GENDER AND DEVELOPMENT (GAD) AGENDA 2022-2027

AY 2025-2026

DRESS CODE POLICY FOR STUDENTS

5.6.2

Non-discrimination Policies for Transgender

CONTENT OF MEANS OF VERIFICATION (MOV)

Primary MOVs:

- Davao de Oro State College (DdOSC) Gender and Development (GAD) Agenda 2022-2027
  (Part IV: People / Goal 4: To organize a support group for GAD-related assistance and activities)
- Dress Code Policy for Students of DdOSC
  (Administrative Order No. 0508-01, Series of 2025:
  Part V. Policy Provision / A. General Policy)

Secondary MOVs:

- GAD Strategic Plan 2022-2027
- Institutional Policy on Anti-Sexual Harassment of DdOSC *(Administrative Order No. 0825-01, Series of 2022)*
- Committee on Decorum and Investigation (CODI) of DdOSC
  (Special Order No. 0328-01, Series of 2026)

Legal Framework:

- Safe Spaces Act *(Republic Act No. 11313)*

Attachments for Validation:

- Board of Trustees (BoT) Resolution re: Approving the DdOSC GAD Agenda for 2023-2028
- GAD Certification with Gender Analysis
- GAD Expert Certification

PRIMARY MEANS OF VERIFICATIONS (MOVs)

AY 2025-2026

5.6.2

Non-discrimination Policies for Transgender

Davao de Oro State College Gender and Development (GAD) Agenda (2022-2027)

PART IV – PEOPLE

GOAL 2 – To establish a Comprehensive Sex Disaggregated Data Database

GOAL 3 – To establish a GAD Learning Hub

GOAL 4 – To organize a support group for GAD related assistance intervention and activities

GOAL 4 – To organize a support group for GAD related assistance and activities

Introduction

Many government institutions already have their GAD Focal/Officers responsible for preventing discrimination among the employees of an organization and promoting equal opportunities for the organization's workforce.

However, the tasks of this role are not the same as those of a gender mainstreaming support group, meaning that a different organizational form and authority are required for GAD-related assistance and intervention. The gender mainstreaming support group's role is to facilitate organizational change with respect to an organization's functionality and outcome.

Assessment and Challenges

One of the problems in delivering GAD services is the lack of support groups for GAD-related assistance. The implementation of the programs is difficult if these groups are not established. These groups will become a core of the college for GAD projects if they are strengthened after its establishment.

The lack of trainings for these support groups is also an issue that needs to be addressed. It can have a negative impact on the implementation as well as the improvement of their respective groups.

The empowerment and development of GAD projects would start with these support groups to fully materialize the plans and programs of the college.

Strategies

Gender and development need support groups to implement its programs and activities. Despite the will of the college to provide outstanding projects, this will be affected when there is no established group to implement this. This issue needs to be addressed to smoothly implement the GAD programs. These are the strategies for the organization of a GAD support group, to wit:

Conduct of trainings and seminars for the existing groups

The lack of trainings and seminars in the GAD support members can negatively affect the outcome of the projects. The trainings and seminars for GAD support group members would help the members develop some skills that will be needed to fulfill the goal of the college for GAD.

Establish GAD support groups/organizations for solo parents and senior citizens

Being a solo parent is one of the most difficult situations that can happen to anyone. Most of these people struggled to balance their time and family. They need a support group that can lessen their burden through the projects of the college.

Being a senior citizen is also a struggle, especially if they are studying. These people have weakened bodies. Some of them are alone because their children are already grown-ups and have their own families. These people need a support group that can help them carry on the challenges they have in school and their personal lives.

Establishing a GAD support group/organization for solo parents and senior citizens is pivotal in assisting those in this kind of situation and also to implement the plans, activities, and policies of the college on this matter.

Establish/strengthen the existing support groups/organizations for LGBTQ, IP and PWD

There are already existing GAD support groups in the past, but the problem is the active involvement of these groups. Each group member must be followed-up first if they are still active. If not, they must be strengthened and empowered by rebuilding their organizations and members. If the existing group is not active anymore, the group must establish a new support group that would continue its plans.

Benchmarking of the newly-created organizations

The strengthening of the GAD support groups must not end with creating the group and adding members. They must be exposed to some schools or organizations that are successful in implementing their GAD programs so that they can plan the steps to take in order to improve their organization.

Programs, Projects, and Activities

1.1 Conduct trainings and seminars for the existing support groups

1.1.1. Craft activity designs for relevant trainings and seminars for the existing support groups

1.1.2. Organize committees to ensure the successful conduct of the trainings and seminars

1.1.3. Evaluation of the trainings and seminars

1.2 Establish GAD support groups/organizations for Solo Parents and Senior Citizens

1.2.1. Designate coordinators for the organization of Solo Parents and Senior Citizens

1.2.2. Facilitate the creation of the organization of Solo Parents and Senior Citizens

1.2.3. Assist the organization in the processes to be duly recognized by the college

1.2.4. Monitor the progress in the creation of the organizations

1.3 Establish/Strengthen the existing support groups/organizations for IP and PWD

1.3.1. Ensure the establishment of support groups/organizations for IP and PWD

1.3.2. Designate coordinators for the organization of IP and PWD

1.3.3. Facilitate the creation of the organization of IP and PWD

1.3.4. Assist the organization in the processes to be duly recognized by the college

1.3.5. Monitor the progress in the creation of the organizations

1.4 Benchmarking of the newly-created organizations

1.4.1. Propose benchmarking activities for the newly-created organizations

1.4.2. Ensure to establish linkages with duly-recognized organizations from colleges or universities

1.4.3. Submit action plan and proposals based on the benchmarking activities

1.4.4. Monitor the progress of the newly-created organizations

Dress Code Policy for Students of DdOSC

(Administrative Order No. 0508-01, Series of 2025)

ADMINISTRATIVE ORDER
No. 0508-01, Series of 2025

TO : **ALL STUDENTS**
Main Campus and All Branches

THRU : **OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**
OFFICE OF THE CHIEF FOR ADMINISTRATION AND FINANCE
OFFICE OF THE BRANCH DIRECTOR/S

SUBJECT : **DRESS CODE POLICY FOR STUDENTS OF DAVAO DE ORO STATE COLLEGE**

DATE : **08 MAY 2025**

I. RATIONALE

Davao de Oro State College (DDOSC) acknowledges the importance of a well-defined dress code policy in fostering an environment that upholds academic discipline, professionalism, and inclusivity. Attire significantly influences the culture of learning institutions, shaping mutual respect, institutional identity, and a sense of belongingness among students. A structured yet adaptable dress code ensures that students present themselves appropriately, reflecting the values and standards upheld by the institution while allowing reasonable space for personal expression.

The 2018 edition of the DDOSC Student Handbook (Pages 49-50) already provides a dress code policy; however, some provisions require revision and enhancement to align with contemporary standards of inclusivity, cultural sensitivity, and evolving societal norms. This revision aims to clarify existing guidelines and address concerns raised by stakeholders, ensuring that the policy remains relevant, comprehensive, and responsive to the diverse backgrounds of students.

Moreover, this initiative aims to strike a balance between tradition and modernity, considering cultural, religious, and personal preferences while maintaining the professional and academic decorum expected of DDOSC students. By establishing clear attire guidelines, the institution reinforces students' role as representatives of DDOSC in various academic, co-curricular, and professional settings.

II. POLICY STATEMENT

The Dress Code Policy of Davao de Oro State College establishes a framework for appropriate student attire that aligns with the institution's academic culture, ethical standards, and respect for diversity. This policy aims to provide a structured approach to dressing that ensures students maintain a professional and respectable appearance while considering inclusivity, cultural sensitivity, and individual identity.

The policy sets forth the expectations for students' attire during regular classes, special academic functions, and co-curricular activities. It also seeks to foster a respectful and disciplined academic environment where students feel comfortable and confident while upholding the integrity of the institution. Through this policy, DDOSC aims to instill responsibility, professionalism, and a sense of community among students while preparing them for future career environments.

III. OBJECTIVES

The objectives of the Dress Code Policy for Students include:

1. To maintain a professional and respectful learning environment.
2. To promote discipline and identity among students of DDOSC.
3. To ensure that attire aligns with the institution's values while allowing gender expression and inclusivity.

4. To provide clear guidelines on proper student attire and consequences for violations.

IV. Definition of Terms

- **Prescribed Uniform:** The official school attire approved by the institution.
- **Wash/Free Days:** Days when students are not required to wear the prescribed uniform but must still adhere to proper dress guidelines.
- **PE Uniform:** The official attire designated for Physical Education courses.
- **Internship Uniform:** The attire worn by students undergoing internship, approved by their respective departments.
- **Hair and Accessories Provision:** Guidelines regarding hair length, color, and wearing of accessories to maintain a professional appearance.
- **Academic Decorum:** The expected standard of behavior and presentation that reflects professionalism, respect, and discipline within an academic institution.
- **Appropriate Attire:** Clothing that is considered suitable, modest, and professional within the academic environment, as prescribed by the institution.
- **Cultural Attire:** Traditional clothing that represents a student's ethnic or cultural background, subject to institutional guidelines on appropriateness.
- **Dress Code Violation:** Any act of non-compliance with the prescribed dress code policy, including wearing prohibited attire or accessories.
- **Exemptions:** Special allowances granted to students under specific conditions (e.g., medical, religious, or cultural considerations) that permit deviations from the standard dress code.
- **Institutional Events:** Activities or functions officially organized or endorsed by the college, requiring students to follow specific dress code guidelines.
- **Neat and Professional Appearance:** The expected presentation of students, which includes well-maintained clothing, proper grooming, and adherence to institutional standards.
- **Official School ID:** The validated identification card issued by the institution that students are required to wear while inside the campus.
- **Religious Accommodations:** Adjustments made to the dress code to respect religious practices, such as the wearing of hijabs or other faith-based attire.
- **Wash/Free Day Attire:** The acceptable clothing students may wear on days when uniforms are not required, while still adhering to dress code standards.

V. POLICY PROVISIONS

A. General Policy

At all times, students must observe the wearing of the prescribed uniform. No student is allowed to enter the campus without wearing the prescribed uniform, except for those with valid reasons and other cases. The schedule for wearing the prescribed uniform is Monday, Tuesday, Thursday, and Friday. Wednesdays and weekends serve as wash days; however, during these days, students must still observe wearing appropriate attire when entering the school premises.

The college upholds inclusivity and respect for individual gender expression while ensuring that attire remains appropriate for an academic environment. Thus, all students have the freedom to dress in a manner that aligns with their personal identity, regardless of gender. However, students are expected to present themselves in a neat, professional, and respectable manner.

The following attire shall be prohibited inside the school premises:

1. revealing clothing such as crop tops, short skirts or shorts, blouse with plunging necklines, and low-cut tops;
2. gauzy, transparent, or net-like shirt or blouse, leggings, and tights;
3. sando, strapless or spaghetti-strap blouse (unless worn undershirt);
4. clothing that displays offensive language, gestures, or images;
5. excessive arm and hand accessories;
6. wearing of theatrical make-up; and

health-related concerns; accidents or unavoidable circumstances; significant physical changes (e.g., pregnancy, post-surgical recovery); and/or calamities.

Students with justifiable reasons for not wearing the prescribed uniform may enter the campus upon submission of a justification letter with supporting documents for verification by the security personnel.

Students without scheduled classes who need to enter the campus for official activities, such as meetings, practice sessions, clean-up drives, and manual work, must comply with the following:

- The adviser or personnel-in-charge shall submit a copy of the approved notice/letter to security personnel at least one day before the activity.
- A list of participating students shall be attached to the notice.
- Approval shall be granted by the Vice President for Academic Affairs (VPAA) for the Main Campus, or the Branch Directors for DDOSC branches.

