



Resource Materials on
BARANGAY TANOD
SKILLS ENHANCEMENT

Reinforcing the Roles of Barangay Tanod
as First Responder and in
Crime Scene Preservation



Department of the Interior and Local Government
National Barangay Operations Office

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MODULE I

THE PROFILE OF A BARANGAY TANOD

SESSION 1.1.

DESIRABLE TRAITS OF A BARANGAY TANOD

A. Roles of the Barangay Tanod in Barangay Peace and Order

In accordance with Memorandum Circular 2003-42, the following are the powers and duties of a barangay tanod under the supervision of Punong Barangay:

1. Assist the barangay officials in the prevention of crime and the promotion of public safety;
2. Conduct patrol/ ronda in the barangay;
3. Report to the concerned barangay officials or through Hotline "117" the occurrence of any crime, fire, accident, public disturbance, and environmental degradation activities and other untoward incident in the barangay;
4. Monitor the presence and/or activities of suspicious persons, criminals, and other lawless elements within their jurisdiction, and report the same to proper authorities or through Hotline "117";
5. Conduct surveillance on crime breeding areas within the barangay/purok and report their observation/findings to proper authorities or through Hotlines "117";
6. Assist the police and the Lupong Tagapamayapa in the execution of warrants and others judicial processes such as tracking the whereabouts of missing persons, in arresting escaped prisoners and other fugitives from justice, and in the recovery of stolen properties;
7. Coordinate closely with the barangay officials and police/local authorities in the drive against all forms of crimes such as terrorism, smuggling, carnapping, drug trafficking, drug pushing, illegal gambling, child abuse, crime against women, all forms of vices and syndicated crimes;
8. Assist in the institutionalization of PATROL "117" Program;
9. Assist in the implementation of Fire Code of the Philippines;
10. Detect all forms of fire hazards and other public safety hazards/violation and to institute corrective measures within



their capability;

11. Assist in facilitating smooth flow of traffic; and
12. Perform other function as may be directed by Punong Barangay.

B. Desirable Traits of a Barangay Tanod

Competencies/requirements that a Barangay Tanod shall possess:

KNOWLEDGE	SKILLS	ATTITUDE/
<ul style="list-style-type: none">• Literate (can read and write)• Roles, responsibilities and functions of a barangay tanod• Knows the directory or hotlines or support groups such as DSWD or Police• Use of other means of communication	<ul style="list-style-type: none">• Listening/writing skills• Biking/running• Swimming skills• Can operate boats/water vehicles• Physically able• Reporting skills• Collaborative skills with residents of the barangay• Familiarity with the barangay• Promptness in reporting• Facilitate the flow of traffic• Alert• Keen Observer	<ul style="list-style-type: none">• Good moral character• Has good rapport with the community• Law-abiding• Non-partisan• Honest• Efficient• Respectful• Courteous• Prompt• Availability to the community

C. What a Barangay Tanod Should or Should Not Do?

◇ Do's

1. Wear proper uniform.
2. Have good posture.
3. Be approachable and friendly.
4. Be vigilant.
5. Always bring proper identification.
6. When patrolling places, coordinate with the head of security or community leaders pertaining to the update of peace and order situation.
7. In case of doubt, always consult with state prosecutors, public attorneys, military, police officers or lawyers of the barangay.
8. All actions performed by the Barangay Tanod shall be in accordance with the Revised Penal Code and other related laws.



9. Conduct patrol within the vicinity together with the security officers or his representative.
10. Use a marked patrol vehicle which must be visible to the public.
11. Perform duties within the barangay, except in cases of hot pursuit.

◇ **Don'ts**

1. Perform duties outside their barangays, except in cases of hot pursuit.
2. Belong to a private army.
3. Conduct counter-insurgency operations, except in cases of:
 - Self-defense,
 - Protecting the public or property
 - Impending threat of attack at any possible time



MODULE I

THE PROFILE OF A BARANGAY TANOD

SESSION 1.2.

IMPORTANCE OF COURTESY AND DISCIPLINE IN PUBLIC RELATIONS

The Barangay Tanod shall, at all times, observe proper courtesy and discipline in the performance of their duties. They shall:

1. Uphold public interest over their personal interest. All their duties and responsibilities shall be exercised efficiently, effectively, and honestly.
2. Perform their duties with the highest degree of excellence, professionalism, intelligence, skills and utmost dedication and devotion.
3. Respect the rights of others and refrain from doing illegal acts. Do not discriminate against anyone, especially women, children, indigenous peoples, poor and marginalized.
4. Provide service to everyone regardless of their political affiliations or preference.
5. Extend prompt, courteous and adequate service to the public.
6. Have no financial and material interest in any transactions in the performance of their duties.
7. Not accept or solicits gifts or favors from any person in exchange of the performance of their duties.

Remember that a citizen's impression on an individual barangay tanod has an impact on public perception towards the entire barangay administration.





MODULE II

GENDER-SENSITIVE, CHILD-FRIENDLY, AND IP-RELEVANT BARANGAY TANOD

SESSION 2.1.

GENDER-SENSITIVE BARANGAY TANOD

A. Legal Basis of Gender and Development in the Philippines

- ◇ **Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW)**

It provides the basis for realizing equality between women and men through ensuring women's equal access to, and equal opportunities in, political and public life.

- ◇ **1987 Philippine Constitution**

The State recognizes the role of women in nation-building and shall ensure the fundamental equality before the law of women and men. (**Article II, Section 14**)

The State shall protect women by providing safe and healthy working conditions, taking into account their maternal functions and such facilities and opportunities that will enhance their welfare and enable them to realize their full potential in the service of the nation. (**Article XIII Section 14**)

- ◇ **RA 9710 or Magna Carta for Women**

The State realizes that equality of men and women entails abolition of the unequal structures and practices that perpetuate discrimination and inequality.

