

A PRIMER ON

LOCALIZATION OF

SAFE SPACES ACT



SENTRO NG ALTERNATIBONG LINGAP PANLEGAL

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LOCALIZING THE SAFE SPACES ACT**
Sentro ng Alternatibong Lingap Panlegal (SALIGAN)

I. The Safe Spaces Act and its Localization

What is the Safe Spaces Act?

R.A. No. 11313 or the Safe Spaces Act (SSA) was enacted in 2019. It expands on R.A. No. 7877 or the Anti-Sexual Harassment Act of 1995 (ASHA), which punishes sexual harassment only in work, education, and training-related environments that are committed only by superiors, teachers, and persons with authority, influence, or moral ascendancy who demand, request, or require any sexual favor from a subordinate or student. Now, under the SSA, any form of sexual harassment committed by anyone in any public or online space is punishable. Further, whereas the ASHA imposed duties only on employers and heads of educational and training institutions, the SSA involves additional duty-bearers in the protection of individuals against sexual harassment, specifically local government units (LGUs) and certain national government agencies (NGAs).

Did the SSA repeal the ASHA?

No. The ASHA continues to be in force. Some forms of sexual harassment may be punished under both the SSA and the ASHA, while other forms may be punished only either under the SSA or the ASHA. For example, a teacher who makes unwanted and uninvited demands for sexual favors from a student may be punished under both the SSA and the ASHA. If the demands were not unwanted or uninvited, the teacher may still be punished under the ASHA, because lack of consent is not an element of sexual harassment under the ASHA. If the unwanted and uninvited demands did not come from a teacher but from a fellow student, they may still be punished under the SSA, because a teacher-student relationship is not an element of sexual harassment under the SSA.

What are the duties of LGUs under the SSA?

LGUs bear primary responsibility in enforcing the provisions of the SSA against gender-based sexual harassment on streets and in public spaces. To guide LGUs in this responsibility, the Department of the Interior and Local Government (DILG) and the Philippine Commission on Women (PCW) issued Joint Memorandum Circular (JMC) No. 2020-001 or the Guidelines on the Localization of the Safe Spaces Act on 07 December 2020. The JMC covers all provinces, cities, municipalities, barangays, and the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM). Under the SSA, the duties of LGUs are the following:

- Pass an ordinance which shall localize the applicability of the SSA
- Disseminate or post in conspicuous places a copy of the SSA and the corresponding ordinance
- Provide measures to prevent gender-based sexual harassment in educational institutions, such as information campaigns and anti-sexual harassment seminars
- Discourage and impose fines on acts of gender-based sexual harassment
- Create an anti-sexual harassment hotline
- Coordinate with the DILG on the implementation of the SSA

Is an ordinance required before an LGU may enforce the SSA in its locality?

No. The SSA is already in effect and LGUs must enforce it with or without an ordinance. The ordinance is meant only to set up local mechanisms for the implementation of the SSA, particularly for the prevention of sexual harassment, enforcement against perpetrators, support for victims-survivors, or other related purposes.

What else may be included in the ordinance localizing the SSA?

In line with the mandate of LGUs to promote the general welfare of their constituents under R.A. No. 7160 or the Local Government Code of 1991 (LGC), the ordinance localizing the SSA may prohibit other acts or omissions which are not otherwise prohibited under the law or the ASHA. For example, the ordinance may expressly prohibit misogynistic, transphobic, homophobic, and sexist remarks or slurs from teachers, law enforcers, and other persons in authority in public spaces, regardless of consent or whether these were directed towards a person. The ordinance may also protect other spaces as safe spaces in addition to the public spaces enumerated under the SSA and its Implementing Rules and Regulations (IRR) like privately owned farms. It may also impose heavier penalties for gender-based sexual harassment than those provided under the SSA pursuant to Section 30 of the law.

II. Concepts

What is gender-based sexual harassment?

Gender-based sexual harassment (GSH) is a general term for certain acts punished under the SSA. The law does not define the term itself, although it identifies five types of GSH: 1) gender-based streets and public spaces sexual harassment; 2) gender-based online sexual harassment; 3) qualified gender-based streets, public spaces, and online sexual harassment; 4) GSH in the workplace; and 5) GSH in educational and training institutions. The first three types are punished as crimes under the SSA. The last two, GSH in the workplace and GSH in educational and training institutions, are punishable by the concerned workplace or educational or

training institution as internal administrative offenses. Notably, however, the first three are defined broadly enough to include acts constituting GSH in the workplace and GSH in educational and training institutions. Therefore, a person who commits GSH in the workplace or GSH in educational and training institutions may be penalized administratively for these offenses and may also be prosecuted criminally for any of the crimes of gender-based streets and public spaces sexual harassment, gender-based online sexual harassment, or qualified gender-based streets, public spaces, and online sexual harassment.

What is gender?

Under the SSA, 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.

What is gender identity or expression?

Under the IRR of the SSA, 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, or may have been assigned a particular sex at birth but who identifies with the opposite sex, or may have an identity that does not correspond to one's sex assigned at birth or to one's primary or secondary sex characteristics, in which case this person is considered transgender.

Meanwhile, under R.A. No. 11166 or the Philippine HIV and AIDS Policy Act, gender identity 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 the physiological characteristics of the opposite sex. Gender expression, in contrast, refers to the way a person communicates gender identity to others through behavior, clothing, hairstyles, communication or speech pattern, or body characteristics.

What is gender-based streets and public spaces sexual harassment?

Gender-based streets and public spaces sexual harassment or, for brevity, GSH on streets and in public spaces, is a crime under the SSA. It is committed through any unwanted and uninvited sexual actions or remarks against any person regardless of the motive for committing such action or remarks. It includes the following, among others:

- 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, making offensive body gestures at someone, and other similar lewd sexual actions
- Any advances, whether verbal or physical, that is unwanted and has threatened one's sense of personal space and physical safety, such as cursing, leering and intrusive gazing, and taunting
- Persistent telling of sexual jokes and use of sexual names
- Stalking

What is catcalling?

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

What are misogynistic, transphobic, homophobic, and sexist remarks or slurs?

Misogynistic, transphobic, homophobic, or sexist remarks or slurs are any statements in whatever form or however delivered that are indicative of:

- The feeling of hating women or the belief that men are inherently better than women (*misogynistic*)
- Fear, hatred, or aversion towards persons whose gender identity and/or expression do not conform with their sex assigned at birth (*transphobic*)
- Fear, hatred, or aversion towards persons who are perceived to be or actually identify as lesbian, gay, bisexual, queer, pansexual, and such other persons of diverse sexual orientation, gender identity or expression, or towards any person perceived to or actually have experienced same-sex attraction (*homophobic*)
- Prejudice, stereotyping, or discrimination on the basis of sex, typically against women (*sexist*)

What is stalking?

