investigate complaints of sexual harassment and other related sexual offenses, any acts of bullying and all forms of discrimination against women;
- c.Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
- d.Lead in the conduct of discussion about sexual harassment and other related sexual offenses, any acts of bullying and all forms of discrimination against women within the institution to increase the community's understanding of, and prevent incidents thereof;
- e.Conduct such other activities that would engender safe environment for women in school campuses and training-related programs in HEIs.

#### Section 4. Composition of CODI

## **Section 4. Composition of CODI**

The CODI at the University level shall be composed of at least:

- (1) Representative from the University level administration (Chair)
- (1) Federated Faculty Representative
- (1) Federated Student Representative
- (1) HR Representative
- (1) University Guidance counselor (designate)
- (1) Campus Executive Director (Campus involved)
- (1) Legal Officer
- (1) GAD Director
- (1) Student Services Director/ OJT/PT Director (when student trainees / student teachers are involved)

The CODI at the Campus level shall be composed of at least:

- (1) Representative from the Campus level administration (Chairperson)
- (1) Campus Faculty Club President
- (1) SSC President
- (1) Campus Administrative Officer
- (1) Campus Guidance counselor
- (1) Campus Non-teaching Club President
- (1) GAD Coordinator (campus involved)
- (1) Student Services Coordinator/OJT/PT Coordinator (when student trainees / student teachers are involved)

Note: If the case cannot be resolved in the Campus level, it will be elevated in the University level.

The University President, through the Human Resource Management Development Office (HRMDO) shall ensure that a program to capacitate the officials and staff of student services unit and the human resource department of the efficient and professional handling of sexual harassment and other related sexual offenses, any acts of bullying and all forms of discrimination against women is institutionalized.

## **Section 5. Standard Procedural Requirements and Compliance with Due Process**

The minimum requirements:

- a. Complaint: The complaint may be filed with the disciplining authority of the Pangasinan State University or with the CODI. Upon receipt of the complaint by the disciplining authority, the same shall be transmitted to the CODI. The complaint must be in writing, signed and sworn to by the complainant and shall contain the following:

1. The full name and address of the complainant;
2. The full name, address and position of the respondent;
3. A brief statement of the relevant facts;
4. Evidence in support of the complaint, if any; and
5. A certificate of non-forum shopping.

In the absence of any one of the abovementioned requirements, the complaint shall be dismissed without prejudice to its re-filing upon full compliance with requirements.

Complaints sent by telegram, electronic mail or similar means of communication shall be considered non-filed unless the complainant shall comply with the requirements stipulated in Section 5, paragraph “a” of this policy within ten (10) days from receipt of the notice for compliance.

The withdrawal of the complaint at any stage of the proceedings shall not preclude the CODI from proceeding with the investigation where there is obvious truth or merit to the allegations in the complaint or where there is documentary or direct evidence that can prove the guilt of the person complained of.

**b. Action on the Complaint:** Upon receipt of the complaint that is sufficient in form and substance, the CODI shall require the person complained of to submit a Counter Affidavit/Comment under oath within three (3) days from receipt of the notice, furnishing a copy thereof to the complainant. Otherwise, the Counter-Affidavit/Comment shall be considered as not filed.

**c. Preliminary Investigation:** A preliminary investigation shall be conducted by the CODI. The CODI shall examine all documents submitted by the complainant and the person complained of, as well as documents readily available from other sources. The parties may submit affidavit and counter-affidavits. All proceedings before the CODI shall be held under strict confidentiality.

Upon receipt of the counter-affidavit or comment under oath, the CODI may recommend whether a prima facie case exists to warrant the issuance of a formal charge.

**d.Duration of Investigation:** A preliminary investigation shall commence not later than five (5) days from receipt of the complaint by the CODI and shall be terminated within fifteen (15) working days thereafter.

**e.Investigation Report:** Within five (5) working days of the termination of the preliminary investigation, the CODI shall submit the Investigation Report and the complete records of the case to the disciplining authority.

**f.Decision or Resolution after Preliminary Investigation:** If a prima facie case is established during the investigation, a formal charge shall be issued by the disciplining authority within three (3) working days upon receipt of the investigation report.

In the absence of a prima facie case, the complaint shall be dismissed within the same period.

**g.Formal Charge:** After finding a prima facie case, the disciplining authority shall formally charge the person complained of. The formal charge shall contain a specification of the charge(s); a brief statement of materials of relevant facts, accompanied by certified true copies of the documentary evidence, if any; sworn statements covering the testimony of witnesses; a directive to answer the charge(s) in writing under oath in not less than seventy-two (72) hours from receipt thereof; an advice for the respondent to indicate in his/her answer whether or not he/she elects a formal investigation of the charge(s) and a notice that he/she is entitled to be assisted by a counsel of his/her choice.

The CODI shall not entertain requests for clarification, bills of particulars or motions to dismiss that are obviously designed to delay the administrative proceedings, if any of these pleading is filed by the respondent, the same shall be considered as part of his/her answer which he/she may file within the remaining period for filing the answer.

**h.Failure to file an answer:** If the respondents fail or refuse to file his/her answer to the formal charge within seventy-two (72) hours of receipt thereof without justifiable cause, he/she shall be considered to have waived his/her right thereof and formal investigation may commence.

**i.Preventive suspension:** Upon petition of the complainant or motu proprio upon the recommendation of the CODI, at any time after the service of the formal charge to the respondent, the proper disciplining authority may order the preventive suspension of the respondent during the formal investigation, if there are reasons to believe that he/she is probably guilty of the charges that would warrant his/her removal from service.

An order of preventive suspension may be issued to temporarily remove the respondent from the scene of his/her misfeasance and to preclude the possibility of his/her exerting undue influence or pressure on the witnesses against his/her or tampering of documentary evidence on file.

When the administrative case against the respondent under preventive suspension is not finally decided by the disciplining authority within the period of ninety (90) days of the date of his/her preventive suspension, unless otherwise provided by special law, he/she shall be automatically reinstated into the service.

When the delay in the disposition of case is due to the fault, negligence or petition of the respondent, the period of delay should not be included in the counting of the 90-calendar-day period of preventive suspension. Provided that should the respondent be on paternity/maternity leave, said preventive suspension shall be deferred or interrupted until such time that said leave has been fully enjoyed.

j. **Remedies from the Order of Preventive Suspension:** The respondent may file a motion for reconsideration with the disciplining authority or may elevate the same to the CSC in the case of SUC's by way of an appeal within fifteen (15) days of receipt thereof.

k. **Conduct of Formal Investigation:** A formal investigation shall be conducted by the CODI if it deems such investigation is necessary to decide the case judiciously, although the respondent does not request a formal investigation. It shall be held not earlier than five (5) days nor later than ten (10) days from receipt of the respondents' answer.

l. **Pre-hearing Conference:** At the commencement of the formal investigation, the CODI may conduct a pre-hearing conference for the parties to appear, consider and agree on any of the following:

1. Stipulation of facts;
2. Simplification of issues;
3. Identification and marking of evidence of the parties;
4. Waiver of objection to admissibility of evidence;
5. Limiting the number of witnesses, and their names;
6. Dates of subsequent hearing and
7. Such other matters as may aid in the prompt and just resolution of the case.

m. **Preliminary Hearing:** At the start of the hearing. The CODI shall note the appearances of the parties and shall proceed with the reception of evidence for the complainant.

n. **Request for subpoena:** if a party desires the attendance of a witness or the production of documents or things, he/she shall make a request for the issuance of the necessary subpoena at least three (3) days before the scheduled hearing.

o. **Issuance of subpoena:** the CODI may issue subpoena ad testificandum to compel the attendance of witnesses and subpoena duces tecum for the production of documents or objects.



**p. Formal Investigation Report:** Within fifteen (15) days of the conclusion of the formal investigation, a report containing a narration of the material facts established during the investigation, the findings and the evidence supporting said findings, as well as the recommendation, shall be submitted by the CODI to the disciplining authority. The complete records of the case arranged systematically and chronologically shall be attached to the report of investigation.

**q. Finality of Decisions:** The disciplining authority of the University shall render the decision on the case within thirty (30) days of receipt of the report of investigation. A decision rendered by the head of the Institution where a penalty of suspension for not more than thirty (30) days or a fine in amount not exceeding thirty (30) days' salary is imposed, shall be final and executory. However, if the penalty imposed is suspension exceeding thirty (30) days or a fine exceeding 30 days' salary, the same shall be final and executory after the lapse of the reglementary period for filing a motion for reconsideration or an appeal and no such pleading has been filed.

**r. Motion for reconsideration:** the party adversely affected by the decision may file a motion for reconsideration with the disciplining authority within a non-extendible period of fifteen (15) days of receipt hereof. Only one motion for reconsideration shall be entertained.

**s. Appeal:** For decision rendered by the disciplining authority of the University, the party adversely affected may file the appeal before the CSC.

### **Section 6: Responsibilities of the CODI**

The CODI shall afford both parties due process required in administrative cases in all the proceedings. Upon receipt of the Report with findings and recommendations of the CODI, the GFPS shall ensure that the disciplining authority immediately review said Report and prepare its Decision in accordance, furnishing certified copies by the personal service or registered mail to the respondent/s and the complainant-victim in the case.

## **Section 7: Reportorial Requirements to CHED, CSC and DOLE**

The Pangasinan State University shall report all complaints/cases of education- and training-related sexual harassment and other related sexual offenses, any acts of bullying and all forms of discrimination against women and the status thereof to the CHED Regional Office and CSC and DOLE as may be applicable. The CHEDROs shall endorse a copy to the CHED GAD Focal Committee in the Central Office immediately upon receipt for appropriate action.

## **Section 8. Effectivity**

These Rules and Regulations shall take effect upon approval by the PSU Board of Regents and the same shall be published within fifteen (15) calendar days from approval thereof to any official publications of the University.

Note: Approved via Board Resolution No. 12, s. 2016

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July issue

**Appendix B****The Magna Carta of Women (R.A. 9710)****[REPUBLIC ACT NO. 9710]****AN ACT PROVIDING FOR THE MAGNA****CARTA OF WOMEN**

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

**CHAPTER 1****GENERAL PROVISIONS**

**SECTION 1. Short Title.** - This Act shall be known as “The Magna Carta of Women”.

**SEC. 2. Declaration of Policy.** - Recognizing that the economic, political, and sociocultural realities affect women’s current condition, the State affirms the role of women in nation building and ensures the substantive equality of women and men. It shall promote empowerment of women and pursue equal opportunities for women and men and ensure equal access to resources and to development results and outcome. Further, the State realizes that equality of men and women entails the abolition of the unequal structures and practices that perpetuate discrimination and inequality. To realize this, the State shall endeavor to develop plans, policies, programs, measures, and mechanisms to address discrimination and inequality in the economic, political, social, and cultural life of women and men.

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. The State shall accord women the rights, protection, and opportunities available to every member of society.

The State affirms women's rights as human rights and shall intensify its efforts to fulfill its duties under international and domestic law to recognize, respect, protect, fulfill, and promote all human rights and fundamental freedoms of women, especially marginalized women, in the economic, social, political, cultural, and other fields without distinction or discrimination on account of class, age, sex, gender, language, ethnicity, religion, ideology, disability, education, and status.

