*Hon. Cielo Krisel Lagman-Luistro*
City Mayor

**EXECUTIVE ORDER NO. 023 SERIES OF 2022**

IMT

# AN EXECUTIVE ORDER REORGANIZING THE INTER-AGENCY MONITORING TEAM (IMT) OF THE VIOLENCE AGAINST WOMEN AND THEIR CHILDREN (VAWC) DESK IN THE CITY OF TABACO

**WHEREAS,** it is the policy of the state to protect and promote the equality of men and women using abolishing unequal structures and practices that perpetuate discrimination and inequality;

**WHEREAS,** Republic Act No. 9710, otherwise known as the Magna Carta of Women (MCW) was enacted into law which paved the way for the establishment of a Violence Against Women (VAW) Desk;

**WHEREAS,** Violence Against Women (VAW) as defined under Rule II, Section 4(K) of the Magna Carta of Women and Section 7(K) of its IRR, 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 private life;

**WHEREAS,** to improve the existing policies and measures protecting the rights of women against all forms of violence, the Department of the Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD), Department of Health (DOH), Department of Education (DepEd) and Philippine Commission on Women (PCW) issued Joint Memorandum Circular No. 2017-114 dated December 9, 2010, which provides guidelines in Monitoring the Functionality of VAW Desk in every barangay;

**WHEREAS,** DILG MC No. 2017-114, dated August 30, 2017, entitled "Guidelines in Monitoring the Functionality of Violence Against Women Desk in Every Barangay" provides for the creation of an Inter-Agency Monitoring Team (IMT) to monitor the establishment and evaluate the functionality of VAW Desk in every barangay.

**NOW, THEREFORE, I, CIELO KRISEL LAGMAN-LUISTRO,** City Mayor of Tabaco, by virtue of the powers vested in me by law, do hereby create the **INTER-AGENCY MONITORING TEAM** and shall be composed of the following:

**SECTION 1. COMPOSITION.** The City Inter-Agency Monitoring Team (CIMT) shall be composed of the following:

| | |
|---|---|
| **Chairperson:** | **RUTH FAY B. BELARMINO,** *DILG Tabaco-CLGOO* |
| **Co-Chairperson:** | **MA. SALOME B. VILLANUEVA,** *City Social Welfare and Development Officer* |
| **Members:** | **PMSG DARLENE BURCE,** *Women and Children Protection Desk Officer, PNCO* |
| | **DR. AUDWIN C. AZADA,** *City Health Officer* |
| | **EVA B. LEAÑO,** *CSO Representative* |

**ANABEL B. BUELLA**, *CSO Representative*
**MS. MARILOU B. COMPUESTO, MD.**, *General Manager. Medical Mission Group Hospital Health Services Cooperative-Tabaco City, CSO Representative*

**Secretariat:** **CRISTINA K. BONAGUA**, *SWO II*

**SECTION 2. DUTIES AND FUNCTIONS.** The Team shall have the following duties and functions:

a. Evaluate the barangay VAW Desk based on the documents submitted using VAW Desk Form 1;
b. Conduct site inspections and meet with concerned barangay officials for feedback on the strengths or weaknesses of the VAW Desk;
c. Discuss with the Mayor the outcome of the evaluation;
d. Come up with the recommended actions; and
e. Using VAW Desk Form 2, submit a report in soft and hard copies to the DILG Provincial Office not later than April 15 of every year

**2.1. Functions of the Secretariat**

a. Serve as repository of all documents related to the evaluation of the VAW Desk;
b. Document all activities of the team;
c. Provide administrative support/assistance; and
d. Perform other functions necessary to attain the objectives of IMT

**SECTION 3. VAW DESK IMT GUIDELINES**

**3.1. VAW Desk**

Each barangay shall have a VAW Desk, a facility that addresses cases in a gender-responsive manner, managed by a person designated by the Punong Barangay. It is situated within the premises of the barangay hall. In the absence of a barangay hall, the VAW Desk shall be established within the premises where the Punong Barangay holds office.

**3.2. Functionality Indicators of Barangay VAW Desk**

**3.2.1. Establishment**

The VAW Desk must be established and the VAW Desk Person must be designated through a Barangay Ordinance or an Executive Order. The VAW Desk Person (preferably a woman barangay kagawad, woman barangay tanod, or any other qualified person in the community with the commensurate remuneration/honorarium) designated by the Punong Barangay must be trained in gender-sensitive handling of VAW cases. The VAW Desk shall have a separate room where the intake interview can be conducted (if no separate room is available, an enclosed area within the compound where the barangay hall is located ma do).

**3.2.2. Resources**

A functional barangay VAW Desk shall have the basic equipment. Furniture, vehicle, monitoring tools, and reference materials.

