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UP DILIMAN REFERRAL SECTOR DIRECTORY

for Survivors of Gender-Based Violence
and other Gender-Related Concerns



UP Diliman
Gender
Office

A MESSAGE FROM THE COORDINATOR



In UPDGO's quest to streamline UP Diliman's GBV response, Patricia Sybil Aurelio and I contemplated producing a directory that will explain each service under UPD and establish a partnership with various sectors outside UPD. We placed ourselves in the shoes of survivors and those with gender-related concerns and the frustration of not being able to access the services they need. Thus, we ensured that the contact numbers reflected in the directory were accessible as we tried it ourselves.

Following the multi-sectoral nature of GBV response, the goal of this directory is it to answer frequently asked questions and help them to be able to come up with a decision that best suits their needs. As we partnered with outside agencies that would deliver services beyond UPD's scope, we made sure that endorsements from us would be taken care of as much as we do in UPD.

Thank you to our GAD champion, Chancellor Edgardo Carlo Vistan II for the continued support in making sure that the UPD Community receives comprehensive and holistic support services.



Anna Myrishia Villanueva
Coordinator
UP Diliman Gender Office

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RATIONALE




The University of the Philippines Diliman Gender Office (DGO) recognizes the critical need for targeted assistance in cases of Gender-Based Violence (GBV) and other gender-related concerns. To address this effectively, the DGO has formulated a comprehensive GBV Protocol which establishes clear standards and principles for addressing GBV, both within and beyond the campus, aligning with international and local standards. To compliment the protocol, network is established.

A multi-sectoral approach is employed to ensure UPDGO's commitment in providing holistic service. This approach involves a collaboration of various units and offices to respond to GBV survivors (GBV Sub Cluster Turkey Hub-Syria, 2018; United Nations Namibia, n.d.) and to gender-related concerns. For a comprehensive response to all elements of GBV, cooperation, coordination, and collaboration among key sectors, including medical, security, psychosocial, and legal, are expected (GBV Sub Sector Nigeria, 2019; UNFPA EECARO, 2015a). The Department of Justice Committee for the Special Protection of Children (DOJ-CSPC) emphasizes the adoption of a multi-disciplinary approach to address the diverse needs of survivors, accessing a range of available services (Ministry of Gender, Labour & Social Development Kuala Lumpur, Uganda, 2015). Joint responsibilities and accountability among partner sectors, individual professionals, and agencies are essential to ensure effective aid for the survivor "within the context of the family, community, and society" (Elimanco, n.d.).

With this, creating a Directory of Responding Sectors is crucial in combating GBV and assisting in queries and concerns regarding gender. The GBV Protocol exemplifies the University's commitment to promoting gender equality, creating a safe and inclusive environment for all members, and promoting better mental health. By collaborating with various responding sectors, the University can effectively address GBV, provide support to survivors, assist in other gender concerns, and foster a more equitable and compassionate community.

HOW TO USE GUIDE



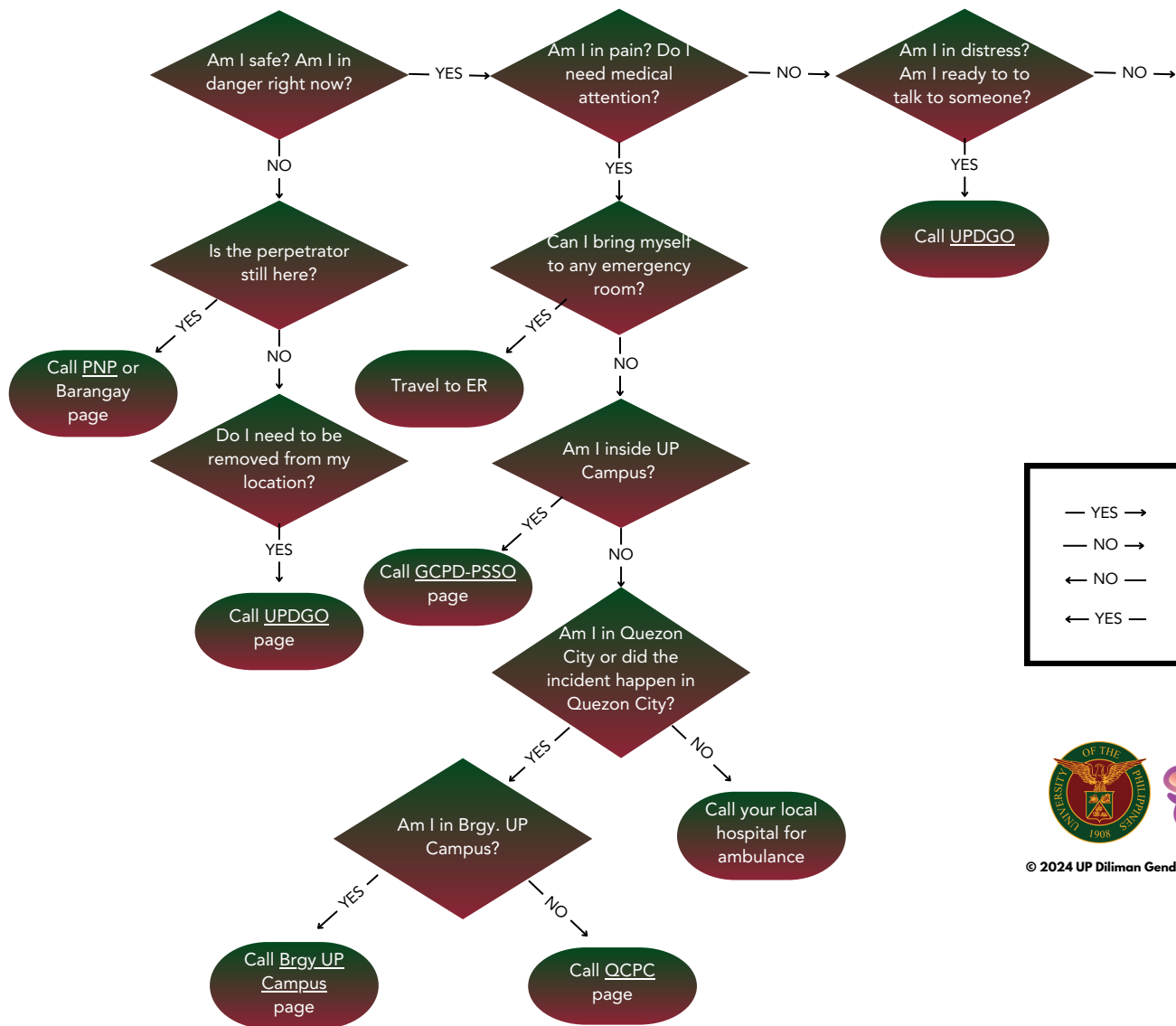
This directory serves as a tool, offering guidance for both survivors and first-aid responders within a campus setting. Designed with utmost sensitivity and effectiveness in mind, it provides clear pathways to access essential services.

From the survivor's perspective, the directory serves as an outline for the various avenues through which they can seek support, from emergency assistance to long-term care. For first-aid responders, this directory operates as a decision matrix, aiding in the critical moment when prompt action is required. With the structured approach, responders can swiftly navigate the directory to identify the appropriate steps to take, ensuring the survivor's immediate safety and well-being.

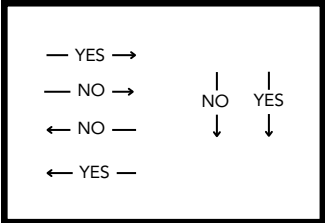
The decision matrix found in the next page provides responders with a systematic tool that streamlines their efforts, guiding them to the precise services needed in a time-sensitive manner. Provided in this directory are contact details of the offices and institutions who are part of UP DGO's referring sector. Services, fees, and requirements are also listed for ease of access.

Who do I call if I experienced GBV?

Reflect on the Incident:
What do you need at this time?



If in the case you are not yet ready, know that various services will still be available.
Please do not hesitate to reach out to any of the service providers in this directory.



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REFERRING SECTORS

MULTI-SECTORAL APPROACH



The University recognizes that in obtaining optimal care services for the GBV survivor it is imperative that a multi-sectoral approach is practiced.

The UP Diliman sectors are groups of unified individuals providing specific care that a survivor may avail in the context of a community.

GENBER-BASED VIOLENCE RESPONSE MECHANISM



UP Diliman
Gender
Office

ENTRY POINT

- Channels where survivors reach out for help directly or indirectly.
- Take note and include in your report for data mining.