The State shall provide the necessary mechanisms to enforce women's rights and adopt and undertake all legal measures necessary to foster and promote the equal opportunity for women to participate in and contribute to the development of the political, economic, social, and cultural realms. The State, in ensuring the full integration of women's concerns in the mainstream of development, shall provide ample opportunities to enhance and develop their skills, acquire productive employment and contribute to their families and communities to the fullest of their capabilities.

In pursuance of this policy, the State reaffirms the right of women in all sectors to participate in policy formulation, planning, organization, implementation, management, monitoring, and evaluation of all programs, projects, and services. It shall support policies, researches, technology, and training programs and other support services such as financing, production, and marketing to encourage active participation of women in national development.

**SEC. 3. Principles of Human Rights of Women.** – Human rights are universal and inalienable. All people in the world are entitled to them. The universality of human rights is encompassed in the words of Article 1 of the Universal Declaration of Human Rights, which states that all human beings are free and equal in dignity and rights.

Human rights are indivisible. Human rights are inherent to the dignity of every human being whether they relate to civil, cultural, economic, political, or social issues.

Human rights are interdependent and interrelated. The fulfillment of one right often depends, wholly or in part, upon the fulfillment of others.

All individuals are equal as human beings by virtue of the inherent dignity of each human person. No one, therefore, should suffer discrimination on the basis of ethnicity, gender, age, language, sexual orientation, race, color, religion, political, or other opinion, national, social, or geographical origin, disability, property, birth, or other status as established by human rights standards.

All people have the rights to participate in and access information relating to the decision-making processes that affect their lives and well-being. Rights-based approaches require a high degree of participation by communities, civil society, minorities, women, young people, indigenous peoples, and other identified groups.

States and other duty-bearers are answerable for the observance of human rights. They have to comply with the legal norms and standards enshrined in international human rights instruments in accordance with the Philippine Constitution. Where they fail to do so, aggrieved rights-holders are entitled to institute proceedings for appropriate redress before a competent court or other adjudicator in accordance with the rules and procedures provided by law.

## **CHAPTER II**

### **DEFINITION OF TERMS**

**SEC. 4. Definitions.** – For purposes of this Act, the following terms shall mean:

a. “Women Empowerment” refers to the provision, availability, and accessibility of opportunities, services, and observance of human rights which enable women to actively participate and contribute to the political, economic, social, and cultural development of the nation as well as those which shall provide them equal access to ownership, management, and control of production, and of material and informational resources and benefits in the family, community, and society.

(b) “Discrimination Against Women” refers to any gender-based distinction, exclusion, or restriction which has the effect or purpose of impairing or nullifying the recognition, enjoyment, or exercise by women, irrespective of their marital status, on a basis of equality of men and women, of human rights and fundamental freedoms in the political, economic, social, cultural, civil, or any other field.

It includes any act or omission, including by law, policy, administrative measure, or practice, that directly or indirectly excludes or restricts women in the recognition and promotion of their rights and their access to and enjoyment of opportunities, benefits, or privileges.

A measure or practice of general application is discrimination against women if it fails to provide for mechanisms to offset or address sex or gender-based disadvantages or limitations of women, as a result of which women are denied or restricted in the recognition and protection of their rights and in their access to and enjoyment of opportunities, benefits, or privileges; or women, more than men, are shown to have suffered the greater adverse effects of those measures or practices.

Provided, finally, That discrimination compounded by or intersecting with other grounds, status, or condition, such as ethnicity, age, poverty, or religion shall be considered discrimination against women under this Act.

e) “Marginalization” refers to a condition where a whole category of people is excluded from useful and meaningful participation in political, economic, social, and cultural life.

f) “Marginalized” refers to the basic, disadvantaged, or vulnerable persons or groups who are mostly living in poverty and have little or no access to land and other resources, basic social and economic services such as health care, education, water and sanitation, employment and livelihood opportunities, housing, social security, physical infrastructure, and the justice system.

These include, but are not limited to, women in the following sectors and groups:

e)“Small Farmers and Rural Workers” refers to those who are engaged directly or indirectly in small farms and forests areas, workers in commercial farms and plantations, whether paid or unpaid, regular or season-bound. These shall include, but are not limited to, (a) small farmers who own or are still amortizing for lands that is not more than three (3) hectares, tenants, leaseholders, and stewards; and (b) rural workers who are either wage earners, self-employed, unpaid family workers directly and personally engaged in agriculture, small-scale mining, handicrafts, and other related farm and off-farm activities;

f)“Fisherfolk” refers to those directly or indirectly engaged in taking, culturing, or processing fishery or aquatic resources. These include, but are not to be limited to, women engaged in fishing in municipal waters, coastal and marine areas, women workers in commercial fishing and aquaculture, vendors and processors of fish and coastal products, and subsistence producers such as shell-gatherers, managers, and producers of mangrove resources, and other related producers;

g)“Urban Poor” refers to those residing in urban and urbanizable slum or blighted areas, with or without the benefit of security of abode, where the income of the head of the family cannot afford in a sustained manner to provide for the family’s basic needs of food, health, education, housing, and other essentials in life;

h)“Workers in the Formal Economy” refers to those who are employed by any person acting directly or indirectly in the interest of an employer in relation to an employee and shall include the government and all its branches, subdivisions, and instrumentalities, all government-owned and controlled corporations and institutions, as well as nonprofit private institutions or organizations;

i)“Workers in the Informal Economy” refers to self-employed, occasionally or personally hired, subcontracted, paid and unpaid family workers in household incorporated and unincorporated enterprises, including home workers, micro-entrepreneurs and producers, and operators of sari-sari stores and all other categories who suffer from violation of workers’ rights;

e. “Migrant Workers” refers to Filipinos who are to be engaged, are engaged, or have been engaged in a remunerated activity in a State of which they are not legal residents, whether documented or undocumented;

f. “Indigenous Peoples” refers to a group of people or homogenous societies identified by self-ascription and ascription by other, who have continuously lived as organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed customs, tradition, and other distinctive cultural traits, or who have, through resistance to political, social, and cultural inroads of colonization, non-indigenous religions and culture, become historically differentiated from the majority of Filipinos. They shall likewise include peoples who are regarded as indigenous on account of their descent from the populations which inhabited the country, at the time of conquest or colonization, or at the time of inroads of non-indigenous religions and cultures, or the establishment of present state boundaries, who retain some or all of their own social, economic, cultural, and political institutions, but who may have been displaced from their traditional domains as defined under Section 3(h), Chapter II of Republic Act No. 8371, otherwise known as “The Indigenous Peoples Rights Act of 1997” (IPRA of 1997);

g. “Moro” refers to native peoples who have historically inhabited Mindanao, Palawan, and Sulu, and who are largely of the Islamic faith;

h. “Children” refers to those who are below eighteen (18) years of age or 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;

i. “Senior Citizens” refers to those sixty (60) years of age and above;

j. “Persons with Disabilities” refers to those who are suffering from restriction or different abilities, as a result of a mental, physical, or sensory impairment to perform an activity in the manner or within the range considered normal for a human being; and



k. “Solo Parents” refers to those who fall under the category of a solo parent defined under Republic Act No. 8972, otherwise known as the “Solo Parents Welfare Act of 2000”.

l. “Substantive Equality” refers to the full and equal enjoyment of rights and freedoms contemplated under this Act. It encompasses de jure and de facto equality and also equality in outcomes.

m. “Gender Equality” refers to the principle asserting the equality of men and women and their right to enjoy equal conditions realizing their full human potentials to contribute to and benefit from the results of development, and with the State recognizing that all human beings are free and equal in dignity and rights.

n. “Gender Equity” refers to the policies, instruments, programs, services, and actions that address the disadvantaged position of women in society by providing preferential treatment and affirmative action. Such temporary special measures aimed at accelerating de facto equality between men and women shall not be considered discriminatory but shall in no way entail as a consequence the maintenance of unequal or separate standards. These measures shall be discontinued when the objectives of equality of opportunity and treatment have been achieved.

o. “Gender and Development (GAD)” refers to the development perspective and process that are participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials. It seeks to achieve gender equality as a fundamental value that should be reflected in development choices; seeks to transform society’s social, economic, and political structures and questions the validity of the gender roles they ascribed to women and men; contends that women are active agents of development and not just passive recipients of development assistance; and stresses the need of women to organize themselves and participate in political processes to strengthen their legal rights.

p. “Gender Mainstreaming” refers to the strategy for making women’s as well as men’s concerns and experiences an integral dimension of the design, implementation, monitoring, and evaluation of policies and programs in all political, economic, and societal spheres so that women and men benefit equally, and inequality is not perpetuated. It is the process of assessing the implications for women and men of any planned action, including legislation, policies, or programs in all areas and at all levels.

q. “Temporary Special Measures” refers to a variety of legislative, executive, administrative, and regulatory instruments, policies, and practices aimed at accelerating this de facto equality of women in specific areas. These measures shall not be considered discriminatory but shall in no way entail consequently the maintenance of unequal or separate standards. They shall be discontinued when their objectives have been achieved.

r. “Violence Against Women” 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, non-spousal violence, and violence related to exploitation;

s. 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

t. 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 Acts No. 9208 and 9262.

u. “Women in the Military” refers to women employed in the military, both in the major and technical services, who are performing combat and/or noncombat functions, providing security to the State, and protecting the people from various forms of threat. It also includes women trainees in all military training institutions.

v. “Social Protection” refers to policies and programs that seek to reduce poverty and vulnerability to risks and enhance the social status and rights of all women, especially the marginalized by promoting and protecting livelihood and employment, protecting against hazards and sudden loss of income, and improving people’s capacity to manage risk. Its components are labor market programs, social insurance, social welfare, and social safety nets.

### **CHAPTER III**

#### **DUTIES RELATED TO THE HUMAN RIGHTS OF WOMEN**

The State, private sector, society in general, and all individuals shall contribute to the recognition, respect, and promotion of the rights of women defined and guaranteed under this Act.

**SEC. 5. The State as the Primary Duty-Bearer.** – The State, as the primary duty-bearer, shall:

- (a) Refrain from discriminating against women and violating their rights;
- (b) Protect women against discrimination and from violation of their rights by private corporations, entities, and individuals; and
- (c) Promote and fulfill the rights of women in all spheres, including their rights to substantive equality and non-discrimination.

The State shall fulfill these duties through law, policy, regulatory instruments, administrative guidelines, and other appropriate measures, including temporary special measures.

Recognizing the interrelation of the human rights of women, the State shall take measures and establish mechanisms to promote the coherent and integrated implementation and enforcement of this Act and related laws, policies, or other measures to effectively stop discrimination against and advance the rights of women.

The State shall keep abreast with and be guided by progressive developments in human rights of women under international law and design of policies, laws, and other measures to promote the objectives of this Act.

**SEC. 6. Duties of the State Agencies and Instrumentalities.** – These duties of the State shall extend to all state agencies, offices, and instrumentalities at all levels and government-owned and controlled corporations, subject to the Constitution and pertinent laws, policies, or administrative guidelines that define specific duties of state agencies and entities concerned.

**SEC. 7. Suppletory Effect.** – This chapter shall be deemed integrated into and be suppletory to other provisions of this Act, particularly those that guarantee specific rights to women and define specific roles and require specific conduct of state organs.

## **CHAPTER IV**

### **RIGHTS AND EMPOWERMENT**

**SEC. 8. Human Rights of Women.** – All rights in the Constitution and those rights recognized under international instruments duly signed and ratified by the Philippines, in consonance with Philippine law, shall be rights of woman under this Act to be enjoyed without discrimination.