G. Grace Period for Transferees, Returnees, and First-year Students

To ensure that students have sufficient time to comply with the uniform policy, a grace period shall be observed. During the first semester, all transferees, returnees, and first-year students shall be given one month from the start of classes to secure and wear the prescribed uniform. In the second semester, only transferees and returnees shall be granted the same one-month grace period for compliance. Additionally, while waiting for the issuance of their official school ID, students shall be provided with a temporary ID upon enrollment to facilitate identification and campus access.

H. Uniform Production and Trademark Compliance

The official school uniform and P.E. uniforms will be produced by the College Student Council as an Income-Generating Project of the institution in coordination with the Production Services Division. This initiative ensures that the supplier complies with the Trademark License Agreement requirements, maintains the integrity of the DDOSC logo, and guarantees uniformity in the quality and design of the uniforms for all students.

VI. VIOLATIONS AND SANCTIONS

For the first and subsequent offenses, students who fail to comply with the prescribed uniform and ID policies shall be subject to disciplinary action as determined by the Student Discipline Section, in accordance with the provisions stated in the Student Handbook. Additionally, non-compliant students will be denied entry to the campus, resulting in their absence from classes as per institutional regulations.

VII. MANDATORY EVALUATION AND REVIEW

The College recognizes the importance of maintaining a fair, transparent, and adaptable dress code policy for students that aligns with institutional goals and evolving societal standards. To ensure its effectiveness and relevance, the College shall conduct a mandatory review of the policy every three academic years, or as necessary, to assess its implementation, compliance, and alignment with existing institutional policies. Additionally, an annual evaluation shall be conducted to monitor its effectiveness and address any concerns that may require immediate attention or revision.

VIII. EFFECTIVITY

This Order shall take effect immediately and remain enforced unless revoked by the undersigned or a competent authority. However, the P.E. Uniform requirement shall take effect starting Academic Year 2025-2026.

Signed this 8th day of May 2025 at Davao de Oro State College – Main Campus, Poblacion, Compostela, Davao de Oro Province.

Copy furnished:	file, Records Unit Student Affairs and Services Division Production Services Division Admission and Student Records Unit Campus Safety Management Unit Student Discipline Section Student Council and Organization Section Committee on Student Discipline from the Main Campus and All Branches (AO 0428-01, Series of 2025)

LILYBETH M. MATUNHAY
SUC President I

Designation	Initials	Date
SASD Director	JRT	03/28/2025
Legal Assistant II	CCC	05/08/2025

SECONDARY MEANS OF VERIFICATIONS (MOVs)

AY 2025-2026

5.6.2

Non-discrimination Policies for Transgender

GAD Strategic Plan

GAD GOAL NO. 4	Organization of support group for GAD related assistance intervention and activities				YEAR 1		
GENDER ISSUE	GAD OUTCOME	INDICATOR	BASELINE	RESPONSIBLE OFFICE	TARGET	PROGRAM / PROJECT / ACTIVITY	ESTIMATED BUDGET
Lack of support group for GAD relaated assistance	Establishment of GAD support groups	Percentage of attendance to trainings and seminars	Existing support groups such as WAGI and the Men, Women, and LGBTQ group for faculty members	Office of the College President, Office of the Chief for Administration and Finance	100% of members undergone trainings and seminars	Attendance to trainings and seminars	P50,000.00

YEAR 2			YEAR 3			YEAR 4		
TARGET	PROGRAM / PROJECT / ACTIVITY	ESTIMATED BUDGET	TARGET	PROGRAM / PROJECT / ACTIVITY	ESTIMATED BUDGET	TARGET	PROGRAM / PROJECT / ACTIVITY	ESTIMATED BUDGET
100% of members undergone trainings and seminars	Attendance to trainings and seminars	P50,000.00	100% of members undergone trainings and seminars	Attendance to trainings and seminars	P50,000.00	100% of members undergone trainings and seminars	Attendance to trainings and seminars	P50,000.00

YEAR 5			YEAR 6		
TARGET	PROGRAM / PROJECT / ACTIVITY	ESTIMATED BUDGET	TARGET	PROGRAM / PROJECT / ACTIVITY	ESTIMATED BUDGET
100% of members undergone trainings and seminars	Attendance to trainings and seminars	P50,000.00	100% of members undergone trainings and seminars	Attendance to trainings and seminars	P50,000.00

Institutional Policy on Anti-Sexual Harassment of DdOSC

(Administrative Order No. 0825-01, Series of 2022)

OFFICE OF THE COLLEGE PRESIDENT

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- Effective and Efficient Resource Management

ADMINISTRATIVE ORDER NO. 0825-01
Series of 2022

"REITERATION OF THE INSTITUTIONAL POLICY ON ANTI-SEXUAL HARASSMENT OF DAVAO DE ORO STATE COLLEGE"

With reference to the issuance of the Civil Service Commission (CSC) Memorandum Circular No. 11, series of 2021, the herein institutional policy on Anti-sexual Harassment is hereby reiterated with amendments incorporating the new issuance of CSC thereof.

The Davao de Oro State College upholds the dignity of all men and women in the academic community and thus endeavors to promote a just, humane, and equal treatment among its faculty, staff, and students as it condemns all forms and acts of gender-based violence and discrimination and any related retaliation.

Zero Tolerance Policy against any form of gender-based sexual violence and discrimination shall be imposed with corresponding disciplinary sanctions commensurate to the severity of the infractions including termination or dismissal when warranted.

By virtue of the powers vested to the College President of Davao de Oro State College and pursuant to Republic Act No. 11313 or *"AN ACT DEFINING GENDER-BASED SEXUAL HARASSMENT IN STREETS, PUBLIC SPACES, ONLINE, WORKPLACES, AND EDUCATIONAL OR TRAINING INSTITUTIONS, PROVIDING PROTECTIVE MEASURES AND PRESCRIBING PENALTIES THEREFORE"*, otherwise known as the *"SAFE SPACES ACT"*, and its Implementing Rules and Regulations, this Anti-Sexual Harassment Policy is hereby established.

Section 1. OBJECTIVES

This document thereby asserts DDOSC's commitment to prevent gender-based sexual harassment and ensures that all its officials, faculty, staff, and students have a safe learning and working environment that is free from all manner of harassment and intimidation. It shall serve as guide for all members of the academic community in observing high standard of conduct with due regard to the College's values and proper decorum expected from each member. It shall provide procedural rules in addressing gender-based sexual harassment and online sexual harassment in conformance to the provisions required in the law and its rules.

Section 2. SCOPE

This policy applies to all members of the Davao de Oro State College academic community particularly in its main campus in Compostela and branches in Maragusan, Montevista, and New Bataan, all in Davao de Oro province.

Section 3. DEFINITION OF SEXUAL HARASSMENT AND GENDER-BASED ONLINE SEXUAL HARASSMENT

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The College adopts the definition of Gender-Based Sexual Harassment and Gender-Based Online Sexual Harassment of Republic Act No. 11313 or the "Safe Spaces Act".

3.1 GENDER-BASED SEXUAL HARASSMENT

a. An act or series of acts involving any unwelcome sexual advances, requests, or demand for sexual favors or any act of sexual nature, whether done verbally, physically, or through the use of technology such as text messaging or electronic mail or through any other forms of information and communications systems, that has or could have a detrimental effect on the conditions of an individual's employment or education, job performance or opportunities;

b. A conduct of sexual nature and other conduct based on sex affecting the dignity of a person, which is unwelcome, unreasonable, and offensive to the recipient, whether done verbally, physically, or through the use of technology such as text messaging or electronic mail, or through any other forms of information and communication systems; and

c. A conduct that is unwelcome and pervasive and creates an intimidating, hostile, or humiliating environment for the recipient.

“Sexual harassment in the workplace may also be committed by a government employee or official in a work-related, training or education related environment of the person complained of, against any person regardless of the motive for committing such action or remarks, between peers, and by a subordinate to a superior officer.

SEXUAL HARASSMENT IN STREETS AND PUBLIC SPACES is committed through any unwanted and uninvited sexual actions or remarks against any person regardless of the motive for committing such action or remarks.

Sexual harassment in streets and public spaces includes catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic and sexists slurs, persistent uninvited comments or gestures on a person’s appearances, relentless request for personal details, statement of sexual comments and suggestions, public masturbation or flashing of private parts, groping, or any advances, whether verbal of physical, that is unwanted and has threatened one’s sense of personal space and physical safety, and committed in public spaces as alleys, roads, sidewalks and parks. Acts constitutive of sexual harassment in streets and public spaces are those performed in buildings, schools, churches, restaurants, malls, public washrooms, bars, internet shops, public markets, transportation terminals or public utility vehicles.”

3.2 GENDER-BASED ONLINE SEXUAL HARASSMENT

This refers to the use of information and communication technology in targeting or terrorizing and intimidating victims through physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online whether publicly or through direct and private messages, invasion of

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victim's privacy through cyberstalking and incessant messaging, uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content, any unauthorized recording and sharing of any of the victim's photos, videos, or any information online, impersonating identities of victims online or posting lies about the victims to harm their reputation, or filing false abuse reports to online platforms to silence victims.

Section 4. DEFINITION OF RETALIATION

Retaliation includes any act, such as threats, intimidation, and/or any hostile act related to employment decisions, that would keep a person to file a complaint of sexual harassment or from supporting a complaint or from serving as witness in an investigation.

Section 5. GENERAL GUIDELINES

Any and all acts of Gender-Based Sexual Harassment and any related retaliation is prohibited in all campuses of the College. The College will not tolerate any form of sexual harassment or retaliation against any victim or witness to a sexual harassment. Any person under the scope of this Policy who engages or participates in any of the above acts will be subjected to disciplinary action which may include dismissal.

Persons who commit acts which direct or induce another to commit sexual harassment or acts that show cooperation which without said cooperation, the sexual harassment would not have been committed will also be in violation of this Policy and be subject to disciplinary action, while retaliation in any form against persons directly or indirectly involved in any incident report or case involving GBSH, shall be ground for disciplinary action.

Section 6. SPECIFIC GUIDELINES

The College shall undertake the following measures to prevent GBSH and online sexual harassment and at the same time encourage that any such behavior be reported for proper investigation:

a. Maintain an enabling, gender-fair, safe, and healthy learning and working environment for all its stakeholders;
b. Provide relevant information through forum/orientation of the law, age-appropriate training on gender sensitivity and gender-based violence, including sexual harassment and other Gender and Development related topics to all stakeholders;
c. Create an internal mechanism to investigate and address complaints of GBHS;
d. Designate an office or a person to receive complaints of gender-based sexual harassment; and
e. Set administrative penalties/sanctions in accordance with the law.

Section 7. DECORUM OF TEACHING AND NON-TEACHING PERSONNEL

All teaching and non-teaching staff irrespective of employment status are expected to:

a. Observe high standards of conduct and are required to perform their duties and responsibilities in a manner that prevents and discourages sexual harassment in the academic institution;
b. Treat everyone with respect and dignity, without discrimination against or preference for anyone on the basis of age, gender, sexual orientation, race, ethnicity, national origin, religion, disability, status, or other circumstances and conditions;
c. Handle relationships with colleagues, students, parents, and other stakeholders on a professional level;
d. Avoid dating or asking for a date with, engaging in amorous or sexual activities or relationships with, or engaging in any activity designed to encourage or which does encourage an amorous or sexual relationship with any students or other individual within the College for whom they have or are scheduled to have a responsibility for assessing, supervising, advising, mentoring, training, counseling, selecting or providing administrative support; and
e. Be cautious in the use of social media and messaging and call applications, especially when used to interact or communicate with students and co-employees.