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. When committed through an electronic medium in which online communication takes place, stalking is called cyberstalking.

What is gender-based online sexual harassment?

Gender-based online sexual harassment or, for brevity, GOSH, is a crime under the SSA. It refers to online conduct targeted at a particular person that causes or is likely to cause them mental, emotional, or psychological distress, and fear of personal

safety, as well as 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. It 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 the 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
- Filing false abuse reports to online platforms to silence victims

What is qualified gender-based streets, public spaces, and online sexual harassment?

Qualified gender-based streets, public spaces, and online sexual harassment or, for brevity, qualified GSH, is committed when GSH on streets and in public spaces or GOSH is qualified by any of the following circumstances:

- If the act takes place in a common carrier or public utility vehicle (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;
- If the offended party is a minor, a senior citizen, or a person with disability (PWD), or a breastfeeding mother nursing her child;
- If the offended party is diagnosed with a mental condition tending to impair consent;
- If the perpetrator is a member of the uniformed services, such as the Philippine National Police (PNP) and the Armed Forces of the Philippines (AFP), and the act was perpetrated while the perpetrator was in uniform, such that persons who belong to reserve units of the AFP are considered to be members of the uniformed services only when they are undergoing active duty training or are mobilized upon order of the President;
- 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.

Qualified GSH is punished by the penalty next higher in degree than that imposed for GSH on streets and in public spaces or GOSH, respectively.

What are considered public spaces?

The following are considered public spaces under the SSA and its IRR:

- Streets and alleys, roads, sidewalks, and public parks
- Buildings, schools, and churches
- Public washrooms, malls, internet shops, restaurants, and cafes
- Transportation terminals and public markets
- Spaces used as evacuation centers and government offices
- Common carriers and public utility vehicles (PUVs) as well as private vehicles covered by app-based transport network services
- Other recreational spaces such as, but not limited to, cinema halls, theaters, spas, bars, clubs, resorts, water parks, hotels, and casinos
- All other areas, regardless of ownership, which are openly accessible or offered to be accessed by the public

GSH must be committed in any of these spaces in order to be punished as GSH on streets and in public spaces. Notably, among those listed as public spaces are schools, buildings, and areas which are openly accessible or offered to be accessed by the public. Thus, GSH in educational and training institutions may be punished as a crime of GSH on streets and in public spaces. Meanwhile, since many workplaces are in buildings and areas that are openly accessible or offered to be access by the public, GSH in the workplace may, in many instances, also be punished as a crime of GSH on streets and in public spaces.

What types of GSH must LGUs prevent and address?

LGUs are responsible for the implementation of the SSA against GSH on streets and in public spaces and qualified GSH that is committed in public spaces.

Is GSH different from sexual harassment?

Yes. Sexual harassment is a broader concept than GSH. There is no strict legal definition in the Philippines for the term “sexual harassment” itself. Instead, under Philippine law, there are two categories of sexual harassment: 1) GSH, which is punished under the SSA; and 2) work, education, or training-related sexual harassment (WET-related SH), which is punished under the ASHA.

As discussed above, there are five types of GSH:

- GSH on streets and in public spaces
- GOSH
- Qualified GSH
- GSH in the workplace
- GSH in educational and training institutions

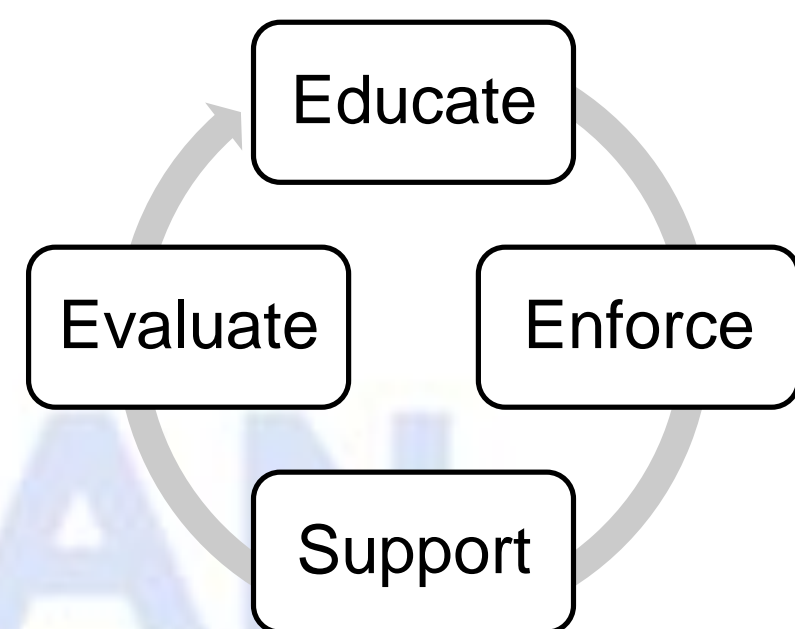
Meanwhile, there are three types of WET-related SH:

- Work-related sexual harassment, which is committed by an employer, employee, manager, supervisor, agent of the employer or any other person who, having authority, influence, or moral ascendancy over another in a work environment, demands, requests, or requires any sexual favor from the other, regardless of whether the demand, request, or requirement is accepted by the object of the said act
- Education-related sexual harassment, which is committed by a teacher, instructor, professor, coach, or any other person who, having authority, influence, or moral ascendancy over another in an education environment, demands, requests, or requires any sexual favor from the other, regardless of whether the demand, request, or requirement is accepted by the object of the said act
- Training-related sexual harassment, which is committed by a coach, trainer, or any other person who, having authority, influence, or moral ascendancy over another in a training environment, demands, requests, or requires any sexual favor from the other, regardless of whether the demand, request or requirement is accepted by the object of the said act

III. Framework for Local Implementation

Is there a framework underlying the duties of LGUs in implementing the SSA?

Yes. Generally speaking, the duties of LGUs are to educate, enforce, support, and evaluate. Specifically, under the SSA, its IRR, and DILG-PCW JMC No. 2020-001, LGUs are mandated to educate the public and its personnel on GSH, enforce the law against perpetrators of GSH on streets and in public spaces as well as qualified GSH committed in public spaces, support victims-survivors of GSH, and evaluate the implementation of the SSA and related policies in their respective territories.



This framework can be embodied in an ordinance localizing the SSA, which LGUs at all levels are required to enact.

What local mechanisms must be set up in support of this framework?