The State affirms women's rights and shall intensify its efforts to fulfill and promote all human rights and fundamental freedoms of women, without discrimination.

- ◇ **RA 9262 or Anti-Violence Against Women and Their Children Act**

The State values the dignity of women and children and guarantees full respect for human rights. The State also recognizes the need to protect the family and its members particularly women and children, from violence and threats to their personal safety and security.



B. Concepts on Gender and Development

◇ **What is Gender and Development (GAD)?**

It is a development perspective and process that put premium on participatory and empowering, equitable, sustainable, free from violence, respectful of human rights, supportive of self-determination and actualization of human potentials. It considers women as active agents of development and not just passive recipients of development assistance and stresses the need of women to organize themselves and participate in political processes to strengthen their legal rights.

◇ **What is gender?**

Refers to socially and culturally differentiated roles, practices, attitudes and values that characterize males as masculine and females as feminine. It identifies the social behavior of women and men and the relationship between them. It is the product of culture and varies from one culture to another and from generation to generation. They are created and maintained by social institutions such as families, government, communities, schools, churches and media thru socialization and social construct. Because of gender certain roles, traits and characteristics are ascribed distinctly and strictly to women and men.

◇ **What is sex?**

It refers to physical attributes pertaining to a person's body contour, features, genitals, hormones, chromosomes and reproductive organs. It is natural, universal and permanent differences between women and men. It is a product of nature.

◇ **What are gender roles?**

Roles which are classified by sex, where this classification is social and not biological.

Example:

If child-rearing is classified as female role, it is a female gender role, not a female sex role since child-rearing can be done by both men and women.

◇ **What are sex roles?**

Refers to an occupation or biological function for which basic qualification belongs to one particular sex category.

Example:

Pregnancy is a female sex role because only members of the female sex may bear children.

◇ **What is gender discrimination?**

Refers to the differential treatment to individuals on the grounds of their gender. In many societies, it involves systematic and structural discrimination against women such as in the distribution of income, access to resources and participation in decision making.

◇ **What is gender sensitivity?**

The ability to recognize gender issues and women's different perceptions and interests arising from their different social location.



◇ **What is equality of opportunity?**

Refers to everyone's equal chance and access to resources. There is no structural discrimination standing in the way of any individual or social group. It is ending all gender discrimination.

◇ **What is empowerment?**

A process by which people take control and act in order to overcome obstacles. It is a collective action by the oppressed and deprived to overcome the obstacles of structural inequality that put them in the disadvantage position.

C. What are the goals of gender sensitivity training?

1. Takes action to correct gender bias so as to ensure gender equality;
2. Requires understanding of what gender means, how it affects the relations of women and men, and why it is an important consideration in development planning and budgeting; and
3. Addresses gender issues in whatever situation you are in, whether in planning, programming, budgeting, implementation, monitoring, evaluation or even in personal life.

D. Types of Biases

◇ **Marginalization**

Women are considered non-essential force in the economy despite their crucial role in production. Their contribution to development remains unrecognized and undervalued. Their participation in development is limited to traditional programs and projects, especially those related to maternal and child care, day care centers and nutrition.

◇ **Multiple/Double Burden**

A situation referring to many overlapping and heavy workload of women that if computed in terms of hours would total to more than 24hours. This workload consists of unpaid reproductive work, paid productive work, community management and all other work necessary for survival of the family.

◇ **Subordination**

Submission, sometimes due to force or violence or being under the authority of one sex which usually result to women having no control over available resources and having no personal autonomy. Men's decisions are generally followed, and women are trained/socialized to be subordinate to men.

◇ **Stereotyping**

Society's perceptions and value systems that instill an image of women as weak, dependent, subordinate, indecisive, emotional and submissive. Men, on the other hand, are strong, independent, powerful, dominant, decisive and logical. Unexamined images, ideas or beliefs associated with a particular group that have become fixed in a person's mind and are not open to change. For example, women's roles, functions and abilities are seen to be primarily tied to the home.



◇ **Violence against Women**

Any act of gender-based violence that results in physical, sexual or psychological harm or suffering to women, including threats of such acts, coercion, or arbitrary deprivation of liberty, whether occurring in public or private life.

E. Forms of Violence Against Women

- Physical, sexual and psychological violence occurring in the family, including battering, sexual abuse of female children in the household, dowry-related violence, incest, marital rape, female genital mutilation and other traditional practices harmful to women, violence by a person other than one's spouse, and violence related to exploitation;
- Physical, sexual and psychological violence occurring within the community, including rape, sexual abuse, sexual harassment and intimidation at work, in educational institutions and elsewhere, and trafficking in women and forced prostitution;
- Physical, sexual and psychological violence perpetrated or condoned by the State, such as custodial rape and torture done to women prisoners; and
- Violation of women's human rights in situations of armed conflict, in particular murder, systematic rape, sexual slavery, and forced pregnancy.

F. What is Anti-Violence Against Women and Their Children (VAWC) Act or RA 9262?

VAWC is any act or series of acts 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 or arbitrary deprivation of liberty. (Section 2)

G. What are the Duties of the Barangay?

1. Set up a VAW Desk in the barangay hall. (DILG, DWSD, DepEd, DOH, PCW JMC 2010-2)
2. Appoint a VAW desk person, preferably a woman barangay kagawad or female barangay tanod trained in gender-sensitive handling of cases. (JMC-2010-2)
3. Help gender-based violence cases brought to the barangay and assist victims in obtaining a Barangay Protection Order (BPO).(JMC 2010-2)
4. Provide assistance to the PNP in the apprehension and arrest of traffickers. (IRR Republic Act 9208)
5. Encourage and support barangay-based initiatives which address trafficking in persons, provide



basic social services for the prevention, rescue, recovery, rehabilitation and reintegration/after care support services to the victims and their families.