Section 8. DECORUM OF STUDENTS

All students are expected to:

a. Treat everyone in the academic community with respect and dignity irrespective of age, gender, sexual orientation, race, ethnicity, national origin, religion, disability, status, or other circumstances and conditions;
b. Maintain harmonious and healthy relationships with faculty, staff, and other students and conduct themselves in a proper and impeccable manner in their dealings and relationships with others;
c. Conduct themselves in a manner that promote their continuing development as students along with peers, instructors, trainers, and coaches.

Section 9. ROLES AND RESPONSIBILITIES

9.1 RESPONSIBILITY OF EVERYONE TO REPORT

A person who believes that he/she has experienced or witnessed any behavior that may constitute a form of sexual harassment or any related retaliation is encouraged to report said behavior to the designated Officer In-charge to receive complaints for proper endorsement to the Committee on Decorum and Investigation (CODI).

Reports of sexual harassment or any retaliation must be in writing. Everyone is encouraged to make use of the Complaint Form attached as Annex A when reporting a sexual harassment or a related retaliation.

9.2 RESPONSIBILITIES OF THE HEAD OF OFFICE/DIVISION/SECTION/UNIT

If a head of office/division/section/unit receives a report of sexual harassment or any related retaliation or witnesses the same, he/she is required to report said suspected

sexual harassment or retaliation to the Committee on Decorum and Investigation (CODI) through the designated Officer In-Charge. If the employee had made a verbal report to his/her immediate supervisor, the concerned supervisor must encourage the employee to make a written report following the provided template.

Any head of office/division/section/unit who fails to report any suspected case of sexual harassment or retaliation or knowingly allows the same to continue shall likewise be subject to disciplinary action.

9.3 DUTIES AND LIABILITIES OF THE COLLEGE PRESIDENT
The College President shall have the duty to prevent and deter the occurrence of sexual harassment cases, as well as ensure that necessary action be taken on complaint filed with the CODI. To this extent, the College President shall perform the following through his/her constituents:

9.3.1 Disseminate or post in a conspicuous place a copy of the law and this rule to all persons in the workplace, which shall include the following:

a. Send copies of the law and its rules through official notices or means of communications to heads of different departments, bureaus, offices, units or such subdivisions in a workplace for proper information of their members.
b. Post a copy of the law and its rules online or in the official website of the workplace.
c. Conduct orientations on the law and its rules and providing its employees with copies in print or electronic form as well as preparing information materials such as primers, frequently asked questions and the like.

9.3.2 Provide measures to prevent sexual harassment in the workplace, such as the conduct of anti-sexual harassment seminars, which shall be provided to all employees, regardless of rank and status.

Trainings on gender sensitivity, orientations on gender-based violence, and other relevant topics may also be conducted, in addition to the conduct of anti-sexual harassment seminars. Such trainings and orientations, when conducted, should form part of their staff development and basic knowledge of employees.

Trainings to further capacitate and increase the awareness of CODI members on preventing sexual harassment and proper case handling shall also be considered.

Furthermore, the College shall adopt mechanisms to provide assistance to the alleged victim of sexual harassment which may include counselling, referral to an agency offering professional help, and advice on options available before the filing of the complaint.

Section 10. THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

The Committee on Decorum and Investigation (CODI) of the College shall investigate and resolve reports of sexual harassment and related retaliations in the academic workplace.

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• Effective and Efficient Resource Management

10.1 ORGANIZATION AND COMPOSITION

The CODI as per RA 11313, otherwise known as the "Safe Spaces Act", shall be composed of:

Chairperson	-	Head or Duly Designated Official per Campus/Branch
Permanent Alternate	-	Permanent Alternate in the absence of the Chairperson
Members	-	Representative each from Instructors, Coaches, Trainers, and Students
Secretariat	-	Human Resource Management Section/Unit Head

a. A person is disqualified from being a member of the CODI if he/she has a record of involvement in a sexual harassment case either as a respondent, defendant, or accused.

b. When the complainant or the person complained of is a member of the Committee, he/she shall be disqualified from being a member thereof or the complaint may be filed directly with the Civil Service Commission or other disciplinary authorities with jurisdiction over the case.

c. The members of the CODI shall be elected by each group through a vote. After the members of the CODI have been selected, each group shall likewise vote for another representative to replace the corresponding representative in the event that said representative inhibits from a case or cannot investigate and decide on a case.

d. Members of the CODI must inhibit themselves from any part of the proceedings if they are related to either the complainant or respondent by affinity or consanguinity.

e. The CODI shall, at all times, be headed by a woman and not less than half of the membership of the CODI shall be women.

f. All members of the CODI and their substitutes, if already known, shall, if needed, undergo continuous training on gender sensitivity, gender-based violence, sexual orientation, gender identity and expression, and other gender and development topics.

g. The term of office of its members shall not be more than 2 years. However, elections may be conducted whenever a member of the CODI resigns from the College.

10.2 POWERS AND RESPONSIBILITIES

The CODI shall have the following duties and functions:

a. Receive all reports and complaints of sexual harassment and related retaliation through the Officer In-Charge, officially delegated to receive complaints;
b. Conduct investigations on reports and complaints of sexual harassment and related retaliation;

c. Submit its findings and recommendations to the Office of the College President as the Disciplining Authority;
d. Promote a better understanding of this Policy and other anti-sexual harassment laws and to prevent incidents of sexual harassment by conducting training, orientations, and other activities, as may be necessary, for officers and employees; and
e. Disseminate information on sexual harassment through the Information, Education and Communication Team instituted for the purpose.
f. Ensure the protection of a complainant from retaliation without causing her/him any disadvantage, diminution of benefits or displacement, and without compromising his/her security of tenure. It shall also guarantee gender-sensitive handling of cases, and confidentiality of the identity of the parties and the proceedings to the greatest extent possible.
g. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure.
h. Within ten (10) days from the termination of the conduct of the investigation, submit a report of its findings with the corresponding recommendation to the disciplining authority for decision.
i. Guarantee confidentiality to the greatest extent possible as well as ensure that the respondent is given the opportunity to be properly notified of and respond to the charge/s and that parties are given information on the hearings and its outcomes.
j. Establish a localized CODI in the branches which shall have the same functions as stated above and shall submit the report of investigation with its recommendation directly to the disciplining authority.

10.3 CONFLICT OF INTEREST

A complainant or respondent may request that a member of the CODI to inhibit or, a member of the CODI may, on his own initiative, inhibit from the investigation and disposition of a certain case based on conflict of interest, manifest partiality, or other reasonable grounds. If a member of the CODI inhibits, said member may be replaced as provided herein.

A report filed against the College President shall be referred to the Board of Trustees for investigation and appropriate action.

Section 11. INVESTIGATION AND DISPOSITION OF COMPLAINTS

a. Upon receipt of a complaint by the CODI thru the Receiving Officer, the CODI shall convene to begin the investigation of the complaint within ten (10) days.

b. The complaint must be in writing and duly signed and sworn to by the complainant, containing the following:

a. full name and address of the complainant;
b. full name, address, and government position of the respondent;
c. brief narration of the incident;
d. evidence in support of the complaint; and
e. certification of non-forum shopping.

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c. If the complaint is not under oath, or does not comply with any of the stipulated requirements above, the CODI may notify the complainant within ten (10) days from receipt of summon or notice of compliance.

d. Withdrawal of the complaint maybe allowed at any stage of the proceedings without preventing the CODI to conclude its investigation and make a report of its findings and recommendation of the disciplining authority when the evidence so warrants.

e. After evaluating the complaint, the CODI shall dismiss the complaint for non-compliance of the requirement or proceed with the investigation if the complaint is sufficient in form and substance.

11.1 PREVENTIVE SUSPENSION

The CODI may make an initial determination of whether the continued presence of the respondent who is charged with sexual harassment or any related retaliation poses an imminent threat on their co-workers. If so, then the CODI may recommend to the College President that the respondent be placed on preventive suspension during the period of the investigation, which shall not be more than ten (10) days from receipt of the complaint.

A respondent under preventive suspension shall be prohibited of the following acts:

a. attending classes and or rendering work;
b. entering the campus premises;
c. using the college/campus facilities; and
d. participating activities within the campus' premises

A Temporary or Permanent Protection Order maybe issued depending on the gravity of the case as part of the corrective measures. With the Protection Order, the respondent is prohibited from:

a. threatening the complainant directly or indirectly such as harassing, discriminating or committing any acts that may damage his/her reputation;
b. staying in the office or class of the complainant if both are officemates or classmates; and
c. staying in residence or any place frequented by the complainant.

Violation thereof shall be subject to disciplinary action as recommended by the CODI to the College President.

11.2 NOTICE TO RESPONDENT

The CODI shall send a written notice to the respondent that a complaint was filed against him/her. The written notice shall include a copy of the written complaint/formal charge and a statement that the respondent has three (3) calendar days to submit an answer to the complaint against him/her. The respondent may likewise submit any evidence that they possess which may include witness statements or other pertinent documents.

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The respondent must submit two copies of the answer and all attached exhibits to the CODI.

11.3 COMPLAINANT'S RESPONSE

Upon the receipt of the respondent's answer, the CODI shall immediately give one copy of the answer to the complainant who shall be informed that he/she may submit a reply to the answer. The complainant shall be given two (2) calendar days from receipt of the respondent's answer to give a reply.

The complainant must submit two copies of the reply and all attached exhibits. The second copy shall be given to the respondent.

11.4 HEARING OR CONFERENCE

The CODI shall set the preliminary hearing not later than two (2) weeks after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

During the hearing or conference, the respondent shall be given the opportunity to further rebut the allegations against him/her. The parties may, if desired, bring their counsel.

The hearing shall be conducted through this manner:
a. Presentation of complainant's evidence
b. Presentation of respondent's evidence

In both cases, the parties may cross-examine the witnesses. Thereafter, the parties shall submit their formal offer of evidence in writing.

The hearing proceedings before the CODI shall be summary in nature. The CODI shall not be bound by technical rules of evidence. The parties and witnesses, if any, shall submit affidavits subject to its clarificatory questions.

11.5 WAIVER

Respondent's failure to submit an answer and attend the hearing or conference, for no justifiable cause, shall constitute a waiver of the right to be heard and the complaint shall be decided ex parte based on the evidence available to the CODI.

Complainant's failure to attend the hearing or conference, for no justifiable cause, may result in the automatic dismissal of the case.

11.6 FINALITY OF THE DECISION

After ten (10) days of the termination of the hearing or conference/formal investigation, the CODI shall submit its investigation report to the Office of the College President. A copy of the investigation report shall be provided to the complainant and the respondent.

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The College President shall decide the case within thirty (30) days from receipt of the formal investigation report. The decision of the College President shall be final and executory ten (10) days after receipt of the copy thereof by both parties.

11.7 APPEALS

In cases where the corrective measures is expulsion/dismissal, the same shall be automatically appealed to the Office of the College President. No motion for reconsideration is allowed.

A party adversely affected by the decision may file an appeal or motion for reconsideration with the Office of the College President within fifteen (15) working days upon receipt of the decision.

If the appeal has been filed within the given fifteen (15) working-day period, the same shall be heard and decided within three (3) working days from the receipt of the appeal.

The decision of the College President after the first appeal shall be final and is not subject to further appeals.

11.8 JURISDICTION OF THE CSC OVER SEXUAL HARASSMENT CASES

In case a complaint for sexual harassment is filed with the Commission, the same shall be remanded to the agency where the alleged offender is employed. However, the Commission may take cognizance of the case under any of the following circumstances:

a. the College has no CODI;
b. the disciplining authority is the subject of the complaint;
c. the subject of the complaint is a CODI member; or
d. there is unreasonable delay in complying with the periods provided in these Rules for the investigation and adjudication of a sexual harassment complaint.