LGUs are mandated to set up the following local mechanisms:

- Units of Anti-Sexual Harassment Enforcers (ASHEs) in cities, municipalities, and barangays
- Anti-Sexual Harassment (ASH) Desks in city, municipal, and barangay halls

- ASH Hotlines in cities and municipalities
- ASH Subcommittees under the City and Municipal Gender and Development Focal Point Systems (GADFPS)
- ASH Referral Networks in cities, municipalities, and barangays

What are the duties of LGUs in educating the public and its personnel?

Provinces are mandated to:

- Conduct information campaigns, anti-sexual harassment seminars, or other measures to prevent GSH in educational and social institutions
- Coordinate with the PCW, the DILG, and the Regional Committee on Anti-Trafficking and Violence against Women and their Children (RCAT-VAWC) for a sustained information campaign and to provide assistance, when necessary, to component LGUs in the development of information, education, and communication (IEC) materials and the conduct of awareness campaigns
- Engage with academic institutions, duly accredited or recognized women's groups and civil society organizations (CSOs), and local media such as TV and radio stations in the conduct of advocacy campaigns against GSH on streets and in public spaces
- Provide technical and financial assistance to component LGUs in the implementation of programs, projects, and activities (PPAs) related to awareness campaigns against GSH on streets and in public spaces, capacity-building activities of LGU personnel, and the operationalization of ASH Desks and ASH Hotlines
- Disseminate or post in conspicuous places and on official websites and social media pages copies of the SSA and related ordinances

Cities and municipalities are mandated to:

- Ensure that their ASHs undergo gender sensitivity trainings (GSTs) and orientations on the SSA
- Engage with academic institutions, duly accredited or recognized women's groups and CSOs, and local media such as TV and radio stations in the conduct of advocacy campaigns against GSH on streets and in public spaces
- Develop, produce, and distribute IEC materials, preferably translated in the local dialects, that raise awareness of and condemn GSH, inform the public of the penalties for committing GSH, and contain infographics on reporting and referral mechanisms and hotline numbers
- Provide training on the law for the punong barangay and members of the lupong tagapamayapa in cases covered by the katarungang pambarangay system as well as for traffic enforcers under their jurisdiction, and adopt training modules for concerned LGU personnel down to the barangay level
- Provide technical and financial assistance in the implementation of PPAs related to awareness campaigns against GSH on streets and in public

spaces, capacity-building activities of LGU personnel, and the operationalization of ASH Desks and ASH Hotlines

- Disseminate or post in conspicuous places and on official websites and social media pages copies of the SSA and related ordinances

Barangays are mandated to:

- Ensure the participation of ASHEs, ASH Desk Officers, and members of the lupong tagapamayapa in GSTs and orientations on the SSA and protocols in responding to GSH on streets and in public spaces
- Distribute IEC materials, developed by cities and municipalities and other entities, that raise awareness of and condemn GSH on streets and in public spaces

What are the duties of LGUs in enforcing the law against perpetrators?

LGUs at all levels are mandated to ensure the setting up and maintenance of functional closed-circuit television (CCTV) cameras in major roads, alleys, and sidewalks to aid in the filing of cases and gathering of evidence as well as in the prevention of GSH on streets and in public spaces and qualified GSH. Meanwhile, cities, municipalities, and barangays are specifically mandated to designate traffic enforcers, barangay tanod, community brigades, community service units, and other local law enforcement units to be ASHEs. Finally, barangays are mandated to create mechanisms for handling and documentation of complaints including those cases covered by the katarungang pambarangay system.

What are the duties of LGUs in providing support for victims-survivors?

Cities and municipalities are mandated to:

- Organize an ASH Subcommittee under the City or Municipal GADFPS to supervise, support, and coordinate the operations of the ASH Desk, ASH Hotline, and ASH Referral Network
- Establish an ASH Referral Network to strengthen the coordination among public and private service providers in addressing the needs of victims-survivors of GSH
- Set up an ASH Hotline to receive and respond to calls on GSH on streets and in public spaces
- Set up an ASH Desk at the city or municipal hall for the purpose of expediting the receipt and processing of complaints and reports of GSH on streets and in public spaces
- Ensure the establishment of an ASH Desk in every barangay

Barangays are mandated to:

- Organize an ASH Subcommittee under the Barangay GADFPS to establish and support the ASH Referral Network
- Establish an ASH Referral Network to strengthen the coordination among public and private service providers in addressing the needs of victims-survivors of GSH
- Designate their Violence against Women (VAW) Desks to serve also as ASH Desks for the purpose of expediting the receipt and processing of complaints and reports of sexual harassment

What are the duties of LGUs in evaluating the localization of the SSA?

In line with their supervisory powers, provinces are mandated to ensure the compliance of their component cities and municipalities with the SSA, its IRR, and DILG-PCW JMC No. 2020-001, and cities and municipalities are in turn mandated to ensure the compliance with the same of their component barangays. The evaluation of component LGUs on the implementation of the said policies may be done during safety audits, which must be conducted every three years.

In summary, what are the common and specific duties of LGUs?

The common and specific duties of LGUs under the SSA, its IRR, and DILG-PCW JMC No. 2020-001 are laid out in the following table:

	Provinces	Cities/municipalities	Barangays
EDUCATION	<ul style="list-style-type: none"> • Engage with academic institutions, duly accredited or recognized women’s groups and CSOs, and local media in the conduct of advocacy campaigns against GSH • Provide technical and financial assistance to component LGUs in the implementation of PPAs related to awareness campaigns against GSH, capacity-building activities of LGU personnel, and the operationalization of ASH Desks and ASH Hotlines • Disseminate or post in conspicuous places and on official websites and social media pages copies of the SSA and related ordinances 	<ul style="list-style-type: none"> • Ensure that their ASHs undergo GSTs and orientations on the SSA • Develop, produce, and distribute IEC materials that raise awareness of and condemn GSH, inform the public of the penalties for committing GSH, and contain infographics on reporting 	<ul style="list-style-type: none"> • Ensure the participation of ASHs, ASH Desk Officers, and members of the lupong tagapamayapa in GSTs and orientations on the SSA and protocols in responding to GSH on streets and in public spaces • Distribute IEC materials developed by cities and municipalities and other entities
	<ul style="list-style-type: none"> • Conduct information campaigns, ASH seminars, or other measures to prevent GSH in educational and social institutions • Coordinate with PCW, DILG, and RCAT-VAWC for a sustained information campaign and to provide assistance to 		

