

Item No.: 02  
Date: 07 FEB 2023

Republic of the Philippines  
PROVINCE OF LEYTE

SP Records  
JAN 31 2023  
1-30-23  
PROVINCE OF LEYTE

PROVINCIAL LEGAL OFFICE

Province of Leyte  
Legal Office  
Released: [Signature]  
Time: [Signature]  
Date: 1-24-23

2<sup>nd</sup> Indorsement  
January 20, 2023

Respectfully returned to the Sangguniang Panlalawigan of Leyte, through the SP Secretary, the attached Ordinance No. 424 of the SB of Babatngon, Leyte, recommending for the declaration of validity pursuant to its power under Section 56 (c) of R.A 7160, the same being, to the opinion of the Provincial Legal Office (PLO) in consonance with the mandate of the statutes (R.A 9262 & 9710 mentioned in the ordinance.

ATTY. JOSE RAYMUND A. ACOL  
Acting Asst. Provincial Legal Officer [Signature]

Republic of the Philippines  
**PROVINCE OF LEYTE**

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**OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

**1<sup>ST</sup> INDORSEMENT**  
**19 January 2023**



Respectfully indorsed to the **PROVINCIAL LEGAL OFFICE** the  
herein **ORDINANCE NO. 424** of the **MUNICIPALITY OF BABATNGON,**  
**LEYTE,** for review and recommendations.

**FLORINDA JILL S. UYVICO,**  
Secretary to the Sanggunian

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PROVINCE OF LEYTE  
**MUNICIPALITY OF BABATNGON**

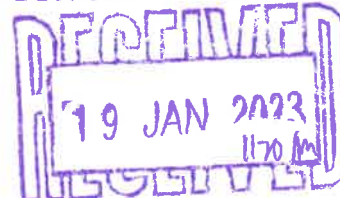
**SANGGUNIANG BAYAN**

18 January 2023

**Honorable Leonardo M. Javier, Jr.**  
Vice Governor and Presiding Officer, and

**The Honorable Members**  
**Sangguniang Panlalawigan**  
Province of Leyte  
Legislative Bldg., Capitol Grounds  
Tacloban City

SANGGUNIANG PANLALAWIGAN



PROVINCE OF LEYTE

**Dear Honorable Ladies and Gentlemen,**

Respectfully endorsed to the Honorable Sangguniang Panlalawigan of the Province of Leyte is Ordinance No. 424 of the Sangguniang Bayan of the Municipality of Babatngon, Leyte, entitled: "An ordinance establishing the VAWC Desk in every barangay of the Municipality of Babatngon, Leyte and prescribing the Protocol in the Handling of all VAWC Cases filed thereof." Subject ordinance is being forwarded to that Body for review in compliance with Section 56 (a) of Republic Act 7160.

Enclosed please find the following:

1. Ordinance No. 424
2. Certification of Posting

Please find them in order and praying for your favorable action thereof.

Very truly yours,

**ALMA A. BALDOMAR**

Secretary II

Secretary to the Sanggunian-designate

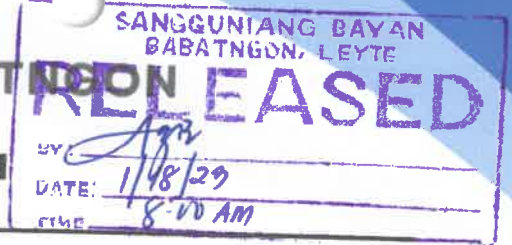
Enclosed:

As Stated



REPUBLIC OF THE PHILIPPINES  
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SANGGUNIANG BAYAN



EXCERPT FROM THE MINUTES OF THE 23rd REGULAR SESSION OF THE SANGGUNIANG BAYAN OF BABATNGON, LEYTE HELD ON THE 9th DAY OF JANUARY 2023 AT THE SB SESSION HALL, LEGISLATIVE BUILDING, BABATNGON, LEYTE.

MAYOR'S OFFICE  
BABATNGON, LEYTE

RECEIVED

**ORDINANCE NO. 424**

BY: *[Signature]*  
DATE: Jan. 16, 2023  
TIME: 4:45 P.M.