ELECTRONIC

- FB Messenger
- Email
- Mobile

ACAD REQUIREMENTS

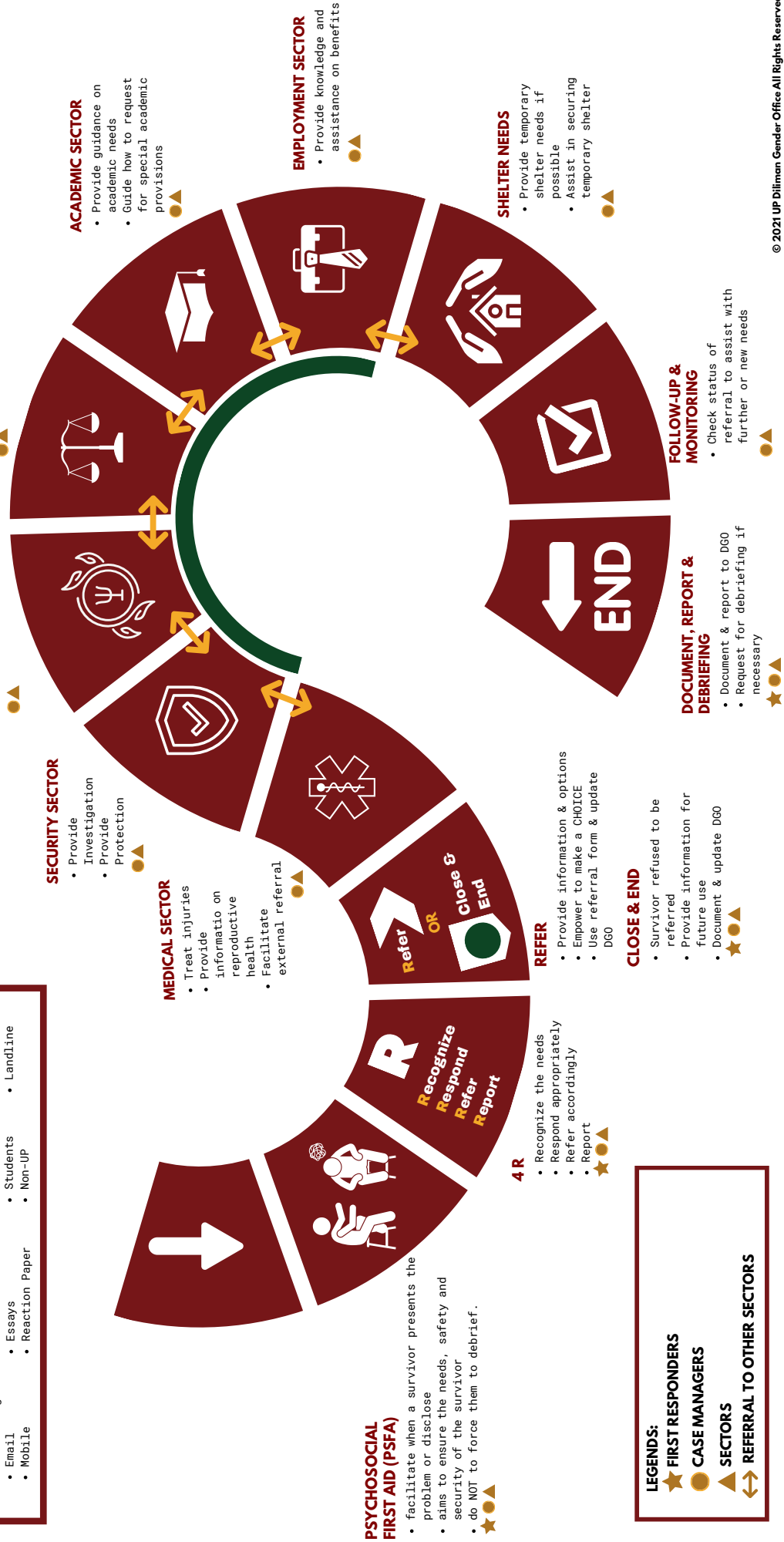
- Essays
- Reaction Paper

REFERRAL

- Offices
- Students
- Non-Up

ONSITE

- Walk-ins
- Landline



LEGENDS:

- ★ FIRST RESPONDERS
- CASE MANAGERS
- ▲ SECTORS
- ↔ REFERRAL TO OTHER SECTORS

UP DILIMAN GENDER OFFICE

UP Diliman Gender Office (UPDGO)

2F Benton Hall, M. Roxas Street, UP Diliman 1101
Quezon City, Philippines

Telephone Number: 9818500 local 2467 or 2464

Website: <https://dgo.upd.edu.ph>

Email: updgo@up.edu.ph

FB: [facebook.com/updgo.2003](https://www.facebook.com/updgo.2003)

IG: @updgo.2003

Twitter: @UPDGO

Youtube: @updgo2003

Issuu: issuu.com/updilimangenderoffice

UP DGO operates mainly with 6 Programs. Each program has services that caters to employees, student, and the UP Community.

- Legal and Psychosocial Counseling
- Trainings and Seminars
- Research and Publication
- Research and Extension
- Gender and Development
- Advocacy and Campaigns

Furthermore, UPDGO members produce outputs, publications, and activities, both as individuals and as collaborators, that contribute to the mandate of the office.

MEET THE ADMINISTRATIVE STAFF



Anna Myrishia Villanueva

Coordinator



Concepcion T. Marquina

Administrative Assistant II



Paula Bianca Maraña

Coordinator's Associate



Wilfran L. Dela Paz

Administrative Aide



Loriezel Lectura

Administrative Associate

UPDGO COUNSELING PROGRAM

UP Diliman Gender Office (UPDGO)

email: dgo_counseling.upd@up.edu.ph

Mobile numbers: 09673009206 (globe);

09602302343 (smart)

FB: <https://www.facebook.com/Anna.DGOCounselor/>

What services can I expect from UP DGO's Counseling Program?

- **Psychosocial and Feminist Crisis Counseling** - assists survivors in addressing the psychological and social consequences of Gender-Based Violence (GBV) including but not limited to sexual assault, sexual harassment, intimate partner violence, and gender discrimination, etc. provides psychosocial support to the survivor during and after:
 - the identification of the suspect
 - court hearings
 - whenever the survivor is ready
- **Legal Counseling** - aid survivors of Violence Against Women and Children (VAWC) and GBV in knowing their rights and remedies under the law, and the court procedures and processes.

COUNSELING PROGRAM

- **Restorative Counseling** - to help an individual understand the link between socially constructed masculinity and gender-based violence that will lead to cognitive and behavioral change, and assist them to cope with the case filed against them.
- **Gender Affirmative Counseling** - supports an individual in coming to a secure and self-approving gender identity, expression, and experience.
- **Transgender Affirmative Counseling** - assist transgender individuals in working through the psychological and social challenges associated with transitioning. Provides information and referrals on safe medical intervention
- **Counseling Special Concerns of Women** - helps women promote and protect their psychosocial well-being as they face the challenges of being a woman such as breast cancer, miscarriage, reproductive concerns, concerns of a single mom, and multiple burden.
- **Other Psycho-social services:**
 - coordinate and work with the GBV technical working group
 - an individual debriefing session for GBV responders
 - group debriefing session
 - members of student organizations
 - friends

MEET THE COUNSELING TEAM



**Anna Myrshia
Villanueva**

Guidance Service
Specialist II



Patricia De Vera

Emergency Crisis
Counselor



Donn E. Gaba

Counselor



**Atty. Lisa Marie
Clemente**

Legal Consultant



Blessie Jayne Lampa

Program Associate

TRAINING & SEMINAR PROGRAM

UP Diliman Gender Office (UPDGO)

For training requests, kindly send an email to updgo@up.edu.ph and copy furnish gcpotes@up.edu.ph

What services can I expect from UP DGO's Training Program?

- Provisions and conduct of trainings on:
 - Basic Gender Sensitivity
 - SOGIE (Sexual Orientation, Gender Identity and Expression) Education
 - Gender Fair Language & Communication
 - Gender-based Violence Prevention & Response
 - Paralegal Training
 - Gender Sensitive Interviewing
 - Masculinities Studies
 - Awareness-raising initiatives on sexual and reproductive health rights
- Development of training modules on:
 - Gender Sensitivity Training
 - SOGIE Education
 - Masculinities Studies
- Capacity-building of Potential Trainors through the UP Diliman Gender and Development (GAD) Resource Pool

MEET THE TRAINING TEAM



Giano Ray C. Potes

Training and SOGIE Officer
Senior Extension Associate



Ericka Flores

Program Associate

RESEARCH & PUBLICATION PROGRAM

UP Diliman Gender Office (UPDGO)

For inquiries, kindly send an email to updgo@up.edu.ph and copy furnish maandaya2@up.edu.ph

What services can I expect from UP DGO's Research & Publication Program?

- Development of materials to popularize and mainstream information and knowledge on gender:
 - Information, Training, and Advocacy (ITA) materials,
 - brochures,
 - instructional pamphlets,
 - reprints of Philippine laws on gender,
 - the UPDGO Monograph Series,
 - the bilingual academic journal Diliman Gender Review (DGR),
- video productions on gender education and events,
- and regular episodes of the online radio show DZUP GENDERadyo.

MEET THE RESEARCH & PUBLICATION TEAM



**Ma. Stephanie Joy A.
Andaya**

Research and Publications Officer
UES I



Sarah Grace Valdez

Program Associate

RESEARCH & EXTENSION PROGRAM

UP Diliman Gender Office (UPDGO)

For inquiries, kindly send an email to updgo@up.edu.ph.

What services can I expect from UP DGO's Research & Extension Program?

- Extension programs are developed and executed as a team. The following activities are endeavors in this program
 - Child-Minding Corner/Room
 - Breastfeeding Seminar
 - Partial accommodation of Training requests outside of UP
 - Public and Private Institutions
 - Barangay UP Campus
 - Other UP Campuses
 - Provision of sponsorships and partnerships to academic and non-academic organizations of UP Diliman
 - Accommodation of Benchmarking
 - Public and Private Institutions
 - SUCs
 - LGUs

MEET THE RESEARCH, & EXTENSION TEAM



**Kristel May. G.
Magdaraog**

University Extension
Specialist III



**Ma. Stephanie Joy A.
Andaya**

University Extension Specialist I

GENDER AND DEVELOPMENT PROGRAM

UP Diliman Gender Office (UPDGO)

For GAD updates, kindly send an email to updgo@up.edu.ph and copy furnish crcruzcabrera@up.edu.ph

What services can I expect from UPDGO's GAD Program?