	<p>component LGUs in the development of IEC materials and the conduct of awareness campaigns</p>	<p>and referral mechanisms and hotline numbers</p> <ul style="list-style-type: none"> • Provide training on the law for the punong barangay and members of the lupong tagapamayapa in cases covered by the katarungang pambarangay system as well as for traffic enforcers under their jurisdiction, and adopt training modules for concerned LGU personnel down to the barangay level 	
ENFORCEMENT	<ul style="list-style-type: none"> • Ensure the setting up and maintenance of functional CCTV cameras in major roads, alleys, and sidewalks 		
		<ul style="list-style-type: none"> • Designate traffic enforcers and other local law enforcement units as ASHEs 	<ul style="list-style-type: none"> • Designate barangay tanods, community brigades, and community service units as ASHEs • Create mechanisms for handling and documentation of complaints including those cases covered by the katarungang pambarangay system
SUPPORT	<ul style="list-style-type: none"> • Organize an ASH Subcommittee to supervise, support, and coordinate the operations of the ASH Desk, ASH Hotline (for cities and municipalities), and ASH Referral Network • Establish an ASH Referral Network to strengthen the coordination among public and private service providers in addressing the needs of victims-survivors of GSH • Set up an ASH Desk for the purpose of expediting the receipt and processing of complaints and reports of GSH on streets and in public spaces 		
		<ul style="list-style-type: none"> • Set up an ASH Hotline to receive and respond to calls on GSH on streets and in public spaces 	
EVALUATION	<ul style="list-style-type: none"> • Ensure the compliance of component cities and municipalities with the SSA, its IRR, and DILG-PCW JMC No. 2020-001 • Conduct safety audits of component cities and municipalities every three years 	<ul style="list-style-type: none"> • Ensure the compliance of component barangays with the SSA, its IRR, and DILG-PCW JMC No. 2020-001 • Conduct safety audits of component barangays every three years 	<ul style="list-style-type: none"> • Participate in safety audits of their cities and municipalities every three years

IV. Education

What measures must LGUs undertake to educate the public?

LGUs are mandated to undertake the following measures to educate the public on GSH, the SSA, and related policies and ordinances:

- Information, awareness, and advocacy campaigns. The campaigns should be designed and implemented by provinces, cities, and municipalities in coordination with DILG, PCW, and the RCAT-VAWCs. These campaigns should raise awareness on the SSA and related policies and ordinances and seek to prevent GSH at the local level. They may also raise awareness on and advocate against sexual harassment in general as well as gender-based violence and discrimination. Provinces, cities, and municipalities should engage academic institutions, duly accredited or recognized women's groups and CSOs, and local media organizations for the conduct of the campaigns.
- ASH seminars in educational and social institutions. Provinces should conduct ASH seminars and other activities in educational and social institutions such as schools, colleges, universities, malls, business establishments, and religious places. Other activities may include GSTs, sexual orientation, gender identity and expression, and sex characteristics (SOGIESC) orientations, and discussions on gender-based violence and discrimination. The seminars and activities can form part of the information, awareness, and advocacy campaigns to be spearheaded by provinces.
- Development, production, and distribution of IEC materials. Relevant IEC materials should be developed by cities and municipalities, with assistance from provinces when necessary. They should raise awareness of and condemn GSH, inform the public of the penalties for committing GSH, and contain infographics on reporting and referral mechanisms and the ASH Hotline and other numbers. Preferably, the materials should be in the local languages or dialects of the LGUs. After being developed, the materials should be produced by the cities and municipalities. Then, they should be distributed by the cities, municipalities, and barangays. The barangays may also distribute relevant IEC materials produced by other entities such as CSOs and NGAs. The development, production, and distribution of IEC materials can form part of the information, awareness, and advocacy campaigns to be spearheaded by cities and municipalities.
- Dissemination or posting of copies of the law and related ordinances. Provinces, cities, and municipalities should distribute copies of the SSA and related ordinances to workplaces, educational and training institutions, private establishments, and local government offices, or post the same in conspicuous places and on their official websites and social media pages.

Relevant IEC materials, as well as the IRR of the SSA and DILG-PCW JMC No. 2020-001, may also be distributed or posted along with the copies of the SSA and related ordinances.

What measures must LGUs undertake to educate their personnel?

LGUs are mandated to undertake the following measures to educate their personnel on GSH, the SSA, and related policies and ordinances:

- *Orientations on the SSA.* Cities and municipalities should orient all their personnel as well as all the personnel of their component barangays on the SSA, its IRR, and DILG-PCW JMC No. 2020-001. Orientations should touch on the different forms of GSH, their penalties, and local mechanisms for the implementation of the SSA. Punong barangays, members of the lupong tagapamayapa, traffic enforcers, ASHEs, ASH Desk Officers, and ASH Hotline Operators, especially, should receive such orientations. The cities and municipalities should adopt modules for these orientations. Barangays should ensure the participation of their ASHEs, ASH Desk Officers, and lupong tagapamayapa members in these orientations.
- *Gender sensitivity trainings.* Cities and municipalities should conduct GSTs for ASHEs, ASH Desk Officers, ASH Hotline Operators, and members of the lupong tagapamayapa. The GSTs should cover topics on gender-related issues such as gender bias, gender-based violence and discrimination, SOGIESC, and the rights of women and lesbian, gay, bisexual, transgender, queer, and intersex plus (LGBTQI+) persons. Provinces should provide technical and financial assistance to the cities and municipalities for the conduct of these GSTs. Meanwhile, barangays must ensure the participation of their ASHEs, ASH Desk Officers, and lupong tagapamayapa members in these GSTs.
- *Capacity-building PPAs.* Cities and municipalities should undertake capacity-building PPAs especially for the following personnel: a) ASHEs on the proper enforcement of the law; b) ASH Desk Officers and ASH Hotline Operators on the protocols for receiving and responding to complaints and reports of GSH; c) punong barangays and members of the lupong tagapamayapa on the coverage of the katarungang pambarangay system over cases of GSH and the proper handling of such cases; and d) members of the Committees on Decorum and Investigation (CODIs) of their LGUs, their component barangays, local schools, and other offices and institutions under the LGUs for the handling of administrative cases of GSH in the workplace. Provinces should provide technical and financial assistance to the cities and municipalities for the conduct of these PPAs. Meanwhile, barangays must ensure the participation of their ASHEs, ASH Desk Officers, and lupong tagapamayapa members in these PPAs.

What is the role of NGAs in educational measures undertaken by LGUs?

The PCW is mandated by the SSA to lead a national awareness campaign on the law, with the assistance of the DILG. The PCW is tasked to develop educational modules and materials for this campaign, together with the DILG, the Local Government Academy (LGA), the Development Academy of the Philippines (DAP), and the Commission on Human Rights (CHR) and in coordination with accredited or recognized CSOs actively working on issues affecting women, children, and LGBTQI+ persons. Thus, LGUs may align their own local information, awareness, and advocacy campaigns with the national awareness campaign of the PCW. LGUs may also use the educational modules and materials of the PCW for the development of their own local modules and IEC materials.