**AN ORDINANCE ESTABLISHING THE VAWC DESK IN EVERY BARANGAY OF THE MUNICIPALITY OF BABATNGON, LEYTE AND PRESCRIBING THE PROTOCOL IN THE HANDLING OF ALL VAWC CASES FILED THEREOF.**

Author: **HON. ALEX VELOSO BELLO**

Co-Authors: **Hon. Federico P. Elizaga, Jr.**  
**Hon. Hilarion S. Menzon**  
**Hon. Kemuel Rue M. Corsiga**  
**Hon. Christian C. Lawsin**

**WHEREAS**, Article II Section 14 of the 1987 Philippine Constitution provides, that the state recognizes the role of women in nation-building, and shall ensure their fundamental equality before the law of men and women;

**WHEREAS**, Republic Act No. 9262 is known as "The Anti-Violence against Women and their Children Act of 2004 was made into law to recognize "the need to protect the family and its members particularly women and children from violence and threats to their personal safety and security.";

**WHEREAS**, Section 12 D, Rule V of the Rules and Regulations implementing Republic Act 9710 or the Magna Carta for Women provides for the establishment of a VAWC desk in every barangay to ensure that violence against women cases are fully addressed in a gender-responsive manner;

**WHEREAS**, relative thereto, the Department of the Interior and Local Government (DILG), Department of Social Welfare and Development (DSWD), Department of Education (DepED), Department of Health (DOH) and Philippine Commission on Women (PCW) issued Joint Memorandum-Circular No. 2010-2 to provide the guidelines and procedures for the above cited IRR section and to enjoin all local government units to establish a Violence Against Women (VAW) Desk in their respective barangays;

**WHEREAS**, the Sanggunian recognizes that the VAW Desk or the VAWC Desk as contemplated in the context of this Ordinance shall serve as an important mechanism that will institutionalize the support for victims and bring the perpetrators to justice;

*[Signature]*



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**WHEREAS**, the Sanggunian through the Committee on Women has adopted key provisions of the DILG-MSWDO-DepED-DOH-PCW Joint Memorandum Circular No. 2010-2 in formulating the protocol in the handling of VAWC cases filed in the barangays;

**NOW, THEREFORE**, be it ordained by the Sangguniang Bayan of the Municipality of Babatngon, Leyte in session assembled:

**SECTION 1. TITLE** - This Ordinance shall be known as "An Ordinance establishing the VAWC Desk in every Barangay of the Municipality of Babatngon, Leyte and prescribing the protocol in the handling of all VAWC cases filed thereof."

**SECTION 2. DEFINITION OF TERMS.** - For the purpose of this ordinance, the following terms and phrases shall apply:

**2.1. Violence Against Women and their Children (VAWC)** - refers to any act or a series of acts committed by any person against a woman who is his wife, former wife, or against a woman with whom the person has or had a sexual or dating relationship, or with whom he has a common child, or against her child whether legitimate or illegitimate, within or without the family abode, which result in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes, but is not limited to, the following acts:

- A. "Physical Violence" refers to acts that include bodily or physical harm;
- B. "Sexual violence" refers to an act which is sexual in nature, committed against a woman or her child. It includes, but is not limited to:
  - a) Rape, sexual harassment, acts of lasciviousness, treating a woman or her child as a sex object, making demeaning and sexually suggestive remarks, physically attacking the sexual parts of the victim's body. Forcing her to watch obscene publications and indecent shows or forcing the woman or her child to do indecent acts and/or make films thereof. Forcing the wife and mistress/lover to live in the conjugal home or sleep together in the same room with the abuser;
  - b) Acts causing or attempting to cause the victim to engage in any sexual activity by force, threat of force, physical or other harm or threat of physical or other harm or coercion;
  - c) Prostituting the woman or child.
- C. "Psychological violence" refers to acts or omissions causing or likely to cause mental or emotional suffering of the victim such as but not limited to intimidation, harassment, stalking, damage to property, public ridicule or humiliation, repeated verbal abuse and mental infidelity. It includes causing or allowing the victim to witness the physical, sexual



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or psychological abuse of a member of the family to which the victim belongs, or to witness Dornography in any form or to witness abusive injury to pets or to unlawful or unwanted deprivation of the right to custody and/or visitation of common children.

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

1. Withdrawal of financial support or preventing the victim from engaging in any legitimate profession, occupation, business or activity, except in cases wherein the other spouse/partner objects on valid, serious and moral Grounds as defined in Article 73 of the Family Code;

2. Deprivation or threat of deprivation of financial resources and the right to the use and enjoyment of the conjugal, community or property owned in common;

3. Destroying household property;

4. Controlling the victims' own money or properties or solely controlling the conjugal money or properties

2.2. VAWC Desk - a facility that addresses all VAWC cases in a gender-responsive and child-friendly manner which is managed by a person designated by the Punong Barangay. It is situated within the premises of the barangay hall. In the absence of a barangay hall, the VAWC Desk shall be established within the premises where the punong barangay holds office.

**SECTION 3. SCOPE AND COVERAGE.** This ordinance shall cover all the 25 Barangays of the Municipality of Babatngon, Leyte.

**SECTION 4. GENDER.** Every word in the Ordinance importing the feminine gender shall extend to both the female and child unless its context clearly indicates it in the feminine.