**SEC. 9. Protection from Violence.** – The State shall ensure that all women shall be protected from all forms of violence as provided for in existing laws. Agencies of government shall give priority to the defense and protection of women against gender-based offenses and help women attain justice and healing.

Towards this end, measures to prosecute and reform offenders shall likewise be pursued.

(a) Within the next five (5) years, there shall be an incremental increase in the recruitment and training of women in the police force, forensics and medico-legal, legal services, and social work services availed of by women who are victims of gender-related offenses until fifty percent (50%) of the personnel thereof shall be women.

(b) Women shall have the right to protection and security in situations of armed conflict and militarization. Towards this end, they shall be protected from all forms of gender-based violence, particularly rape and other forms of sexual abuse, and all forms of violence in situations of armed conflict. The State shall observe international standards for the protection of civilian population in circumstances of emergency and armed conflict. It shall not force women, especially indigenous people, to abandon their lands, territories, and means of subsistence, or relocate them in special centers for military purposes under any discriminatory condition.

(c) All government personnel involved in the protection and defense of women against gender-based violence shall undergo a mandatory training on human rights and gender sensitivity pursuant to this Act.

(d) All local government units shall establish a Violence Against Women's Desk in every barangay to ensure that violence against women cases is fully addressed in a gender-responsive manner.

**SEC. 10. Women Affected by Disasters, Calamities, and Other Crisis Situations.** – Women have the right to protection and security in times of disasters, calamities, and other crisis situations especially in all phases of relief, recovery, rehabilitation, and construction efforts. The State shall provide for immediate humanitarian assistance, allocation of resources, and early resettlement, if necessary. It shall also address the needs of women from a gender perspective to ensure their full protection from sexual exploitation and other sexual and gender-based violence committed against them. Responses to disaster situations shall include the provision of services, such as psychosocial support, livelihood support, education, psychological health, and comprehensive health services, including protection during pregnancy.

**SEC. 11. Participating and Representation.** – The State shall undertake temporary special measures to accelerate the participation and equitable representation of women in all spheres of society particularly in the decision-making and policy-making processes in government and private entities to fully realize their role as agents and beneficiaries of development. The State shall institute the following affirmative action mechanisms so that women can participate meaningfully in the formulation, implementation, and evaluation of policies, plans, and programs for national, regional, and local development:

(a) **Empowerment within the Civil Service.** – Within the next five

(5) years, the number of women in third (3rd) level positions in government shall be incrementally increased to achieve a fifty-fifty (50-50) gender balance;

(b) **Development Councils and Planning Bodies.** – To ensure the participation of women in all levels of development planning and program implementation, at least forty percent (40%) of membership of all development councils from the regional, provincial, city, municipal, and barangay levels shall be composed of women;

(c)Other Policy and Decision-Making Bodies. – Women’s groups shall also be represented in international, national, and local special and decision-making bodies;

(d)International Bodies. – The State shall take all appropriate measures to ensure the opportunity of women, on equal terms with men and without any discrimination to represent their government at the international level and to participate in the work of international organizations;

(e)Integration of Women in Political Parties. – The State shall provide incentives to political parties with women’s agenda. It shall likewise encourage the integration of women in their leadership hierarchy internal policy-making structures, appointive, and electoral nominating processes; and

(f)Private Sector. – The State shall take measures to encourage women leadership in the private sector in the form of incentives.

**SEC. 12. Equal Treatment Before the Law.** – The State shall take steps to review and, when necessary, amend and/or repeal existing laws that are discriminatory to women within three (3) years from the effectivity of this Act.

**SEC. 13. Equal Access and Elimination of Discrimination in Education, Scholarships, and Training.** – (a) The State shall ensure that gender stereotypes and images in educational materials and curricula are adequately and appropriately revised. Gender-sensitive language shall be always used. Capacity-building on gender and development (GAD), peace and human rights, education for teachers, and all those involved in the education sector shall be pursued toward this end. Partnerships between and among players of the education sector, including the private sector, churches, and faith groups shall be encouraged.

(b)Enrollment of women in nontraditional skills training in vocational and tertiary levels shall be encouraged.

(c)Expulsion and non-readmission of women faculty due to pregnancy outside of marriage shall be outlawed. No school shall turn out or refuse admission to a female student solely on the account of her having contracted pregnancy outside of marriage during her term in school.



**SEC. 14. Women in Sports.** – The State shall develop, establish, and strengthen programs for the participating of women and girl-children in competitive and noncompetitive sports to achieve excellence, promote physical and social well-being, eliminate gender-role stereotyping, and provide equal access to the full benefits of development for all persons regardless of sex, gender identity, and other similar factors.

For this purpose, all sports-related organizations shall create guidelines that will establish and integrate affirmative action as a strategy and gender equality as a framework in planning and implementing their policies, budgets, programs, and activities relating to the participation of women and girls in sports.

The State will also provide material and nonmaterial incentives to local government units, media organizations, and the private sector for promoting, training, and preparing women and girls for participation in competitive and noncompetitive sports, especially in local and international events, including, but not limited to, the Palarong Pambansa, Southeast Asian Games, Asian Games, and the Olympics.

No sports event or tournament will offer or award a different sports prize, with respect to its amount or value, to women and men winners in the same sports category: Provided, That the said tournament, contest, race, match, event, or game is open to both sexes: Provided, further, That the sports event or tournament is divided into male or female divisions.

The State shall also ensure the safety and well-being of all women and girls participating in sports, especially, but not limited to, trainees, reserve members, members, coaches, and mentors of national sports teams, whether in studying, training, or performance phases, by providing them comprehensive health and medical insurance coverage, as well as integrated medical, nutritional, and healthcare services.

Schools, colleges, universities, or any other learning institution shall consider its total women student population in granting athletic scholarship. There shall be a pro rata representation of women in the athletic scholarship program based on the percentage of women in the whole student population.

**SEC. 15. Women in the Military.** – The State shall pursue appropriate measures to eliminate discrimination of women in the military, police, and other similar services, including revising or abolishing policies and practices that restrict women from availing of both combat and noncombat training that are open to men, or from taking on functions other than administrative tasks, such as engaging in combat, security-related, or field operations. Women in the military shall be accorded the same promotional privileges and opportunities as men, including pay increases, additional remunerations and benefits, and awards based on their competency and quality of performance. Towards this end, the State shall ensure that the personal of women shall always be respected.

Women in the military, police, and other similar services shall be provided with the same right to employment as men on equal conditions. Equally, they shall be accorded the same capacity as men to act in and enter contracts, including marriage.

Further, women in the military, police, and other similar services shall be entitled to leave benefits such as maternity leave, as provided for by existing laws.

**SEC. 16. Nondiscriminatory and Nonderogatory Portrayal of Women in Media and Film.** – The State shall formulate policies and programs for the advancement of women in collaboration with government and nongovernment media-related organizations. It shall likewise endeavor to raise the consciousness of the public in recognizing the dignity of women and the role and contribution of women in the family, community, and the society through the strategic use of mass media.

For this purpose, the State shall ensure allocation of space, airtime, and resources, strengthen programming, production, and image-making that appropriately present women's needs, issues, and concerns in all forms of media, communication, information dissemination, and advertising.



The State, in cooperation with all schools of journalism, information, and communication, as well as the national media federations and associations, shall require all media organizations and corporations to integrate into their human resource development components regular training on gender equality and gender-based discrimination create and use gender equality guidelines in all aspects of management, training, production, information, dissemination, communication, and programming; and convene a gender equality committee that will promote gender mainstreaming as a framework and affirmative action as a strategy, and monitor and evaluate the implementation of gender equality guidelines.

**SEC. 17. Women's Right to Health. – (a) Comprehensive Health Services.**

– The State shall, at all times, provide for a comprehensive, culture-sensitive, and gender-responsive health services and programs covering all stages of a woman's life cycle and which addresses the major causes of women's mortality and morbidity: Provided, That in the provision for comprehensive health services, due respect shall be accorded to women's religious convictions, the rights of the spouses to found a family in accordance with their religious convictions, and the demands of responsible parenthood, and the right of women to protection from hazardous drugs, devices, interventions, and substances.

Access to the following services shall be ensured:

(1) Maternal care to include pre-and post-natal services to address pregnancy and infant health and nutrition;

(2) Promotion of breastfeeding;

(3) Responsible, ethical, legal, safe, and effective methods of family planning;

(4) Family and State collaboration in youth sexuality education and health services without prejudice to the primary right and duty of parents to educate their children;

(5) Prevention and management of reproductive tract infections, including sexually transmitted diseases, HIV, and AIDS;

(6)Prevention and management of reproductive tract cancers like breast and cervical cancers, and other gynecological conditions and disorders;

(7)Prevention of abortion and management of pregnancy-related complications;

(8)In cases of violence against women and children, women and children victims and survivors shall be provided with comprehensive health services that include psychosocial, therapeutic, medical, and legal interventions and assistance towards healing, recovery, and empowerment;

(9)Prevention and management of infertility and sexual dysfunction pursuant to ethical norms and medical standards;

(10)Care of the elderly women beyond their childbearing years;

and

(11)Management, treatment, and intervention of mental health problems of woman and girls.

In addition, healthy lifestyle activities are encouraged and promoted through programs and projects as strategies in the prevention of diseases.

(b)Comprehensive Health Information and Education. – The State shall provide women in all sectors with appropriate, timely, complete, and accurate information and education of all the above-stated aspects of women's health in government education and training programs, with due regard to the following:

(1)The natural and primary right and duty of parents in the rearing of the youth and the development of moral character and the right of children to be brought up in an atmosphere of morality and rectitude for the enrichment and strengthening of character;

(2)The formation of a person's sexuality that affirms human dignity; and

(3)Ethical, legal, safe, and effective family planning methods including fertility awareness.

SEC. 18. Special Leave Benefits for Women. – A woman employee having rendered continuous aggregate employment service of at least six (6) months for the last twelve (12) months shall be entitled to a special leave benefit of two (2) months with full pay based on her gross monthly compensation following surgery caused by gynecological disorders.

SEC. 19. Equal Rights in All Matters Relating to Marriage and Family Relations. – The State shall take all appropriate measures to eliminate discrimination against women in all matters relating to marriage and family relations and shall ensure:

(a) the same rights to enter into and leave marriages or common law relationships referred to under the Family Code without prejudice to personal or religious beliefs;

(b) the same rights to choose freely a spouse and to enter into marriage only with their free and full consent. The betrothal and the marriage of a child shall have no legal effect;

(c) the joint decision on the number and spacing of their children and to have access to the information, education and means to enable them to exercise these rights;

(d) the same personal rights between spouses or common law spouses including the right to choose freely a profession and an occupation;

(e) the same rights for both spouses or common law spouses in respect of the ownership, acquisition, management, administration, enjoyment, and disposition of property;

(f) the same rights to properties and resources, whether titled or not, and inheritance, whether formal or customary; and

(g) women shall have equal rights with men to acquire change, or retain their nationality. The State shall ensure in particular that neither marriage to an alien nor change of nationality by the husband during marriage shall automatically change the nationality of the wife, render her stateless or force upon her the nationality of the husband. Various statutes of other countries concerning dual citizenship that may be enjoyed equally by women and men shall likewise be considered.