- Oversees the implementation of GAD work as foundational groundwork towards the direct fulfillment of the mandates as stipulated in the Magna Carta of Women.
- Encompasses the following:
 - GAD Focal Point System (GFPS) work (GAD Committee)- organizing, capacity building and training, consultation, and collaborative gender mainstreaming;
 - GAD planning and budgeting work: GADPB and GAD Accomplishment Report (GADAR) collection, consolidation, report writing, and coordination with fiscal offices;
 - GAD reports and proposal writing; and
 - UPDGO programs collaboration

MEET THE GAD TEAM



Cindy Cruz-Cabrera

Gender and
Development Officer



Kathleen Estrella

Program Associate

ADVOCACY AND CAMPAIGNS

UP Diliman Gender Office (UPDGO)

For partnerships, kindly send an email to updgo@up.edu.ph

What services can I expect from UP DGO's GAD Program?

- Initiates, catalyzes, participates in, collaborates on, and promotes PAPs (Programs and Activities)
- Propagates conversations on gender
- Addresses current community and national gender issues
- Leads in commemorating national and international events:
 - One Billion Rising
 - International Women's Day and Women's Month
 - Pride
 - International Day Against Homophobia, Transphobia and Biphobia (IDAHOT)
 - 18-Day Campaign to End Violence Against Women (IDEVAW)
 - Breastfeeding
- Coordinate, organize, and lead in the preparation, implementation, monitoring & and evaluation of partnership programs

MEET THE CAMPAIGN & ADVOCACY TEAM



Patricia Aurelio

Campaign and
Advocacy Officer



Jasper Villasis

Program Associate

SEXUAL AND REPRODUCTIVE HEALTH RIGHTS

Sexual and Reproductive Rights

An essential aspect of human wellness is sexual and reproductive health. While mainstreaming sexual and reproductive rights (SRR), it is crucial that we respond to related concerns with utmost care and urgency, and avoid further harm which include stigma, misinformation and discrimination.

For inquiries, we can send an e-mail to updgo@up.edu.ph and copy furnish mcartillero@up.edu.ph (Mark Stephen Artillero SRHR Associate)

What SRR services does UPDGO provide?

- Provision of menstrual products such as menstrual pads, tampons and panty liners
- Provision of condoms, lubricants, Pre-Exposure Prophylaxis and HIV testing and Counseling.
- Referral to resources and partners for further inquiries, contraception, medical consultations, testing & counseling, and orientations on SRHR-related topics.

Who are our SRR partners?



We Bleed Red Movement - a women-led movement that aims to fight period misinformation.

FB: <https://www.facebook.com/webleedred.ph>

E-Mail: webleedredph@gmail.com

Mobile: 09157183087 (Ninai)



Safe Spaces PH - an innovative condom distribution model that aims to provide access to free condoms

FB: <https://www.facebook.com/safespacesph>

E-Mail: frenzy@loveyourself.ph

Mobile: 0917-837-3699 (Frenzy)



Likhaan Center for Women's Health - a non-government organization that aims to achieve health and equality, particularly of women and poor and disadvantaged groups, as a matter of human rights and social justice.

Website: <https://www.likhaan.org/>

FB: <https://www.facebook.com/likhaanph>

Email: office@likhaan.org

Phone: (02) 7116 6587



HIV and AIDS Support House Inc. (HASH) is a non profit and sec registered organization, with its mission to give adequate support to people affected by HIV and AIDS. Since 2015 HASH is the forefront of Community-Based HIV screening, reaching the grassroots community giving fast and reliable HIV service outside the typical testing facility.

FB: <https://www.facebook.com/likhaanph>

Email: hash@hashinfo.org

MEET THE SEXUAL AND REPRODUCTIVE HEALTH RIGHTS TEAM



Istifen Dagang Kanal

Sexual and
Reproductive Health
Rights Associate

CRISIS INTERVENTION PARTNERS

Barangay UP Campus

Barangay Public Safety Office

1st Floor, Barangay Hall, Amorsolo Civic Complex, CP Garcia Avenue, Quezon City

8-426 9779

0995 721 9867

What services can I expect from BPSO ?

- Barangay Assistance for peace and safety
- Roving Security
- Assist in filing of complaints
- Dispatches mobile in case of emergency
- Mobilizes other units and offices of the barangay, if needed
- Refers cases to PNP Station 9, if needed
- Responds, apprehends, and arrests, as need arises

Barangay Council for the Protection of Children

Barangay Hall, Amorsolo Civic Complex, CP Garcia Avenue, Quezon City

What services can I expect from BCPC ?

- Rescues and counsels children (17 years and below) involved in the following:
 - Children in Conflict with the Law
 - Children in Need of Special Protection
 - Children at Risk
 - Reach out operation for Street Children/Street Families
- Works under 4 committees: Survival, Development, Participation, and Protection

Barangay UP Campus

Family and Community Healing Center (FCHC)

2nd Floor, Barangay Hall, Amorsolo Civic Complex, CP
Garcia Avenue, Quezon City

What services can I expect from FCHC ?

- One-on-one Counseling for GBV Survivors
- Referral Services
- Follow-up and monitoring of GBV Survivors
- Community area Visitation
- Organization of Survivors
- Conduct of Training Activities
- Livelihood Trainings
- Network and Alliance Building

What is FCHC's operating hours?

FCHC is open 24/7, but does not accept non-emergency cases during the evening.

How do I avail of FCHC services?

You may visit FCHC at the Amorsolo Civic Complex anytime, or call BPSO for emergency case response. BPSO will refer you to FCHC or invite an FCHC respondent to the emergency case.

Who may avail of FCHC services?

Any resident of Brgy UP Campus (all 18 Pooks) may request assistance from FCHC. All genders welcome!

CRISIS INTERVENTION PARTNERS

QUEZON CITY PROTECTION CENTER

Quezon City Protection Center for Victim-Survivors of Gender-Based Violence and Abuse

QC General Hospital Medical Center compound,
Seminary Road, Barangay Bahay Toro, Quezon City 1106
09687114785

7006-1513, 8863-0800 Loc. 714

ProtectionCenter@quezoncity.gov.ph

facebook.com/quezoncityprotectioncenter

What services can I expect from QCPC?

Barangay Assistance

Police Assistance

Medical Services (in partnership with QGH)

- o Genital examination
- o Physical examination
- o Laboratory tests
- o HIV screening
- o Treatment

Legal Services

- o Legal Consultation
- o Legal Advice

Psychological Services

- o Counseling and therapy
- o Examination, assessment, and evaluation
- o Provides psychological report

Psychiatric Services (in partnership with QGH - Department of Psychiatry)

- o Consultation
- o Counseling
- o Treatment

(Clients assisted must be 18 years old & above)

Case Management & Psychosocial Services

- o Counseling
- o Referral
- o Coordination
- o Monitoring & follow-up

Bahay Kanlungan

- o Temporary Shelter

Advocacy and Education

- o GAD local learning hub
- o Provides training & seminars
- o Internship / Research studies

How can I avail of QCPC Services (between 8am-5pm weekdays)?

You may reach out to UPDGO; provided you are a QC Resident OR the incident transpired in Quezon City

UPDGO may provide endorsement and assistance. Documentation from UPDGO to QCPC may include the following:

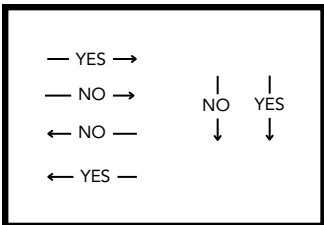
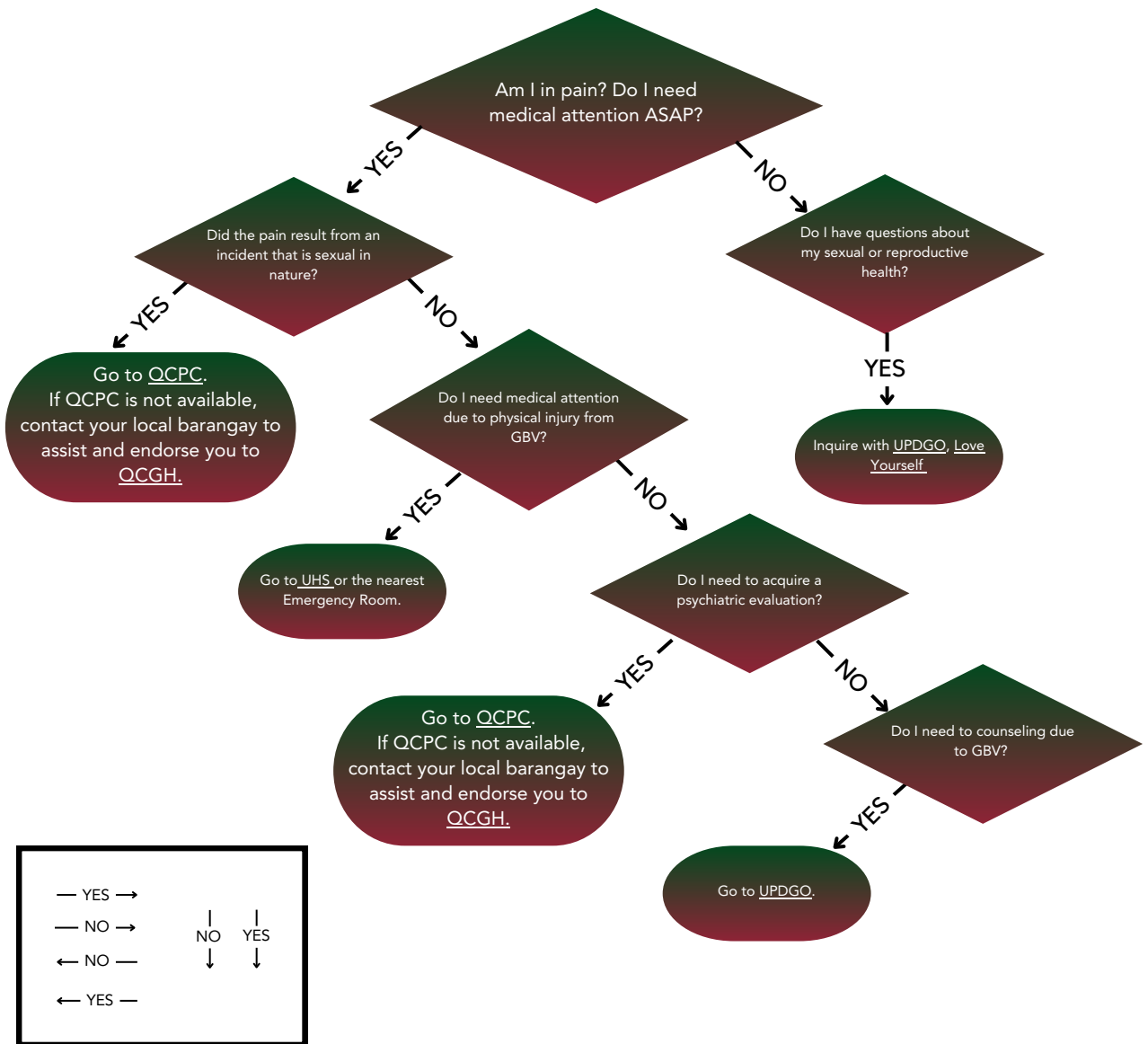
- o Referral Letter
- o Summary Case Study Report
- o Salaysay/Blotter, if available