**SECTION 5. ESTABLISHMENT OF VAWC DESKS IN EVERY BARANGAY.** All Punong Barangays are mandated to establish a VAWC Desk in their barangays.

5.1. Setting up the VAWC Desk - the punong barangay shall designate an area within the barangay hall for the VAWC desk. S/he shall provide for the necessary furniture and fixtures such as, but not limited to, table, chairs, separate filing cabinet and log book for record-keeping of cases. Likewise, the punong barangay shall ensure the confidentiality of the case and the privacy and safety of the victim-survivor.

5.2. Designation of VAWC Desk person - the punong barangay shall designate a VAWC Desk person who is trained in handling gender-sensitive cases; preferably a woman



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barangay kagawad who Chairs the Committee on Women or a woman barangay tanod. In cases where there are no trained personnel, the punong barangay ensures that the person assigned shall undergo basic gender sensitivity training and orientation on anti-VAWC laws.

5.3 Treatment of VAWC Records. Only the punong barangay and the VAWC desk in-charge shall have access to all VAWC records; however, the same shall be made available to the Municipal Social Welfare Office and the Police for records or for case filing purposes.

**SECTION 6. FUNCTIONS OF THE BARANGAY VAWC DESK IN-CHARGE.** The VAWC Desk in-charge shall perform the following tasks:

- 6.1. Respond to gender-based violence cases brought to the barangay;
- 6.2. Keep VAWC case records confidential and secured, and ensure that only the authorized personnel can have access to them;
- 6.3. Assist victims of VAWC in securing Barangay Protection Order (BPO) and access necessary services;
- 6.4. Develop the barangay's gender-responsive plan in addressing gender-based violence, including support services, capacity building and referral system;
- 6.5. Coordinate with and refer cases to government agencies, Civil Society Organizations (CSOs), institutions, and other service providers as necessary;
- 6.6. Address other forms of abuse committed against women, especially the elderly women and women with disabilities.
- 6.7. Lead advocacies on the elimination of VAWC in the community;
- 6.8. There shall be a regular quarterly meeting of VAWC Desk Officers to MSWDO and PNP.
- 6.9. Perform other related functions, as may be assigned by the Punong Barangay.

**SECTION 7. PROTOCOL IN HANDLING VAWC CASES AT THE BARANGAY LEVEL.** The following protocols shall be observed by the Barangay VAWC Desk person when responding to VAWC situations:

7.A. When the VAWC victim-survivor is accompanied by someone to the barangay or the victim herself goes to the barangay.

7.A.1. The VAWC Desk-in-charge shall immediately receive the victim-survivor.



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**7.A.2. Make the woman or the child comfortable in a safe and secure area and attend to the complainant's immediate needs, as necessary.**

**7.A.3. Assess the situation and get initial information to determine the risks involved and if immediate medical attention is needed facilitate referral to the nearest medical facility.**

**7.A.4. After the victim-survivor has calmed down, assist the punong barangay in the conduct of an investigation in a gender sensitive and non-judgmental manner in a language understood by her.**

**7.A.5. Inform the victim-survivor of her rights and the legal remedies available to her and the processes involved particularly in relation to the Barangay Protection Order (BPO) and to assist her to file the application, if she decides to have a BPO** 6.A.6. Record the incident using the National VAWC Documentation System barangay form.

**7.A.6. If victim-survivor desires to be in a safe shelter, seek the assistance of the other barangay officials, barangay tanod or the police in getting her belongings and refer her to a women's shelter/women's center or to the MSWDO, as the case may be.**

**7.A.7. Assist the victim-survivor to file for a temporary protection order (TPO) or permanent protection order (PPO) with the nearest Family Court within 24 hours after the issuance of the BPO.**

**7.A.8. Report the incident within four hours to the PNP and the MSWDO.**

**7.B. When the abuse is reported by a concerned community member.**

**7.B.1. Upon receipt of the report, the VAWC Desk-in-charge shall immediately verify the information and when so warranted, seek the assistance of the PNP.**

**7.B.2. Assess the situation and facilitate the rescue of the victim-survivor when necessary to ensure her safety, and the safety of her children.**

**7.B.3. Inform the victim-survivor about her rights and remedies available her particularly the BPO and its processes. Assist her to apply for a BPO, if she so desires.**

**7.B.4. Refer the victim-survivor for medical care and temporary shelter when needed based on the assessment done;**

**7.B.5. Record the incident using the National VAWC Documentation System barangay form.**

**7.B.6. If not done earlier, report the incident within an hour/ASAP to the PNP and the MSWDO.**





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7.B.7. For rape, trafficking in persons and other cases which do not fall under the jurisdiction of the barangay, assist the victim-survivor file a complaint at the PNP Women and Children Protection Center or the National Bureau of Investigation (NBI).