6. Enact ordinances or issuances to protect and give support to trafficked persons and adopt measures to prevent and suppress trafficking; and strengthen, activate and mobilize existing committees, councils, similar organizations and special bodies in the barangay to prevent and suppress trafficking (IRR Republic Act 9208)

H. What are the roles of Barangay VAW Desk Officer?

1. Respond to gender-based violence cases brought to the barangay.
2. Record the number of gender-based violence handled by the barangay and submit a quarterly report on all cases of VAW to the DILG City/Municipal Field Office and the City/Municipal Social Welfare Development Office (C/MSWDO).
3. Keep VAW case records confidential and secured, and ensure that only authorized personnel can access them.
4. Assist victims of VAW in securing Barangay Protection Order (BPO) and access necessary services.
5. Develop the barangay gender-responsive plan in addressing gender-based violence, including support services, capacity building and referral system.
6. Coordinate with and refer cases to government agencies, non-government organizations (NGOs) and institutions, and other service providers as necessary.
7. Address other forms of abuse committed against women, especially senior citizens, women with disabilities, and other marginalized groups.
8. Lead advocacies on the elimination of VAW in the community.
9. Perform other related functions as may be assigned.

I. What are the Roles of Barangay Tanod in Complaints Involving Women?

1. Respond to gender-based violence cases brought to the barangay.
2. Assess the situation by getting basic information that can determine present and possible risk.
 - A properly conducted interview with the VAW victim helps the interviewer get relevant information about the abuse and gives his/her the idea on the type of assistance she needs.
 - Keep in mind to let the survivor tell her story without or less interruption as possible.
 - Ask questions only when she seems hesitant or does not know how to start the story.
 - Avoid giving personal opinions.
3. If it is an emergency situation, do the following:
 - Secure the victim in a safe place away from the place where the incident happened.
 - Immediately call the local social welfare and development officer.

TIPS IN HANDLING WOMEN:

- *Be neutral.*
- *Listen generously.*
- *Never use offensive words.*
- *Respect the one speaking.*
- *The woman being complained shall only be searched by a law enforcement officer of the same gender.*



4. If a third-party reports the incident:
 - Check the completeness and correctness of data. For safety reasons, ask assistance from the PNP.
 - Assess the situation.
 - Follow the correct process for referrals.
5. In Violence Against Women and their Children (VAWC) cases:
 - Inform the victim-survivor of her rights, the solution and remedies available to her and the processes involved in her quest for justice.
 - Assist victims of VAW in securing Barangay Protection Order (BPO) and accessing necessary needs.
6. Coordinate with and refer cases to the VAW Desk officer or directly to the local social welfare and development.
7. Lead advocacies on the elimination of VAW in the community.

J. What is a Protection Order?

It is an order issued under the Anti-VAWC Act to prevent further abuse of or violence against a woman and her child. It also provides them relief from said abuse or violence.

K. Who may file the Protection Order?

Anyone of the following may file the protection order in behalf of the victim/s:

- Parent or guardian
- Grandparents
- Children and grandchildren
- Relatives (aunts, uncles, cousins, in-laws)
- Local officials and DSWD social workers
- Police
- Lawyers
- Counselors
- Therapists
- Health care providers (nurses, doctors, barangay health workers)
- Any two people who came from the city or municipality where the VAWC happened and who have personal knowledge of the crime

VAWC FORM # 3 CTRL NO. _____

REPUBLIC OF THE PHILIPPINES
PROVINCE OF _____
CITY/MUNICIPALITY _____
BARANGAY _____

APPLICATION FOR BARANGAY PROTECTION ORDER

1. NAME OF APPLICANT: _____ AGE: _____
 ADDRESS: _____ TEL.# _____
 RELATIONSHIP TO VICTIM: _____

2. NAME OF VICTIM(S): _____ DATE OF BIRTH: _____
 ADDRESS: _____ TEL.# _____
 CIVIL STATUS: Single Married Widow Separated Legally Separated

3. OCCUPATION/SOURCE OF INCOME: _____

4. NAME(S) OF CHILDREN: _____ DATE OF BIRTH: _____ SEX: _____

4.a. Other Children under her care
 NAME: _____ DATE OF BIRTH: _____ SEX: _____

5. NAME OF RESPONDENT: _____ AGE: _____
 OCCUPATION/SOURCE OF INCOME: _____
 ADDRESS: _____ TEL.# _____
 CIVIL STATUS: Single Married Widower Separated

6. Relationship of Complainant to Respondent:
 Wife Former Wife Common Law/Live-in Relationship
 Dating Relationship Sexual Relationship

7. Acts Complained of: (Pls. Check)
 Threats Physical Injuries

8. Date of commission of the offense: _____
 9. Place where the offense was committed: _____
 10. If the applicant is not the victim, state the circumstance of refusal to give consent of the victim.

 Signature of Applicant Over Printed Name

 Date

VERIFICATION OF PUNONG BARANGAY

I certify that the applicant for BPO who personally appeared before me is a bonafide resident of this barangay and is the same person who supplied all the above information and attest to the correctness of said information.

 Punong Barangay
 Signature Over Printed Name

 Date Issued: _____





MODULE II

GENDER-SENSITIVE, CHILD-FRIENDLY, AND IP-RELEVANT BARANGAY TANOD

SESSION 2.2.

CHILD-FRIENDLY BARANGAY TANOD

A. Legal Framework

◇ **United Nations Convention on the Rights of the Child**

The family, as the fundamental group of society and the natural environment for the growth and well-being of all its members and particularly children, should be afforded the necessary protection and assistance so that it can fully assume its responsibilities within the community.

The child, for the full and harmonious development of his or her personality, should grow up in a family environment, in an atmosphere of happiness, love and understanding.

The child should be fully prepared to live an individual life in society, and brought up in the spirit of the ideals proclaimed in the Charter of the United Nations, and in particular in the spirit of peace, dignity, tolerance, freedom, equality and solidarity.