Customary laws shall be respected: Provided, however, That they do not discriminate against, women.

## **CHAPTER V**

### **RIGHTS AND EMPOWERMENT OF MARGINALIZED SECTORS**

Women in marginalized sectors are hereby guaranteed all civil, political, social, and economic rights recognized, promoted, and protected under existing laws including, but not limited to, the Indigenous Peoples Rights Act, the Urban Development and Housing Act, the Comprehensive Agrarian Reform Law, the Fisheries Code, the Labor Code, the Migrant Workers Act, the Solo Parents Welfare Act, and the Social Reform and Poverty Alleviation Act.

**SEC. 20. Food Security and Productive Resources.** – The State recognizes the contribution of women to food production and shall ensure its sustainability and sufficiency with the active participation of women. Towards this end, the State shall guarantee, at all times, the availability in the market of safe and health-giving food to satisfy the dietary needs of the population, giving particular attention to the specific needs of poor girl-children and marginalized women, especially pregnant and lactating mothers and their young children. To further address this, the state shall ensure:

(a) **Right to Food.** – The State shall guarantee the availability of food in quantity and quality sufficient to satisfy the dietary needs of individuals, the physical and economic accessibility for everyone to adequate food that is culturally acceptable and free from unsafe substances and culturally accepted, and the accurate and substantial information to the availability of food, including the right to full, accurate, and truthful information

about safe and health-giving foods and how to produce and have regular easy access to them;

(b) **Right to Resources for Food Production.** – The State shall guarantee women a vital role in food production by giving priority to their rights to land, credit, and infrastructure support, technical training, and technological and marketing assistance. The State shall promote women-friendly technology as a high priority activity in agriculture and shall promote the right to adequate food by proactively engaging in activities intended to strengthen access to, utilization of, and receipt of accurate and substantial information on resources and means to ensure women's livelihood, including food security:

(1)Equal status shall be given to women and men, whether married or not, in the titling of the land and issuance of stewardship contracts and patents;

(2)Equal treatment shall be given to women and men beneficiaries of the agrarian reform program, wherein the vested right of a woman agrarian reform beneficiary is defined by a woman's relationship to tillage, i.e., her direct and indirect contribution to the development of the land;

(3)Customary rights of women to the land, including access to and control of the fruits and benefits, shall be recognized in circumstances where private ownership is not possible, such as ancestral domain claims;

(4)Information and assistance in claiming rights to the land shall be made available to women at all times;

(5)Equal rights to women to the enjoyment, use, and management of land, water, and other natural resources within their communities or ancestral domains;

(6)Equal access to the use and management of fisheries and aquatic resources, and all the rights and benefits accruing to stakeholders in the fishing industry;

(7)Equal status shall be given to woman and men in the issuance of stewardship or lease agreements and other fishery rights that may be granted for the use and management of coastal and aquatic resources. In the same manner, women's organizations shall be given equal treatment as with other marginalized fishers organizations in the issuance of stewardship or lease agreements or other fishery rights for the use and management of such coastal and aquatic resources which may include providing supports to women-engaged coastal resources;

(8)There shall be no discrimination against women in the deputization of fish wardens;

(9)Women-friendly and sustainable agriculture technology shall be designed based on accessibility and viability in consultation with women's organizations;

(10) Access to small farmer-based and controlled seeds production and distribution shall be ensured and protected;

(11) Indigenous practices of women in seed storage and cultivation shall be recognized, encouraged, and protected;

(12) Equal rights shall be given to women to be members of farmers' organizations to ensure wider access to and control of the means of production;

(13) Provide opportunities for empowering women fishers to be involved in the control and management, not only of the catch and production of aquamarine resources but also, to engage in entrepreneurial activities which will add value to production and marketing ventures; and

(14) Provide economic opportunities for the indigenous women, particularly access to market for their produce.

In the enforcement of the foregoing, the requirements of law shall be observed at all times.

**SEC. 21. Right to Housing.** – The State shall develop housing programs for women that are localized, simple, accessible, with potable water, and electricity, secure, with viable employment opportunities and affordable amortization. In this regard, the State consult women and involve them in community planning and development, especially in matters pertaining to land use, zoning, and relocation.

**SEC. 22. Right to Decent Work.** – The State shall progressively realize and ensure decent work standards for women that involve the creation of jobs of acceptable quality in conditions of freedom, equity, security, and human dignity.

(a) Decent work involves opportunities for work that are productive and remunerative as family living wage, security in the workplace, and social protection for families, better prospects for personal development and social integration, freedom for people to express their concerns, organize, participate in the decisions that affect their lives, and equality of opportunity and treatment for all women and men.

(b)The State shall further ensure:

(1)Support services and gears to protect them from occupational and health hazards taking into account women's maternal functions;

(2)Support services that will enable women to balance their family obligations and work responsibilities including, but not limited to, the establishment of day care centers and breast-feeding stations at the workplace, and providing maternity leave pursuant to the Labor Code and other pertinent laws;

(3)Membership in unions regardless of status of employment and place of employment; and

(4)Respect for the observance of indigenous peoples' cultural practices even in the workplace.

(c)In recognition of the temporary nature of overseas work, the State shall exert all efforts to address the causes of out-migration by developing local employment and other economic opportunities for women and by introducing measures to curb violence and forced and involuntary displacement of local women. The State shall ensure the protection and promotion of the rights and welfare of migrant women regardless of their work status, and protect them against discrimination in wages, conditions of work, and employment opportunities in host countries.

**SEC. 23. Right to Livelihood, Credit, Capital, and Technology. –**

The State shall ensure that women are provided with the following:

(a) Equal access to formal sources of credit and capital;

(b) Equal share to the produce of farms and aquatic resources;

and

(c)Employment opportunities for returning women migrant workers taking into account their skills and qualifications. Corollarily, the State shall also promote skills and entrepreneurship development of returning women migrant workers.



**SEC. 24. Right to Education and Training.** – The State shall ensure the following:

(a) Women migrant workers have the opportunity to undergo skills training, if they so desire, before taking on a foreign job, and possible retraining upon return to the country;

(b) Gender-sensitive training and seminars; and

(c) Equal opportunities in scholarships based on merit and fitness especially to those interested in research and development aimed towards women-friendly farm technology.

**SEC. 25. Right to Representation and Participation.** – The State shall ensure women's participation in policy-making or decision-making bodies in the regional, national, and international levels. It shall also ensure the participation of grassroots women leaders in decision and policy-making bodies in their respective sectors including, but not limited to, the Presidential Agrarian Reform Council (PARC) and its local counterparts; community-based resource management bodies or mechanisms on forest management and stewardship; the National Fisheries and Aquatic Resources Management Council (NFARMC) and its local counterparts; the National Commission on Indigenous People; the Presidential Commission for the Urban Poor; the National Anti-Poverty Commission; and, where applicable, the local housing boards.

**SEC. 26. Right to Information.** – Access to information regarding policies on women, including programs, projects, and funding outlays that affect them, shall be ensured.

**SEC. 27. Social Protection.** –

(a) The Social Security System (SSS) and the Philippine Health Insurance Corporation (PhilHealth) shall support indigenous and community-based social protection schemes.

(b) The State shall institute policies and programs that seek to reduce the poverty and vulnerability to risks and enhance the social status and rights of the marginalized women by promoting and protecting livelihood and employment, protecting against hazards and sudden loss of income, and improving people's capacity to manage risks.



(c)The State shall endeavor to reduce and eventually eliminate transfer costs of remittance from abroad through appropriate bilateral and multilateral agreements. It shall likewise provide access to investment opportunities for remittances in line with national development efforts.

(d)The State shall establish a health insurance program for senior citizens and indigents.

(e)The State shall support women with disabilities on a community-based social protection scheme.

**SEC. 28. Recognition and Preservation of Cultural Identity and Integrity.** – The State shall recognize and respect the rights of Moro and indigenous women to practice, promote, protect, and preserve their own culture, traditions, and institutions and to consider these rights in the formulation and implementation of national policies and programs. To this end, the State shall adopt measures in consultation with the sectors concerned to protect their rights to their indigenous knowledge systems and practices, traditional livelihood, and other manifestations of their cultures and ways of life: Provided, That these cultural systems and practices are not discriminatory to women.

**SEC. 29. Peace and Development.** – The peace process shall be pursued with the following considerations:

(a)Increase the number of women participating in discussions and decision-making in the peace process, including membership in peace panels recognizing women's role in conflict-prevention and peace-making and in indigenous system of conflict resolution;

(b)Ensure the development and inclusion of women's welfare and concerns in the peace agenda in the overall peace strategy and women's participation in the planning, implementation, monitoring, and evaluation of rehabilitation and rebuilding of conflict-affected areas;

(c)The institution of measures to ensure the protection of civilians in conflict-affected communities with special consideration for the specific needs of women and girls;

(d)Include the peace perspective in the education curriculum and other educational undertakings; and

(e)The recognition and support for women's role in conflict-prevention, management, resolution and peacemaking, and in indigenous systems of conflict resolution.

**SEC. 30. Women in Especially Difficult Circumstances.** – For purposes of this Act, “Women in Especially Difficult Circumstances” (WEDC) shall refer to victims and survivors of sexual and physical abuse, illegal recruitment, prostitution, trafficking, armed conflict, women in detention, victims and survivors of rape and incest, and such other related circumstances which have incapacitated them functionally. Local government units are therefore mandated to deliver the necessary services and interventions to WEDC under their respective jurisdictions.

**SEC. 31. Services and Interventions.** – WEDC shall be provided with services and interventions as necessary such as, but not limited to, the following:

- (a) Temporary and protective custody;
- (b) Medical and dental services;
- (c) Psychological evaluation;
- (d) Counseling;
- (e) Psychiatric evaluation;
- (f) Legal services;
- (g) Productivity skills capability building;
- (h) Livelihood assistance;
- (i) Job placement;
- (j) Financial assistance; and
- (k) Transportation assistance.

**SEC. 32. Protection of Girl-Children.** – (a) The State shall pursue measures to eliminate all forms of discrimination against girl-children in education, health and nutrition, and skills development.

(b) Girl-children shall be protected from all forms of abuse and exploitation.

(c) Equal access of Moro and indigenous girl-children in the Madaris, schools of living culture and traditions, and the regular schools shall be ensured.

(d) Gender-sensitive curriculum, including legal literacy, books, and curriculum in the Madaris and schools of living culture and traditions shall be developed.

(e) Sensitivity of regular schools to particular Moro and indigenous practices, such as fasting in the month of Ramadan, choice of clothing (including the wearing of hijab), and availability of halal food shall be ensured.)

**SEC. 33. Protection of Senior Citizens.** – The State shall protect women senior citizens from neglect, abandonment, domestic violence, abuse, exploitation, and discrimination. Towards this end, the State shall ensure special protective mechanisms and support services against violence, sexual abuse, exploitation, and discrimination of older women.

**SEC. 34. Women are entitled to the recognition and protection of their rights defined and guaranteed under this Act including their right to nondiscrimination.**

**SEC. 35. Discrimination Against Women is Prohibited.** – Public and private entities and individuals found to have committed discrimination against women shall be subject to the sanctions provided in Section 41 hereof. Violations of other rights of women shall be subject to sanctions under pertinent laws and regulations.