**SECTION 8. ROLE OF THE MUNICIPAL MAYOR.** The Municipal Mayor shall ensure the establishment of a VAWC Desk in every Barangay within the Municipality, and provide the technical and financial assistance thereof subject to availability of funds based on the GAD appropriation or allocation of 5% of the Annual Barangay Budget for its operations.

**SECTION 9. MONITORING AND REPORTING.** All Barangay Captains or VAWC Desk Person in-Charge shall, within three (3) months after the passage of this ordinance, submit a compliance report to the Office of the Sangguniang Bayan under the Committee on Women and to the Municipal Social Welfare and Development Office. Furthermore, the VAWC Desk person-in-charge shall submit quarterly reports on all filed VAWC cases, which should clearly specify the action taken and their status and to submit the same to the aforementioned offices. VAWC case records should be treated with utmost confidentiality and security, and ensure that only the authorized personnel(s) have access to them.

**SECTION 10. COMPOSITION.** There shall be a council created as in-charge for regular monitoring on VAWC cases within the 25 barangays, to wit:

Chairman	Municipal Mayor
Vice-Chairman	MSWD Officer
Members:	<ul style="list-style-type: none"><li>- SB Member, Chairman, Committee on Women &amp; Children</li><li>- PNP</li><li>- DepEd</li><li>- DOH</li><li>- PCW</li><li>- BFP</li><li>- ABC President</li></ul>

**SECTION 11. REPEALING CLAUSE.** All provisions of local ordinances, orders, resolutions inconsistent herewith are hereby repealed and/or modified accordingly.

**SECTION 12. SEPARABILITY CLAUSE.** If for any reason any part of this ordinance shall be held unconstitutional or invalid, other parts hereof which are not affected thereby shall continue to be in full force and effect.

**SECTION 13. EFFECTIVITY.** This Ordinance shall take effect after ten (10) days from the date of its approval and posting in three (3) conspicuous places in the local government unit.



REPUBLIC OF THE PHILIPPINES  
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**MUNICIPALITY OF BABATNGON**

**ENACTED and APPROVED** this 9th day of January 2023 at Babatngon, Leyte.

**I HEREBY CERTIFY** to the correctness of the foregoing ordinance.

  
**ALMA A. BALDOMAR**  
Secretary II  
Secretary to the Sanggunian-Designate

**ATTESTED:**

  
**HON. ROSARY PEARL G. CATUDIO**  
Municipal Vice-Mayor  
*Presiding Officer*

  
**HON. CHRISTIAN C. LAWSIN**  
Sangguniang Bayan Member

  
**HON. KEMUEL RUE M. CORSIGA**  
Sangguniang Bayan Member

  
**HON. KARL JOMAR L. EMBANA**  
Sangguniang Bayan Member

  
**HON. ILDEFONSO B. ODON**  
Sangguniang Bayan Member

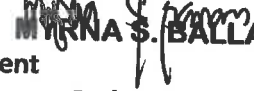
  
**HON. FEDERICO P. ELIZAGA, JR.**  
Sangguniang Bayan Member

  
**HON. HILARION S. MENZON**  
Sangguniang Bayan Member

  
**HON. CHARITA M. CHAN**  
Sangguniang Bayan Member

  
**HON. ALEX V. BELLO**  
Sangguniang Bayan Member

  
**HON. COSTUDIO R. MEDINA**  
President  
Liga ng mga Barangay

  
**HON. MYRNA S. BALLAIS**  
President  
Pambayang Pederasyon ng  
Sangguniang Kabataan

**APPROVED:**

  
**HON. ELEONOR B. LUGNASIN**  
Municipal Mayor

Date: 17 JAN. 2023



REPUBLIC OF THE PHILIPPINES  
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**SANGGUNIANG BAYAN**

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**CERTIFICATION**

**TO WHOM THIS MAY CONCERN:**

This is to certify that **POSTING** in prominent places in the Municipal Hall and some conspicuous places in the locality was undertaken starting 17 January 2023 and copies of said ordinance shall remain posted for three (3) consecutive weeks, pursuant to Sec. 59 (b) of Republic Act 7160, in relation to hereunder ordinance, to wit:

1. **Ordinance No. 424 entitled: " An ordinance establishing the VAWC Desk in every barangay of the Municipality of Babatngon, Leyte and prescribing the protocol in the handling of all VAWC cases filed thereof."**

Made this 17th day of January 2023 at Babatngon, Leyte.

**ALMA A. BALDOMAR**

Secretary II

Secretary to the Sanggunian-designate