



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City
<http://www.dilg.gov.ph>

MEMORANDUM CIRCULAR
No. 2020-171

22 DEC 2020

TO : ALL PROVINCIAL GOVERNORS, CITY AND MUNICIPAL MAYORS, DILG REGIONAL DIRECTORS, BARMM CHIEF MINISTER, BARMM MINISTER OF LOCAL GOVERNMENT, AND OTHERS CONCERNED

SUBJECT: COMPREHENSIVE SURVEY FOR THE DEVELOPMENT OF CAPACITY BUILDING AND ADVOCACY MATERIALS FOR LOCAL COMMITTEES ON ANTI-TRAFFICKING AND VIOLENCE AGAINST WOMEN AND THEIR CHILDREN (LCAT-VAWC)

The Department of the Interior and Local Government (DILG) together with the Department of Justice (DOJ) and the Department of Social Welfare and Development (DSWD) issued Joint Memorandum Circular No. 2010-1, entitled "*Creation of Local Committees on Anti-Trafficking in Persons and Violence Against Women and Their Children (LCAT-VAWC)*" providing for the basic standards in the creation of a local mechanism that will collaboratively address the problem of Trafficking in Persons (TIP) and Violence against Women and Their Children (VAWC). Since the issuance of the said circular on October 18, 2010, the functionality of the said committees has yet to be determined.

To serve as basis for policy formulation and capacity-building, the DILG subsequently issued Memorandum Circular No. 2020-006, entitled "*Guidelines in Determining the Functionality of Local Committees on Anti-Trafficking and Violence Against Women and Their Children*" on January 20, 2020.

Alongside these measures, the DILG, through the National Barangay Operations Office (NBOO), has partnered with the ASEAN-Australia Counter-Trafficking (ASEAN-ACT) to provide support to local government units in strengthening local mechanisms, including LCAT-VAWCs, in addressing TIP and VAWC, through capacity building and advocacy materials for effective awareness campaigns and local legislative measures.

Phase 1 of this project starts with local consultations to ensure contextualized and user-driven outputs. The consultations were designed to be delivered through focus group discussions and through the conduct of a comprehensive survey. Both methods consider four (4) critical areas for assessment, namely:


1. Diagnostics - to determine the current practice and challenges;
2. Needs Analysis - to determine critical situational needs typical of LCAT VAWC and how these are addressed;
3. Futures - to determine visions for an LCAT-VAWC and how that can be achieved; and
4. Design - to determine content and design of a manual that can enable LCAT-VAWC progressively realize its futures.

In view of this, a **Comprehensive Survey for the Development of Capacity Building and Advocacy Materials for LCAT-VAWC** that can be accessed through the link <https://ee.kobotoolbox.org/x/4CADiWSc> is being deployed.

As such, all provinces, cities and municipalities are hereby requested to accomplish the said questionnaire through their respective LCAT-VAWC following the attached infographic guide in filling out and on the online submission of the accomplished survey form.

All DILG Regional Directors, Field Officers and BARMM Minister of Local Government are hereby directed to disseminate this Memorandum Circular and ensure that all provinces, cities and municipalities will be able to submit the accomplished form not later than December 23, 2020.

For compliance.


EDUARDO M. AÑO
Secretary



HOW TO FILL-UP THE SURVEY?

Use this guide to learn the step-by-step process of filling up the Comprehensive Survey for the Development of Capacity Building and Advocacy Materials for LCAT-VAWC.

Click the Arrow

Click the arrow pointing to the right to expand sections of the survey that must be filled up.



» About Respondent

* Surname

DELA CRUZ

* First Name

JUAN

* Middle Name

SANTOS

STEP 01

Starting Information



FILL-UP

Fill-up the boxes asking for your personal information. (See the example shown in the left)

*note: all personal information you will provide in the survey will be kept confidential.

SELECT/CLICK

For the age, you may type your age or use the up and down arrows to key in your age. For the sex, you may select one option between the two choices.