If QCPC is just operating until 5pm & only on weekdays, where do I go during weekends and after hours?

- Go first to any barangay in QC to get a referral slip and other pertinent services.
- You will be escorted by the Barangay officials to the emergency room of QCGH

MEDICAL DECISION GUIDE

Reflect on the Incident:
What kind of medical help do I need?



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MEDICAL SECTOR

Quezon City General Hospital and Medical Center

(632) 8863 0800

Seminary Road, EDSA, Quezon City

Service:

- Physical examination (medical management)
- Genital examination
- HIV Screening
- Hepa B shot for survivors of GBV
- Consultation
- Laboratory & Diagnostic procedures
- Medicine

Fees:

no fees for survivors of GBV

Note: Medicines, laboratory & and diagnostic procedures are subject to availability

If you have questions, you may consult with the

QCGH Medical Social Service

09178308324, 88630800

mssqcgh2016@gmail.com

Dr. Josephine B. Sabando

Director

qcghdo@gmail.com

University Health Service (UHS)

<https://www.facebook.com/UPDHealthService>

(632) 8928-3608; (632) 8981-8500

locals 111, 110, 2701, 2706, 2703, 2709

uhs.updiliman@up.edu.ph

What services can I expect from UHS?

You can expect that

- they will institute treatment, data collection, and practice referral protocols
- they will provide comprehensive medical treatment if necessary except if wounds are necessary for DNA testing
- they have an established system for receiving, documenting, and reporting GBV
- they will provide a complete medical report and keep any necessary evidence
- as they currently do not have the following, they will provide an orientation on the following:
 - body examination & evidence collection (medico-legal)
 - genital
 - physical
 - rape kit
 - Emergency Contraceptive Pill (ECP) to prevent pregnancies
 - STI/HIV testing
 - antiretroviral post-exposure prophylaxis (PEP)
 - DNA testing
- orientation & assistance on outside referral
- provide affidavit or certification upon survivor's request
- document & report to DGO or OASH
- coordinate and work with the GBV technical working group to improve UP Diliman's policies regarding gender-based concerns
- provide medical advice and referral on the following:
 - hormone pills
 - contraceptives

Emergency Response Unit

Service: Provision of first aid response and treatment to emergency cases of GBV

Clients:

- Students
- Faculty and Dependents
- Employees and Dependents
- REPS and Dependents
- UP Community
- Others:

Fees: None for MANDATED CLIENTS

Outpatient Department

Service: Provision of consultation for out-patient, non-emergency cases

Clients:

- Students
- Faculty and Dependents
- Employees and Dependents
- REPS and Dependents
- UP Community
- Others:

Fees: None for MANDATED CLIENTS

Love Yourself PH

0917 628 8743, 0998 563 7307

<https://loveyourself.ph/>

info@loveyourself.ph

Services: Sexual Health

- HIV Testing (Available in all sites)
- STI Testing (besides HIV) (available only at LuxeCare)
- Prevention Services
- Treatment Services
- Trans Health (Available at the Lily's and the Victoria Hub)
- Pre-Gender Affirming Surgery Counseling
- Gender Affirming Hormone Therapy Services
- Mental Health (Re-launching soon)

- Peer Support Group
- Community Support for PLHIV

How may I avail of LY Services?

To avail of LY Services, book an appointment beforehand using the link below:

<https://loveyourself.ph/set-appointments/>

Choose your preferred service and provide your information. Confirm your booking after counterchecking your details. Walk-ins cannot be accommodated for now and appointments can only be made through the booking form on the link above. For general inquiries, you may call 0917 628 8743 or 0998 563 7307.

How much do LY Services cost?

- HIV Testing and Counseling ----- FREE
- 3- in-1 Luxecare Testing (HIV, Hepatitis-- PHP 800
B, and Syphilis)
- Interactive Consultation for HIV----- For enrolled clients only
Treatment
- Hormone Therapy Services ----- FREE
- HIV Treatment-related Services and----- For enrolled clients only
Vaccination
- Preppy (PrEP) Services----- FREE for qualified clients,
PHP 1500 per bottle

- Luxecare PrEP Services ----- PHP 2000 for first first bottle,
(includes blood tests, medical PHP 1,500 for refills
consultation, and 1st bottle of PrEP)
- 5-in-1 Premium Services ----- PHP 4,500
(HIV, Hepatitis B, Syphilis, Gonorrhea,
and Chlamydia Testing only)
- SelfCare (HIV Self-Screening via ----- FREE once every 3 months
Luxecare)
- STI Consultation----- PHP 500
- STI Treatment ----- Ranges from PHP 1600 to
PHP 2500

Love Yourself Clinics and Hubs

LoveYourself Anglo

Testing – 0969 204 1532, 0997 658 2437

Treatment – 0967 315 8719

Unit 5, 3/F, Anglo Building, #715-A Shaw Boulevard,
Mandaluyong City

LoveYourself Welcome

0967 207 1976

858 Blumentritt Road cor. Remedios Street, Sampaloc, Manila

Victoria by LoveYourself

0915 831 8715

2/F Torres Bldg., 2442 Park Avenue, Libertad, Pasay City

Lily by LoveYourself

0928 689 6422, 0977 796 9227

5th Floor, Pineda Building, #98 Manalac Ave., Sitio De Asis,
San Martin de Porres, Paranaque City

Athena by LoveYourself

0967 319 2040, 0947 570 2467, (02) 8635 2667

31 Quirino Hiway, Amparo Subdivision, Brgy 179, North
Caloocan

LoveYourself Uni

0969 482 5826

2nd Floor, Unit 209 Centro Buendia Building, 401 Sen. Gil J.
Puyat Ave, Pasay

LoveYourself LuxeCare

Starmall Shaw : 0998 550 1433

Alabang : 0968 855 9040

luxecare@loveyourself.ph

SECURITY

Gender and Child Protection Desk (GCPD) - Public Safety and Security Office (PSSO)

0962 136 4190

<https://www.facebook.com/UPDilimanPoliceGCPD>

Service:	Provision of first aid response and treatment to emergency cases of GBV
Clients:	<input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Faculty and Dependents <input checked="" type="checkbox"/> Employees and Dependents <input checked="" type="checkbox"/> REPS and Dependents <input checked="" type="checkbox"/> Community <input type="checkbox"/> Others:
Fees:	None

What services can I expect from GCPD-PSSO?

- provide physical safety and security
- interview and investigate
 - ensure the presence of women, children & LGBTQIA+ help desks
 - provide same-sex interviewer upon the request of the survivor
 - ensure that only one officer should interview the survivor in a secure and private place
 - ensure that the interviewer underwent training on human rights and responsibilities, gender sensitivity, and legal management of rape cases
 - ask the survivor to write a statement
 - provide necessary documents for the survivor to lodge a complaint
 - document & report to DGO or OASH

NATIONAL SECURITY HOTLINES

**Inter-Agency Council Against Trafficking (IACAT)
Action Line**

Dial 1343 (Call only for EMERGENCY)

National Bureau of Investigation (BI) Anti-Trafficking
(02)8521 9208

NBI Anti-VAWC Division
(02)525 6028

Philippine National Police
Dial 911 (Call only for EMERGENCY)

**PNP Women and Children Protection Division
(WCPD), CIDG**
(02) 8584 6511

PSYCHO-SOCIAL

What services can I expect regarding psycho-social needs?