In addition, the PCW is tasked to provide capacity-building activities for LGU officials and functionaries in the implementation of the SSA, in partnership with the DILG, the LGA, the DAP, and the CHR. Meanwhile, cities and municipalities are tasked to provide capacity-building activities for their personnel who may not necessarily be officials or functionaries. They may also supplement the PCW's capacity-building activities with PPAs focusing on other topics or aspects of local implementation.

V. Enforcement

Who may apprehend violators of the SSA?

The following may apprehend suspected or accused violators of the SSA under a warrant of arrest or through a lawful warrantless arrest:

- ASHEs, pursuant to their authority under the SSA or related ordinances
- PNP officers, pursuant to their authority to apprehend violators of the law

Further, the following may effect a lawful warrantless arrest in the concept of a citizen's arrest:

- ASH Officers (ASHOs) designated by private establishments that are open to the public, in accordance with requirements under the SSA and its IRR
- Security guards
- Other private persons

When is a warrantless arrest lawful in relation to offenses under the SSA?

A warrantless arrest of suspected perpetrators of GSH is lawful when:

- In the presence of the arresting officer or private person, the person to be arrested has committed, is actually committing, or is attempting to commit GSH

- GSH has in fact just been committed, and the arresting officer or private person has personal knowledge of facts indicating that the person to be arrested committed it

What should be done after effecting a warrantless arrest?

The arresting officer or private person should immediately bring the person arrested to the nearest PNP station. The victim-survivor may also be requested to make a statement at the PNP station.

Who should be designated as ASHEs?

The SSA requires the designation of the following as ASHEs:

- Metro Manila Development Authority (MMDA) enforcers in Metro Manila
- Local units of the PNP in areas outside of Metro Manila

In addition, DILG-PCW JMC No. 2020-001 mandates the designation by cities, municipalities, and barangays of the following as ASHEs:

- Traffic enforcers and other local law enforcements units in cities and municipalities
- Barangay tanods, community brigades, and community service units in barangays

What are the functions of ASHEs?

Designated ASHEs shall have the following functions:

- Receive complaints on GSH on streets and in public spaces, as well as qualified GSH committed in public spaces
- Immediately apprehend perpetrators caught in the act of committing GSH
- Immediately bring perpetrators to the nearest PNP station for appropriate action
- Together with the women and children's desks of PNP stations, keep a ledger of perpetrators for the purpose of determining if they are first-time, second-time, or third-time offenders

Where may complaints or reports of GSH be filed?

Complaints or reports of GSH on streets and in public spaces and qualified GSH committed in public spaces may be filed with the following:

- ASHEs, PNP officers, ASHOs, or security guards who may then effect a lawful warrantless arrest of the suspected offender or, if this is not possible,

refer the complaint or report to the nearest PNP station or lupong tagapamayapa as appropriate

- ASH Desks in city or municipal halls or barangays which shall provide support to victims-survivors and refer the complaint or report to the nearest PNP station or lupong tagapamayapa as appropriate
- ASH Hotlines of cities or municipalities which shall assist callers and refer the call to the nearest PNP station or barangay hall as appropriate
- Lupong tagapamayapa of barangays if the case is strictly covered by the katarungang pambarangay system
- Women and children's desks of PNP stations which may cause a lawful warrantless arrest of the suspected offender or, if this is not possible, investigate the case and provide other forms of assistance as appropriate
- Offices of the provincial or city prosecutors, municipal trial courts, municipal circuit trial courts, or municipal trial courts in cities, as appropriate, for the institution of criminal actions

What is the difference between a complaint and a report?

A complaint is filed by the victim-survivor while a report is filed by a witness or any person other than the victim-survivor. The protocols, particularly of ASH Desks, are different when receiving complaints and when receiving reports.

What cases of GSH on streets and in public spaces are covered by the katarungang pambarangay system?

The first- and second-time offenses of the following acts of GSH on streets and in public spaces under Section 11(a) of the SSA are covered by the katarungang pambarangay system:

- Cursing
- Wolf-whistling
- Catcalling
- Leering and intrusive gazing
- Taunting
- 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

- Any statement that has made an invasion on a person's personal space or threatens the person's sense of personal safety

What cases of sexual harassment are not covered by the katarungang pambarangay?

The following cases of sexual harassment are not covered by the katarungang pambarangay and should not be referred to the lupong tagapamayapa:

- Offenses under the ASHA
- Offenses under the SSA other than the first and second offenses in Section 11(a)
- Offenses under the Anti-Violence Against Women and their Children Act, the Anti-Photo and Video Voyeurism Act, the Anti-Child Pornography Act, the Special Protection of Children Against Abuse, Exploitation, and Discrimination Act, and the Anti-Trafficking in Persons Act
- Violations of ordinances punishable by imprisonment exceeding one year or a fine exceeding P5,000.00
- Where one party is a public officer or employee, and the dispute relates to the performance of their official functions
- Disputes involving parties who actually reside in barangays of different cities or municipalities, except where such barangay units adjoin each other and the parties thereto agree to submit their differences to amicable settlement by an appropriate lupon;
- Other cases not covered by the katarungang pambarangay under the Local Government Code and other relevant laws, rules, and regulations

When may parties directly institute criminal actions under the SSA?

No complaint or action regarding any offense under the SSA that is covered by the katarungang pambarangay shall be filed or instituted directly in court, except in the following instances:

- Where the complainant secures a Certificate to File Action (CFA) issued by the secretary of the lupong tagapamayapa or the pangkat ng tagapagkasundo and attested to by the lupon or pangkat chairperson
- Where the accused is under detention
- Where a person has otherwise been deprived of personal liberty calling for habeas corpus proceedings
- Where actions are coupled with provisional remedies such as preliminary injunction, attachment, delivery of personal property, and support pendente lite
- Where the action may otherwise be barred by the statute of limitations

Is there a different procedure under the katarungang pambarangay system for cases under the SSA?

No. Cases under the SSA which are covered by the katarungang pambarangay system will follow the ordinary procedure as in other covered cases.