## **CHAPTER VI**

### **INSTITUTIONAL MECHANISMS**

**SEC. 36. Gender Mainstreaming as a Strategy for Implementing the Magna Carta of Women.** – Within a period prescribed in the implementing rules and regulations, the National Commission on the Role of Filipino Women (NCRFW) shall assess its gender mainstreaming program for consistency with the standards under this Act. It shall modify the program accordingly to ensure that it will be an effective strategy for implementing this Act and attaining its objectives.

All departments, including their attached agencies, offices, bureaus, state universities and colleges, government-owned and -controlled corporations, local government units, and other government instrumentalities shall adopt gender mainstreaming as a strategy to promote women's human rights and eliminate gender discrimination in their systems, structures, policies, programs, processes, and procedures which shall include, but not limited to, the following:

(a) Planning, budgeting, monitoring, and evaluation for GAD. GAD programs addressing gender issues and concerns shall be designed and implemented based on the mandate of government agencies and local government units, Republic Act No. 7192, gender equality agenda of the government and other GAD-related legislation, policies, and commitments. The development of GAD programs shall proceed from the conduct of a gender audit of the agency or the local government unit and a gender analysis of its policies, programs, services and the situation of its clientele; the generation and review of sex-disaggregated data; and consultation with gender/women's rights advocates and agency/women clientele. The cost of implementing GAD programs shall be the agency's or the local government unit's GAD budget which shall be at least five percent (5%) of the agency's or the local government unit's total budget appropriations.

Pursuant to Republic Act No. 7192, otherwise known as the Women in Development and Nation Building Act, which allocates five percent (5%) to thirty percent (30%) of overseas development assistance to GAD, government agencies receiving official development assistance should ensure the allocation and proper utilization of such funds to gender-responsive programs that complement the government GAD funds and annually report accomplishments thereof to the National Economic and Development Authority (NEDA) and the Philippine Commission on Women (PCW).

The utilization and outcome of the GAD budget shall be annually monitored and evaluated in terms of its success in influencing the gender-responsive implementation of agency programs funded by the remaining ninety-five percent (95%) budget.

The Commission on Audit (COA) shall conduct an annual audit on the use of the GAD budget for the purpose of determining its judicious use and the efficiency, and effectiveness of interventions in addressing gender issues towards the realization of the objectives of the country's commitments, plans, and policies on women empowerment, gender equality, and GAD.

Local government units are also encouraged to develop and pass a GAD Code based on the gender issues and concerns in their respective localities based on consultation with their women constituents and the women's empowerment and gender equality agenda of the government. The GAD Code shall also serve as basis for identifying programs, projects, and activities on GAD.

Where needed, temporary gender equity measures shall be provided for in the plans of all departments, including their attached agencies, offices, bureaus, state universities and colleges, government-owned and -controlled corporations, local government units, and other government instrumentalities. To move towards a more sustainable, gender-responsive, and performance-based planning and budgeting, gender issues and concerns shall be integrated in, among others, the following plans:

(1) Macro socioeconomic plans such as the Medium-Term Philippine Development Plan and Medium-Term Philippine Investment Plan;

(2) Annual plans of all departments, including their attached agencies, offices, bureaus, state universities and college, and government-owned and controlled corporations; and

(3) Local plans and agenda such as executive-legislative agenda, comprehensive development plan (CDP), comprehensive land use plan (CLUP), provincial development and physical development and physical framework plan (PDPFP), and annual investment plan.

(b) Creation and/or Strengthening of the GAD Focal Points (GFP). All departments, including their attached agencies, offices, bureaus, states universities and colleges, government-owned and -controlled corporations, local government units, and other government instrumentalities shall establish or strengthen their GAD Focal Point System or similar GAD mechanism to catalyze and accelerate gender mainstreaming within the agency or local government unit.

The GAD Focal Point System shall be composed of the agency head or local chief executive, an executive committee with an Undersecretary (or its equivalent), local government unit official, or office in a strategic decision-making position as Chair; and a technical working group or secretariat which is composed of representatives from various divisions or offices within the agency or local government unit.

The tasks and functions of the members of the GFP shall form part of their regular key result areas and shall be given due consideration in their performance evaluation.

(c) Generation and Maintenance of Gad Database. All departments, including their attached agencies, offices, bureaus-state universities, and colleges, government-owned and -controlled corporations, local government units, and other government instrumentalities shall develop and maintain a GAD database containing gender statistics and sex-disaggregated data that have been systematically gathered, regularly updated, and subjected to gender analysis for planning, programming, and policy formulation.

SEC. 37. Gender Focal Point Officer in Philippine Embassies and Consulates. – An officer duly trained on GAD shall be designated as the gender focal point in the consular section of Philippine embassies or consulates. Said officer shall be primarily responsible in handling gender concerns of women migrant workers. Attached agencies shall cooperate in strengthening the Philippine foreign posts' programs for the delivery of services to women migrant workers.

SEC. 38. National Commission on the Role of Filipino Women (NCRFW). – The National Commission on the Role of Filipino Women (NCRFW) shall be renamed as the Philippine Commission on Women (PCW), the primary policymaking and coordinating body of the women and gender equality concerns under the Office of the President. The PCW shall be the overall monitoring body and oversight to ensure the implementation of this Act. In doing so, the PCW may direct any government agency and instrumentality, as may be necessary to report on the implementation of this Act and for them to immediately respond to the problems brought to their attention in relation to this Act. The PCW shall also lead in ensuring that government agencies are capacitated on the effective implementation of this Act. The chairperson shall likewise report to the President in Cabinet meetings on the implementation of this Act.

To the extent possible, the PCW shall influence the systems, processes, and procedures of the executive legislative, and judicial branches of government vis-à-vis GAD to ensure the implementation of this Act.

To undertake and accomplish its functions, the PCW shall revise its structure and staffing pattern with the assistance of the Department of Budget and Management effectively and efficiently.

SEC. 39. Commission on Human Rights (CHR). – The Commission, acting as the Gender and Development Ombud, consistent with its mandate, shall undertake measures such as the following:

(a) Monitor with the PCW and other state agencies, among others, in developing indicators and guidelines to comply with their duties related to the human rights of women, including their right to nondiscrimination guaranteed under this Act;



(a) Monitor with the PCW and other state agencies, among others, in developing indicators and guidelines to comply with their duties related to the human rights of women, including their right to nondiscrimination guaranteed under this Act;

(b) Designate one (1) commissioner and/or its Women's Human Rights Center to be primarily responsible for formulating and implementing programs and activities related to the promotion and protection of the human rights of women, including the investigations and complaints of discrimination and violations of their rights brought under this Act and related laws and regulations;

(c) Establish guidelines and mechanisms, among others, that will facilitate access of women to legal remedies under this Act and related laws, and enhance the protection and promotion of the rights of women, especially marginalized women;

(d) Assist in the filing of cases against individuals, agencies, institutions, or establishments that violate the provisions of this Act; and

(e) Recommend to the President of the Philippines or the Civil Service Commission any possible administrative action based on noncompliance or failure to implement the provisions of this Act.

**SEC. 40. Monitoring Progress and Implementation and Impact of this Act.** – The PCW, in coordination with other state agencies and the CHR, shall submit to Congress regular reports on the progress of the implementation of this Act highlighting the impact thereof on the status and human rights of women: Provided, that the second report shall include an assessment of the effectiveness of this Act and recommend amendments to improve its provisions: Provided, finally, That these reports shall be submitted to Congress every three (3) years or as determined in the implementing rules and regulations.

**SEC. 41. Penalties.** – Upon finding of the CHR that a department, agency, or instrumentality of government, government-owned and – controlled corporation, or local government unit has violated any provision of this Act and its implementing rules and regulations, the sanctions under, administrative law, civil service, or other appropriate laws shall be recommended to the Civil Service Commission and/or the Department of the Interior and Local Government. The person directly responsible for the violation as well as the head of the agency or local chief executive shall be held liable under this Act. If the violation is committed by a private entity or individual, the person directly responsible for the violation shall be liable to pay damages.



Filing a complaint under this Act shall not preclude the offended party from pursuing other remedies available under the law and to invoke any of the provisions of existing laws especially those recently enacted laws protecting women and children, including the Women in Development and Nation Building Act (Republic Act No. 7192). The Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act (Republic Act No. 7610), the Anti-Sexual Harassment Act of 1995 (Republic Act No. 7877), the Anti-Rape Law of 1997 (Republic Act No. 8353), the Rape Victim Assistance and Protection Act of 1998 (Republic Act No. 8505), the Anti-Trafficking in Persons Act of 2003 (Republic Act No. 9208) and the Anti-Violence Against Women and Their Children Act of 2004 (Republic Act No. 9262). If violence has been proven to be perpetrated by agents of the State including, but not limited to, extrajudicial killings, enforced disappearances, torture, and internal displacements, such shall be considered aggravating offenses with corresponding penalties depending on the severity of the offenses.

**SEC. 42. Incentives and Awards.** – There shall be established an incentives and awards systems which shall be administered by a board under such rules and regulations as may be promulgated by the PCW to deserving entities, government agencies, and local government units for their outstanding performance in upholding the rights of women and effective implementation of gender-responsive programs.

**SEC. 43. Funding.** – The initial funding requirements for the implementation of this Act shall be charged against the current appropriations of the agencies concerned. Thereafter, such sums as may be necessary for the implementation of this Act shall be included in the agencies' yearly budgets under the General Appropriations Act.

The State shall prioritize allocation of all available resources to effectively fulfill its obligations specified under this Act. The State agencies' GAD budgets, which shall be at least five percent (5%) of their total budgetary allocation, shall also be utilized for the programs and activities to implement this Act.

**SEC. 44. Implementing Rules and Regulations. – As the lead**

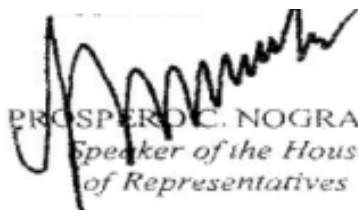
agency, the PCW shall, in coordination with the Commission on Human Rights and all concerned government departments and agencies including, as observers, both Houses of Congress through the Committee on Youth, Women and Family Relations (Senate) and the Committee on Women and Gender Equality (House of Representatives) and with the participation of representatives from nongovernment organizations (NGOs) and civil society groups with proven track record of involvement and promotion of the rights and welfare of Filipino women and girls identified by the PCW, formulate the implementing rules and regulations (IRR) of this Act within one hundred eighty (180) days after its effectivity.

**SEC. 45. Separability Clause. –** If any provision or part hereof is held invalid or unconstitutional, the remainder of the law or the provisions not otherwise affected shall remain valid and subsisting.

**SEC. 46. Repealing Clause. –** Any law, presidential decree or issuance, executive order, letter of instruction, administrative order, or regulation contrary to, or inconsistent with, the provision of this Act is hereby repealed, modified, or amended accordingly.

**SEC. 47. Effectivity Clause.** This Act shall take effect fifteen (15) days after its publication in at least two (2) newsPPAers of general circulation.

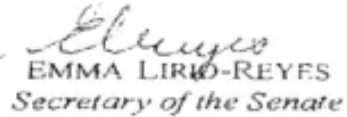
Approved,

  
PROSPERO C. NOGRALES  
*Speaker of the House  
of Representatives*

  
JUAN PONCE ENRILE  
*President of the Senate*

This Act is a consolidation of Senate Bill No. 2396 and House Bill n

  
MARLYN B. BARUA-YA  
*Secretary General  
House of Representatives*

  
EMMA LIRIO-REYES  
*Secretary of the Senate*

  
GLORIA MACAPAGAL-ARROYO  
*President of the Philippines*

O.