For this purpose, there is unreasonable delay when any of the periods set in these Rules lapsed for a period of more than thirty (30) days without justifiable reason.

In cases wherein the respondent to a sexual harassment complaint is the head of office, a complaint for sexual harassment shall be filed directly with the proper disciplining authority.

11.9 WITHDRAWAL OF THE COMPLAINT

The withdrawal of the complaint does not result in its outright dismissal or discharge of the person complained of from any administrative liability.

Section 12. CONFIDENTIALITY

All proceedings before the CODI shall be conducted under strict confidentiality.

Section 13. CLASSIFICATION OF ACTS OF SEXUAL HARASSMENT AND THEIR CORRESPONDING ADMINISTRATIVE OFFENSES (Section 51 A of the 2017 RACCS)

13.1 GRAVE OFFENSES which are punishable by dismissal from the service shall include the following, but not limited to:

a. unwanted touching of private parts of the body (inner thighs, genitalia, buttocks, and breast);
b. sexual assault;
c. malicious touching;
d. requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or scholarship, or the grant of benefits or payment of a stipend or allowance; and
e. other analogous cases.

13.2 LESS GRAVE OFFENSES shall include the following, but are not limited to:

a. unwanted touching or brushing against the victim's body;
b. pinching not falling under grave offenses;
c. derogatory or degrading remarks or insinuations directed toward the members of one sex, or one's sexual orientation or used to describe a person;
d. verbal abuse with sexual overtones; and
e. other analogous cases.

13.3 LIGHT OFFENSES shall include the following acts, but are not limited to:

a. surreptitiously looking at a person's private part or worn undergarments;
b. making sexist statements and uttering smutty jokes or sending these through text, electronic mail including but not limited to social media platform, causing embarrassment or offense and carried out after the offender has been advised that they are offensive or embarrassing or, even without such advise, when they are by their nature clearly embarrassing, offensive or vulgar;
c. malicious leering or ogling;
d. display of sexually offensive pictures, materials or graffiti;
e. unwelcome inquiries or comments about a person's sex life;
f. making offensive hand or body gestures at an employee;
g. persistent unwanted attention with sexual overtones;
h. unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver; and
i. other analogous cases.

13.4 For the purpose of this policy, the ADMINISTRATIVE OFFENSE OF SEXUAL HARASSMENT is further described in the following circumstances:

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a. Work-related sexual harassment is committed under the following circumstance:
   a.1 submission to or rejection of the act or series of acts is used as a basis for any employment decision (including, but not limited to, matters related to hiring, promotion, raise in salary, job security, benefits and any other human resource action) affecting the applicant/employee; or
   a.2 the act or series of acts have the purpose or effect of interfering with the complainant's work performance, or creating an intimidating, hostile or offensive work environment; or
   a.3 the act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a co-employee, applicant, customer, or word of the person complained of.

b. Education or training-related sexual harassment is committed against one who is under the actual or constructive care, custody or supervision of the offender, or against one whose education, training, apprenticeship, internship or tutorship is directly or constructively entrusted to, or is provided by, the offender, when:
   b.1 submission to or rejection of the act or series of acts as a basis for any decision affecting the complainant, including, but not limited to, the giving of a grade, the granting of honors or a scholarship, the payment of a stipend or allowance, or the giving of any benefit, privilege or consideration;
   b.2 the act or series of acts have the purpose or effect of interfering with the performance, or creating an intimidating, hostile or offensive academic environment of the complainant; or
   b.3 the act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant who may be a trainee, apprentice, intern, tutee or ward of the person complained of.

c. The offense may also take place in the following instances:
   c.1 in the premises of the workplace of office or of the school or training institution;
   c.2 in any place where the parties were found as a result of work or education or training responsibilities or relations;
   c.3 at work or education or training-related social functions;
   c.4 while on official business outside the office or school or training institution or during work or school or training-related travel;
   c.5 at official conferences, for a symposia or training sessions; or
   c.6 by telephone, cellular phone, fax machine or electronic mail.

Section 14. SPECIFIC SANCTIONS

GRAVE OFFENSE

a. Teaching and Non-Teaching Staff	-	1st offense – DISMISSAL
b. Students	-	1st offense – suspension for one (1) academic year to expulsion

LESS GRAVE OFFENSE

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a. Teaching and Non-Teaching Staff	-	1st offense – suspension for six (6) months to one (1) year
	-	2nd offense – dismissal
b. Students	-	1st offense – community service of 60 hours
	-	2nd offense – suspension for one (1) Semester to one (1) year
	-	3rd offense – expulsion

LIGHT OFFENSE

a. Teaching and Non-Teaching Staff	-	1st offense – reprimand or suspension for one (1) month to six (6) months
	-	2nd offense – fine or suspension for six (6) months to one (1year)
	-	3rd offense – dismissal
b. Students	-	1st offense – reprimand or community service not exceeding 30 hours
	-	2nd offense – suspension not exceeding one (1) semester
	-	3rd offense – expulsion

Section 15. INDEPENDENT ACTIONS FOR DAMAGES

Every person has the right to seek redress from the courts even when steps are taken under this Policy. Likewise, nothing in this Policy shall prevent a victim of sexual harassment or related retaliation from instituting a separate and independent action for damages and other relief.

The College undertakes to support and assist the victim in any independent action that they may undertake for any sexual harassment or related retaliation under this Policy.

Section 16. PROTOCOLS AND INFORMATION DISSEMINATION

The CODI shall formulate, disseminate, and publish protocols for the preventions of sexual harassment in consultation with the faculty, staff, and students. A copy of this Policy, the Safe Spaces Act (Republic Act No. 11313), and its Implementing Rules and Regulations (IRR) shall be posted in conspicuous places and social media platforms by the Information, Education, and Communication (IEC) Team constituted for the purpose.

The Human Resource Management Section is advised to provide all new employees a copy of this Policy upon the start of their employment for their reference and guidance. Any officer or employee or student may request for a copy of this Policy, the law, and/or its IRR, through the Records Management Section.

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Anti-Sexual Harassment orientation shall form part in the student, faculty and staff clearance requirement including personnel action such as hiring and promotion.

Anti-Sexual Harassment protocol with contractors and other program partners shall be integrated in any Memorandum of Understanding and Agreements forged with the College.

Section 17. REPEALING CLAUSE

All issuances inconsistent with the provisions hereof are hereby repealed or modified accordingly.

Section 18. EFFECTIVITY

This order shall take effect immediately and shall remain in force and effect until otherwise revoked or amended by the undersigned or by any competent authority.

Signed this 25th day of August 2022 at the DDOSC Main Campus, Compostela, Davao de Oro Province.

CHRISTIE JEAN VILLANUEVA- GANIERA, Ed. D., CESE
College President

cf: File,
All Offices, Divisions, Sections, Units in all campuses,
Records Mgt. Section

Committee on Decorum and Investigation (CODI) of DdOSC

(Special Order No. 0328-01, Series of 2026)

Office of the SUC President

Website: www.ddosc.edu.ph Email: president@ddosc.edu.ph Contact #: 0929-169-5328

SPECIAL ORDER
No. 0328-01, Series of 2025

TO : **AS HEREIN STATED**

SUBJECT : **RECONSTITUTION OF COMMITTEE ON DECORUM AND INVESTIGATION (CODI) OF DAVAO DE ORO STATE COLLEGE**

DATE : **28 MARCH 2025**

Pursuant Republic Act No. 11313, otherwise known as the "Safe Spaces Act" and in accordance with Section (10) Administrative Order No. 0825-01, Series of 2022 from this Office, and in view of the changes of positions and/or designations of personnel of the College, the Committee on Decorum and Investigation (CODI) of Davao de Oro State College is hereby reconstituted as specified hereunder:

COMPOSITION

MAIN CAMPUS

Chairperson : **GLORYJEAN C. ALTAMERA, Ph.D.**
Vice President for Academic Affairs

Permanent Alternate : **RIESHIA P. VALE, MAEd**
Faculty Federation President

Members : **JUANITA C. LEOPOLDO, DBA**
MAIDA CALPO, MSCrim
MARK P. LAURENTE, Ph.D.
PEDRO RAYMUNDE, Ph.D.
Department Heads/Focal

JUDITH R. TUDY, MAED
Trainer

JAKE ANDREW COLINDRES, MAED
Coach

DECIRY JAN DIANO
Student Representative

Secretariat : **REAH C. NIOG**
Human Resource Management Unit Head

MARAGUSAN BRANCH

Chairperson : **JAY MARK D. BANTAYAN, MSc**
Branch Director

Permanent Alternate : **DARYL H. TABUGUE, CPA, LPT**
Administrative Officer V

Members : **FRANCIS BALABA**
Instructor

KEI D. INANSUGAN
Trainer

MARCELINO F. CUYAB, PhD
Coach

TRISHA JOY L. YBAÑEZ
Student Representative

Secretariat : **NATHALIA NOVA E. LUGAYAO**
Human Resource and Management - Counterpart

MONTEVISTA BRANCH

Chairperson : **APRIL ROSE DIANNE ABELLA-VILLARO, DBM**
Branch Director

Permanent Alternate : **LEAH R. GUIRIGAY, EdD**
Administrative Officer V

Members : **DEISY R. LLANTO, MBA**
Instructor

MAE ANN BACO, MAEd
Trainer

MARJURIE BARIT
Coach

BOB DOMINIC DOLUNA
Student Representative

Secretariat : **LADY ROXAN A. VALLECER**
Human Resource and Management - Counterpart

NEW BATAAN BRANCH

Chairperson : **WENDY MAE W. DULOS, MBA**
Branch Director

Permanent Alternate : **ERNAN S. LEAL, MBA**
Administrative Officer V

Members : **ROBEGIN C. CAMPOMAYOR, DBM**
Instructor

GABRIEL D. CUBERO, EdD
Trainer

CHRISTIAN JADE GADOGDOG, MPA
Coach

JAME M. AGLE
Student Representative

Secretariat : **CHRISTINE S. HANDUMON**
Human Resource and Management - Counterpart

DUTIES AND FUNCTIONS

The Committee on Decorum and Investigation (CODI) of Davao de Oro State College shall have the duties and functions as stipulated in **Section 10.2 of Administrative Order Administrative Order No. 0825-01, Series of 2022** from this Office.

REPEALING CLAUSE

All previous orders inconsistent with the provisions hereof are hereby superseded, repealed, or amended accordingly.

EFFECTIVITY

This Order shall take effect immediately and remain enforced unless revoked by the undersigned or competent authority.

Signed this **28th day** of **March 2025** at Davao de Oro State College – Main Campus, Poblacion, Compostela, Davao de Oro Province.

LILYBETH M. MATUNHAY
SUC President I

Copy furnished:	file, Records Unit Office of the Vice President for Academic Affairs Office of the Chief for Administration and Finance Gender and Development Unit As stated

Designation	Initials	Date
SUC Pres I	LMM	03/28/2025
AO I	RFT	03/28/2025

AY 2025-2026

LEGAL FRAMEWORK

Safe Spaces Act

(Republic Act No. 11313)

5.6.2

Non-discrimination Policies for Transgender

S. No. 1558
H. No. 8794

Republic of the Philippines
Congress of the Philippines
Metro Manila

Seventeenth Congress

Third Regular Session

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

[REPUBLIC ACT NO. 11313]

AN ACT DEFINING GENDER-BASED SEXUAL HARASSMENT IN STREETS, PUBLIC SPACES, ONLINE, WORKPLACES, AND EDUCATIONAL OR TRAINING INSTITUTIONS, PROVIDING PROTECTIVE MEASURES AND PRESCRIBING PENALTIES THEREFOR

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

SECTION 1. *Short Title.* – This Act shall be known as the "Safe Spaces Act".