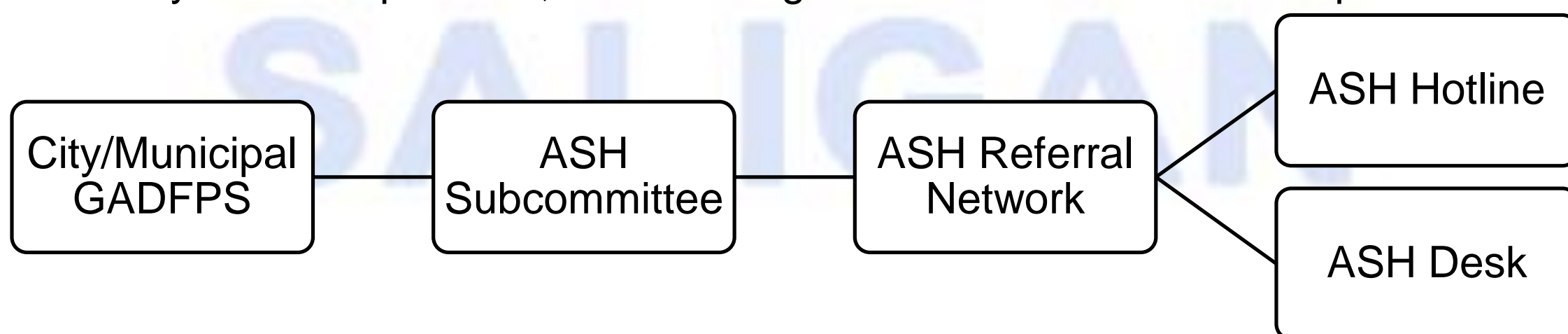
What else must LGUs do in order to effectively enforce the law against offenders under the SSA?

LGUs are mandated to ensure the setting up and maintenance of functional CCTV cameras in major roads, alleys, and sidewalks to aid in the filing of cases and gathering of evidence as well as in the prevention of GSH on streets and in public spaces and qualified GSH. For this purpose, provinces, highly urbanized cities (HUCs), independent component cities (ICC), and independent municipalities may coordinate with their component LGUs in order to strategically place the cameras on roads, alleys, and sidewalks. For example: Provinces, HUCs, ICCs, and independent municipalities may be charged with the installation and operation of cameras on national primary, secondary, and tertiary roads and the appurtenant sidewalks. Meanwhile, each LGU may be charged with the installation and operation of cameras on its own provincial, city, municipal, or barangay roads and the appurtenant sidewalks. Barangays may be in charge of other public streets, alleys, and pathways and the appurtenant sidewalks.

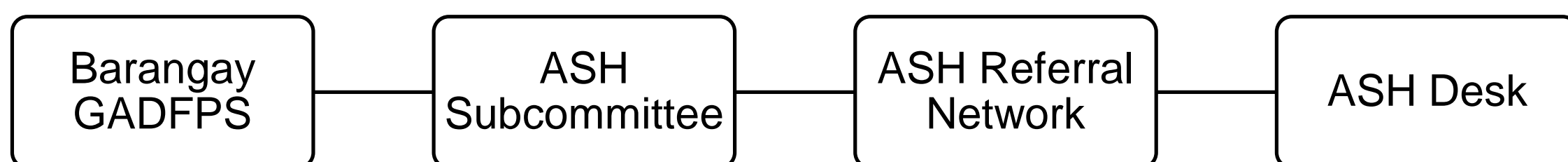
VI. Support

What mechanisms must LGUs set up to provide support for victims-survivors of GSH?

At the city or municipal level, the following mechanisms must be set up:



At the barangay level, the following mechanisms must be set up:



What is the GADFPS?

The City, Municipal, or Barangay GADFPS is a local mechanism to catalyze and accelerate gender mainstreaming within the LGU. Under JMC No. 2013-01 of the PCW, DILG, Department of Budget and Management (DBM), and National Economic and Development Authority (NEDA), the GADFPS is composed of an Executive Committee that is chaired by the local chief executive (LCE), a Technical Working Group (TWG), and a Secretariat.

What if a city, municipality, or barangay does not yet have its own GADFPS?

It must immediately establish one. The establishment of a Local GADFPS is required for all LGUs under R.A. No. 9710 or the Magna Carta of Women.

What is the ASH Subcommittee in the Local GADFPS?

The ASH Subcommittee is a subgroup under the TWG of the Local GADFPS. It is tasked to establish, supervise, support, and coordinate the operations of the ASH Referral Network, the ASH Desk, and, for cities and municipalities, the ASH Hotline.

Who should be part of the ASH Subcommittee in the Local GADFPS?

There is no definitive list in DILG-PCW JMC No. 2020-001 for the composition of the ASH Subcommittee. Nonetheless, it may include representatives from the following:

- The City/Municipal Social Welfare and Development Office (C/MSWDO)
- Local PNP office or station
- The city or municipal public safety office or its equivalent
- The liga ng mga barangay
- Civil society organizations (CSOs) actively working on issues affecting women
- CSOs actively working on issues affecting LGBTQI+ persons

What is the ASH Referral Network?

The ASH Referral Network is a local network of public and private service providers rendering support services to address the needs of victims-survivors and witnesses of GSH. Such support services include legal, medical, psychosocial, safety, security, and other relevant services. These services should be provided by the network to victims-survivors and witnesses referred by the ASH Desk and the ASH Hotline.

Who should be part of the ASH Referral Network?

Local public and private service providers capable of providing relevant services to victims-survivors and witnesses of GSH should form part of the ASH Referral Network. Thus, the ASH Referral Network may include representatives from the following:

- ASH Desk and ASH Hotline
- The City/Municipal Health Office (C/MHO) or Barangay Health Station (BHS)
- The C/MSWDO
- Local PNP office or station
- Legal aid providers such as the Public Attorney's Office (PAO), the Office of the City or Provincial Prosecutor, the Integrated Bar of the Philippines (IBP) chapter, and other legal organizations or associations
- Schools and educational institutions
- CSOs, nongovernment organizations (NGOs), and faith-based organizations (FBOs) involved in issues of gender equality and human rights or providing medical, psychosocial, economic, legal, and social services

How should the ASH Referral Network be set up?

The ASH Subcommittee, through its Chairperson, should take the following steps to establish the ASH Referral Network:

- Convene and initial stakeholders' meeting. The ASH Sub-Committee Chairperson should invite appropriate representatives from local public and private service providers to an initial meeting.
- Conduct a participatory mapping exercise. Through the mapping exercise, participants should be able to identify available community resources and services, requirement for referrals, possible barriers in accessing support services, and other existing mechanisms and structures to address GSH.
- Establish a referral network. As a result of the mapping exercise, the ASH Referral Network should be established, and a Directory of Resources must be created and updated regularly. The members of the network should define their working arrangements and clarify their specific roles and responsibilities. A focal person for each office, agency, institution, and organization should be identified. The protocols and procedures to be observed, the forms to be used such as referral and feedback forms, should be in writing for everyone's reference.
- Put system in place to develop and support the ASH Referral Network. A memorandum of agreement with clear terms of reference of all members and partners may be undertaken. The support and endorsement of the LCE or local sanggunian, through an executive order or ordinance, is important to provide mandates for the referral system and the service providers as well as the regular monitoring and evaluation of the referral system.

What is the ASH Hotline?