*“**Children** refers to persons below 18 years old or those over but are unable to take care of themselves from abuse, neglect, cruelty, exploitation or discrimination because of physical or mental disability or condition. (RA 7610)*

◇ **Child 21: Sharing a Vision (Philippine National Strategic Framework for Plan Development for Children)**

It is envisioned that children from 6 to 17 years old should “participate in quality and relevant education that is appropriate to the child’s development stage and evolving capacity and to participate in the development process.” For children to participate, they will be “provided with basic life skills to function and survive in the community and society and to overcome threats to well-being and develop as a happy, competent, and responsible adult.”

The nation’s primary goal concerning children is to create an enabling environment for children to grow and develop their full potential at every stage of development.

B. Roles of Barangay Tanod in Cases/ Complaints Involving Children:

The barangay is often the nearest place where a child victim or witness of child abuse may run to and



seek assistance. When receiving a report, the barangay must observe the following:

1. Enter the report in the barangay blotter. A separate blotter exclusively for child abuse and domestic violence cases must be kept confidential at all times;
2. If the reporter is not the victim, interview the reporting person about the incident;
3. If the report is made by a child victim, do not interview the child except for his/her personal circumstances and necessity of referring him/her to immediate medical attention;
4. Immediately contact DSWD or LSWDO and transfer the case to the social worker for validation of complaint and assessment;
5. If main request is assistance in case filing, refer the child to the police for conduct of proper police investigation. Any arrest of the alleged perpetrator shall be in conjunction with the police;
6. If needing immediate medical attention, refer to the Women and Children Protection Unit (WCPU), or the medical legal officer or the city or municipal health officer;
7. Depending on the situation, contact the child's parents/legal guardians. When child reports incest or abuse by guardians, notifying the parents or guardians should be left to the sound judgment of DSWD/LSWDO;
8. Not conduct any mediation or conciliation relative to the case and advise the parties that child abuse cases cannot be a subject of any compromise agreement;
9. Beyond the reporting stage, assistance may be extended to other parties directly involved in helping the child. The barangay may accompany the social worker during home visits and assist in monitoring the situation and safety of the child and the family; and
10. Observe confidentiality at all times.

C. Who may report and to whom may one report a case of child abuse?

1. Any person may report, either orally or in writing, a case of child abuse, neglect or exploitation. The report may be made to any of the following:
 - Department of Social Welfare and Development (DSWD)
 - Local Social Welfare and Development Office (LSWDO) of the municipality, city or province;
 - Philippine National Police;
 - National Bureau of Investigation;
 - Other law enforcement agencies; or
 - Barangay or Barangay Council for the Protection of Children (BCPC)
2. The following government workers have the duty to report all incidents of possible child abuse to DSWD/LSWDO:
 - Teachers and administrators in public schools;
 - Probation officers;
 - Government lawyers;
 - Law enforcement officers;
 - Barangay officials;



- Correction officers; and
 - Other government officials and employees whose work involves dealing with children.
3. Any person who, acting in good faith, report a child abuse case shall be free from any civil or administrative liability. As much as possible, he/she should give his/her name and contact details for further contacts, if necessary. His/her protection and anonymity will be assured.
 4. Any person who makes a report must, as much as possible, have basic information of the child victim: name, age, address or whereabouts of child, the reasons why the child may be at risk (in an abusive or exploitative situation) and the alleged perpetrator. However, any relevant information to suspect that a child is being abused or exploited may suffice to initiate any action and investigation
 5. Any person who makes the report is not necessarily the complainant. If he/she is also a witness, he/she has the option to be a witness or not.

Remember that the child victim may or may not be with the person making the report.

D. Treatment of Children In Conflict with the Law/Below the Age of Criminal Responsibility

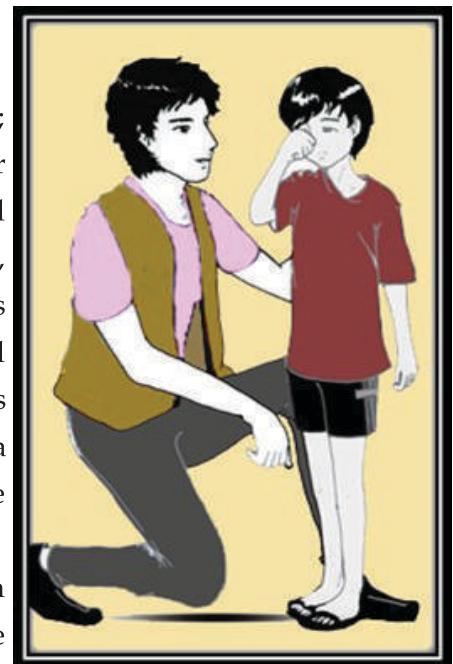
If it has been determined that the child taken into custody is fifteen (15) years old or below:

- The authority which will have an initial contact with the child has the duty to immediately release the child to the custody of his/her parents or guardian, or in the absence thereof, the child's nearest relative.
- A child in conflict with the law shall only be searched by a law enforcement officer of the same gender and shall not be locked up in a detention cell.
- Said authority shall give notice to the local social welfare and development officer who will determine the appropriate programs in consultation with the child and to the person having custody over the child.
- If the parents, guardians or nearest relatives cannot be located, or if they refuse to take custody, the child may be released to any of the following:
 - ◆ a duly registered nongovernmental or religious organization;
 - ◆ a barangay official or a member of the Barangay Council for the Protection of Children (BCPC);
 - ◆ a local social welfare and development officer; or
 - ◆ when and where appropriate, the DSWD.
- If the child referred to herein has been found by the Local Social Welfare and Development Office to be abandoned, neglected or abused by his parents, or in the event that the parents will not comply with the prevention program, the proper petition for involuntary commitment shall be filed by the DSWD or the Local Social Welfare and Development Office pursuant to Presidential Decree No. 603, otherwise known as “The Child and Youth Welfare Code”.