Provide psychosocial counseling to survivor & perpetrator, other affected areas of life due to GBV experience

Diliman Gender Office- Counseling Program

0967 300 9206 (Globe); 0960 230 2343 (Smart)

dgo_counseling.upd@up.edu.ph

Benton Hall, Roxas Ave, Diliman, Quezon City

Service:	Provision of psychosocial counselling due to GBV
Clients:	<input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Faculty and Dependents <input checked="" type="checkbox"/> Employees and Dependents <input checked="" type="checkbox"/> REPS and Dependents <input checked="" type="checkbox"/> Community <input type="checkbox"/> Others:
Fees:	None

PSYCHO-SOCIAL

UP PsycServ

0916 757 3157

psycserv.upd@up.edu.ph

facebook.com/updpsycserv

Service: Provision of counseling services due to mental and emotional welfare such as PTSD due to GBV experience

Clients:

- Students
- Faculty
- Employees
- REPS
- Community
- Others:

Fees: None

Office of Counseling and Guidance

(632) 8929-5835 ; (632) 8981-8500 locals 4501, 4502

ocg.updiliman@up.edu.ph

<https://ovcsa.upd.edu.ph/student-services/ocg/>

Service: Provision of academic and daily life concerns counseling services, psychological assessment, and as-per-need basis crisis counseling to GBV survivors

Clients:

- Students
- Faculty
- Employees
- REPS
- Community
- Others:

Fees: None

SANCTUARY

Diliman Gender Office- Counseling Program

Contact: 09673009206 (globe); 09602302343 (smart)
dgo_counseling.upd@up.edu.ph

Service: Provision of referral to possible shelter or sanctuary

Clients: Students
 Faculty and Dependents
 Employees and Dependents
 REPS and Dependents
 Community
 Others:

What services can I expect from UP DGO Counseling Program regarding shelter or sanctuary?

- coordination for possible temporary shelter in UP and endorsement for temporary shelter within Quezon City
- explaining policies of a sanctuary/temporary shelter
- coordination with offices/units/colleges

ACADEMIC

What services can I expect regarding academics?

- If deemed necessary for safety and security, provide information about Leave of Absence (LOA)
- Provide information from the Code of Student Conduct applicable to the situation to increase safety and provide justice
- Know what factors may possibly affect the survivor's academic performance and coordinate with the Office of Counseling Guidance (OCG) if necessary
- Provide necessary steps to increase the physical and psychological safety of the survivor
- Provide necessary actions to the lodge incident report or complaint against a student or employee

College Dean
Office of the College Secretary (OSEC)
Office of the Vice Chancellor for Academic Affairs (OVCAA)
University Registrar
University Student Council (USC)
Student Organizations

EMPLOYMENT

What services can I expect regarding employment?

- Assure the survivor that presenting the problem does not have any negative impact on their career and relationships at work (TUC, 2019)
- Equip the survivor with knowledge of work provisions and benefits that can aid them in pursuing a formal complaint
 - Special leave benefits for women under RA 9710 (Magna Carta of Women)
 - Anti-violence against women and children leave (RA 9262 Anti-Violence against Women and Their Children Act of 2004)
- CNA Related Leave Privileges

I am a survivor of GBV. What leave may I avail of?

- Anti-violence against women and children leave (RA 9262 Anti-Violence against Women and Their Children Act of 2004)
- Republic Act 9262, or the Anti-Violence against Women and Their Children (VAWC) Act of 2004, stipulates that VAWC victims shall be entitled to a maximum of ten (10) days leave with pay in addition to other leave benefits provided under the Labor Code and Civil Service Rules. An employee must secure a certification, at no cost from the Punong Barangay or Kagawad of her place of residence, or from the prosecutor or Clerk of Court handling her pending VAWC case. Availment of the 10-day leave shall be the choice of the woman employee to cover days that she has to attend to medical and/or legal concerns. This leave is non-cumulative and not convertible to cash. [Sec. 42 IRR of RA 9262: Anti- Violence against Women and Their Children Act of 2004].

*lifted from HRDO's Leave Privileges (<https://hrdo.upd.edu.ph/articles/47/leave-applications>)

EMPLOYMENT

I am a patient with a gynecological disorder due to rape, hormone, and other reasons. What leave may I avail of?

- Special leave benefits for women under RA 9710 (Magna Carta of Women).
- Pursuant to the Implementing Rules and Regulations of Republic Act 9710 (Section 18 of RA 9710 Magna Carta of Women), any female public sector employee regardless of age and civil status, who will undergo surgery to treat a gynecological disorder, shall be entitled to special leave for a maximum period of two months per year with full pay based on her gross monthly compensation, provided she has rendered at least six (6) months aggregate service in any or various government agencies for the last twelve (12) months prior to undergoing surgery for gynecological disorders. The special leave may be availed of for every instance of gynecological disorder requiring surgery. This special leave is non-cumulative and non-commutative. [CSC MC No. 25, s 2010, Guidelines on the Availment of Special Leave Benefits for Women under RA 9710]
- The availment of the said special leave benefit shall be in accordance with the List of Surgical Operations for Gynecological Disorder. [Refer to Annex A Guidelines on the Availment of the Special Leave Benefits for Women under RA 9710 (An Act Providing for the Magna Carta of Women, Resolution No. 1000432).
- In addition to the leave form, the following is needed in the availment of this leave
 - Medical Certificate/Clinical Abstract

*lifted from HRDO's Leave Privileges (<https://hrdo.upd.edu.ph/articles/47/leave-applications>)

I am an expecting mother. What leave may I avail of?

- **Maternity Leave** (Republic Act No. 11210 or the Expanded Maternity Leave Act, February 22, 2019)
- Maternity leave refers to leave of absence granted to female government employees legally entitled thereto in addition to vacation and sick leave. The primary intent or purpose of granting maternity leave is to extend working mothers some measures of financial help and to provide her a period of rest and recuperation in connection with her pregnancy.
- Republic Act No. 11210 or the Expanded Maternity Leave Act, February 22, 2019, stated that, under the law, both government and private offices are required to give mothers 105 days or over 3 months of paid maternity leave. It applies to every instance of pregnancy and employers are required to grant it regardless of the mode of delivery, civil status, legitimacy of the child, and employment status.
- Maternity leaves can also be extended by 30 days without pay.
- Solo working mothers would also get an additional 15 days, for a total of 120 days of paid maternity leave.
- RA 11210 also provides that in cases of miscarriage or emergency termination of pregnancy, 60 days of maternity leave with full pay shall be granted to female workers.
- Medical Certificate/Any proof of delivery is a documentary requirement in the availment of maternity leave

*lifted from HRDO's Leave Privileges (<https://hrdo.upd.edu.ph/articles/47/leave-applications>)

I will be on my maternity/paternity leave but I am being bullied for taking the leave. Who may I contact?

- You may contact UPDGO and HRDO.

My maternity/paternity leave is being disapproved. Who may I contact?

- You may contact UPDGO and HRDO.

I am an expecting father. What leave may I avail of?

- Paternity Leave
- As provided for in Republic Act 8187 (Paternity Leave Act of 1996), a married male employee is granted paternity leave with pay for a maximum of seven (7) days to enable him to support his legitimate spouse in nursing their newborn or in her recovery on the occasion that the wife delivered a child or had a miscarriage.
- In addition to the leave form, the following are needed in the avancement of paternity leave
 - Birth certificate of the newly-born child
 - Marriage certificate

I am a solo parent. What leave may I avail of?

- Parental Leave for Solo Parents (Section 8 of RA Republic Act 8972 Solo Parent's Welfare Act of 2000)
- As stipulated in the Solo Parent's Welfare Act of 2000 (RA 8972), parental leave is granted to a solo/single parent to enable said him/her to perform his/her parental duties and responsibilities where his/her physical presence is required. [Civil Service Commission (CSC) Memorandum Circular No. 08, series 2004]
- A parental leave of seven (7) days shall be granted to any solo/single parent employee subject to the following conditions:
- The employee must have rendered government service for at least one (1) year, whether continuous or broken, reckoned at the time of the effectivity of the law on 22 September 2002, regardless of his/her employment status.
- The parental leave may be availed of each year and is not be convertible to cash. Parental leave not availed of within the calendar year are forfeited within the same year.
- The parental leave may be availed of continuously or on a staggered basis, subject to the approval of the Administrator. In this regard, application for parental leave must be submitted at least one (1) week prior to the requested date/s of leave, except in emergency cases.
- The law clearly indicates that the 7-day parental leave is granted on top of the 3-day special leave and other mandatory leave benefits.
- A copy of the solo parent ID duly-issued by the local government unit is needed in the avancement of this leave.

*lifted from HRDO's Leave Privileges (<https://hrdo.upd.edu.ph/articles/47/leave-applications>)

EMPLOYMENT

Human Resource Development Office

Contacts: +63 2 89818500 local 2569, 2564, 2573
hrdo.updiliman@up.edu.ph

Clients: Students
 Faculty
 Employees
 REPS
 Community
 Others:

All UP Academic Employees Union - Diliman Chapter

Contacts: acad.union.upd@up.edu.ph
Ground Floor, Vinzons Hall, UP Diliman, Quezon City

Clients: Students
 Faculty
 Employees
 REPS
 Community
 Others:

All UP Workers' Union- Diliman Chapter

Contacts: (02) 767 2776, 8928 8637
aupwudilimanchapter@gmail.com

Clients: Students
 Faculty
 Administrative Staff
 REPS
 Community
 Others:

LEGAL

Diliman Gender Office- Legal Counselor

0967 300 9206 (globe); 0960 230 2343 (smart)
dgo_counseling.upd@up.edu.ph

Service:	Provision of legal counseling to aid survivors of Violence Against Women and Children (VAWC) and GBV in knowing their rights and remedies under the law, and the court procedures and processes.
Clients:	<input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Faculty and Dependents <input checked="" type="checkbox"/> Employees and Dependents <input checked="" type="checkbox"/> REPS and Dependents <input checked="" type="checkbox"/> Community <input type="checkbox"/> Others:
Fees:	None

What services can I expect from UP DGO Legal Counselor?