* Period covered (Start)

yyyy-mm-dd

* Period covered (end)

yyyy-mm-dd

« November 2020 »

Su Mo Tu We Th Fr Sa

25 26 27 28 29 30 31

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 1 2 3 4 5

STEP 03

* Age

* Sex

Female

Male



SELECT/CLICK

For items asking for a specific date, you have the option of typing the date with the format **YEAR-MONTH-DAY** of the date being asked or use the drop down calendar to select the date.

CHECKBOXES

For items indicating checkboxes, you may check all applicable choices. In case you tick the **Others** option, a drop down box will appear where you can key in your additional inputs.

STEP 04

*

1. What do you think is the purpose that your LCAT-VAWC was created?

Please check all that apply:

Collaborate with NGOs and POs to implement anti-trafficking and anti-VAWC programs

Enhance capacities of local actors in implementing culturally-appropriate and gender-responsive programs and policies

Establish systems and structures to monitor and oversee that implementation of the Anti-Trafficking in Persons law and Anti-Violence Against Women and their Children law.

Mobilize local community resources for the prevention, protection, recovery, and reintegration of TIP and GBV victim-survivors

Others

*Q1. Other specify

STEP 05



REPORTS (Fill-up and Add)

Fill in items asked. One report asks for a number of details. If not applicable or does not have an answer, you may write **n/a**. Please click **+** button to add another type of report. (See photo at the right for reference).

STEP 06

4. Reports

*4.1. What reports does the LCAT VAWC produce?
If not applicable or no answer write 'n/a'

*4.2. When or how frequently is the report released?
If not applicable or no answer write 'n/a'

*4.3. What does the report contain?
If not applicable or no answer write 'n/a'

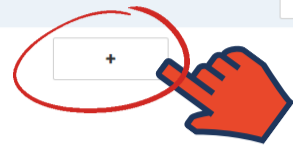
*4.4. Who prepares the report?
If not applicable or no answer write 'n/a'

*4.5. Who contributes to the report's development?
If not applicable or no answer write 'n/a'

*4.6. Who approves the report?
If not applicable or no answer write 'n/a'

*4.7. To whom is the report submitted to?
If not applicable or no answer write 'n/a'

Click the + under this group to add more reports



PARTNERS (Fill-up)

Fill in the names of your partners based on the nature of intervention you work on with them. If you have more than one (1) partner, you may separate your answer using the **;** symbol. If not applicable or does not have an answer, you may write **n/a**.

STEP 07

5. Partners

5. Partners. Please identify each of your partners and the roles they play according to 4 key result areas in Anti-Trafficking and Anti-VAWC work:

*5.1. Partners in prevention
separate different partners by ; and if not applicable or no answer write 'n/a'

*5.2. Partners in Protection
separate different partners by ; and if not applicable or no answer write 'n/a'

*5.3. Partners in Prosecution
separate different partners by ; and if not applicable or no answer write 'n/a'

*5.4. Partners in Partnership and Resource Mobilization
separate different partners by ; and if not applicable or no answer write 'n/a'



FINANCES (Fill-up)

Fill in items asked. This section asks for a number of details. If not applicable or does not have an answer, you may write **n/a**.

STEP 08

» 6.1. Regular Meetings

Budget for Regular Meetings

*6.1.1. How much (estimate)
If not applicable or no answer write '999999'

*6.1.2. Who spends
If not applicable or no answer write 'n/a'

*6.1.3. What is the expense composition?
If not applicable or no answer write 'n/a'

PROJECTS & ACTIVITIES (Fill-up)

Fill in items asked. This section asks for a number of details. If not applicable or does not have an answer, you may write **n/a**.

STEP 09

7. Projects and activities

What projects/activities have you delivered in relation to trafficking and VAWC since your LCAT-VAWC was created?

*7.1. Name of project/ activity
If not applicable or no answer write 'n/a'

*7.2. When and Where is it implemented?
If not applicable or no answer write 'n/a'

PROJECTS & ACTIVITIES (Check all that apply)

For items indicating checkboxes, **you may check all applicable choices**. The **Others** option allows you to input more "clients/audience" in your own words.