SEC. 2. *Declaration of Policies.* – It is the policy of the State to value the dignity of every human person and guarantee full respect for human rights. It is likewise the policy of the State to recognize the role of women in nation-building and ensure the fundamental equality before the law of women and men. The State also recognizes that both men and women must have equality, security and safety not only in private, but also on the streets, public spaces, online, workplaces and educational and training institutions.

SEC. 3. *Definition of Terms.* – As used in this Act:

(a) *Catcalling* refers to unwanted remarks directed towards a person, commonly done in the form of wolf-whistling and misogynistic, transphobic, homophobic, and sexist slurs;

(b) *Employee* refers to a person, who in exchange for remuneration, agrees to perform specified services for another person, whether natural or juridical, and whether private or public, who exercises fundamental control over the work, regardless of the term or duration of agreement: *Provided,* That for the purposes of this law, a person who is detailed to an entity under a subcontracting or secondment agreement shall be considered an employee;

(c) *Employer* refers to a person who exercises control over an employee: *Provided,* That for the purpose of this Act, the status or conditions of the latter's employment or engagement shall be disregarded;

(d) *Gender* refers to a set of socially ascribed characteristics, norms, roles, attitudes, values and expectations identifying the social behavior of men and women, and the relations between them;

(e) *Gender-based online sexual harassment* refers to an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety, sexual harassment acts including unwanted sexual remarks and comments, threats, uploading or sharing of one's photos without consent, video and audio recordings, cyberstalking and online identity theft;

(f) *Gender identity and/or expression* refers to the personal sense of identity as characterized, among others, by manner of clothing, inclinations, and behavior in relation to masculine or feminine conventions. A person may have a male or female identity with physiological characteristics of the opposite sex, in which case this person is considered transgender;

(g) *Public spaces* refer to streets and alleys, public parks, schools, buildings, malls, bars, restaurants, transportation terminals, public markets, spaces used as

evacuation centers, government offices, public utility vehicles as well as private vehicles covered by app-based transport network services and other recreational spaces such as, but not limited to, cinema halls, theaters and spas; and

(h) *Stalking* refers to conduct directed at a person involving the repeated visual or physical proximity, non-consensual communication, or a combination thereof that cause or will likely cause a person to fear for one's own safety or the safety of others, or to suffer emotional distress.

ARTICLE I

GENDER-BASED STREETS AND PUBLIC SPACES SEXUAL HARASSMENT

SEC. 4. *Gender-Based Streets and Public Spaces Sexual Harassment.* – The crimes of gender-based streets and public spaces sexual harassment are committed through any unwanted and uninvited sexual actions or remarks against any person regardless of the motive for committing such action or remarks.

Gender-based streets and public spaces sexual harassment includes catcalling, wolf-whistling, unwanted invitations, misogynistic, transphobic, homophobic and sexist slurs, persistent uninvited comments or gestures on a person's appearance, relentless requests for personal details, statement of sexual comments and suggestions, public masturbation or flashing of private parts, groping, or any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety, and committed in public spaces such as alleys, roads, sidewalks and parks. Acts constitutive of gender-based streets and public spaces sexual harassment are those performed in buildings, schools, churches, restaurants, malls, public washrooms, bars, internet shops, public markets, transportation terminals or public utility vehicles.

SEC. 5. *Gender-Based Sexual Harassment in Restaurants and Cafes, Bars and Clubs, Resorts and Water Parks, Hotels and Casinos, Cinemas, Malls, Buildings and Other Privately-Owned Places Open to the Public.* – Restaurants, bars,

cinemas, malls, buildings and other privately-owned places open to the public shall adopt a zero-tolerance policy against gender-based streets and public spaces sexual harassment. These establishments are obliged to provide assistance to victims of gender-based sexual harassment by coordinating with local police authorities immediately after gender-based sexual harassment is reported, making CCTV footage available when ordered by the court, and providing a safe gender-sensitive environment to encourage victims to report gender-based sexual harassment at the first instance.

All restaurants, bars, cinemas and other places of recreation shall install in their business establishments clearly-visible warning signs against gender-based public spaces sexual harassment, including the anti-sexual harassment hotline number in bold letters, and shall designate at least one (1) anti-sexual harassment officer to receive gender-based sexual harassment complaints. Security guards in these places may be deputized to apprehend perpetrators caught in *flagrante delicto* and are required to immediately coordinate with local authorities.

SEC. 6. *Gender-Based Sexual Harassment in Public Utility Vehicles.* – In addition to the penalties in this Act, the Land Transportation Office (LTO) may cancel the license of perpetrators found to have committed acts constituting sexual harassment in public utility vehicles, and the Land Transportation Franchising and Regulatory Board (LTFRB) may suspend or revoke the franchise of transportation operators who commit gender-based streets and public spaces sexual harassment acts. Gender-based sexual harassment in public utility vehicles (PUVs) where the perpetrator is the driver of the vehicle shall also constitute a breach of contract of carriage, for the purpose of creating a presumption of negligence on the part of the owner or operator of the vehicle in the selection and supervision of employees and rendering the owner or operator solidarily liable for the offenses of the employee.

SEC. 7. *Gender-Based Sexual Harassment in Streets and Public Spaces Committed by Minors.* – In case the offense is committed by a minor, the Department of Social Welfare and Development (DSWD) shall take necessary disciplinary measures as provided for under Republic Act No. 9344, otherwise known as the "Juvenile Justice and Welfare Act of 2006".

SEC. 8. *Duties of Local Government Units (LGUs).* – local government units (LGUs) shall bear primary responsibility in enforcing the provisions under Article I of this Act. LGUs shall have the following duties:

(a) Pass an ordinance which shall localize the applicability of this Act within sixty (60) days of its effectivity;

(b) Disseminate or post in conspicuous places a copy of this Act and the corresponding ordinance;

(c) Provide measures to prevent gender-based sexual harassment in educational institutions, such as information campaigns and anti-sexual harassment seminars;

(d) Discourage and impose fines on acts of gender-based sexual harassment as defined in this Act;

(e) Create an anti-sexual harassment hotline; and

(f) Coordinate with the Department of the Interior and Local Government (DILG) on the implementation of this Act.

SEC. 9. *Role of the DILG.* – The DILG shall ensure the full implementation of this Act by:

(a) Inspecting LGUs if they have disseminated or posted in conspicuous places a copy of this Act and the corresponding ordinance;

(b) Conducting and disseminating surveys and studies on best practices of LGUs in implementing this Act; and

(c) Providing capacity-building and training activities to build the capability of local government officials to implement this Act in coordination with the Philippine Commission on Women (PCW), the Local Government Academy (LGA) and the Development Academy of the Philippines (DAP).

SEC. 10. *Implementing Bodies for Gender-Based Sexual Harassment in Streets and Public Spaces.* – The Metro Manila

Development Authority (MMDA), the local units of the Philippine National Police (PNP) for other provinces, and the Women and Children's Protection Desk (WCPD) of the PNP shall have the authority to apprehend perpetrators and enforce the law: *Provided,* That they have undergone prior Gender Sensitivity Training (GST). The PCW, DILG and Department of Information and Communications Technology (DICT) shall be the national bodies responsible for overseeing the implementation of this Act and formulating policies that will ensure the strict implementation of this Act.

For gender-based streets and public spaces sexual harassment, the MMDA and the local units of the PNP for the provinces shall deputize its enforcers to be Anti-Sexual Harassment Enforcers (ASHE). They shall be deputized to receive complaints on the street and immediately apprehend a perpetrator if caught in *flagrante delicto*. The perpetrator shall be immediately brought to the nearest PNP station to face charges of the offense committed. The ASHE unit together with the Women's and Children's Desk of PNP stations shall keep a ledger of perpetrators who have committed acts prohibited under this Act for purposes of determining if a perpetrator is a first-time, second-time or third-time offender. The DILG shall also ensure that all local government bodies expedite the receipt and processing of complaints by setting up an Anti-Sexual Harassment Desk in all barangay and city halls and to ensure the set-up of CCTVs in major roads, alleys and sidewalks in their respective areas to aid in the filing of cases and gathering of evidence. The DILG, the DSWD in coordination with the Department of Health (DOH) and the PCW shall coordinate if necessary to ensure that victims are provided the proper psychological counseling support services.

SEC. 11. *Specific Acts and Penalties for Gender-Based Sexual Harassment in Streets and Public Spaces.* – The following acts are unlawful and shall be penalized as follows:

(a) For acts such as cursing, wolf-whistling, catcalling, leering and intrusive gazing, taunting, cursing, unwanted invitations, misogynistic, transphobic, homophobic, and sexist slurs, persistent unwanted comments on one's appearance, relentless requests for one's personal details such as name, contact and social media details or destination, the use of words, gestures or actions that ridicule on the basis of sex,

gender or sexual orientation, identity and/or expression including sexist, homophobic, and transphobic statements and slurs, the persistent telling of sexual jokes, use of sexual names, comments and demands, and any statement that has made an invasion on a person's personal space or threatens the person's sense of personal safety –

(1) The first offense shall be punished by a fine of One thousand pesos (P1,000.00) and community service of twelve (12) hours inclusive of attendance to a Gender Sensitivity Seminar to be conducted by the PNP in coordination with the LGU and the PCW;

(2) The second offense shall be punished by *arresto menor* (6 to 10 days) or a fine of Three thousand pesos (P3,000.00);

(3) The third offense shall be punished by *arresto menor* (11 to 30 days) and a fine of Ten thousand pesos (P10, 000.00).

(b) For acts such as making offensive body gestures at someone, and exposing private parts for the sexual gratification of the perpetrator with the effect of demeaning, harassing, threatening or intimidating the offended party including flashing of private parts, public masturbation, groping, and similar lewd sexual actions –

(1) The first offense shall be punished by a fine of Ten thousand pesos (P10,000.00) and community service of twelve (12) hours inclusive of attendance to a Gender Sensitivity Seminar, to be conducted by the PNP in coordination with the LGU and the PCW;

(2) The second offense shall be punished by *arresto menor* (11 to 30 days) or a fine of Fifteen thousand pesos (P15,000.00);

(3) The third offense shall be punished by *arresto mayor* (1 month and 1 day to 6 months) and a fine of Twenty thousand pesos (P20,000.00).

(c) For acts such as stalking, and any of the acts mentioned in Section 11 paragraphs (a) and (b), when accompanied by touching, pinching or brushing against the

body of the offended person; or any touching, pinching, or brushing against the genitalia, face, arms, anus, groin, breasts, inner thighs, face, buttocks or any part of the victim's body even when not accompanied by acts mentioned in Section 11 paragraphs (a) and (b) –

(1) The first offense shall be punished by *arresto menor* (11 to 30 days) or a fine of Thirty thousand pesos (P30,000.00), provided that it includes attendance in a Gender Sensitivity Seminar, to be conducted by the PNP in coordination with the LGU and the PCW;

(2) The second offense shall be punished by *arresto mayor* (1 month and 1 day to 6 months) or a fine of Fifty thousand pesos (P50,000.00);

(3) The third offense shall be punished by *arresto mayor* in its maximum period or a fine of One hundred thousand pesos (P100,000.00).