The ASH Hotline is a communication link or local call center that receives calls for complaints or reports of GSH within a city or municipality and refers the same to appropriate service providers. It is open and accessible 24 hours a day, seven days a week. It is operated by ASH Hotline Operators appointed or designated by the city or municipal government. If the city or municipality has a 911 Local Call Center set up pursuant to E.O. No. 56, s. 2018, it can also serve as the city or municipality's ASH Hotline.

What are the qualifications of an ASH Hotline Operator?

The ASH Hotline Operator must possess the following qualifications:

- Good communication and active listening skills
- Ability to speak and understand the local language or dialect or Filipino
- Attitude that shows empathy and understanding for victims-survivors and commitment to keep the confidentiality of complaints and reports
- Familiarity with the gender-sensitive manner of handling complaints and reports of GSH
- Participation in trainings and orientations on the following: (a) the SSA; (b) the ASHA; (c) Anti-Violence Against Women and their Children Act (R.A. No. 9262); (d) Anti-Photo and Video Voyeurism Act (R.A. No. 9995); (e) Anti-Child Pornography Act (R.A. No. 9775); (f) Special Protection of Children Against Abuse, Exploitation, and Discrimination Act (R.A. No. 7610); (g) Anti-Trafficking in Persons Act (R.A. Nos. 9208 and 10364); (h) provisions of the Revised Penal Code which are related to gender-based violence; (i) relevant provisions of the Family Code; (j) existing services of the city or municipal government and the ASH Referral Network; (k) protocols for handling complaints and reports of GSH

What are the functions of an ASH Hotline Operator?

The ASH Hotline Operator is expected to perform the following functions:

- Receive complaints and reports involving GSH
- Assess the nature of the assistance needed and facilitate referral to the ASH Desk or to the appropriate service providers in the ASH Referral Network or elsewhere for legal, medical, psychosocial, safety, security, and other assistance or services
- Record, maintain, and update a database of complaints and reports received through the ASH Hotline
- Perform other related functions as may be assigned

What are the protocols for handling complaints and reports received through the ASH Hotline?

The ASH Hotline Operator should observe the following protocols in handling complaints and reports:

- When speaking, stay calm at all times. Speak in the local language or dialect or in Filipino.
- Get as many details as possible, including the personal circumstances of the caller and the victim-survivor, to have a clear picture of the incident being reported.
- Ask the caller what specific assistance is being sought. If the caller has no specific request, assess the nature of the complaint or report and determine what assistance may be given to the caller. In any case, the consent of the caller should be obtained first before referral is made.
- Written records and audio recordings of complaints, reports, and inquiries as well as related documents should be preserved and kept confidential and separate from other emergency reports. Such records should be preserved for at least one year or for the period fixed in the city or municipal ordinance, if any. As such, the ASH Hotline Operator should ensure that no use, viewing, copying, disclosure, or publication of such written records, audio recordings, and related documents should be made unless ordered by the court or other body with competent jurisdiction.
- For calls which are mere queries related to the SSA or other related laws, ordinances, rules, and regulations, the caller may be directed to the ASH Desk to give ample time for explanation.

What is the ASH Desk?

The ASH Desk is a physical facility where victims-survivors and witnesses of sexual harassment can immediately go to for assistance. There should be one in every city, municipal, and barangay hall. The LCE should designate an area in the city, municipal, or barangay hall where the ASH Desk may be set up in such a way that the right to privacy of victims-survivors and witnesses is protected at all times. The ASH Desk should have the necessary furniture and fixtures such as but not limited to a table, chairs, and a separate filing cabinet where the logbook and tools and equipment for documentation will be stored. The ASH Desk is managed by an ASH Desk Officer, who is preferably a woman, designated by the LCE.

What are the qualifications of an ASH Desk Officer?

Before designation, an ASH Desk Officer must possess the following qualifications:

- Attitude that shows empathy and understanding for victims-survivors and commitment to keep the confidentiality of cases of GSH

- Familiarity with appropriate ways to handle cases of gender-based violence and sensitivity to the needs of victim-survivors and complainants in each possible scenario
- Basic knowledge on gender-based violence and the different forms of sexual harassment and on diverse SOGIESC
- No derogatory records related to violation of laws protecting women and commission of acts constituting gender-based violence

After designation, the ASH Desk Officer must undergo the following trainings and orientations:

- GST
- Trainings and orientations on the salient provisions of the following: (a) the SSA; (b) the ASHA; (c) Anti-Violence Against Women and their Children Act (R.A. No. 9262); (d) Anti-Photo and Video Voyeurism Act (R.A. No. 9995); (e) Anti-Child Pornography Act (R.A. No. 9775); (f) Special Protection of Children Against Abuse, Exploitation, and Discrimination Act (R.A. No. 7610); (g) Anti-Trafficking in Persons Act (R.A. Nos. 9208 and 10364); (h) provisions of the Revised Penal Code which are related to gender-based violence; and (i) relevant provisions of the Family Code
- Orientation on the existing services of the city or municipal government and the ASH Referral Network
- Training on protocols for handling complaints and reports of GSH

What are the functions of an ASH Desk Officer?

The ASH Desk Officer is expected to perform the following functions:

- Receive, document, and respond to complaints and reports of GSH on streets and in public spaces as well as qualified GSH committed in public spaces
- Facilitate the referral of cases and persons to the ASH Referral Network and other appropriate public and private service providers for further assistance such as legal, medical, psychosocial, safety, security, and other services
- Record the number of cases received and referred by them and submit a quarterly report to the DILG City/Municipal Field Office and the C/MSWDO
- Keep case records confidential and secure, and ensure that only authorized personnel have access to these records
- Assist in the formulation and updating of local policies and mechanisms, PPAs, and educational and awareness campaigns to address GSH on streets and in public spaces
- Coordinate with pertinent agencies in monitoring the status of GSH-related complaints and reports
- Perform other related functions as may be assigned

What are the protocols for handling complaints and reports received at the ASH Desk?

When responding to complaints of GSH from the victims-survivors themselves, the ASH Desk Officer should observe the following protocols:

- Make the victim-survivor and their companion/s, if any, comfortable in a safe and private room, and provide water and other immediate needs, if any.
- After the victim-survivor has stabilized, conduct an initial investigation in a gender-sensitive and non-judgmental manner, and in a language understood by the victim-survivor.
- Assess the situation and get initial information to determine the risks at hand. Record the details of the incident (date, time, place, and description) and relevant information about the victim-survivor and the alleged perpetrator. If needed, immediately facilitate referral to the nearest police station or medical facility.
- Inform the victim-survivor of their rights, the remedies available, and the procedures and processes involved.
- If the case involves a minor, immediately refer the case to the C/MSWDO.
- If the incident is covered by the katarungang pambarangay, assist the victim-survivor and refer the case to the lupong tagapamayapa within four hours from receipt of the complaint.
- For all other incidents, refer and report the cases to the police station through the Women and Children Protection Desk (WCPD) within four hours from receipt of the complaint.
- Monitor the status of cases of GSH five working days after the case has been referred.