STEP 10

*7.3. Who are the clients / audience?
Please check all that apply:

Children

Other Local Government Officials/Employees

Parents

Practitioners (NGO, Social Workers, Law Enforcers, Prosecutors)

Teachers

Women

Youth

Others:

*7.3. Other specify:
If not applicable or no answer write 'n/a'

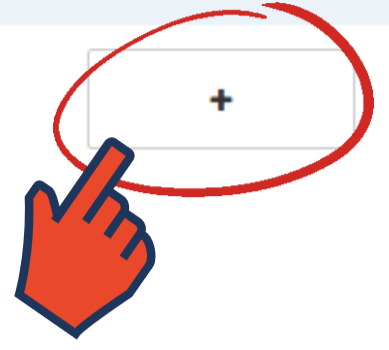


STEP 11

PROJECTS & ACTIVITIES (Fill-up and Add)

Fill in items asked. One project/activity asks for a number of details. If not applicable or does not have an answer, you may write **n/a**. Please click + button to add another type of project/activity (see picture at the right for reference).

Click the + under this group to add more reports



8. Policies

1

What policies have you issued in relation to trafficking and vawc since your LCAT-VAWC was created?

* 8.1. Title of policy
If not applicable or no answer write 'n/a'

* 8.2.1. Date of issue
yyyy-mm-dd

* 8.2.2. Place of Issue
If not applicable or no answer write 'n/a'

* 8.3. Who will be affected/ covered?
If not applicable or no answer write 'n/a'



POLICIES

(Fill-up and Add)

To accomplish this section properly, you may check steps 9-11 for the same instructions to fill up this section.

STEP 12

PROGRAMS (Fill-up and Add)

To accomplish this section properly, you may check steps 9-11 for the same instructions to fill up this section.

9. Programs

1

9. Programs (long-term, not one-off activities). What programs have you developed in relation to trafficking and vawc since your LCAT-VAWC was created?

STEP 13

LOCAL ANTI-TIP ORDINANCE (Yes or No?)

The item is answerable with a YES or NO. If you answered **NO**, **SKIP Step 15**.



* 10. Is there a local Anti-Trafficking Ordinance?

- No
- Yes

STEP 14

LOCAL ANTI-TIP ORDINANCE (Answer more questions)

If you answered **YES**, answer the drop down questions. (See picture at the right for your reference).

YES

* 10. Is there a local Anti-Trafficking Ordinance?

- No
- Yes

11. Involvement of LCAT-VAWC in local anti-trafficking ordinance

* 11. How involved is the LCAT-VAWC in implementing and monitoring implementation of the local anti-trafficking ordinance?

- Not at all
- Somewhat involved (another agency takes the lead; for example, city council):
- Takes the lead

* 12. How involved was the LCAT-VAWC in the development of the draft ordinance?

- Active member of the technical working group
- Led the development of the ordinance
- Not at all
- Somewhat involved
- Others

*Q12. Other specify:

If not applicable or no answer write 'n/a'

STEP 15

STEP 16

LOCAL ANTI-VAWC ORDINANCE (Yes or No?)

The item is answerable with a YES or NO. If you answered **NO**, **SKIP Step 17**.



* 14. Is there a local Anti-VAWC Ordinance?

- No
- Yes

YES

15. Involvement of LCAT-VAWC in the local anti-VAWC ordinance

* 15. How involved is the LCAT-VAWC in implementing and monitoring implementation of the local anti-VAWC ordinance?

- Not at all
- Somewhat involved (another agency takes the lead; for example, city council);
- Takes the lead

* 16. How involved was the LCAT-VAWC in the development of the draft ordinance?

- Active member of the technical working group
- Led the development of the ordinance
- Not at all
- Somewhat involved
- Others

LOCAL ANTI-TIP CASE MANAGEMENT AND REFERRAL SYSTEM (Yes or No?)

The item is answerable with a YES or NO. If you answered **NO**, **SKIP Step 19**.



* 18. Is there a local Anti-TIP Case Management and Referral System?

- No
- Yes

YES

* 18. Is there a local Anti-TIP Case Management and Referral System?