ARTICLE II

GENDER-BASED ONLINE SEXUAL HARASSMENT

SEC. 12. *Gender-Based Online Sexual Harassment.* – Gender-based online sexual harassment includes acts that use information and communications technology in terrorizing and intimidating victims through physical, psychological, and emotional threats, unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online whether publicly or through direct and private messages, invasion of victim's privacy through cyberstalking and incessant messaging, uploading and sharing without the consent of the victim, any form of media that contains photos, voice, or video with sexual content, any unauthorized recording and sharing of any of the victim's photos, videos, or any information online, impersonating identities of victims online or posting lies about victims to harm their reputation, or filing false abuse reports to online platforms to silence victims.

SEC. 13. *Implementing Bodies for Gender-Based Online Sexual Harassment.* – For gender-based online sexual harassment, the PNP Anti-Cybercrime Group (PNPACG) as the National Operational Support Unit of the PNP is primarily

responsible for the implementation of pertinent Philippine laws on cybercrime, shall receive complaints of gender-based online sexual harassment and develop an online mechanism for reporting real-time gender-based online sexual harassment acts and apprehend perpetrators. The Cybercrime Investigation and Coordinating Center (CICC) of the DICT shall also coordinate with the PNPACG to prepare appropriate and effective measures to monitor and penalize gender-based online sexual harassment.

SEC. 14. *Penalties for Gender-Based Online Sexual Harassment.* – The penalty of *prision correccional* in its medium period or a fine of not less than One hundred thousand pesos (P100,000.00) but not more than Five hundred thousand pesos (P500,000.00), or both, at the discretion of the court shall be imposed upon any person found guilty of any gender-based online sexual harassment.

If the perpetrator is a juridical person, its license or franchise shall be automatically deemed revoked, and the persons liable shall be the officers thereof, including the editor or reporter in the case of print media, and the station manager, editor and broadcaster in the case of broadcast media. An alien who commits gender-based online sexual harassment shall be subject to deportation proceedings after serving sentence and payment of fines.

Exemption to acts constitutive and penalized as gender-based online sexual harassment are authorized written orders of the court for any peace officer to use online records or any copy thereof as evidence in any civil, criminal investigation or trial of the crime: *Provided,* That such written order shall only be issued or granted upon written application and the examination under oath or affirmation of the applicant and the witnesses may produce, and upon showing that there are reasonable grounds to believe that gender-based online sexual harassment has been committed or is about to be committed, and that the evidence to be obtained is essential to the conviction of any person for, or to the solution or prevention of such crime.

Any record, photo or video, or copy thereof of any person that is in violation of the preceding sections shall not be admissible in evidence in any judicial, quasi-judicial, legislative or administrative hearing or investigation.

ARTICLE III

QUALIFIED GENDER-BASED STREETS, PUBLIC SPACES AND ONLINE SEXUAL HARASSMENT

SEC. 15. *Qualified Gender-Based Streets, Public Spaces and Online Sexual Harassment.* – The penalty next higher in degree will be applied in the following cases:

(a) If the act takes place in a common carrier or PUV, including, but not limited to, jeepneys, taxis, tricycles, or app-based transport network vehicle services, where the perpetrator is the driver of the vehicle and the offended party is a passenger;

(b) If the offended party is a minor, a senior citizen, or a person with disability (PWD), or a breastfeeding mother nursing her child;

(c) If the offended party is diagnosed with a mental problem tending to impair consent;

(d) If the perpetrator is a member of the uniformed services, such as the PNP and the Armed Forces of the Philippines (AFP), and the act was perpetrated while the perpetrator was in uniform; and

(e) If the act takes place in the premises of a government agency offering frontline services to the public and the perpetrator is a government employee.

ARTICLE IV

GENDER-BASED SEXUAL HARASSMENT IN THE WORKPLACE

SEC. 16. *Gender-Based Sexual Harassment in the Workplace.* – The crime of gender-based sexual harassment in the workplace includes the following:

(a) An act or series of acts involving any unwelcome sexual advances, requests or demand for sexual favors or any act of sexual nature, whether done verbally, physically or through the use of technology such as text messaging or

electronic mail or through any other forms of information and communication systems, that has or could have a detrimental effect on the conditions of an individual's employment or education, job performance or opportunities;

(b) A conduct of sexual nature and other conduct-based on sex affecting the dignity of a person, which is unwelcome, unreasonable, and offensive to the recipient, whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any other forms of information and communication systems;

(c) A conduct that is unwelcome and pervasive and creates an intimidating, hostile or humiliating environment for the recipient: *Provided*, That the crime of gender-based sexual harassment may also be committed between peers and those committed to a superior officer by a subordinate, or to a teacher by a student, or to a trainer by a trainee; and

(d) Information and communication system refers to a system for generating, sending, receiving, storing or otherwise processing electronic data messages or electronic documents and includes the computer system or other similar devices by or in which data are recorded or stored and any procedure related to the recording or storage of electronic data messages or electronic documents.

SEC. 17. *Duties of Employers.* – Employers or other persons of authority, influence or moral ascendancy in a workplace shall have the duty to prevent, deter, or punish the performance of acts of gender-based sexual harassment in the workplace. Towards this end, the employer or person of authority, influence or moral ascendancy shall:

(a) Disseminate or post in a conspicuous place a copy of this Act to all persons in the workplace;

(b) Provide measures to prevent gender-based sexual harassment in the workplace, such as the conduct of anti-sexual harassment seminars;

(c) Create an independent internal mechanism or a committee on decorum and investigation to investigate and address complaints of gender-based sexual harassment which shall:

(1) Adequately represent the management, the employees from the supervisory rank, the rank-and-file employees, and the union, if any;

(2) Designate a woman as its head and not less than half of its members should be women;

(3) Be composed of members who should be impartial and not connected or related to the alleged perpetrator;

(4) Investigate and decide on the complaints within ten (10) days or less upon receipt thereof;

(5) Observe due process;

(6) Protect the complainant from retaliation; and

(7) Guarantee confidentiality to the greatest extent possible;

(d) Provide and disseminate, in consultation with all persons in the workplace, a code of conduct or workplace policy which shall:

(1) Expressly reiterate the prohibition on gender-based sexual harassment;

(2) Describe the procedures of the internal mechanism created under Section 17(c) of this Act; and

(3) Set administrative penalties.

SEC. 18. *Duties of Employees and Co-Workers.* – Employees and co-workers shall have the duty to:

(a) Refrain from committing acts of gender-based sexual harassment;

(b) Discourage the conduct of gender-based sexual harassment in the workplace;

(c) Provide emotional or social support to fellow employees, co-workers, colleagues or peers who are victims of gender-based sexual harassment; and

(d) Report acts of gender-based sexual harassment witnessed in the workplace.

SEC. 19. *Liability of Employers.* – In addition to liabilities for committing acts of gender-based sexual harassment, employers may also be held responsible for:

(a) Non-implementation of their duties under Section 17 of this Act, as provided in the penal provisions; or

(b) Not taking action on reported acts of gender-based sexual harassment committed in the workplace.

Any person who violates subsection (a) of this section, shall upon conviction, be penalized with a fine of not less than Five thousand pesos (P5,000.00) nor more than Ten thousand pesos (P10,000.00).

Any person who violates subsection (b) of this section, shall upon conviction, be penalized with a fine of not less than Ten thousand pesos (P10,000.00) nor more than Fifteen thousand pesos (P15,000.00).

SEC. 20. *Routine Inspection.* – The Department of Labor and Employment (DOLE) for the private sector and the Civil Service Commission (CSC) for the public sector shall conduct yearly spontaneous inspections to ensure compliance of employers and employees with their obligations under this Act.

ARTICLE V

GENDER-BASED SEXUAL HARASSMENT IN EDUCATIONAL AND TRAINING INSTITUTIONS

SEC. 21. *Gender-Based Sexual Harassment in Educational and Training Institutions.* – All schools, whether public or private, shall designate an officer-in-charge to receive complaints regarding violations of this Act, and shall ensure that the victims are provided with a gender-sensitive environment that is both respectful to the victims' needs and conducive to truth-telling.

Every school must adopt and publish grievance procedures to facilitate the filing of complaints by students and

faculty members. Even if an individual does not want to file a complaint or does not request that the school take any action on behalf of a student or faculty member and school authorities have knowledge or reasonably know about a possible or impending act of gender-based sexual harassment or sexual violence, the school should promptly investigate to determine the veracity of such information or knowledge and the circumstances under which the act of gender-based sexual harassment or sexual violence were committed, and take appropriate steps to resolve the situation. If a school knows or reasonably should know about acts of gender-based sexual harassment or sexual violence being committed that creates a hostile environment, the school must take immediate action to eliminate the same acts, prevent their recurrence, and address their effects.

Once a perpetrator is found guilty, the educational institution may reserve the right to strip the diploma from the perpetrator or issue an expulsion order.

The Committee on Decorum and Investigation (CODI) of all educational institutions shall address gender-based sexual harassment and online sexual harassment in accordance with the rules and procedures contained in their CODI manual.

SEC. 22. *Duties of School Heads.* – School heads shall have the following duties:

(a) Disseminate or post a copy of this Act in a conspicuous place in the educational institution;

(b) Provide measures to prevent gender-based sexual harassment in educational institutions, like information campaigns;

(c) Create an independent internal mechanism or a CODI to investigate and address complaints of gender-based sexual harassment which shall:

(1) Adequately represent the school administration, the trainers, instructors, professors or coaches and students or trainees, students and parents, as the case may be;

(2) Designate a woman as its head and not less than half of its members should be women;

(3) Ensure equal representation of persons of diverse sexual orientation, identity and/or expression, in the CODI as far as practicable;

(4) Be composed of members who should be impartial and not connected or related to the alleged perpetrator;

(5) Investigate and decide on complaints within ten (10) days or less upon receipt thereof;

(6) Observe due process;

(7) Protect the complainant from retaliation; and

(8) Guarantee confidentiality to the greatest extent possible.

(d) Provide and disseminate, in consultation with all persons in the educational institution, a code of conduct or school policy which shall:

(1) Expressly reiterate the prohibition on gender-based sexual harassment;

(2) Prescribe the procedures of the internal mechanism created under this Act; and

(3) Set administrative penalties.

SEC. 23. *Liability of School Heads.* – In addition to liability for committing acts of gender-based sexual harassment, principals, school heads, teachers, instructors, professors, coaches, trainers, or any other person who has authority, influence or moral ascendancy over another in an educational or training institution may also be held responsible for:

(a) Non-implementation of their duties under Section 22 of this Act, as provided in the penal provisions; or

(b) Failure to act on reported acts of gender-based sexual harassment committed in the educational institution.

Any person who violates subsection (a) of this section, shall upon conviction, be penalized with a fine of not less than Five thousand pesos (P5,000.00) nor more than Ten thousand pesos (P10,000.00).

Any person who violates subsection (b) of this section, shall upon conviction, be penalized with a fine of not less than Ten thousand pesos (P10,000.00) nor more than Fifteen thousand pesos (P15,000.00).

SEC. 24. *Liability of Students.* – Minor students who are found to have committed acts of gender-based sexual harassment shall only be held liable for administrative sanctions by the school as stated in their school handbook.

SEC. 25. *Routine Inspection.* – The Department of Education (DepEd), the Commission on Higher Education (CHED), and the Technical Education and Skills Development Authority (TESDA) shall conduct regular spontaneous inspections to ensure compliance of school heads with their obligations under this Act.

ARTICLE VI

COMMON PROVISIONS

SEC. 26. *Confidentiality.* – At any stage of the investigation, prosecution and trial of an offense under this Act, the rights of the victim and the accused who is a minor shall be recognized.

SEC. 27. *Restraining Order.* – Where appropriate, the court, even before rendering a final decision, may issue an order directing the perpetrator to stay away from the offended person at a distance specified by the court, or to stay away from the residence, school, place of employment, or any specified place frequented by the offended person.