**Appendix C**  
**Republic of the Philippines**  
**Congress of the Philippines**  
**Metro Manila**  
**Twelfth Congress**  
**Third Regular Session**

Begun and held in Metro Manila, on Monday, the twenty-second day of July, two thousand three.

**Republic Act No. 9262                      March 08, 2004**

**AN ACT DEFINING VIOLENCE AGAINST WOMEN AND THEIR CHILDREN, PROVIDING FOR PROTECTIVE MEASURES FOR VICTIMS, PRESCRIBING PENALTIES THEREFORE, AND FOR OTHER PURPOSES**

Be it enacted by the Senate and House of Representatives of the Philippine Congress Assembled:

**SECTION 1.** Short Title.- This Act shall be known as the "Anti-Violence Against Women and Their Children Act of 2004".

**SECTION 2.** Declaration of Policy.- It is hereby declared that the State values the dignity of women and children and guarantees full respect for human rights. The State also recognizes the need to protect the family and its members particularly women and children, from violence and threats to their personal safety and security.

Towards this end, the State shall exert efforts to address violence committed against women and children in keeping with the fundamental freedoms guaranteed under the Constitution and the Provisions of the Universal Declaration of Human Rights, the convention on the Elimination of all forms of discrimination Against Women, Convention on the Rights of the Child and other international human rights instruments of which the Philippines is a party.

**SECTION 3.** Definition of Terms.- As used in this Act,

(a) "Violence against women and their children" 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 result 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. It includes, but is not limited to, the following acts:

A. "Physical Violence" refers to acts that include bodily or physical harm;

B. "Sexual violence" refers to an act which is sexual in nature, committed against a woman or her child. It includes, but is not limited to:

a) rape, sexual harassment, acts of lasciviousness, treating a woman or her child as a sex object, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim's body, forcing her/him to watch obscene publications and indecent shows or forcing the woman or her child to do indecent acts and/or make films thereof, forcing the wife and mistress/lover to live in the conjugal home or sleep together in the same room with the abuser;

b) acts causing or attempting to cause the victim to engage in any sexual activity by force, threat of force, physical or other harm or threat of physical or other harm or coercion;

c) Prostituting the woman or child.

C. "Psychological violence" refers to acts or omissions causing or likely to cause mental or emotional suffering of the victim such as but not limited to intimidation, harassment, stalking, damage to property, public ridicule or humiliation, repeated verbal abuse and mental infidelity. It includes causing or allowing the victim to witness the physical, sexual or psychological abuse of a member of the family to which the victim belongs, or to witness pornography in any form or to witness abusive injury to pets or to unlawful or unwanted deprivation of the right to custody and/or visitation of common children.

D. "Economic abuse" refers to acts that make or attempt to make a woman financially dependent which includes, but is not limited to the following:

1. withdrawal of financial support or preventing the victim from engaging in any legitimate profession, occupation, business or activity, except in cases wherein the other spouse/partner objects on valid, serious and moral grounds as defined in Article 73 of the Family Code;
2. deprivation or threat of deprivation of financial resources and the right to the use and enjoyment of the conjugal, community or property owned in common;
3. destroying household property;
4. controlling the victims' own money or properties or solely controlling the conjugal money or properties.

(b) "Battery" refers to an act of inflicting physical harm upon the woman or her child resulting to the physical and psychological or emotional distress.

(c) "Battered Woman Syndrome" refers to a scientifically defined pattern of psychological and behavioral symptoms found in women living in battering relationships because of cumulative abuse.

(d) "Stalking" refers to an intentional act committed by a person who, knowingly and without lawful justification follows the woman or her child or places the woman or her child under surveillance directly or indirectly or a combination thereof.

(e) "Dating relationship" refers to a situation wherein the parties live as husband and wife without the benefit of marriage or are romantically involved over time and on a continuing basis during the relationship. A casual acquaintance or ordinary socialization between two individuals in a business or social context is not a dating relationship.

(f) "Sexual relations" refers to a single sexual act which may or may not result in the bearing of a common child.

(g) "Safe place or shelter" refers to any home or institution maintained or managed by the Department of Social Welfare and Development (DSWD) or by any other agency or voluntary organization accredited by the DSWD for the purposes of this Act or any other suitable place the resident of which is willing temporarily to receive the victim.

(h) "Children" refers to those below eighteen (18) years of age or older but are incapable of taking care of themselves as defined under Republic Act No. 7610. As used in this Act, it includes the biological children of the victim and other children under her care.

**SECTION 4. Construction.** - This Act shall be liberally construed to promote the protection and safety of victims of violence against women and their children.

**SECTION 5. Acts of Violence Against Women and Their Children.** - The crime of violence against women and their children is committed through any of the following acts:

- (a) Causing physical harm to the woman or her child;
- (b) Threatening to cause the woman or her child physical harm;
- (c) Attempting to cause the woman or her child physical harm;
- (d) Placing the woman or her child in fear of imminent physical harm;

(e) Attempting to compel or compelling the woman or her child to engage in conduct which the woman or her child has the right to desist from or desist from conduct which the woman or her child has the right to engage in, or attempting to restrict or restricting the woman's or her child's freedom of movement or conduct by force or threat of force, physical or other harm or threat of physical or other harm, or intimidation directed against the woman or child. This shall include, but not limited to, the following acts committed with the purpose or effect of controlling or restricting the woman's or her child's movement or conduct:

(1) Threatening to deprive or actually depriving the woman or her child of custody to her/his family;

(2) Depriving or threatening to deprive the woman or her children of financial support legally due her or her family, or deliberately providing the woman's children insufficient financial support;

(3) Depriving or threatening to deprive the woman or her child of a legal right;

(4) Preventing the woman in engaging in any legitimate profession, occupation, business or activity or controlling the victim's own money or properties, or solely controlling the conjugal or common money, or properties;

(f) Inflicting or threatening to inflict physical harm on oneself for the purpose of controlling her actions or decisions;

(g) Causing or attempting to cause the woman or her child to engage in any sexual activity which does not constitute rape, by force or threat of force, physical harm, or through intimidation directed against the woman or her child or her/his immediate family;

(h) Engaging in purposeful, knowing, or reckless conduct, personally or through another, that alarms or causes substantial emotional or psychological distress to the woman or her child. This shall include, but not be limited to, the following acts:

(1) Stalking or following the woman or her child in public or private places;

(2) Peering in the window or lingering outside the residence of the woman or her child;

(3) Entering or remaining in the dwelling or on the property of the woman or her child against her/his will;



- (4) Destroying the property and personal belongings or inflicting harm to animals or pets of the woman or her child; and
- (5) Engaging in any form of harassment or violence;
  - (i) Causing mental or emotional anguish, public ridicule or humiliation to the woman or her child, including, but not limited to, repeated verbal and emotional abuse, and denial of financial support or custody of minor children or access to the woman's child/children.

**SECTION 6. Penalties.** - The crime of violence against women and their children, under Section 5 hereof shall be punished according to the following rules:

(a) Acts falling under Section 5(a) constituting attempted, frustrated, or consummated parricide or murder or homicide shall be punished in accordance with the provisions of the Revised Penal Code.

If these acts resulted in mutilation, it shall be punishable in accordance with the Revised Penal Code; those constituting serious physical injuries shall have the penalty of prison mayor; those constituting less serious physical injuries shall be punished by prison correccional; and those constituting slight physical injuries shall be punished by arresto mayor.

Acts falling under Section 5(b) shall be punished by imprisonment of two degrees lower than the prescribed penalty for the consummated crime as specified in the preceding paragraph but shall in no case be lower than arresto mayor.

(b) Acts falling under Section 5(c) and 5(d) shall be punished by arresto mayor;

(c) Acts falling under Section 5(e) shall be punished by prison correccional;

(d) Acts falling under Section 5(f) shall be punished by arresto mayor;

(e) Acts falling under Section 5(g) shall be punished by prison mayor;

(f) Acts falling under Section 5(h) and Section 5(i) shall be punished by prison mayor.

If the acts are committed while the woman or child is pregnant or committed in the presence of her child, the penalty to be applied shall be the maximum period of penalty prescribed in the section.

In addition to imprisonment, the perpetrator shall (a) pay a fine in the amount of not less than one hundred thousand pesos (P100,000.00) but not more than three hundred thousand pesos (300,000.00); (b) undergo mandatory psychological counseling or psychiatric treatment and shall report compliance to the court.



**SECTION 7. Venue.** - The Regional Trial Court designated as a Family Court shall have original and exclusive jurisdiction over cases of violence against women and their children under this law. In the absence of such court in the place where the offense was committed, the case shall be filed in the Regional Trial Court where the crime or any of its elements was committed at the option of the compliant

**SECTION 8. Protection Orders.** - A protection order is an order issued under this act for the purpose of preventing further acts of violence against a woman or her child specified in Section 5 of this Act and granting other necessary relief. The relief granted under a protection order serve 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 provisions of the protection order shall be enforced by law enforcement agencies. The protection orders that may be issued under this Act are the barangay protection order (BPO), temporary protection order (TPO) and permanent protection order (PPO). The protection orders that may be issued under this Act shall include any, some or all of the following reliefs:

- (a) Prohibition of the respondent from threatening to commit or committing, personally or through another, any of the acts mentioned in Section 5 of this Act;
- (b) Prohibition of the respondent from harassing, annoying, telephoning, contacting or otherwise communicating with the petitioner, directly or indirectly;
- (c) Removal and exclusion of the respondent from the residence of the petitioner, regardless of ownership of the residence, either temporarily for the purpose of protecting the petitioner, or permanently where no property rights are violated, and if respondent must remove personal effects from the residence, the court shall direct a law enforcement agent to accompany the respondent has gathered his things and escort respondent from the residence;
- (d) Directing the respondent to stay away from petitioner and designated family or household member at a distance specified by the court, and to stay away from the residence, school, place of employment, or any specified place frequented by the petitioner and any designated family or household member;

(e) Directing lawful possession and use by petitioner of an automobile and other essential personal effect, regardless of ownership, and directing the appropriate law enforcement officer to accompany the petitioner to the residence of the parties to ensure that the petitioner is safely restored to the possession of the automobile and other essential personal effects, or to supervise the petitioner's or respondent's removal of personal belongings;

(f) Granting a temporary or permanent custody of a child/children to the petitioner;

(g) Directing the respondent to provide support to the woman and/or her child if entitled to legal support. Notwithstanding other laws to the contrary, the court shall order an appropriate percentage of the income or salary of the respondent to be withheld regularly by the respondent's employer for the same to be automatically remitted directly to the woman. Failure to remit and/or withhold or any delay in the remittance of support to the woman and/or her child without justifiable cause shall render the respondent or his employer liable for indirect contempt of court;

(h) Prohibition of the respondent from any use or possession of any firearm or deadly weapon and order him to surrender the same to the court for appropriate disposition by the court, including revocation of license and disqualification to apply for any license to use or possess a firearm. If the offender is a law enforcement agent, the court shall order the offender to surrender his firearm and shall direct the appropriate authority to investigate on the offender and take appropriate action on matter;

(i) Restitution for actual damages caused by the violence inflicted, including, but not limited to, property damage, medical expenses, childcare expenses and loss of income;

(j) Directing the DSWD or any appropriate agency to provide petitioner may need; and

(k) Provision of such other forms of relief as the court deems necessary to protect and provide for the safety of the petitioner and any designated family or household member, provided petitioner and any designated family or household member consents to such relief.

