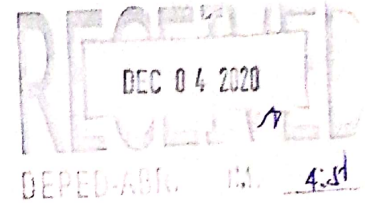




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF ABRA



Office of the Schools Division Superintendent

DIVISION MEMORANDUM
No. 298, series of 2020

DECEMBER 1, 2020

**ESTABLISHMENT OF THE ANTI-VIOLENCE AGAINST WOMEN (ANTI-VAW)
DIVISION DESK, AND CONSTITUTION OF THE ANTI-VIOLATION AGAINST
WOMEN DIVISION COMMITTEE (ANTI-VAWC DICOM)**

To: **Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Division Office Personnel
Public Elementary and Secondary School Heads, Teaching and Non-
Teaching Personnel
All Others Concerned**

1. As a matter of policy, the State values the dignity of women and children and guarantees full respect for human rights. It 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.
2. In relation to the Presidential Proclamation No. 1172, series of 2006 entitled 18-Day Campaign to End Violence Against Women (VAW), and Republic Act No. 10398, series of 2012 entitled An Act Declaring November Twenty-Five of Every Year as National Consciousness Day for the Elimination of Violence Against Women and Children, the Schools Division Office of Abra, as part of its initiative to promote awareness about the campaign and to eliminate all forms of violence against women within the division hereby establishes an Anti-Violence Against Women (ANTI-VAW) Desk, and Anti-Violence Against Women Division Committee (ANTI-VAW DiCom).
3. For the purpose of this Memorandum, the following terms are defined as follows:

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

- a. 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;
- b. Physical, sexual, and psychological violence occurring within the general community, including rape, sexual abuse, sexual harassment, and



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- intimidation at work, in education institutions and elsewhere, trafficking in women, and prostitution; and
- c. Physical, sexual, and psychological violence perpetrated or condoned by the State, wherever it occurs.

It also includes acts of violence against women as defined in republic Act No. 9208 and 9262. Under the Magna Carta of Women, this term is used interchangeably with gender-based violence.

Anti-VAW Division Desk refers to a facility that would address VAW cases in a gender-responsive manner, managed by an Anti-Violence Against Women Division Committee.

Anti-VAW Division Committee (Anti-VAW DiCom) refers to trained personnel in gender-sensitive handling of cases or, at least, underwent basic gender sensitivity training and orientation on Anti-VAW laws, preferably women, designated by the Schools Division Superintendent.

4. In view thereof, the Anti-VAW DiCom shall be composed of the following:

Chairperson	SORAYA T. FACULO Assistant Schools Division Superintendent
Co-Chairperson	JANNELIZA M. TALOMA Attorney III
Members	JANET B. PASCUA Administrative Officer V (ADMIN) EDEN T. ADRIATICO Senior Education Program Specialist ESTRELITA A. SEARES Nurse II
Secretariat	GARNETTE MAYER P. TON Administrative Assistant III

5. This Memorandum shall serve as official designation of the aforementioned and such designation shall commence from the date of signing of this Memorandum until rescinded, reconstituted, or reorganized.
6. The Anti-VAW DiCom shall perform the following tasks:
- Coordinate with and refer employee-victim/s of VAW to appropriate authorities, such as but not limited to, Barangay VAW Desk, DSWD, and PNP women's desk;
 - Keep VAW case records confidential and secured, and ensure only authorized personnel can access it;
 - Lead advocacies on the elimination of VAW in SDO Abra; and
 - Perform other related functions as may be assigned.



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7. The Anti-VAW DiCom shall observe the following protocols:
 - a. The employee-victim/s shall be put at ease during the discussion;
 - b. Assess the employee-victim/s if immediate medical attention is needed and/or rescue is necessary;
 - c. Ensure the confidentiality of the case and privacy and safety of the victim/s while inside the premises of the Division Office;
 - d. Inquire as to whether the employee-victim/s and/or the person complained of is/are personnel of SDO Abra, and whether the employee-victim/s commenced any other action or proceeding or filed any claim involving the same issues or matter in any court, tribunal, or quasi-judicial agency;
 - e. Inform the employee-victim/s of her/their rights and the remedies available to her/them;
 - f. Records the discussions; and
 - g. Coordinate with and refer the case to the Barangay, DSWD and Municipal Police Station, where the victim/s reside/s.
8. The Schools Division Superintendent shall designate an area within the Division Office for the Anti-VAW Division Desk which shall be provided with table, chairs, filing cabinet and log book.
9. The SDO Abra and the Anti-VAW DiCom are not mandated to represent the employee-victim/s. Except on motu proprio, it shall not commence an action or proceeding or file a case on behalf of the employee-victim/s in any court, tribunal, quasi-judicial agency. More importantly, it shall in no case facilitate the mediation of the sexual harassment cases as per DepEd Order No. 15, series of 2012 or the DepEd Policy Framework for the Implementation of the Alternative Dispute Resolution System-Mediation, nor shall the case be acted upon through the Grievance Machinery.
10. If the complainant-victim is a private person and the person complained of is a DepEd personnel, the Anti-VAW DiCom shall inform the complainant of the requirements of filing a formal complaint, and the disciplining authority that has jurisdiction over the administrative case, as stated in DepEd Order No. 49, series of 2006 or the Revised Rules of Procedure of the Department of Education in Administrative Cases.
11. The records of the Anti-VAW cases shall be kept confidential. Unauthorized disclosure of the confidential records shall constitute an administrative offense and shall be dealt with accordingly.
12. It is expected that the duties assigned to the Anti-VAW DiCom of SDO Abra shall be performed with the highest degree and integrity as public servants.



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13. Full cooperation of all concerned is desired to ensure the success of our undertakings.
14. Immediate dissemination of this memorandum is directed.

GLORIA B. BUYA-AO
Schools Division Superintendent

References: Joint Memorandum Circular 2010-02 DILG,
DSWD, DepEd, DOH, PCW
DepEd Order No. 35, s. 2004,
DepEd Order No. 15, s. 2012,
DepEd Order No. 49, s. 2006

OSDS/LSU/JMT/ Establishment of the Anti Violence Against
Women Division Desk, and Constitution of the Anti Violation
Against Women Division Committee - December 1, 2020



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