- assist the survivor to understand the importance of legal avenues, and transparently advise on the process, timelines, constraints, and possible fees of legal counseling
- assist the survivor in making an affidavit
- legal aid for survivors during making a statement, identification of the suspect, and other pertinent activities linked to a criminal complaint
- provide information on protection measures provided by law
- coordinate and work with the GBV technical working group to improve UP Diliman's policies regarding gender-based concerns
- provide basic concepts of human rights and women's rights (Padilla & Visbal, 2007)

Office of Legal Aid - UP Law

(+632) 8 920 5514 loc. 106

ola_law.upd@up.edu.ph

Service:	Provision of free legal assistance to indigent litigants in public interest cases
Clients:	<input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Faculty <input checked="" type="checkbox"/> Employees <input checked="" type="checkbox"/> REPS <input checked="" type="checkbox"/> Community <input type="checkbox"/> Others:
Fees:	Legal Assistance is free with the exclusion of the following fees to be shouldered by client: - Filing Fee -Notarial Fee -Photocopying Expenses
Requirements:	Certificate of Indigency

COMPLAINT

Office of the Anti-Sexual Harassment (OASH)

2nd Floor Benton Hall, UP Diliman, Quezon City 1101

981-8500 local 2465 or 2466 or 2467 or 2473

Email: oash.upd@up.edu.ph

Website: <http://oash.upd.edu.ph>

What can I expect from UPD OASH?

Each constituent university shall have an Office of Anti-Sexual Harassment (OASH). The OASH shall be directly under the Office of the Chancellor. It shall be headed by a Coordinator.

The OASH shall:

- 1.) design and implement a continuing program of activities and initiatives for the prevention of sexual harassment;
- 2.) undertake information and educational activities to ensure that the University policy, rules, regulations, and procedures on anti-sexual harassment are disseminated and become part of academic culture;
- 3.) formulate procedures of such nature as to elicit trust and confidence on the part of interested parties in resolving problems arising from cases or incidents of sexual harassment, including counseling and grievance management;
- 4.) coordinate security and support measures to aggrieved parties or victims in sexual harassment cases;
- 5.) serve as the secretariat of the ASH Council and Hearing Committees and act as custodian of records;
- 6.) prepare and submit an annual report to the Chancellor of the University;
- 7.) monitor the implementation of decisions/orders of the appropriate disciplining authority; and,
- 8.) perform such other functions which this Code and the Chancellor may delegate.
- 9.) coordinate and work with the GBV technical working group to improve UP Diliman's policies regarding gender-based concerns

COMPLAINT

How do I report incidents to OASH?

Any sexual harassment committed may be reported to OASH online through:

- official FB Page (UP Diliman OASH)
- E-mail address (oash.upd@up.edu.ph)

Should you decide to **proceed with filing of administrative charges**, the process below shall be followed:

Formal complaints of sexual harassment **against a member of the UP community** must contain:

- identifying info of the complainant
- identifying info of the person complained
- the circumstances of the offense
- complainant's electronic signature
- complainant's valid ID

The complainant must be submitted to the official OASH email address (oash.upd@up.edu.ph) using their UP e-mail account.

Online appearance shall be required for the complainant to swear in their complaint to be arranged by the designated OASH staff. They have the option to swear in before a notary public as well.

A scanned copy of their notarized complaint shall then be sent to OASH through e-mail.

All complaint-related documents sent through e-mail are required to be submitted in original hard copies. Coordinate with OASH regarding delivery schedules.

Annexes



GENDER-BASED VIOLENCE RESPONSE

REFERRAL FORM

I will ask questions that are very personal and I understand if you will feel uncomfortable. Questions that will be asked will assess your immediate needs so we can provide appropriate and timely support.

You have the right to confidentiality. This means, you have the control which information you think can be shared to the sector who will aid you with your needs without compromising your privacy.

NAME ON BIRTH CERTIFICATE

PREFERRED NAME

SEX AT BIRTH GENDER

HOW DO YOU LIKE TO BE CONTACTED? EMAIL

MOBILE FB MESSENGER VIBER

UP CONSTITUENT? Y / N STUDENT / WORKING? AGE

TYPE OF GENDER-BASED VIOLENCE

Physical Violence	<input type="text"/> Y / N	Misgendering	<input type="text"/> Y / N
Domestic Violence	<input type="text"/> Y / N	Discrimination	<input type="text"/> Y / N
Sexual Abuse	<input type="text"/> Y / N	Homophobic bullying	<input type="text"/> Y / N
Sexual Harassment	<input type="text"/> Y / N	Others:	<input type="text"/>
Sexual Assault	<input type="text"/> Y / N		

Did this happen face to face or online?

Perpetrator: Intimate Partner | Family | Classmate | Professor | Stranger
Others:

CONSENT

I grant permission to _____ to share the following information to medical | psychosocial | security | legal sector for appropriate assistance. I permit to share the following information:

<input type="checkbox"/> Fullname	<input type="checkbox"/> Full background of the incident
<input type="checkbox"/> Preferred Name	<input type="checkbox"/> Only the nature of the incident

Signature

2nd Floor Benton Hall, M. Roxas Street, University of the Philippines Diliman Quezon City, Philippines 1101
Email: updgo@up.edu.ph | Telephone Number: 9818500 loc. 2467 & 2464 | For counseling: dgo_counseling.upd@up.edu.ph



GENDER-BASED VIOLENCE RESPONSE

REFERRAL FORM

REFER TO THE FOLLOWING, IF APPLICABLE

Medical Services

- | | | |
|---|---|--|
| <input type="checkbox"/> Anti-Tetanus shot | <input type="checkbox"/> HIV Screening | <input type="checkbox"/> Other Medicine: (Specify) |
| <input type="checkbox"/> Gynecological Assistance | <input type="checkbox"/> PEP | _____ |
| <input type="checkbox"/> Self-test Kits | <input type="checkbox"/> Emergency Contraceptive Pill | <input type="checkbox"/> Other Medical Exam (Specify) |
| <input type="checkbox"/> Gynecological Assistance | <input type="checkbox"/> Hepatitis B shot | _____ |
| <input type="checkbox"/> First-Aid Kits | <input type="checkbox"/> Medicine for Wound | <input type="checkbox"/> Other Needs (e.g. Outside Referral/Meds): |

Psychosocial Services

- | | | |
|--|--|--|
| <input type="checkbox"/> Feminist counseling | <input type="checkbox"/> Legal counseling | <input type="checkbox"/> Restorative Counseling |
| <input type="checkbox"/> Gender Affirmative Counseling | <input type="checkbox"/> Transgender Affirmative | <input type="checkbox"/> Special Concerns of Women |
| <input type="checkbox"/> GBV Responder Debriefing | Other Services: | |
| <input type="checkbox"/> Crisis counseling | <input type="checkbox"/> Mental health | <input type="checkbox"/> Academic Concerns |
| | <input type="checkbox"/> Emotional Welfare | <input type="checkbox"/> Daily-life concerns |

- UPDGO
 OCG
 PsycServ
 NCMH

Safety & Security Services

- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> VAWC/Gender Helpdesk | <input type="checkbox"/> Physical Safety | <input type="checkbox"/> Evaluation |
| <input type="checkbox"/> Medico-Legal | <input type="checkbox"/> Report | <input type="checkbox"/> Others: |
| <input type="checkbox"/> UPDP/SSB | Note if in need of Outside referral: | |
| <input type="checkbox"/> GCPD - PSSO | <input type="checkbox"/> NBI-Anti-Trafficking | <input type="checkbox"/> PNP-CIDG |
| <input type="checkbox"/> barangay Security | <input type="checkbox"/> NBI-Anti-VAWC | <input type="checkbox"/> PNP-WCPD |
| | <input type="checkbox"/> QCPD | <input type="checkbox"/> IACAT |



GENDER-BASED VIOLENCE RESPONSE

REFERRAL FORM

REFER TO THE FOLLOWING, IF APPLICABLE

Legal Services

- Legal Counseling/Advice
- Assistance in affidavit-making
- Filing formal complaint
- Report criminal complaint
- Report criminal complaint
- Assistance in collating key data for report/complaint

Other Legal Services:

- DGO Legal Counselor
- Office of Legal Aid - UP Law
- OASH

Shelter (Temporary)

Employment Security

- Assistance in formal complaints
- Maternity/Paternity Leave
- Anti-Discrimination
- Special Leave Benefits for Women
- Parental Leave (Solo)
- Anti-VAWC Leaves

Other services:

- HRDO
- AUPWU
- AUPAEU
- Civil Service/PRC

Name & Signature of Responder



GENDER-BASED VIOLENCE RESPONSE

REFERRAL FORM

REFER TO THE FOLLOWING, IF APPLICABLE

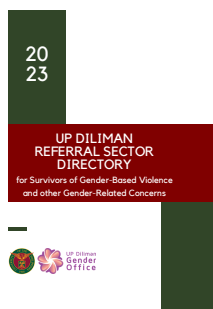
Academic Support - USC, College

- Leave of Absence
- Lodge incident report
- Education Assistance
- Anti-Discrimination
- Other services:
- OVCAA
- College Dean
- OSEC
- Univ. Registrar
- USC
- Student Org

YOU MAY ALSO ACCESS THE FOLLOWING REFERENCE MATERIALS:



Protocol for Gender-Based Violence Prevention and Response



UP Diliman Referral Sector Directory

Name & Signature of Responder



GENDER-BASED VIOLENCE RESPONSE

REPORTING FORM

Thank you for providing your consent with what information can be shared and to have this reported to UP Diliman Gender Office. Rest assured that this report will not reveal your identity.