- No
- Yes

* 19. How involved was the LCAT-VAWC in the development of the Anti-TIP Case Management and Referral System?

- Active member of the technical working group
- Led the development of the ordinance
- Not at all
- Somewhat involved
- Others

* Q19. Other specify

20. Involvement of LCAT-VAWC in the local Anti-TIP Case Management and Referral System

* 20. How involved is the LCAT-VAWC in implementing and monitoring implementation of the local Anti-TIP Case Management and Referral System?

- Not at all
- Somewhat involved (another agency takes the lead; for example, city council);
- Takes the lead

LOCAL ANTI-TIP CASE MANAGEMENT AND REFERRAL SYSTEM (Yes or No?)

For items under this section, you may select **YES** or **NO** for your desired answer.

STEP 20



24. Local Anti TIP case management and Referral System

	No	Yes
24. The local Anti-TIP case management and referral system...		
Allows all local agencies to easily provide support:	<input type="radio"/>	<input type="radio"/>
has social workers providing services:	<input type="radio"/>	<input type="radio"/>
has Law Enforcers providing services:	<input type="radio"/>	<input type="radio"/>
has Prosecutors providing services:	<input type="radio"/>	<input type="radio"/>
has local shelters for TIP victims:	<input type="radio"/>	<input type="radio"/>
has community-based services for victims:	<input type="radio"/>	<input type="radio"/>
can be easily accessed by victims	<input type="radio"/>	<input type="radio"/>
has repatriation programs for victims	<input type="radio"/>	<input type="radio"/>
has livelihood programs for victims	<input type="radio"/>	<input type="radio"/>
has employment programs for victims	<input type="radio"/>	<input type="radio"/>
has alternative shelter-care systems (foster care) for victims	<input type="radio"/>	<input type="radio"/>
has rehabilitation programs	<input type="radio"/>	<input type="radio"/>
has conducted several successful rescue operations	<input type="radio"/>	<input type="radio"/>
supports victims through trial	<input type="radio"/>	<input type="radio"/>
ensures victim access to remedies including compensation and reparation	<input type="radio"/>	<input type="radio"/>
has successfully convicted perpetrators	<input type="radio"/>	<input type="radio"/>
provides protection for families of victims	<input type="radio"/>	<input type="radio"/>

STEP 21

LOCAL ANTI-VAWC CASE MANAGEMENT AND REFERRAL SYSTEM (Yes or No?)

The item is answerable with a YES or NO. If you answered **NO**, **SKIP Step 22.**



- * 25. Is there a local Anti-VAWC Case Management and Referral System?
- No
 Yes

YES

- * 25. Is there a local Anti-VAWC Case Management and Referral System?
- No
 Yes

- * 26. How involved was the LCAT-VAWC in the development of the Anti-VAWC Case Management and Referral System?
- Active member of the technical working group
 Led the development of the ordinance
 Not at all
 Somewhat involved
 Others

* Q26. Others specify

If not applicable or no answer write 'n/a'

LOCAL ANTI-VAWC CASE MANAGEMENT AND REFERRAL SYSTEM (Yes or No?)

For items under this section, you may select **YES** or **NO** for your desired answer.



- * 32. What major challenges have you faced in fulfilling your functions as (your function) of the LCAT-VAWC.

Please check all that apply:

- Expertise
 Resources
 Schedules
 Others

- * 33. In your assessment, what major challenges has the LCAT VAWC faced in fulfilling its functions and responsibilities? Tick all that apply

Please check all that apply:

- Awareness
 Political Will
 Resources
 Others

- * 34. If there was a project to be designed that can help enable the LCAT-VAWC to fulfill its functions, how that project look like? What components would it have? Please check all that apply?

Please check all that apply:

- Basic Orientation on TIP and GBV
 Capacity building on addressing TIP
 Capacity building on addressing VAWC
 Ordinance Writing Workshop
 Referral System Development
 Others:

LCAT-VAWC MANUAL (Check all that apply and answer drop down questions)

For items under this section, **check all choices that apply.** Some choices have corresponding additional questions, answer accordingly.