E. Procedure for Taking the Child into Custody

1. Explain to the child in simple language and in a dialect that he/she can understand why he/she is being placed under custody and the offense that he/she allegedly committed;
2. Inform the child of the reason for such custody and advise the child of his/her constitutional rights in a language or dialect understood by him/her;
3. Properly identify himself/herself and present proper identification to the child;
4. Refrain from using vulgar or profane words and from sexually harassing or abusing, or making sexual advances on the child in conflict with the law;
5. Avoid displaying or using any firearm, weapon, handcuffs or other instruments of force or restraint, unless absolutely necessary and only after all other methods of control have been exhausted and have failed;
6. Refrain from subjecting the child in conflict with the law to greater restraint than is necessary for his/her apprehension;
7. Avoid violence or unnecessary force;
8. Determine the age of the child pursuant to Section 7 of this Act;
9. Immediately, but not later than eight (8) hours after apprehension, turn over custody of the child to the Social Welfare and Development Office or other accredited NGOs, and notify the child's parents/guardians and Public Attorney's Office of the child's apprehension. The social welfare and development officer shall explain to the child and the child's parents/guardians the consequences of the child's act with a view towards counseling and rehabilitation, diversion from the criminal justice system, and reparation, if appropriate;
10. Take the child immediately to the proper medical and health officer for a thorough physical and mental examination. The examination results shall be kept confidential unless otherwise ordered by the Family Court. Whenever the medical treatment is required, steps shall be immediately undertaken to provide the same;
11. Should detention of the child in conflict with the law be necessary, ensure that the child be secured in quarters separate from that of the opposite sex and adult offenders;
12. Record the following in the initial investigation:
 - Whether handcuffs or other instruments of restraint were used, and if so, the reason for such;
 - That the parents or guardian of a child, the DSWD, and the PAO have been duly informed of the apprehension and the details thereof; and
 - The exhaustion of measures to determine the age of a child and the precise details of the physical and medical examination or the failure to submit a child to such examination.
13. Ensure that all statements signed by the child during investigation shall be witnessed by the child's parents or guardian, social worker, or legal counsel in attendance who shall affix his/her signature to the said statement.





MODULE II

GENDER-SENSITIVE, CHILD-FRIENDLY, AND IP-RELEVANT BARANGAY TANOD

SESSION 2.3.

IP-RELEVANT BARANGAY TANOD

A. Definition of Terms

◇ **What is Culture?**

The sum total of the learned behaviour of a group of people that are generally considered to be the tradition of that people and are transmitted from generation to generation.

◇ **What is Ethnicity?**

It refers to the shared cultural practices, perspectives and distinctions that set apart one group of people from another; shared cultural heritage.

◇ **What is Cultural Sensitivity?**

It is an awareness that differences between cultures exist. It has the following components:

- Valuing and recognizing the importance of one's own culture
- Valuing diversity
- Realizing that cultural diversity will affect an individual's communication and participation in education in various ways
- A willingness to adapt one's communication and behaviors to be compatible with another's cultural norms
- A willingness to learn about the traditions and characteristics of other cultures
- A culturally competent person views all people as unique individuals and realizes that their experiences, beliefs, values, and language affect their perceptions.

◇ **What is Prejudice?**

Prejudice refers to adverse or hostile attitude toward a group or its individual members, generally without just grounds or before sufficient evidence. It is characterized by irrational, stereotyped beliefs. In the social sciences, the term is often used with reference to ethnic groups but prejudice can exist toward any manner of person or group on the basis of factors that have nothing at all to do with ethnicity, such as weight, disability, sexual orientation, or religious affiliation.

◇ **What is Bias?**

A bias is a tendency. Most biases—like preferring to eat food instead of paper clips, or assuming



someone on fire should be put out—are helpful. But cognitive shortcuts can cause problems when we are not aware of them and we apply them inappropriately, leading to rash decisions or discriminatory practices (based on, say, racism and sexism). Relying on biases but keeping them in check requires a delicate balance of self-awareness.

◇ **What is Stereotype?**

It is a simplified and often misleading image, idea or representation of an individual or group. It is the unfair belief that all people or things with a particular characteristic are the same.

Example: *Filipinos are always late or the concept of “Filipino time.”*

◇ **What is Discrimination?**

It is the practice of unfairly treating a person or group of people differently from other people or groups of people.

◇ **What is Indigenous Peoples’ Rights Act of 1997 or RA 8371?**

It is an act that recognizes, protects and promotes the rights of indigenous cultural communities/ indigenous peoples (ICCs/IPs) and created the National Commission on Indigenous Peoples (NCIP)

◇ **Who are the Indigenous Peoples of the Philippines?**

IPs refer to a group of homogenous societies identified by self-ascription and ascription by others, who have continuously lived as organized community on communally bounded and defined territory, and who have, under claims of ownership since time immemorial, occupied, possessed and utilized such territories, sharing common bonds of language, customs, traditions and other distinct cultural traits, or who have, through resistance to political, social and cultural inroads of colonization, non-indigenous religions and cultures, became historically differentiated from the majority of the Filipinos. ICCs/IPs shall likewise include peoples who are regarded as indigenous on account of their descent from the populations which inhabited the country, at the time of conquest or colonization, or at the time of inroads of non-indigenous religions and cultures, or the establishment of present state boundaries, who retain some or all of their own social, economic, cultural and political institutions, but who may have been displaced from their traditional domains or who may have resettled outside their ancestral domains (Section 3(h) of RA 8371).