DATE ATTENDED:

NAME OF CLIENT ON BIRTH CERTIFICATE

PREFERRED NAME

SEX AT BIRTH GENDER

CONTACT DETAILS

UP CONSTITUENT? Y / N STUDENT / WORKING? AGE

BRIEF STATEMENT OF FACTS

Type of Violence Physical Violence | Domestic Violence | Sexual Abuse | Sexual Harassment
 Sexual Assault | Misgendering | Discrimination | Homophobic bullying
 Others:

Did this happen face to face or online?

Perpetrator Intimate Partner | Family | Classmate | Professor /Staff/School Personnel
 Friend | Stranger
 Others:

Other important information

ASSESSMENT

Medical Needs Safety & Security Needs Shelter Needs

Psychosocial Needs Legal Needs Academic Needs

Employment Needs

Specification of Needs:



COURSE OF ACTION

Psychosocial First Aid (PFSA)

Referral Diliman Gender Office (DGO)
 health sector | psychosocial sector | security sector | legal sector
 Others:

Refused - Orient

Documented the incident and informed DGO

Follow-up and Monitoring of Referral

Recommendation

[Redacted area for Recommendation]

GBV RESPONDER DETAILS

Name of GBV Responder

Office/Unit/Org

GAD Focal Person

Signature & Date



GENDER-BASED VIOLENCE RESPONSE

BARANGAY PROTECTION ORDER

NAME OF RESPONDENT _____
 ADDRESS _____
 ORDER _____ APPLIED FOR A BARANGAY PROTECTION ORDER (BPO) ON _____
 UNDER OATH STATING THAT: _____

After having heard the application and the witnesses and evidence, the undersigned hereby issues this BPO ordering you to immediately cease and desist from causing or threatening to cause physical harm to and from harassing, annoying, telephoning, contacting or communicating with the person of _____ and/or her child/children namely:

 This BPO is effective for fifteen (15) days from receipt.
 VIOLATION OF THIS ORDER IS PUNISHABLE BY LAW.

PUNONG BARANGAY _____ DATE ISSUED _____
 COPY RECEIVED BY _____ DATE ISSUED _____
 SERVED BY _____

Valid Modes of Service:

1. The BPO is deemed served upon receipt thereof by the respondent or by any adult who received the BPO at the address of the respondent;
2. In case the respondent or any adult at the residence of the respondent refuses to receive the BPO, it shall be deemed served by leaving a copy of the BPO at the said address in the presence of at least two (2) witnesses. The barangay official serving the BPO must issue a certification setting forth the manner, place and date of service.

(Section 13, Rules and Regulations Implementing RA 9262)

ATTESTATION (in case the Punong Barangay is unavailable)

I hereby attest that Punong Barangay _____ was unavailable to act on the Application for Barangay Protection Order No. _____ filed by _____ on _____ at _____ a.m./p.m. and issue such order.

 Barangay Kagawad

2nd Floor Benton Hall, M. Roxas Street, University of the Philippines Diliman Quezon City, Philippines 1101
 Email: updgo@up.edu.ph | Telephone Number: 9818500 loc. 2467 & 2464 | For counseling: dgo_counseling.upd@up.edu.ph

*The Barangay Protection Order (BPO) orders the perpetrator to desist from causing or threatening to cause physical harm to the victim-survivor. A BPO also prohibits the perpetrator from contacting or communicating with the victim-survivor, directly or indirectly. It is effective for 15 days.



GENDER-BASED VIOLENCE RESPONSE

BARANGAY PROTECTION ORDER APPLICATION FORM

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

NAME OF VICTIM/S DATE/S OF BIRTH
 ADDRESS TEL. NO.:
 OCCUPATION/SOURCE OF INCOME
 CIVIL STATUS:
 SINGLE MARRIED WIDOWED SEPARATED LEGALLY SEPARATED
 COMMON LAW/LIVE-IN

NAME/S OF CHILDREN	DATE/S OF BIRTH	SEX
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

OTHER CHILDREN UNDER HER CARE	DATE/S OF BIRTH	SEX
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

NAME OF RESPONDENT DATE/S OF BIRTH
 ADDRESS TEL. NO.:
 OCCUPATION/SOURCE OF INCOME
 CIVIL STATUS:
 SINGLE MARRIED WIDOWED SEPARATED LEGALLY SEPARATED
 COMMON LAW/LIVE-IN

RELATIONSHIP OF VICTIM TO RESPONDENT

PARTNER FORMER PARTNER
 LIVE-IN RELATIONSHIP FORMER LIVE-IN RELATIONSHIP
 DATING RELATIONSHIP FORMER DATING RELATIONSHIP
 SEXUAL RELATIONSHIP FORMER SEXUAL RELATIONSHIP

ACTS COMPLAINED OF: THREATS PHYSICAL INJURIES
DESCRIPTION

[Redacted description area]

DATE/S OF COMMISSION
PLACE/S OF COMMISSION

IF APPLICANT IS NOT THE VICTIM, STATE THE CIRCUMSTANCES OF CONSENT:

[Redacted consent area]

APPLICANT

DATE

SIGNATURE OVER PRINTED NAME

VERIFICATION OF THE PUNONG BARANGAY

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

Punong Barangay
Signature over Printed Name
Date Issued: _____

Source: Philippine Commission on Women, Barangay VAW Desk Handbook (2012)



GENDER-BASED VIOLENCE RESPONSE

CONSENT FORM

Signing this form grants _____ the authority to perform the medical exam requested by the patient, parent, and/or guardian. In the event that an evidential examination is needed as a result of a known or suspected child abuse case, parental consent is not legally required. A social worker, or other adult acting as the child's guardian, more authorize the exam in place of the child's parent(s). Should you have any question, consult with your local DSWD office.

Ang paglagda sa papel na ito ay nangangahulugang pinahihintulutan ang mga doktor ng _____ na magsagawa ng pagsisiyasat at pang-medikal ayon sa kahilingan ng pasyente, magulang, at/o tagapag-alaga. Hindi kinakailangan ang pahintulot mula sa magulang sa mga kasong tinitiyak o pinaghihinalaan na may naganap na pang-aabuso. Maaaring magbigay ng pahintulot ang isang social worker o sino mang nakatatanda na tumatayong tagapag-alaga sa bata. Kung may mga katanungan, maaari pong makipag-ugnayan sa DSWD sa inyong lugar.

I am hereby requesting the medical examination of _____, _____ years old, for identifying evidence of sexual and/or physical abuse and treatment for injuries. I understand that the collection of evidence may include photographing injuries as well as the inclusion of the genital area. All such photographs are to be a part of the patient's confidential medical record. Furthermore, I understand that hospitals and physicians are required by law to notify child protective agencies (e.g., DSWD) about the incident.

Hinihiling kong masiyasat at mabigyan ng karampatang lunas si _____, _____ gulang, ng isang doktor upang matugunan ang anumang hinala hinggil sa anumang anyo ng abuso. Naiintindihan ko na maaaring sa pangangalap ng katibayan ay may pangangailangang kunan ng mga larawan ang ilang bahagi ng katawan, kasama na rito ang mga maseselang bahagi. Ang lahat ng larawan ay mananatiling bahagi ng mga dokumentong itinuturing na kompidensyal. Naiintindihan ko rin na tungkulin ng mga pagamutan at/o doktor na ipagbigay-alam sa mga ahensiya para sa pangangalaga ng mga bata, tulad ng DSWD, ang pangyayari.

CHILD'S NAME (PANGALAN NG BATA) _____

PRINTED NAME OF GUARDIAN (PANGALAN NG TAGAPAG-ALAGA) _____

SIGNATURE OF GUARDIAN (LAGDA NG TAGAPAG-ALAGA) _____

RELATION TO CHILD (KAUGNAYAN SA BATA) _____

OTHERS ACCOMPANYING CHILD TO CPU (IBA PANG KASAMA) _____

DATE (PETA) _____ / _____ / _____ TIME (ORAS) _____ :

*Lifted from Quezon City GAD Council ITA Materials

2nd Floor Benton Hall, M. Roxas Street, University of the Philippines Diliman Quezon City, Philippines 1101
Email: updgo@up.edu.ph | Telephone Number: 9818500 loc. 2467 & 2464 | For counseling: dgo_counseling.upd@up.edu.ph



GENDER-BASED VIOLENCE RESPONSE

INTAKE FORM

CLIENT'S LEGAL NAME:	CASE NO:
PREFERRED NAME: (IF DIFFERENT FROM NAME IN BIRTH CERTIFICATE)	
NICKNAME OR ALIAS:	
BIRTHDATE:	AGE:
SEX AT BIRTH: ___ MALE ___ FEMALE ___ INTERSEX	DATE & TIME OF INTAKE:
PRIMARY COMPLAINT: ___ PHYSICAL ABUSE ___ SEXUAL ABUSE ___ NEGLECT ___ OTHER FORMS OF ABUSE	
SERVICE SOUGHT: ___ COMPLAINT ___ FULL EVAL ___ PHYSICAL EXAM ___ INTERVIEW ___ REFERRAL ___ INTERVENTION ___ POLICE	
INFORMANT NAME:	
INFORMANT ADDRESS & CONTACT NO:	
INFORMANT RELATION TO COMPLAINANT:	