Any of the reliefs provided under this section shall be granted even in the absence of a decree of legal separation or annulment or declaration of absolute nullity of marriage.

The issuance of a BPO or the pendency of an application for BPO shall not preclude a petitioner from applying for, or the court from granting a TPO or PPO.

**SECTION 9.** Who may file Petition for Protection Orders. – A petition for protection order may be filed by any of the following:

- (a) the offended party;
- (b) parents or guardians of the offended party;
- (c) ascendants, descendants or collateral relatives within the fourth civil degree of consanguinity or affinity;
- (d) officers or social workers of the DSWD or social workers of local government units (LGUs);
- (e) police officers, preferably those in charge of women and children's desks;
- (f) Punong Barangay or Barangay Kagawad;
- (g) lawyer, counselor, therapist or healthcare provider of the petitioner;
- (h) At least two (2) concerned responsible citizens of the city or municipality where the violence against women and their children occurred and who has personal knowledge of the offense committed.

**SECTION 10.** Where to Apply for a Protection Order. – Applications for BPOs shall follow the rules on venue under Section 409 of the Local Government Code of 1991 and its implementing rules and regulations. An application for a TPO or PPO may be filed in the regional trial court, metropolitan trial court, municipal trial court, municipal circuit trial court with territorial jurisdiction over the place of residence of the petitioner: Provided, however, That if a family court exists in the place of residence of the petitioner, the application shall be filed with that court.

**SECTION 11.** How to Apply for a Protection Order. – The application for a protection order must be in writing, signed and verified under oath by the applicant. It may be filed as an independent action or as incidental relief in any civil or criminal case the subject matter or issues thereof partakes of a violence as described in this Act. A standard protection order application form, written in English with translation to the major local languages, shall be made available to facilitate applications for protections order, and shall contain, among other, the following information:

- (a) names and addresses of petitioner and respondent;
- (b) description of relationships between petitioner and respondent;
- (c) a statement of the circumstances of the abuse;
- (d) description of the reliefs requested by petitioner as specified in Section 8 herein;
- (e) request for counsel and reasons for such;
- (f) request for waiver of application fees until hearing; and
- (g) an attestation that there is no pending application for a protection order in another court.

If the applicants is not the victim, the application must be accompanied by an affidavit of the applicant attesting to (a) the circumstances of the abuse suffered by the victim and (b) the circumstances of consent given by the victim for the filling of the application. When disclosure of the address of the victim will pose danger to her life, it shall be so stated in the application. In such a case, the applicant shall attest that the victim is residing in the municipality or city over which court has territorial jurisdiction, and shall provide a mailing address for purpose of service processing.

An application for protection order filed with a court shall be considered an application for both a TPO and PPO.

Barangay officials and court personnel shall assist applicants in the preparation of the application. Law enforcement agents shall also extend assistance in the application for protection orders in cases brought to their attention.

**SECTION 12.** Enforceability of Protection Orders. – All TPOs and PPOs issued under this Act shall be enforceable anywhere in the Philippines and a violation thereof shall be punishable with a fine ranging from Five Thousand Pesos (P5,000.00) to Fifty Thousand Pesos (P50,000.00) and/or imprisonment of six (6) months.

**SECTION 13.** Legal Representation of Petitioners for Protection Order. – If the woman or her child requests in the applications for a protection order for the appointment of counsel because of lack of economic means to hire a counsel de parte, the court shall immediately direct the Public Attorney's Office (PAO) to represent the petitioner in the hearing on the application. If the PAO determines that the applicant can afford to hire the services of a counsel de parte, it shall facilitate the legal representation of the petitioner by a counsel de parte. The lack of access to family or conjugal resources by the applicant, such as when the same are controlled by the perpetrator, shall qualify the petitioner to legal representation by the PAO.

However, a private counsel offering free legal service is not barred from representing the petitioner.

**SECTION 14.** Barangay Protection Orders (BPOs); Who May Issue and How. - Barangay Protection Orders (BPOs) refer to the protection order issued by the Punong Barangay ordering the perpetrator to desist from committing acts under Section 5 (a) and (b) of this Act. A Punong Barangay who receives applications for a BPO shall issue the protection order to the applicant on the date of filing after ex parte determination of the basis of the application. If the Punong Barangay is unavailable to act on the application for a BPO, the application shall be acted upon by any available Barangay Kagawad. If the BPO is issued by a Barangay Kagawad the order must be accompanied by an attestation by the Barangay Kagawad that the Punong Barangay was unavailable at the time for the issuance of the BPO. BPOs shall be effective for fifteen (15) days. Immediately after the issuance of an ex parte BPO, the Punong Barangay or Barangay Kagawad shall personally serve a copy of the same on the respondent, or direct any barangay official to effect is personal service.

The parties may be accompanied by a non-lawyer advocate in any proceeding before the Punong Barangay.

**SECTION 15.** Temporary Protection Orders. - Temporary Protection Orders (TPOs) refers to the protection order issued by the court on the date of filing of the application after ex parte determination that such order should be issued. A court may grant in a TPO any, some or all of the reliefs mentioned in this Act and shall be effective for thirty (30) days. The court shall schedule a hearing on the issuance of a PPO prior to or on the date of the expiration of the TPO. The court shall order the immediate personal service of the TPO on the respondent by the court sheriff who may obtain the assistance of law enforcement agents for the service. The TPO shall include notice of the date of the hearing on the merits of the issuance of a PPO.

**SECTION 16.** Permanent Protection Orders. - Permanent Protection Order (PPO) refers to protection order issued by the court after notice and hearing.

The court as may be necessary or applicable to address the needs of the applicant.

Respondents non-appearance despite proper notice, or his lack of a lawyer, or the non-availability of his lawyer shall not be a ground for rescheduling or postponing the hearing on the merits of the issuance of a PPO. If the respondents appears without counsel on the date of the hearing on the PPO, the court shall appoint a lawyer for the respondent and immediately proceed with the hearing. In case the respondent fails to appear despite proper notice, the court shall allow ex parte presentation of the evidence by the applicant and render judgment on the basis of the evidence presented. The court shall allow the introduction of any history of abusive conduct of a respondent even if the same was not directed against the applicant or the person for whom the applicant is made.

The court shall, to the extent possible, conduct the hearing on the merits of the issuance of a PPO in one (1) day. Where the court is unable to conduct the hearing within one (1) day and the TPO issued is due to expire, the court shall continuously extend or renew the TPO for a period of thirty (30) days at each particular time until final judgment is issued. The extended or renewed TPO may be modified by the court as may be necessary or applicable to address the needs of the applicant. The court may grant any, some or all of the reliefs specified in Section 8 hereof in a PPO. A PPO shall be effective until revoked by a court upon application of the person in whose favor the order was issued. The court shall ensure immediate personal service of the PPO on respondent. The court shall not deny the issuance of protection order on the basis of the lapse of time between the act of violence and the filing of the application.

Regardless of the conviction or acquittal of the respondent, the Court must determine whether or not the PPO shall become final. Even in a dismissal, a PPO shall be granted as long as there is no clear showing that the act from which the order might arise did not exist.

**SECTION 17.** Notice of Sanction in Protection Orders. – The following statement must be printed in bold-faced type or in capital letters on the protection order issued by the Punong Barangay or court:  
"VIOLATION OF THIS ORDER IS PUNISHABLE BY LAW."

**SECTION 18.** Mandatory Period For Acting on Applications For Protection Orders – Failure to act on an application for a protection order within the reglementary period specified in the previous section without justifiable cause shall render the official or judge administratively liable.



**SECTION 19.** Legal Separation Cases. – In cases of legal separation, where violence as specified in this Act is alleged, Article 58 of the Family Code shall not apply. The court shall proceed on the main case and other incidents of the case as soon as possible. The hearing on any application for a protection order filed by the petitioner must be conducted within the mandatory period specified in this Act.

**SECTION 20.** Priority of Application for a Protection Order. – Ex parte and adversarial hearings to determine the basis of applications for a protection order under this Act shall have priority over all other proceedings. Barangay officials and the courts shall schedule and conduct hearings on applications for a protection order under this Act above all other business and, if necessary, suspend other proceedings in order to hear applications for a protection order.

**SECTION 21.** Violation of Protection Orders. – A complaint for a violation of a BPO issued under this Act must be filed directly with any municipal trial court, metropolitan trial court, or municipal circuit trial court that has territorial jurisdiction over the barangay that issued the BPO. Violation of a BPO shall be punishable by imprisonment of thirty (30) days without prejudice to any other criminal or civil action that the offended party may file for any of the acts committed.

A judgement of violation of a BPO may be appealed according to the Rules of Court. During trial and upon judgment, the trial court may motu proprio issue a protection order as it deems necessary without need of an application.

Violation of any provision of a TPO or PPO issued under this Act shall constitute contempt of court punishable under Rule 71 of the Rules of Court, without prejudice to any other criminal or civil action that the offended party may file for any of the acts committed.

**SECTION 22.** Applicability of Protection Orders to Criminal Cases. – The foregoing provisions on protection orders shall be applicable in impliedly instituted with the criminal actions involving violence against women and their children.

**SECTION 23.** Bond to Keep the Peace. – The Court may order any person against whom a protection order is issued to give a bond to keep the peace, to present two sufficient sureties who shall undertake that such person will not commit the violence sought to be prevented.

Should the respondent fail to give the bond as required, he shall be detained for a period which shall in no case exceed six (6) months, if he shall have been prosecuted for acts punishable under Section 5(a) to 5(f) and not exceeding thirty (30) days, if for acts punishable under Section 5(g) to 5(l).

The protection orders referred to in this section are the TPOs and the PPOs issued only by the courts.

**SECTION 24.** Prescriptive Period. – Acts falling under Sections 5(a) to 5(f) shall prescribe in twenty (20) years. Acts falling under Sections 5(g) to 5(l) shall prescribe in ten (10) years.



**SECTION 25.** Public Crime. – Violence against women and their children shall be considered a public offense which may be prosecuted upon the filing of a complaint by any citizen having personal knowledge of the circumstances involving the commission of the crime.

**SECTION 26.** Battered Woman Syndrome as a Defense. – Victim-survivors who are found by the courts to be suffering from battered woman syndrome do not incur any criminal and civil liability notwithstanding the absence of any of the elements for justifying circumstances of self-defense under the Revised Penal Code.

In the determination of the state of mind of the woman who was suffering from battered woman syndrome at the time of the commission of the crime, the courts shall be assisted by expert psychiatrists/ psychologists.

**SECTION 27.** Prohibited Defense. – Being under the influence of alcohol, any illicit drug, or any other mind-altering substance shall not be a defense under this Act.

**SECTION 28.** Custody of children. – The woman victim of violence shall be entitled to the custody and support of her child/children. Children below seven (7) years old older but with mental or physical disabilities shall automatically be given to the mother, with right to support, unless the court finds compelling reasons to order otherwise.

A victim who is suffering from battered woman syndrome shall not be disqualified from having custody of her children. In no case shall custody of minor children be given to the perpetrator of a woman who is suffering from Battered woman syndrome.