◇ **What are ancestral domains?**

All areas generally belonging to ICCs/IPs comprising lands, inland waters, coastal areas, and natural resources therein, held under a claim of ownership, occupied or possessed by ICCs/IPs, by themselves or through their ancestors, communally or individually since time immemorial, continuously to the present except when interrupted by war, force majeure or displacement by force, deceit, stealth or as a consequence of government projects or any other voluntary dealings entered into by government and private individuals/corporations, and which are necessary to ensure their economic, social and cultural welfare. xxxxxx (Section 3a, RA 8371)

◇ **What is Free Prior and Informed Consent (FPIC)?**

FPIC means the consensus of all members of the ICCs/IPs to be determined in accordance with



their respective customary laws and practices, free from any external manipulation, interference and coercion, and obtained after fully disclosing the intent and scope of the activity, in a language and process understandable to the community. (Section 3g, RA 8371/IPRA)

B. Salient provisions of the IPRA

◇ Four basic rights according to the IPRA

1. Rights to Ancestral Domains include:

- ◆ Right of ownership
- ◆ Right to develop lands and natural resources
- ◆ Right to stay in territories
- ◆ Right in case of displacement
- ◆ Right to regulate the entry of migrants
- ◆ Right to claim parts of reservations
- ◆ Right to resolve conflict

2. Right to Self-Governance and Empowerment includes:

- ◆ Recognition of authentic indigenous leadership
- ◆ Recognition of socio-political institutions and structures—
 - ⇒ The ICCs/IPs have the right to use their traditional justice systems, conflict resolution institutions or peace building processes which are oriented to settlement, reconciliation and healing, and as may be compatible with national laws and accepted international human rights, in all conflict situations between and among IP individuals and between and among other ICC/IP communities.
 - ⇒ **Primacy of customary law:** All conflicts related to ancestral domains and lands, involving ICCs/IPs, such as but not limited to conflicting claims and boundary disputes, shall be resolved by the concerned parties through the application of customary laws in the area where the disputed ancestral domain or land is located.
- ◆ Mandatory representation in policy making bodies (DILG-NCIP JMC 2011-001)
- ◆ Right to determine and decide priorities for development

3. Social Justice and Human Rights includes:

- ◆ Equal protection and non-discrimination of ICCs/IP
- ◆ Freedom from discrimination and right to equal opportunity and treatment
- ◆ Rights during armed conflict
- ◆ Right to basic services
- ◆ Recognition of women's rights
- ◆ Recognition of the rights of IP children and youth



4. Cultural Integrity

It is the holistic and integrated adherence of a particular ICC/IP community to their customs, religious beliefs, traditions, indigenous knowledge systems and practices and their right to assert their character and identity as peoples. The right to cultural integrity includes:

- ◆ Protection of indigenous culture, traditions and institutions
- ◆ Right to establish and control educational and learning systems
- ◆ Recognition of cultural diversity
- ◆ Right to name, identity and history
- ◆ Community intellectual property rights
- ◆ Protection of religious, cultural sites and ceremonies
- ◆ Right to indigenous spiritual beliefs and traditions
- ◆ Protection of indigenous sacred places
- ◆ Right to protection of indigenous knowledge systems and practices
- ◆ Right to science and technology

C. Protocols in Handling Complaints Involving Indigenous Peoples At The Barangay Level

1. Ensure a relaxed environment for interviews;
2. Be aware that IPs have different culture in contrast with the non-IPs;
3. Words that are extremely offensive to the Indigenous Peoples (IPs) should never be used;
4. Do not judge or censure;
5. Communicate in a language and manner that is understandable by the IPs. Silence does not necessarily mean that the individual does not understand. Be aware that eye contact may be disrespectful for some IPs;
6. Give attention to non-verbal communication;
7. Questions should be simple and clear. Allow time for an IP to think through questions before answering;
8. Assure confidentiality; and
9. Allow to bring a support person with them.





MODULE II

GENDER-SENSITIVE, CHILD-FRIENDLY, AND IP-RELEVANT BARANGAY TANOD

SESSION 2.4.

HUMAN-RIGHTS BASED APPROACH IN BARANGAY PEACEKEEPING

A. Definition of Terms and Legal Bases

◇ **Commission on Human Rights (CHR) Definition:**

Human rights are the supreme inherent and inalienable rights to life, dignity and to self-development. It is the essence of these rights that makes one human.

◇ **United Nations (UN) Definition:**

Human rights are generally defined as those rights which are inherent in our nature and without which we cannot live as human beings.

◇ **Constitutional Bases of Human Rights Protection:**

- The Government exists to maintain peace and order, and protect life, liberty and property, as well as promote the general welfare of the people (1987 Philippine Constitution Article 2, Section 4-5).
- The State is responsible for promoting social justice and recognizes the value of human dignity and respect for human rights (1987 Philippine Constitution Article 2, Sections 10-11).
- The State recognizes and promotes the rights of indigenous cultural communities within the framework of national unity and development (1987 Philippine Constitution Article 2, Section 22).
- The State recognizes, promotes, and protects the rights of all citizens as defined in the Bill of Rights (1987 Philippine Constitution Article 3, Section 1- 22).
- Congress shall give highest priority to the enactment of measures that protect and enhance the rights of all the people to human dignity, reduce social, economic, and political inequalities, and remove cultural inequities by equitably diffusing wealth and political power for the common good (1987 Philippine Constitution Article 13, Section 1).
- The State shall defend the right of children to assistance, including proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other



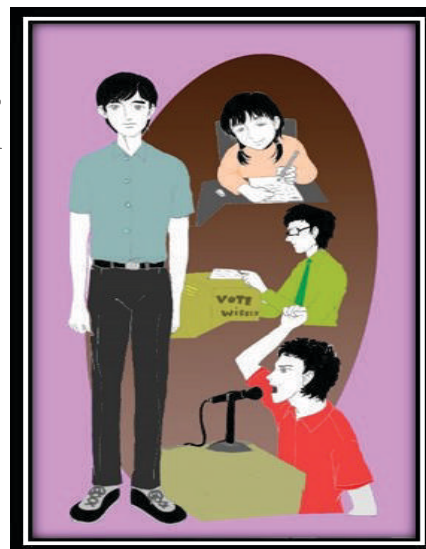
conditions prejudicial to their development (1987 Philippine Constitution Art. 15, Section 3).