GENDER-BASED VIOLENCE RESPONSE

INTAKE FORM

<p>GENDER IDENTITY: *GENDER IDENTITY AY KUNG PAPAANO MO KINIKILALA ANG SARILI HINDI ALINTANA KUNG ANO ANG IYONG KASARIAN NUNG IKAW AY IPINANGANAK (SEX AT BIRTH)</p> <p>__ CISWOMAN</p> <p>__ CISMAN</p> <p>__ TRANSGENDER MAN (BORN FEMALE, IDENTIFY AS MALE)</p> <p>__ TRANSGENDER WOMAN (BORN MALE, IDENTIFY AS FEMALE)</p>	
<p>PRESENT ADDRESS:</p>	
<p>FB MESSENGER:</p> <p>VIBER NO.:</p>	<p>MOBILE NOS:</p>
<p>RELATIONSHIP STATUS: __ SINGLE __ MARRIED __ IN A RELATIONSHIP</p> <p>__ SEPARATED __ WIDOWED</p>	



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CLIENT'S RELATIONSHIP INFORMATION	
NAME OF SPOUSE/PARTNER:	
HOW LONG IN THE RELATIONSHIP:	HOW LONG, IF LIVING TOGETHER?
GENDER IDENTITY OF PARTNER: *GENDER IDENTITY AY KUNG PAPAANO MO KINIKILALA ANG SARILI HINDI ALINTANA KUNG ANO ANG IYONG KASARIAN NUNG IKAW AY IPINANGANAK (SEX AT BIRTH) ___ MALE ___ FEMALE ___ TRANSGENDER MAN (BORN FEMALE, IDENTIFY AS MALE) ___ TRANSGENDER WOMAN (BORN MALE, IDENTIFY AS FEMALE)	
PRESENT CARETAKER:	RELATION TO CHILD:
CHILD'S LEGAL STATUS: ___ LEGITIMATE ___ ILLEGITIMATE ___ ADOPTED ___ UNKNOWN	
FAMILY CONTACT:	
NAME OF SCHOOL IF STUDDYING:	EDUCATIONAL LEVEL:
NAME OF COMPANY IF EMPLOYED:	
POSITION IN COMPANY:	YEARS WORKING AT PRESENT WORK:
DISABILITY IF ANY: ___ VISUAL ___ HEARING ___ SPEECH ___ MOVEMENT ___ PYSCHOSOCIAL	



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NUMBER OF CHILDREN: __ OWN _ PARTNER	NUMBER OF HOUSEHOLD MEMBERS:
LIVING ARRANGEMENT AT TIME OF ABUSE	LIVING ARRANGEMENT AT PRESENT
__ STREET CHILD __ HOUSE W/ FRIENDS __ STREET FAMILY __ DORMITORY __ NGO SHELTER __ HOUSE W/ RELATIVES __ HOUSE W/ PARTNER __ GOVT AGENCY __ SINGLE PARENT __ OTHERS _____	__ <i>STREET CHILD</i> __ <i>HOUSE W/ FRIENDS</i> __ <i>STREET FAMILY</i> __ <i>DORMITORY</i> __ <i>NGO SHELTER</i> __ <i>HOUSE W/ RELATIVES</i> __ <i>HOUSE W/ PARTNER</i> __ <i>GOVT AGENCY</i> __ <i>SINGLE PARENT</i> __ <i>OTHERS</i> _____



GENDER-BASED VIOLENCE RESPONSE

REFERRAL SLIP

Dear _____,

This is to endorse the case of _____, _____ years old, residing at _____ and an alleged victim of:

- | | |
|---|--|
| <input type="checkbox"/> CHILD ABUSE | <input type="checkbox"/> PHYSICAL INJURIES/MALTREATMENT |
| <input type="checkbox"/> VAWC | <input type="checkbox"/> UNJUST VEXATION/SLANDER/SLANDER BY DEED |
| <input type="checkbox"/> RAPE | <input type="checkbox"/> THREATS/COERCION |
| <input type="checkbox"/> ACTS OF LASCIVIOUSNESS | <input type="checkbox"/> ILLEGAL DETENTION |
| <input type="checkbox"/> TRAFFICKING IN PERSONS | <input type="checkbox"/> PROSTITUTION |
| <input type="checkbox"/> ANTI-VOYEURISM | <input type="checkbox"/> ANTI-CHILD PORNOGRAPHY |
| <input type="checkbox"/> CYBERCRIME | |

CLIENT IS REQUESTING ASSISTANCE FOR:

- | | |
|---|--|
| <input type="checkbox"/> MEDICAL TREATMENT | <input type="checkbox"/> MEDICO-LEGAL EXAM/MEDICAL CERTIFICATE |
| <input type="checkbox"/> LEGAL COUNSELING | <input type="checkbox"/> COUNSELING |
| <input type="checkbox"/> PSYCHIATRIC COUNSELING | <input type="checkbox"/> POLICE ASSISTANCE/DIRECT CASE FILING
(IF INCIDENT OCCURRED AFTER 24 HOURS) |

CLIENT IS REQUESTING REFERRAL FOR:

- | | |
|--|---|
| <input type="checkbox"/> TPO/PPO | <input type="checkbox"/> PROTECTIVE CUSTODY, SHELTER, ETC |
| <input type="checkbox"/> WRIT OF HABEAS CORPUS | <input type="checkbox"/> CHR |
| <input type="checkbox"/> TRO/INJUNCTION | <input type="checkbox"/> DOJ |

ATTACHED ARE THE PHOTOCOPIES OF REQUIRED DOCUMENTS FOR REFERENCE

- | | |
|---|---|
| <input type="checkbox"/> BPO/RA 9262 | <input type="checkbox"/> CERTIFICATE OF INDIGENCE |
| <input type="checkbox"/> BPO/QC GENDER-FAIR ORDINANCE | <input type="checkbox"/> CHR |
| <input type="checkbox"/> BLOTTER | |

For your honor's further assistance please. Thank you.

(Signature Over Printed Name)
GAD/VAWC Desk Officer

Noted by: _____
(Signature Over Printed Name)
Punong Barangay or Kagawad

Barangay: _____

Contact Nos: _____



GENDER-BASED VIOLENCE RESPONSE

COMPLAINT AFFIDAVIT

I, _____, of legal age, Filipino, with residence at _____, after being sworn under oath in accordance with the law, do hereby depose and state that:

1. I am filing ___ counts for **Violation of Sec. 5.a, 5.b, 5.e.1, 5.e.2, 5.f, 5i of the Anti-Violence Against Women and Their Children Act of 204 (RA 9262)** against my estranged lesbian partner _____, a Filipino citizen, (hereafter called "Ms. _____" or my estranged partner) residing at _____ Quezon City, Metro Manila;

2. The physical abuse, threats of physical harm, deprivation of custody of my three children, threats to kill the children, threat to commit suicide verbal, and emotional abuse are crimes of violence against women and their children under the Anti-Violence Against Women and Their Children Act of 2004 (Anti-VAWC or RA 9262), as follows:

SEC. 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 to 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 of threat of physical or other harm, or intimidation directed against the woman or her child

3. Ms. _____ has subjected me to constant physical, verbal, emotional, financial and psychological abuses since _____, the year we started living together. There were several times that she beat me up, threatened to beat me up and threatened to kill me. Every time _____ was mad at me, she always;

In witness whereof, I have hereunto affixed my hand this _____ day of _____, 201_, at Quezon City.

COMPLAINANT

CERTIFICATION

SUBSCRIBED AND SWORN to before me this ___ day of _____, 201_ at Quezon City. I hereby certify that I have personally examined the affiant and that I am satisfied that she voluntarily executed and understood this counter-affidavit.

ASSISTANT CITY PROSECUTOR



GENDER-BASED VIOLENCE RESPONSE

SWORN STATEMENT BEFORE THE POLICE

PASUBALI: Ikaw ba ay handang magbigay ng iyong malaya at kusang-loob na salaysay at pawang katotohanan lamang at lahat ng iyong sasabihin ay maaaring gamitin laban o pabor sa iyo sa alin mang hukuman dito sa ating bansa?

Sagot: Opo.

1. Tanong: Bakit ka naririto sa aming tanggapan at nagbibigay ng malayang salaysay?

Sagot:

2. Sabihin mo muli ang iyong pangalan at iba pang pagkakakilankilan tungkol sa iyo?

Sagot:

3. Maaari ko bang malaman ang buong pangalan at iba pang pagkakakilanlan ng inirereklamo na sinasabi mong nanakit sa iyo?

Sagot:

4. Maaari mo bang sabihin sa akin kung anong oras, kailan at saan nangyari ang sinasabi mong pananakit sa iyo?

Sagot:

5. Maaari mo bang isalaysay ang buong pangyayari?

Sagot:

6. Ano pa ang mga sumusunod na nangyari?

Sagot:

7. Pansamantala ay wala na muna akong itatanong sa iyo, may nais ka bang idagdag o ibawas sa ibinigay mong pahayag nito?

Sagot:

8. Lalagdaan mo ba at susumpaan ang salaysay mong ito?

Sagot:



UP Diliman
Gender
Office

LET'S WORK TOGETHER

2F Benton Hall, M. Roxas Street, UP Diliman 1101

Quezon City, Philippines

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