**SECTION 29.** Duties of Prosecutors/Court Personnel. – Prosecutors and court personnel should observe the following duties when dealing with victims under this Act:

- a) communicate with the victim in a language understood by the woman or her child; and
- b) inform the victim of her/his rights including legal remedies available and procedure, and privileges for indigent litigants.

**SECTION 30.** Duties of Barangay Officials and Law Enforcers. – Barangay officials and law enforcers shall have the following duties:

- (a) respond immediately to a call for help or request for assistance or protection of the victim by entering the necessary whether or not a protection order has been issued and ensure the safety of the victim/s;
- (b) confiscate any deadly weapon in the possession of the perpetrator or within plain view;

- (c) transport or escort the victim/s to a safe place of their choice or to a clinic or hospital;
- (d) assist the victim in removing personal belongs from the house;
- (e) assist the barangay officials and other government officers and employees who respond to a call for help;
- (f) ensure the enforcement of the Protection Orders issued by the Punong Barangay or the courts;
- (g) arrest the suspected perpetrator wiithout a warrant when any of the acts of violence defined by this Act is occurring, or when he/she has personal knowledge that any act of abuse has just been committed, and there is imminent danger to the life or limb of the victim as defined in this Act; and
- (h) immediately report the call for assessment or assistance of the DSWD, social Welfare Department of LGUs or accredited non-government organizations (NGOs).

Any barangay official or law enforcer who fails to report the incident shall be liable for a fine not exceeding Ten Thousand Pesos (P10,000.00) or whenever applicable criminal, civil or administrative liability.

**SECTION 31.** Healthcare Provider Response to Abuse – Any healthcare provider, including, but not limited to, an attending physician, nurse, clinician, barangay health worker, therapist or counselor who suspects abuse or has been informed by the victim of violence shall:

- (a) properly document any of the victim's physical, emotional or psychological injuries;
- (b) properly record any of victim's suspicions, observations and circumstances of the examination or visit;
- (c) automatically provide the victim free of charge a medical certificate concerning the examination or visit;
- (d) safeguard the records and make them available to the victim upon request at actual cost; and
- (e) provide the victim immediate and adequate notice of rights and remedies provided under this Act, and services available to them.

**SECTION 32.** Duties of Other Government Agencies and LGUs – Other government agencies and LGUs shall establish programs such as, but not limited to, education and information campaign and seminars or symposia on the nature, causes, incidence and consequences of such violence particularly towards educating the public on its social impacts.

It shall be the duty of the concerned government agencies and LGU's to ensure the sustained education and training of their officers and personnel on the prevention of violence against women and their children under the Act.

**SECTION 33. Prohibited Acts.** – A Punong Barangay, Barangay Kagawad or the court hearing an application for a protection order shall not order, direct, force or in any way unduly influence he applicant for a protection order to compromise or abandon any of the reliefs sought in the application for protection under this Act. Section 7 of the Family Courts Act of 1997 and Sections 410, 411, 412 and 413 of the Local Government Code of 1991 shall not apply in proceedings where relief is sought under this Act.

Failure to comply with this Section shall render the official or judge administratively liable.

**SECTION 34. Persons Intervening Exempt from Liability.** – In every case of violence against women and their children as herein defined, any person, private individual or police authority or barangay official who, acting in accordance with law, responds or intervenes without using violence or restraint greater than necessary to ensure the safety of the victim, shall not be liable for any criminal, civil or administrative liability resulting therefrom.

**SECTION 35. Rights of Victims.** – In addition to their rights under existing laws, victims of violence against women and their children shall have the following rights:

- (a) to be treated with respect and dignity;
- (b) to avail of legal assistance form the PAO of the Department of Justice (DOJ) or any public legal assistance office;
- (c) To be entitled to support services form the DSWD and LGUs'
- (d) To be entitled to all legal remedies and support as provided for under the Family Code; and
- (e) To be informed of their rights and the services available to them including their right to apply for a protection order.

**SECTION 36. Damages.** – Any victim of violence under this Act shall be entitled to actual, compensatory, moral and exemplary damages.

**SECTION 37.** Hold Departure Order. – The court shall expedite the process of issuance of a hold departure order in cases prosecuted under this Act.

**SECTION 38.** Exemption from Payment of Docket Fee and Other Expenses. – If the victim is an indigent or there is an immediate necessity due to imminent danger or threat of danger to act on an application for a protection order, the court shall accept the application without payment of the filing fee and other fees and of transcript of stenographic notes.

**SECTION 39.** Inter-Agency Council on Violence Against Women and Their Children (IAC-VAWC). In pursuance of the abovementioned policy, there is hereby established an Inter-Agency Council on Violence Against Women and their children, hereinafter known as the Council, which shall be composed of the following agencies:

- (a) Department of Social Welfare and Development (DSWD);
- (b) National Commission on the Role of Filipino Women (NCRFW);
- (c) Civil Service Commission (CSC);
- (d) Commission on Human rights (CHR)
- (e) Council for the Welfare of Children (CWC);
- (f) Department of Justice (DOJ);
- (g) Department of the Interior and Local Government (DILG);
- (h) Philippine National Police (PNP);
- (i) Department of Health (DOH);
- (j) Department of Education (DepEd);
- (k) Department of Labor and Employment (DOLE); and
- (l) National Bureau of Investigation (NBI).

These agencies are tasked to formulate programs and projects to eliminate VAW based on their mandates as well as develop capability programs for their employees to become more sensitive to the needs of their clients. The Council will also serve as the monitoring body as regards to VAW initiatives.

The Council members may designate their duly authorized representative who shall have a rank not lower than an assistant secretary or its equivalent. These representatives shall attend Council meetings in their behalf, and shall receive emoluments as may be determined by the Council in accordance with existing budget and accounting rules and regulations.

**SECTION 40.** Mandatory Programs and Services for Victims. – The DSWD, and LGU's shall provide the victims temporary shelters, provide counseling, psycho-social services and /or, recovery, rehabilitation programs and livelihood assistance.

The DOH shall provide medical assistance to victims.

**SECTION 41.** Counseling and Treatment of Offenders. – The DSWD shall provide rehabilitative counseling and treatment to perpetrators towards learning constructive ways of coping with anger and emotional outbursts and reforming their ways. When necessary, the offender shall be ordered by the Court to submit to psychiatric treatment or confinement.

**SECTION 42.** Training of Persons Involved in Responding to Violence Against Women and their Children Cases. – All agencies involved in responding to violence against women and their children cases shall be required to undergo education and training to acquaint them with:

- a. the nature, extend and causes of violence against women and their children;

- b. the legal rights of, and remedies available to, victims of violence against women and their children;

- c. the services and facilities available to victims or survivors;

- d. the legal duties imposed on police officers to make arrest and to offer protection and assistance; and

- e. techniques for handling incidents of violence against women and their children that minimize the likelihood of injury to the officer and promote the safety of the victim or survivor.

The PNP, in coordination with LGU's shall establish an education and training program for police officers and barangay officials to enable them to properly handle cases of violence against women and their children.

**SECTION 43.** Entitled to Leave. – Victims under this Act shall be entitled to take a paid leave of absence up to ten (10) days in addition to other paid leaves under the Labor Code and Civil Service Rules and Regulations, extendible when the necessity arises as specified in the protection order.

Any employer who shall prejudice the right of the person under this section shall be penalized in accordance with the provisions of the Labor Code and Civil Service Rules and Regulations. Likewise, an employer who shall prejudice any person for assisting a co-employee who is a victim under this Act shall likewise be liable for discrimination.

**SECTION 44.** Confidentiality. – All records pertaining to cases of violence against women and their children including those in the barangay shall be confidential and all public officers and employees and public or private clinics to hospitals shall respect the right to privacy of the victim. Whoever publishes or causes to be published, in any format, the name, address, telephone number, school, business address, employer, or other identifying information of a victim or an immediate family member, without the latter's consent, shall be liable to the contempt power of the court.

Any person who violates this provision shall suffer the penalty of one (1) year imprisonment and a fine of not more than Five Hundred Thousand pesos (P500,000.00).

**SECTION 45.** Funding – The amount necessary to implement the provisions of this Act shall be included in the annual General Appropriations Act (GAA).

The Gender and Development (GAD) Budget of the mandated agencies and LGU's shall be used to implement services for victim of violence against women and their children.

**SECTION 46.** Implementing Rules and Regulations. – Within six (6) months from the approval of this Act, the DOJ, the NCRFW, the DSWD, the DILG, the DOH, and the PNP, and three (3) representatives from NGOs to be identified by the NCRFW, shall promulgate the Implementing Rules and Regulations (IRR) of this Act.

**SECTION 47.** Suppletory Application – For purposes of this Act, the Revised Penal Code and other applicable laws, shall have suppletory application.

**SECTION 48.** Separability Clause. – If any section or provision of this Act is held unconstitutional or invalid, the other sections or provisions shall not be affected.

**SECTION 49.** Repealing Clause – All laws, Presidential decrees, executive orders and rules and regulations, or parts thereof, inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

**SECTION 50.** Effectivity – This Act shall take effect fifteen (15) days from the date of its complete publication in at least two (2) newsPPAers of general circulation.

Approved,

JOSE DE VENECIA JR. Speaker of the House of Representatives	FRANKLIN DRILON President of the Senate
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This Act, which is a consolidation of Senate Bill No. 2723 and House Bill Nos. 5516 and 6054, was finally passed by the Senate and the House of Representatives on January 29, 2004 and February 2, 2004, respectively.

ROBERTO P. NAZARENO Secretary General House of Representatives	OSCAR G. YABES Secretary of Senate
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Approved: March 08, 2004

GLORIA MACAPAGAL-ARROYO  
President of the Philippines



## REVISION OF GAD MANUAL OF OPERATIONS TECHNICAL WORKING GROUP

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Director, Gender and Development

## **REVISION OF GAD MANUAL OF OPERATIONS REVIEWERS**

The Manual of Operations was reviewed by :

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Former VP for Administration and Finance Management

**DR. JENYLYN V. OBOZA**

VP for Administration and Finance Management

**DR. IAN D. EVANGELISTA**

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VP for Local and International Linkages

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VP for Academics and Students Services Office

**PROF. CELESTE T. MERCADO**

VP for Quality Assurance

**DR. RAZEALE G. RESULTAY**


VP for Research, Extension and Innovation

**DR. ELBERT M. GALAS**

University President

Their valuable feedback and suggestions were instrumental in refining the content of this manual.

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**OFFICE OF THE UNIVERSITY BOARD SECRETARY**

**EXCERPT** from the 201<sup>st</sup> Regular Board of Regents Meeting held on March 20, 2024 at CHED Central Office, Diliman, Quezon City.

XXX

**Resolution No. 24 series of 2024**


**APPROVING**, the Proposed Revision of GAD Manual of Operations

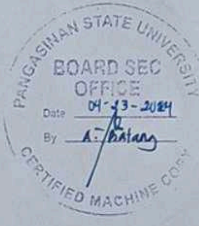
**APPROVED**

XXX

**IN WITNESS WHEREOF**, I hereunder set my hand and stamped the seal of the University at PSU, Lingayen, Pangasinan, this April 8, 2024.

**APPROVED FOR RELEASE:**

  
**ELBERT M. GALAS, DIT**  
 University President



**AILENE A. BATANG, PhD**  
 Acting University Board Secretary

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