### 3.2.3. Policies, Plans, and Budgets

The VAW Desk shall have its budget for the operation and services that are integrated with the approved Barangay Gender and Development (GAD) Plan and Budget which shall at least be 5% of their budgetary allocation.

The barangay shall have the approved Barangay GAD Plan and Budget, which contains gender-responsive programs and activities to address gender-based violence. Said programs must be integrated with the Barangay Development Plan (BDP) and reflected in the Annual Investment Program (AIP) of the barangay.

### 3.2.4. Accomplishment

The barangay shall prepare and submit quarterly accomplishment reports to the City Social Welfare and Development Officer (CSWDO) and City Local Government Operations Officer (CLGOO) within 10 working days of the ensuing month. The report must be based on the database/records of VAW Cases reported in the barangay and contain relevant information such as the total number of VAW Cases received, the assistance provided to victim-survivors, the total number of cases documented for violating RA 9262 and other VAW-related laws, total barangay population, number of male and female in the barangay, and minor-to-adult ratio.

The accomplishment of the VAW Desk and other efforts to realize a violence-free community must be reflected in the State of Barangay Address (SOBA).

## 3.3. Documents to be presented

The Barangay VAW Desk Person shall present the following documents to the IMT:

a. Copy of Barangay Ordinance or Executive Order on the establishment of Barangay VAW Desk and Designation of Barangay VAW Desk Person;
b. Copy of the Certificates of training/seminars and workshops attended on VAW, Gender Sensitivity, and Basic crises Intervention;
c. Copy of accomplished monitoring forms (intake form, referral form, feedback form, and BPO application form);
d. Logbooks (Logbook 1 for RA 9262 cases and Logbook 2 for other VAW-related cases)
e. Directory of Service Providers;
f. VAW Desk Handbook;
g. VAW-related information, education, and communication IEC materials (books, brochures, etc.)
h. Barangay Development Plan with VAW-related programs and projects articulated therein;
i. Approved Barangay GAD Plan and Budget with gender-responsive programs and activities to address gender-based violence;

j. Annual Investment Program which reflects the approved GAD Plan and Budget of the Barangay;
k. Annual GAD Accomplishment Report based on the approved GAD Plan and Budget;
l. Copy of Quarterly Reports;
m. Copy of the State of Barangay Address (SOBA) reflecting accomplishment in addressing VAW Cases;
n. Database/records of all VAW Cases reported in the barangay; and
o. Copy of the post-activity reports on the activities conducted on the elimination of VAW in the community.

## SECTION 4. SEARCH FOR THE MOST FUNCTIONAL BARANGAY VAW DESK

At the end of each monitoring cycle, the IMT shall choose the most functional barangay VAW Desk. In addition to the documents to be submitted, the Most Functional Barangay VAW Desk shall be chosen based on the total indicator ratings and level of functionality determined using the monitoring tools described in the Guidelines in Monitoring the Functionality of Violence Against Women (VAW) Desk in Every Barangay (MC 2017-114):

- VAW Desk Form 1: Monitoring the Functionality of Barangay VAW Desk Assessment Form
- VAW Desk Form 2: Level of Functionality of Barangay VAW Desk Consolidated Assessment Report
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*Table 1. Levels of Functionality of Barangay VAW Desk (Section 8.0 of MC 2017-114).*

| Functionality Level | Rating | Description |
|---|---|---|
| Basic | **20% and below** | Satisfied the requirements for the establishment |
| Progressive | **21% to 50%** | Aside from the establishment and availability of resources, it also satisfied the requirements of the sub-indicators under policies, plans, and budgets. |
| Mature | **51% to 80%** | Was able to satisfy the requirement for the establishment, resources, policies, plans, and budget, and some of the sub-indicators of accomplishment |
| Ideal | **81% to 100%** | Was able to satisfy almost all, if not all, of the indicators |

Barangays that reach the Mature to Ideal Functionality levels shall be recognized and awarded accordingly.

**SECTION 5. EFFECTIVITY.** This order shall take effect immediately.

**ISSUED** this 5th day of August 2022 at Tabaco City.

**CIELO CRISEL LAGMAN-LUISTRO**
City Mayor

**SECTION 5. EFFECTIVITY.** This order shall take effect immediately

**ISSUED** this 5th day of August 2022 at Tarlac City

CIELO KRISTEL LAGMAN CUESTRO
City Mayor

**SECTION 5. EFFECTIVITY.** This order shall take effect immediately.

**ISSUED** this 5th day of Sept. 2022 at Tabaco City.

**CIELO KRISEL LAGMAN-LUISTRO**
City Mayor

CamScanner