B. Principles of Human Rights

◇ Universality

Human Rights apply equally and without discrimination to every person, regardless of their personal characteristics, such as:

- Race
- Color
- Sex
- Ethnic or social origin
- Religion
- Language
- Nationality
- Age
- Sexual orientation, disability or other status



◇ Inalienability

Human Rights can neither be given nor taken away. Human Rights can be violated; however, such violations do not strip the person of the right.

◇ Indivisibility

Each human right (CPR and ESCR) is of equal status and cannot be entirely separated or prioritized conceptually or practically from other human rights.

◇ Interrelatedness and Interdependence

Human rights do not exist or function isolated from one another. The realization of any one human right will depend on the realization of other rights.

◇ Accountability and Rule of Law

States and other duty-bearers have to comply with the legal norms and standards enshrined in human rights instruments. Accountability also means providing information to the community on what was done, and how. It requires transparency and openness.

◇ Participation and Inclusion

Every person and all people are entitled to active, free and meaningful participation in, contribution to and enjoyment of civil, economic, social, cultural and political development in which human rights and fundamental freedoms can be realized.

C. Five Categories of Rights

- ◇ **Civil Rights** -Deals with standards of judiciary and penal systems.
- ◇ **Political Rights** - Deals with specific components of participation in political power.
- ◇ **Economic Rights** -Deals with the sphere of human beings working, producing and serving.
- ◇ **Social Rights** -Deals with standards of living and quality of life for all persons, including those



not participating in economic activities.

- ◇ **Cultural Rights** - Deals with the cultural sphere of life including ethnic culture, subcultures, arts and science.

D. What is Human Rights-Based Policing?

The following are the characteristics of human-rights based policing:

- *Strict observance of police policies and procedures*
- *Adherence to International Human Rights standards for law enforcement*
- *Professional competence and courteous service*
- *Respect for rule of law and civilian supremacy*
- *Pro-democracy and pro-citizen*

Human Rights-Based Policing (HRBP) is the comprehensive, systematic, and institutional compliance with international human rights standards and practices in the conduct of police or law enforcement functions.

It is also an approach to policing that defines the relationship between individual citizens and various groups or sectors of society as claim holders whose rights have to be respected and protected by the police; and the police as duty holders have obligations to respect, protect and fulfill human rights.

E. Two parties involved in the realization of Barangay Peacekeeping:

- ◇ **Duty bearers**
 - the state including the executive, legislative, judiciary and military bodies
 - they have the authority, resources and power
- ◇ **Rights holders**
 - community/ordinary individuals
 - they are usually the affected and are powerless

F. What are the obligations of the duty bearer in Barangay Peacekeeping?

- ◇ Obligations of conduct: **RESPECT**
 - Requires action reasonably calculated to realize the enjoyment of a particular right
Example: *Rally and demonstration in the barangay*
 - ◆ *Barangay tanod should inhibit from doing untoward actions (provided that the conduct of the rally has a corresponding permit)*
 - ◆ *The barangay tanod should be in the area to make sure that the demolition is humanely conducted.*
- ◇ Obligations of result: **PROTECT** and **FULFILL**
 - Requires the state to achieve specific targets to satisfy a detailed substantive standard
Example: *A tanod caught a thief (“akyat-bahay”)*
 - ◆ *You are protecting the right to property but you do not have the right to inflict violence upon the person of the thief. You have to turn-over the thief to the appropriate authorities.*





MODULE III

BARANGAY TANOD AS FIRST RESPONDERS

SESSION 3.1.

CRIME SCENE PROTECTION AND PRESERVATION

A. Definition of Terms

◇ First Responder

First responders are members of the PNP or other law enforcement agency who are mandated and expected to be the first to respond to calls for assistance in cases of incidents of crime. They generally refer to law enforcers who have jurisdiction of the area where the incident or crime has taken place and will proceed to the crime scene to render assistance to the victim and to protect and secure the incident scene.



◇ Crime Scene

Crime scene is an area where an incident or crime occurred. The scene includes the area where items of evidence are found that relate to the act.

◇ Types of Crime Scene:

- **Primary Crime Scene**- Where the body of the victim is found.
- **Secondary Crime Scene** -May include the victim's home, suspect's home, suspect's vehicle, the road between suspect's and victim's homes, or any other comparable indoor or outdoor area.

◇ Types of Crime Scene Perimeter:

- **Inner perimeter** - Immediate area where the crime was committed.
- **Outer perimeter** - Surrounding area which includes any entry and exit points; or in the case of a shooting, any area where spent ammunition might be found.
- **Extended perimeter** -Where evidence might have been thrown by the suspect while fleeing.

◇ **Perimeter management:**

- The size and scope increases depending on the gravity of the crime.
- The actual distance between each perimeter is dependent on the needs of the investigator.

B. Goals of First Responders

1. To give first aid;
2. To apprehend the suspected offender;
3. To protect and if necessary preserve evidence; and
4. To cordon off and protect the area.

C. Tasks of the First Responder:

- ◇ Upon receipt of a report/complaint of a crime incident, the first responder should:
- Record the time the report/complaint was made, the identity of the person who made the report, place of the incident and a synopsis of the incident
 - Inform the Superior Officer or the Duty Officer regarding the report.
- ◇ In any eventualities, the responder should “**RESPOND**”. It means he/she should either Respond, Evaluate, Secure, Protect, Observe, Notify, Document:

• **RESPOND**

- ◆ Personal safety - *Your safety comes first!* You can't help others if you are injured.
- ◆ Organize your thoughts and formulate a plan on how to handle the situation.
- ◆ Check for survivors and render first aid.
- ◆ Evacuate the injured persons to the nearest hospital.
- ◆ Prepare to take the “dying declaration” of severely injured person, if any.
- ◆ Control the crowd at the crime scene.
- ◆ Direct the flow of traffic away from the crime scene so as not to destroy and contaminate vital evidence.