SEC. 28. *Remedies and Psychological Counselling.* – A victim of gender-based street, public spaces or online sexual harassment may avail of appropriate remedies as provided for under the law as well as psychological counselling services with the aid of the LGU and the DSWD, in coordination with the DOH and the PCW. Any fees to be

charged in the course of a victim's availment of such remedies or psychological counselling services shall be borne by the perpetrator.

SEC. 29. *Administrative Sanctions.* – Above penalties are without prejudice to any administrative sanctions that may be imposed if the perpetrator is a government employee.

SEC. 30. *Imposition of Heavier Penalties.* – Nothing in this Act shall prevent LGUs from coming up with ordinances that impose heavier penalties for the acts specified herein.

SEC. 31. *Exemptions.* – Acts that are legitimate expressions of indigenous culture and tradition, as well as breastfeeding in public shall not be penalized.

ARTICLE VII

FINAL PROVISIONS

SEC. 32. *PNP Women and Children's Desks.* – The women and children's desks now existing in all police stations shall act on and attend to all complaints covered under this Act. They shall coordinate with ASHE officers on the street, security guards in privately-owned spaces open to the public, and anti-sexual harassment officers in government and private offices or schools in the enforcement of the provisions of this Act.

SEC. 33. *Educational Modules and Awareness Campaigns.* – The PCW shall take the lead in a national campaign for the awareness of the law. The PCW shall work hand-in-hand with the DILG and duly accredited women's groups to ensure all LGUs participate in a sustained information campaign and the DICT to ensure an online campaign that reaches a wide audience of Filipino internet-users. Campaign materials may include posters condemning different forms of gender-based sexual harassment, informing the public of penalties for committing gender-based sexual harassment, and infographics of hotline numbers of authorities.

All schools shall educate students from the elementary to tertiary level about the provisions of this Act and how they can report cases of gender-based streets, public spaces and

online sexual harassment committed against them. School courses shall include age-appropriate educational modules against gender-based streets, public spaces and online sexual harassment which shall be developed by the DepEd, the CHED, the TESDA and the PCW.

SEC. 34. *Safety Audits.* – LGUs are required to conduct safety audits every three (3) years to assess the efficiency and effectivity of the implementation of this Act within their jurisdiction. Such audits shall be multisectoral and participatory, with consultations undertaken with schools, police officers, and civil society organizations.

SEC. 35. *Appropriations.* – Such amounts as may be necessary for the implementation of this Act shall be indicated under the annual General Appropriations Act (GAA). National and local government agencies shall be authorized to utilize their mandatory Gender and Development (GAD) budget, as provided under Republic Act No. 9710, otherwise known as "The Magna Carta of Women" for this purpose. In addition, LGUs may also use their mandatory twenty percent (20%) allocation of their annual internal revenue allotments for local development projects as provided under Section 287 of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991".

SEC. 36. *Prescriptive Period.* – Any action arising from the violation of any of the provisions of this Act shall prescribe as follows:

(a) Offenses committed under Section 11(a) of this Act shall prescribe in one (1) year;

(b) Offenses committed under Section 11(b) of this Act shall prescribe in three (3) years;

(c) Offenses committed under Section 11(c) of this Act shall prescribe in ten (10) years;

(d) Offenses committed under Section 12 of this Act shall be imprescriptible; and

(e) Offenses committed under Sections 16 and 21 of this Act shall prescribe in five (5) years.

SEC. 37. *Joint Congressional Oversight Committee.* – There is hereby created a Joint Congressional Oversight Committee to monitor the implementation of this Act and to review the implementing rules and regulations promulgated. The Committee shall be composed of five (5) Senators and five (5) Representatives to be appointed by the Senate President and the Speaker of the House of Representatives, respectively. The Oversight Committee shall be co-chaired by the Chairpersons of the Senate Committee on Women, Children, Family Relations and Gender Equality and the House Committee on Women and Gender Equality.

SEC. 38. *Implementing Rules and Regulations (IRR).* – Within ninety (90) days from the effectivity of this Act, the PCW as the lead agency, in coordination with the DILG, the DSWD, the PNP, the Commission on Human Rights (CHR), the DOH, the DOLE, the DepEd, the CHED, the DICT, the TESDA, the MMDA, the LTO, and at least three (3) women's organizations active on the issues of gender-based violence, shall formulate the implementing rules and regulations (IRR) of this Act.

SEC. 39. *Separability Clause.* – If any provision or part hereof is held invalid or unconstitutional, the remaining provisions not affected thereby shall remain valid and subsisting.

SEC. 40. *Repealing Clause.* – Any law, presidential decree or issuance, executive order, letter of instruction, administrative order, rule or regulation contrary to or inconsistent with the provisions of this Act is hereby repealed, modified or amended accordingly.

SEC. 41. *Effectivity.* – This Act shall take effect fifteen (15) days after its publication in the *Official Gazette* or in any two (2) newspapers of general circulation in the Philippines.

Approved,

GLORIA MACAPAGAL-ARROYO
Speaker of the House of Representatives

VICENTE C. SOTTO III
President of the Senate

This Act which is a consolidation of Senate Bill No. 1558 and House Bill No. 8794 was passed by the Senate of the Philippines and the House of Representatives on February 6, 2019.

DANTE ROBERTO P. MALING
Acting Secretary General
House of Representatives

MYRA MARIE D. VILLARICA
Secretary of the Senate

Approved: APR 17 2019

RODRIGO ROA DUTERTE
President of the Philippines

O

REPUBLIC OF THE PHILIPPINES
PRRD 2016 - 011183

Office of the President
MALACAÑANG RECORDS OFFICE
CERTIFIED COPY
ATTY. CONCEPCION [illegible] E. TERRIGLINO-ENAD
DIRECTOR IV
7-15-2019

ATTACHMENTS FOR VALIDATION

AY 2025-2026

5.6.2

Non-discrimination Policies for Transgender

Board of Trustees (BoT) Resolution

re: Approving the DdOSC GAD Agenda for 2023-2028

DAVAO DE ORO STATE COLLEGE
Board of Trustees

Excerpt from the Minutes of the 36th Regular Davao de Oro State College Board of Trustees Meeting held on the 4th day of August 2022, at Davao del Sur State College, Digos City, Davao del Sur.

Resolution No. 37, series of 2022

A RESOLUTION APPROVING THE DAVAO DE ORO STATE COLEGE (DDOSC) GENDER AND DEVELOPMENT (GAD) AGENDA 2023-2028

WHEREAS, the Commission on Higher Education through CHED Memorandum No. 1 series of 2015, directs all Higher Education Institutions (HEIs) – both public and private, including the Davao de Oro State College (DDOSC) to institutionalize the mandates of Gender and Development;

WHEREAS, as Davao de Oro State College (DDOSC) is geared towards becoming a gender-sensitive and gender-responsive community, the DDOSC GAD Agenda 2023-2028 is the college's GAD Strategic Development Plan and was developed and approved as a "roadmap" for translating the policy into concrete actions. It included departmental commitments and actions to increase awareness in addressing gender concerns;

WHEREAS, The DDOSC GAD Agenda 2023-2028 takes a task-oriented approach that takes into consideration DDOSC's special role in a rapidly changing world, and its move towards greater responsibility as a prime mover for gender and development in the community;

WHEREAS, it proposes a renewed commitment to gender mainstreaming and identifies a balanced set of activities through which DDOSC operations will continue to lead to tangible gender equality and women's empowerment results;

WHEREAS, this is considered as the most comprehensive Strategic Development Plan for DDOSC as this is the first GAD Agenda of DDOSC;

WHEREAS, this DDOSC GAD Agenda will set out the aspiration of the College to become a gender-responsive and gender-sensitive community through mainstreaming gender and development in all programs of the College and provide gender-responsive and innovative policies and programs towards women empowerment and gender equality.

WHEREAS, there are four (4) key areas that gender and development will be mainstreamed – policy, people, mechanisms, and PAPs – all are included with projects, plans, and activities within six (6) years of implementation;

NOW, THEREFORE:

BE IT RESOLVED, AS IT IS HEREBY RESOLVED, Upon the motion made by Hon. Maria Lourdes D. Lim duly, seconded by Hon. Rowee Joy S. Decena, the DDOSC Board of Trustees hereby approved the Davao de Oro State College (DDOSC) Gender and Development (GAD) Agenda 2023-2028;

Approved and adopted during the 36th Regular Davao de Oro State College Board of Trustees Meeting held on the 4th day of August 2022, at Davao del Sur State College.

I HEREBY CERTIFY to the correctness of the above-quoted resolution.

JOSHUA P. ELARDO, LPT
College and Board Secretary Designate

	ACTION TAKEN	
	APPROVED	**DISAPPROVED**
HON. ALDRIN A. DARILAG Chair, DDOSC Board of Trustees Commissioner, Commission on Higher Education		
HON. CHRISTIE JEAN V. GANIERA Vice-Chair, DDOSC Board of Trustees President, Davao de Oro State College	Digitally signed by Ganiera Christie Jean Villanueva Date: 2022.08.12 14:35:58 +08'00'	
HON. FRANCIS "CHIZ" G. ESCUDERO Member, DDOSC Board of Trustees Chair, Senate Committee on Higher, Technical, and Vocational Education		
HON. MARQUEZ O. GO Member, DDOSC Board of Trustees Chair, HOR Committee on Higher and Technical Education		
HON. MARIA LOURDES D. LIM Member, DDOSC Board of Trustees Regional Director, NEDA ROXI		
HON. ANTHONY C. SALES Member, DDOSC Board of Trustees Regional Director, DOST ROXI		
HON. ROWEE JOY S. DECENA Member, DDOSC BOT Faculty Representative		
HON. ANDREY SHERBETH ERANA Member, DDOSC BOT Alumni Representative		
HON. VINCENT R. DEGUINION Member, DDOSC BOT Student Representative		
HON. RANDOLPH F. ALONZO Member, DDOSC BOT Private Sector Representative		
HON. DEXTER ANGELO V. JOCOM Member, DDOSC BOT Private Sector Representative		

Gender Analysis with Certification

VISION

A proactive academic pillar of development in the ASEAN Region.

MISSION

DDOSC shall provide golden opportunities to its stakeholders toward producing globally competent graduates, relevant and responsive research, extension, and production services anchored on good governance.

GOALS

- Quality Instruction
- Relevant and Responsive Research, Extension and Production Services
- Effective and Efficient Resource Management

CERTIFICATION

This is to certify that the **DAVAO DE ORO STATE COLLEGE GENDER AND DEVELOPMENT AGENDA 2022-2027** has undergone gender analysis through the Gender and Development Section of the Davao de Oro State College.

With the use of the ***Box 7*** of the ***Harmonized Gender and Development Guidelines for Project Development, Implementation, Management, Monitoring and Evaluation*** crafted by the National Economic and Development Authority (NEDA), Philippine Commission on Women (PCW), and Official Development Assistance Gender and Development Network (ODA-GAD Network), the said policy scored **20.00** points, which means that **the policy is gender-responsive**.

Attached are the accomplished Box 7 checklist and other supporting documents.

This certification is issued on April 05, 2022 at Davao de Oro State College for whatever legal purposes this may serve.