When responding to reports of GSH from persons other than the victims-survivors, the ASH Desk Officer should observe the following protocols:

- Verify the information and seek assistance from the ASHEs or the local police station, if needed.
- Assess the situation and facilitate the rescue of the victim-survivor, when necessary, to ensure their safety.
- If the victim-survivor is rescued or appears before the ASH Desk, follow the same protocols in responding to direct complaints from victims-survivors.
- In all cases, record the details of the incident (date, time, place, and description) and relevant information about the victim-survivor, the alleged perpetrator, and the person reporting.
- If the case involves a minor, refer and report the case to the C/MSWDO within 24 hours upon receipt of the report.
- If the incident is covered by the katarungang pambarangay, assist the victim-survivor and refer the case to the lupong tagapamayapa within 24 hours from receipt of the report.

- For all other incidents, refer and report the case to the local police station through the WCPD within four hours from receipt of the report.
- Monitor the status of GSH cases five working days after the case has been referred.

Can the VAW Desk also serve as the ASH Desk?

Yes. In barangays, the VAW Desks should also serve as the ASH Desks while continuing to perform their functions as VAW Desks. The VAW Desk Officer should also act as the ASH Desk Officer and undergo the same trainings and orientations as other ASH Desk Officers.

What if a barangay does not yet have its own VAW Desk?

It must immediately establish one, which shall likewise serve as its ASH Desk. The establishment of VAW Desks is required for all barangays under Section 9 (d) of the Magna Carta of Women and JMC No. 2010-2 of the DILG, Department of Social Welfare and Development (DSWD), Department of Education (DepEd), Department of Health (DOH), and PCW.

VII. Evaluation

What are the mechanisms for monitoring and evaluating the localization of the SSA?

There are two mechanisms for monitoring and evaluating the localization of the SSA:

- Compliance Reports under DILG-PCW JMC No. 2020-001
- Safety audits under the SSA

What is the Compliance Report?

The Compliance Report is a report submitted by the DILG Regional Director on the compliance of LGUs within their jurisdiction with DILG-PCW JMC No. 2020-001. It contains the following:

- A list of all ordinances, resolutions, and other local issuances related to GSH on streets and in public spaces enacted or issued before or after the issuance of DILG-PCW JMC No. 2020-001 on 07 December 2020
- A list of all PPAs and other measures undertaken by the LGUs to comply with their duties and responsibilities under the SSA, its IRR, and DILG-PCW JMC No. 2020-001

The Compliance Monitoring Report Template is to be used by the DILG Regional Directors in accomplishing the report. It is attached as Annex 6 to DILG-PCW JMC No. 2020-001.

When should the Compliance Report be submitted?

The Compliance Report should be submitted to the National Barangay Operations Office (NBOO) of the DILG on 07 December 2021, one year after the issuance of DILG-PCW JMC No. 2020-001.

What is a safety audit?

A safety audit is a local periodic review whereby an LGU evaluates the efficiency and effectivity of its component LGUs in terms of localizing and implementing the SSA. Provinces will audit their component cities and municipalities, while cities and municipalities will audit their component barangays. The guidelines and indicators to be used for the safety audits have yet to be developed by the DILG with the assistance of the PCW.

When are safety audits conducted?

The safety audits should be conducted every three years. Thus, LGUs should conduct the first safety audits by 2022 at the latest.

VIII. Funds

Where can LGUs source funds for the localization of the SSA?

The localization and implementation of the SSA may be charged against the Gender and Development (GAD) budget or other proper sources of funds subject to availability and to existing accounting and auditing rules and regulations.

What expenses can be charged against the GAD budget?

In determining what can be charged to the GAD budget, the primary consideration is the gender issue being addressed by the expense or activity. If the gender issue is clear, the expense may be charged to the GAD budget.

Examples of expenses that can be charged against the GAD budget are:

- PPAs that address GAD issues and GAD mandates, including relevant expenses such as supplies, travel, food, board and lodging, professional fees, among others
- Capacity development on GAD, e.g. GST, Gender Analysis, Gender-responsive Planning and Budgeting

- Activities related to the establishment or strengthening of enabling mechanisms that support the GAD efforts of LGUs, e.g. GADFPS, CODI, and VAW Desks
- Salaries of LGU personnel assigned to plan, implement, and monitor GAD PPAs on a full-time basis, following government rules in hiring and creating positions
- Time spent by the Local GADFPS members or LGU employees doing GAD-related work (overtime work rendered in doing GAD-related PPAs may be compensated through a compensatory time off, following government accounting and auditing rules and regulations)
- Salaries of police officers assigned to women's desks
- Salaries of personnel hired to manage or operate the GAD Office, if established
- LGU programs that address women's practical and strategic needs, e.g. day care center, breastfeeding rooms, crisis or counseling rooms for abused women and children, halfway houses for trafficked women and children, and gender-responsive family planning programs
- Construction expenses for gender-responsive or GAD-mandated facilities which include, but are not limited to, the following: day care center, VAWC Center, halfway houses for trafficked women and girls, and women crisis center
- Consultations conducted by the LGU to gather inputs for or to disseminate the GAD plan and budget (GPB)
- Payment of professional fees, honoraria, and other services for gender experts or gender specialists engaged by the LGUs for GAD-related trainings and activities
- IEC activities (development, printing, and dissemination) that support the GAD PPAs and objectives of the LGUs

What expenses cannot be charged against the GAD budget?

If the gender issue is not clear, the expense cannot be charged to the GAD budget.

Examples of expenses that cannot be charged against the GAD budget are:

- PPAs that are not in the LGU's DILG-endorsed original or adjusted GAD plan unless these are addressing a newly emerging gender issue that has not been considered during the GPB preparation and review stage, provided that the inclusion of such PPAs should be communicated with the appropriate DILG unit
- Personal services of women employees unless they are working full-time or part-time on GAD PPAs
- Honoraria for Local GADFPS members or other employees working on their LGU GAD programs
- Salaries of casual or emergency employees unless they are hired to assist in GAD-related PPAs

- Provision of contingency funds or "other services" of PPAs
- Purchase of supplies, materials, equipment, and vehicles for the general use of the LGU
- The following expenses, unless they are justified as clearly addressing a specific gender issue: (a) physical, mental, and health fitness activities, including purchase of supplies, materials, equipment, and information dissemination materials; (b) social, rest, and recreation activities; and (c) religious activities and implementation of cultural projects



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