STEP 22

LOCAL ANTI-VAWC CASE MANAGEMENT AND REFERRAL SYSTEM (Answer more questions)

If you answered **YES**, answer the drop down questions. (See picture at the left for your reference).

31. Local Anti-VAWC case management and referral system

31. The local Anti-VAWC case management and referral system...	No	Yes
Allows all local agencies to easily provide support:	<input type="radio"/>	<input type="radio"/>
has social workers providing services:	<input type="radio"/>	<input type="radio"/>
has Law Enforcers providing services:	<input type="radio"/>	<input type="radio"/>
has Prosecutors providing services:	<input type="radio"/>	<input type="radio"/>
has local shelters for TIP victims:	<input type="radio"/>	<input type="radio"/>
has community-based services for victims:	<input type="radio"/>	<input type="radio"/>
can be easily accessed by victims	<input type="radio"/>	<input type="radio"/>
has repatriation programs for victims	<input type="radio"/>	<input type="radio"/>
has livelihood programs for victims	<input type="radio"/>	<input type="radio"/>
has employment programs for victims	<input type="radio"/>	<input type="radio"/>
has alternative shelter-care systems (foster care) for victims	<input type="radio"/>	<input type="radio"/>
has rehabilitation programs	<input type="radio"/>	<input type="radio"/>
has conducted several successful rescue operations	<input type="radio"/>	<input type="radio"/>
supports victims through trial	<input type="radio"/>	<input type="radio"/>
ensures victim access to remedies including compensation and reparation	<input type="radio"/>	<input type="radio"/>
has successfully convicted perpetrators	<input type="radio"/>	<input type="radio"/>
provides protection for families of victims	<input type="radio"/>	<input type="radio"/>

STEP 23

LCAT-VAWC (Check all that apply and answer drop down questions)

For **Questions No. 32-34**, check all choices that apply. Some choices have corresponding additional questions, answer accordingly.

STEP 24

35. LCAT-VAWC Manual

- * 35. If a manual was to be designed specifically to help LCAT-VAWC to fulfill its functions and responsibilities, what would that manual contain?

Please check all that apply:

- Advocacy Posters, please specify what the poster is about and for whom
 Advocacy Video, please specify what the video is about and for whom
 Brochure, please specify what the brochure would contain and for whom
 Contextualisation of TIP and VAWC
 Good Practices
 Legal frameworks
 Simplified narration of LCAT VAWC responsibilities and norms
 Templates and Forms

* Q35. Advocacy Video about and for whom

If not applicable or no answer write 'n/a'

* Q35. Advocacy Posters about and for whom

If not applicable or no answer write 'n/a'

* Q35. Brochure about and for whom

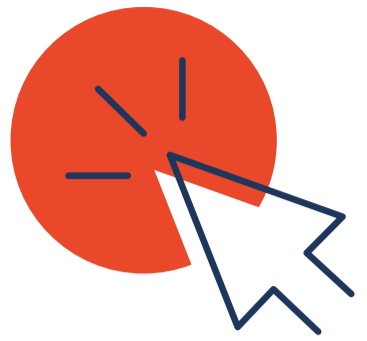
If not applicable or no answer write 'n/a'

STEP 25

STEP 26

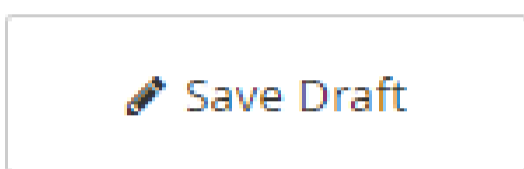
SUBMIT OR SAVE AS DRAFT

If you feel like answering the survey in one sitting is too hard for you, you may click the **'Save as Draft'** button to save what you have initially accomplished and continue answering when you already feel like finishing the survey.



If you are done answering the survey, you may click the **'Submit'** button to submit the accomplished survey form.

(See photo below for your reference)



SURVEY LINK:

Type this URL

<https://ee.kobotoolbox.org/x/4CADiWSc>

in the search bar and **click ENTER** to access the survey.