PEDRO P. RAYMUNDE JR., MAEd
GAD Focal Person

Box 7. Summary checklist for the assessment of proposed projects

Element and item/question (col.1)	Done? (col. 2)			Score for an item/ element* (col. 3)	Results or comments (col. 4)
	No (2a)	Partly (2b)	Yes (2c)		
1.0 Involvement of women and men (max score: 2; 1 for each item)				**2.0**	There is an opportunity for women and men to participate in the preparation of the strategic plan.
1.1 Participation of women and men in beneficiary groups in problem identification (possible scores: 0, 0.5, 1.0)			1.0		
1.2 Participation of women and men in beneficiary groups in project design (possible scores: 0, 0.5, 1.0)			1.0		
2.0 Collection of sex-disaggregated data and gender-related information (possible scores: 0, 1.0, 2.0)			2.0	**2.0**	There is an available sex-dissagregate data for the target beneficiaries.
3.0 Conduct of gender analysis and identification of gender issues (max score: 2; 1 for each item)				**2.0**	Issues relating to gender and development were identified through GMEF.
3.1 Analysis of gender gaps and inequalities related to gender roles, perspectives and needs, or access to and control of resources (possible scores: 0, 0.5, 1.0)			1.0		
3.2 Analysis of constraints and opportunities related to women and men's participation in the project (possible scores: 0, 0.5, 1.0)			1.0		
4.0 Gender equality goals, outcomes, and outputs (possible scores: 0, 1.0, 2.0) *Does the project have clearly stated gender equality goals, objectives, outcomes, or outputs?*			**2.0**	**2.0**	The goals are stated.
5.0 Matching of strategies with gender issues (possible scores: 0, 1.0, 2.0) *Do the strategies and activities match the gender issues and gender equality goals identified?*			2.0	**2.0**	Strategies to address the gender issues are included.
6.0 Gender analysis of likely impacts of the project (max score: 2; for each item or question, 0.67)				**2.0**	There is an available sex-dissagregate data for the target beneficiaries.
6.1 Are women and girl children among the direct or indirect beneficiaries? (Possible scores: 0, 0.33, 0.67)			0.67		
6.2 Has the project considered its long-term impact on women's socioeconomic status and empowerment? (Possible scores: 0, 0.33, 0.67)			0.67		
6.3 Has the project included strategies for avoiding or minimizing negative impact on women's status and welfare? (Possible scores: 0, 0.33, 0.67)			0.67		
7.0 Monitoring targets and indicators (possible scores: 0, 1.0, 2.0) *Does the project include gender equality targets and indicators to measure gender equality outputs and outcomes?*			**2.0**	**2.0**	Equal utilization, organization, and participation in the

					implementation of the policy is guaranteed.
8.0 Sex-disaggregated database requirement (possible scores: 0, 1.0, 2.0) *Does the project M&E system require sex-disaggregated data to be collected?*				**2.0**	There is an existing sex-disaggregated data. Also, with the project, it will require the Office to collect sex-disaggregated data as it is a policy related to admission requirements.
9.0 Resources (max score: 2; for each question, 1)				**2.0**	The policy is under the Chief for Administration and Finance, thus, it has an allotted budget. Also, it will create better academic opportunities for women and men.
9.1 Is the project's budget allotment sufficient for gender equality promotion or integration? OR will the project tap counterpart funds from LGUs/partners for its GAD efforts? (Possible scores: 0, 0.5, 1.0)			1.0		
9.2 Does the project have the expertise in promoting gender equality and women's empowerment? OR does the project commit itself to investing project staff time in building capacities within the project to integrate GAD or promote gender equality? (Possible scores: 0, 0.5, 1.0)			1.0		
10.0 Relationship with the agency's GAD efforts (max score: 2; for each question or item, 0.67)				**2.0**	This policy will strengthen the roles of women and provide equal opportunities to any gender.
10.1 Will the project build on or strengthen the agency/ NCRFW/ government's commitment to the empowerment of women? (Possible scores: 0, 0.33, 0.67) *IF THE AGENCY HAS NO GAD PLAN: Will the project help in the formulation of the implementing agency's GAD plan?*			0.67		
10.2 Will the project build on the initiatives or actions of other organizations in the area? (Possible scores: 0, 0.33, 0.67)			0.67		
10.3 Does the project have an exit plan that will ensure the sustainability of GAD efforts and benefits? (Possible scores: 0, 0.33, 0.67)			0.67		
TOTAL GAD SCORE – PROJECT IDENTIFICATION AND DESIGN STAGES				**20.00**	The proposed project is gender-responsive.

Evaluated by:

PEDRO P. RAYMUNDE JR., MAED
GAD Focal Person

PROJECT DEVELOPMENT STAGE

The GAD checklist for project development contains 10 requirements for a gender-responsive project design (see Box 7). Project proponents and evaluators of the project proposal must ascertain whether each of the requirements has been met and in what degree these have been complied with. There are three possible responses to the question "Has the required activity been done?" These are *no*, *partly*, and *fully*.

1. Put a check ☑ in the appropriate column (2a to 2c) under "Done?" to signify the degree in which a project proponent has complied with the GAD element: under col. 2a if nothing has been done; under col. 2b if an element, item, or question has been partly complied with; and under col. 2c if an element, item, or question has been fully complied with.
2. A partial and a full yes may be distinguished as follows.
    a. For *Element 1.0*, a "partly yes" to Item 1.1 means meeting only with male officials, with the exception of a woman or a few women, who also happen to be officials in the proponent or partner agency or organization: or with male and female officials and some male beneficiaries. In contrast, full compliance involves meeting with female and male officials and consulting with other stakeholders, including women and men that could be affected positively or negatively by the proposed project. A "partly yes" to Item 1.2, on the other hand, means that inputs or suggestions might have been sought from woman and man beneficiaries but not considered at all in designing project activities and facilities.
    b. For *Element 2.0*, "partly yes" means some information has been classified by sex, but this may not be key data that will help identify key gender issues that a planned project must address. In contrast, a full "yes" requires that qualitative and quantitative data are cited in the analysis of the development issue or project.
    c. For *Element 3.0*, a "partly yes" to Item 3.1 means a superficial or partial analysis has been done by focusing on only one or two of the concerns (gender roles, needs, perspectives, or access to and control of resources) while a "partly yes" to Item 3.2 means that an analysis of either constraints or opportunities, instead of both, or an analysis of constraints and opportunities only by women or by men, has been done.
    d. For *Element 4.0*, "partly yes" means having a gender equality statement incorporated in any of the following levels: goal, purpose, or output. A full "yes" requires the integration of gender equality in at least two of the three levels.
    e. For *Element 5.0*, "partly yes" means having gender equality strategies or activities, but no stated gender issues that will match the activities, while a full "yes" requires an identified gender issue and activities that seek to address this issue.
    f. For *Element 6.0*, a "partly yes" to Item 6.1 means women or girls comprise less than a third of the project's indirect or direct beneficiaries. To Item 6.2, it means the project focuses on affecting socioeconomic status with no consideration to women's empowerment. To Item 6.3, it means mitigating strategies deal only with minimizing negative impact on welfare, with disregard to status. A full "yes" to an item under Element 6.0 means women or girls constitute at least a third of the project beneficiaries (Item 6.1), the project will impact on both material condition and status (6.2), and the project seeks to minimize negative impact on women's

status as well as welfare (6.3).

g. For *Element 7.0*, "partly yes" means the project monitoring plan includes indicators that are sex-disaggregated, with no qualitative indicator of empowerment or status change.

h. For *Element 8.0*, "partly yes" means the project requires the collection of some sex-disaggregated data or information, but not all the information that will track the gender-differentiated effects of the project. A full "yes" means all sex-disaggregated data and qualitative information will be collected to help monitor the GAD outcome and output results.

i. For *Element 9.0*, "partly yes" means there is a budget for GAD-related activities but not sufficient to ensure that the project will address relevant gender issues (9.1), or to build GAD capacities among project staff or the project agency, or to tap external GAD expertise (9.2).

j. For *Element 10.0*, a "partly yes" to Item 10.1 means there is mention of the agency's GAD plan but no direct connection is made to incorporate the project's GAD efforts into the plan. To Item 10.2, there is mention of other GAD initiatives in the project coverage but no indication of how the project will build on these initiatives. To Item 10.3, it means the project has a sustainability plan for its GAD efforts but there is no mention of how these could be institutionalized within the implementing agency or its partners.

3. Enter the appropriate score for an element or item under column 3.

   a. To ascertain the score for a GAD element, a three-point rating scale is provided: "0" when the proponent has not accomplished any of the activities or questions listed under an element or requirement; a score that is less than the stated maximum when compliance is only partial; and "2" (for the element or requirement), or the maximum score for an item or question, when the proponent has done all the required activities.

   b. The scores for "partly yes" differ by element. For instance, the score for "partly yes" for Elements 2.0, 4.0, 5.0, 7.0, and 8.0 is "1." For elements that have two or more items or questions (such as Elements 1.0, 3.0, 6.0, and 10.0), the rating for a "partial yes" is the sum of the scores of the items or questions that fall short of the maximum "2.0."

   c. Because Elements 1.0 and 3.0 have been broken down into two items each, the maximum point (full "yes") **for each item** is pegged at "1.0" and that for "partly yes" is "0.5." The score for the element will be a positive number that is lower than "2.0," the maximum score for the element.

   d. For Elements 6.0 and 10.0, which have three items each, the maximum score **for each item** is pegged at "0.67" and for "partly yes" is "0.33." The rating for the element will be "partly yes" if the total score of the three items is positive but less than "2.0," the maximum for the element.

   e. For Element 9.0, which has two items (9.1 and 9.2), the maximum score **for each item** is pegged at "1.0" and for "partly yes" is "0.5." Hence, if a project scores a full "1.0" in one question but "0" in the other, or if a project scores "partly yes" (or "0.5") in each of the two items, the total rating for Element 9.0 would be "partly yes" with a score of "1.0." If a project scores "partly yes" (0.5) in one item but no (0) in the other, the total rating for the element will be "0.5."

4. For an element (col. 1) that has more than one item or question, add the score for the items and enter the sum in the thickly bordered cell for the element.

5. Add the scores in the thickly bordered cells under column 3 to come up with the GAD score for the project identification stage.

6. Under the last column, indicate the key gender issues identified (for proponents) or comments on

the proponent's compliance with the requirement (for evaluators).

Interpretation of the GAD score

0-3.9	GAD is invisible in the project (proposal is returned).
4.0-7.9	Proposed project **has promising GAD prospects** (proposal earns a "conditional pass," pending identification of gender issue/s and strategies and activities to address these, and inclusion of the collection of sex-disaggregated data in the monitoring and evaluation plan).
8.0-14.9	Proposed project is **gender-sensitive** (proposal passes the GAD test).
15.0-20.0	Proposed project is **gender-responsive** (proponent is commended).

GAD Expert Certification

CERTIFICATION

This is to certify that the undersigned has read and analyzed the entire Gender and Development Agenda 2022-2027 of Davao de Oro State College and found to be in accordance with CHED Memorandum No. 1 series of 2015, which directs all Higher Education Institutions (HEIs) – both public and private – to institutionalize the Gender and Development mandates, including the Davao de Oro State College (DDOSC).

Further, this is to attest also that the proposed GAD Agenda was formulated through the application of the Enhanced Gender Mainstreaming Evaluation Framework (GMEF) principles which guided the college in assessing the levels of Gender and Development mainstreaming and in identifying areas of strengths and pointers for improvement.

Furthermore, the DDOSC GAD Agenda 2022-2027 incorporates gender equality principles into its three core functions: curriculum development, gender-responsive research programs, and gender-responsive extension initiatives.

Signed on this **4th** day of **April 2022.**

ROWENA S. NAVERA, DPA
Vice President for Admin and Finance
Philippine State College of Aeronautics (PHILSCA)
Member, National Gender Resource Pool, Philippine Commission on Women
Vice President, Philippine Association for Gender and Development Advocates Inc.