*“Your safety comes first!
You can't help others if you are injured.”*

• **EVALUATE**

- ◆ Evaluate the severity of the situation. Is the crime/incident in progress or not?
- ◆ Identify all involved and uninvolved individuals in the area. First responder should be offering aid to the victims.



- ◆ Be aware of weapons and hazards.
 - ◆ Be aware of potential evidence. Don't touch anything unless necessary.
 - ◆ Make mental notes of your observations.
- **S ECURE**
 - ◆ Clear away uninvolved people.
 - ◆ Establish a perimeter with whatever available materials like ropes, straws, police line, if available, etc. Adjust the perimeter if necessary.
 - ◆ Enter immediate scene using single safe path of entry.
- **P ROTECT**
 - ◆ Safeguard the scene - limit and document any people entering the area.
 - ◆ Secure and define the entire scene by noting all exits and paths of entry.
 - ◆ Don't use phones or bathrooms within the scene area.
 - ◆ Don't eat, drink or smoke in the area of the crime scene.
- **O BSERVE**
 - ◆ Write down your observations - These notes will be utilized to report crime scene management to responding investigators. Your notes could possibly be used at a later date in criminal court.
 - ◆ Record detailed information - don't rely on your memory.
- **N OTIFY**
 - ◆ Record exact time of your arrival and/ or notify station/police that you are already on the scene.
- **D OCUMENT**
 - ◆ Take good notes - Such as: time, date, people on the scene, weather, doors open or closed, lights on or off and position of furniture.
 - ◆ Isolate witnesses and suspect/s if present, get their identity and separate them in order to get independent statements.
 - ◆ If possible, take a clandestine photo of any crowd.
 - ◆ Be prepared to provide your notes and information for future reference.





MODULE III

BARANGAY TANOD AS FIRST RESPONDERS

SESSION 3.2. **CRISIS MANAGEMENT**

A. Definition of Terms

◇ **Hazards**

- Any phenomena, which has the potential to cause disruption or damage to humans and their environment.
- Any event or occurrences that has the potential to cause injury to life, property and environment

◇ **Emergency**

- An unforeseen or sudden occurrence, especially of danger demanding immediate action.
- State of emergency: a condition, declared by a government, in which martial law applies, usually because of civil unrest or natural disaster.

◇ **Disaster**

- Serious disruption of the functions of society causing widespread human, material and environmental losses, which exceed the ability of the affected society to cope within its own resources.
- When a hazard turns into an actual event, kills and injures a lot of people, and causes considerable damage to resources and investments, it becomes a disaster.

◇ **Crisis**

- Came from the Greek word “krisis” which means to separate
- Funk and Wagnall, defined crisis as a turning point in the progress of an affair or series of events.

B. Understanding Common Hazards

◇ **Types of Hazard/Emergency Disaster according to its cause**



Natural Hazards/ Emergencies	Man-made/ Other Emergencies
<ul style="list-style-type: none"> ◆ Typhoons and Storm Surges ◆ Climatic Variability (La Niña, El Niño) ◆ Flash Floods ◆ Earthquakes ◆ Tsunami ◆ Volcanic Eruptions ◆ Landslides ◆ Ground Subsidence ◆ Pestilence/ Epidemic ◆ Tidal Wave ◆ Drought 	<ul style="list-style-type: none"> ◆ Fire Incident ◆ Marine/ Air disaster ◆ Structural Collapse ◆ Hazardous Spills ◆ Power Failure ◆ Nuclear Accidents ◆ Water Supply Breakdown ◆ Food Scarcity ◆ Fuel Shortage ◆ Civil Strife ◆ Pollution (soil waste, air, water and thermal) ◆ Industrial Accidents (radioactive fallout, gas leaks) ◆ Red Tide

◇ **Types of hazards according to onset**

- Acute or sudden impact
- Slow or chronic (creeping)

C. General Principles of Disaster Management

1. The first priority is the protection of people who are at risk.
2. The second priority is the protection of critical resources and systems on which communities depend.
3. Disaster management must be an integral function of local development plans and objectives.
4. Disaster management relies upon an understanding of hazard risks.
5. Capabilities must be developed prior to the impact of a hazard.
6. Disaster management must be based upon interdisciplinary collaboration.
7. Disaster management will only be as effective as the extent to which commitment, knowledge and capabilities can be applied.

D. Tasks of Barangay Tanod during Emergencies or Disasters

- Provision and dissemination of warning
- Search and rescue
- First aid treatment of victims
- Assist in clearing of debris and rehabilitation of roads, airfields, railway system, ports and other key areas
- Assist in evacuation of individuals, groups and communities; and livestock
- Help in disseminating information and advice to the public
- Maintenance of public morale





MODULE III

BARANGAY TANOD AS FIRST RESPONDERS

SESSION 3.3.

INCIDENT REPORT WRITING

A. Definition of Terms:

- ◇ **Report**
An account of any occurrence prepared after a thorough investigation
- ◇ **Fact**
Anything which is gathered through careful observation or investigation and has been proven to exist as to have happened.
- ◇ **Note-taking**
Writing down or recording of brief information that will be used in preparing a report
- ◇ **Chronological Order**
Sequence or arrangement of events and/or actions according to the time of occurrence.
- ◇ **Incident Report Form (IRF)**
 - A form to be filled out by the complainant or victim
 - Data in the IRF is also entered and recorded in the Police Blotter Book
- ◇ **E-Blotter**
A more efficient electronic blotter system for recording crime incidents across the country. It facilitates crime documentation, modernizes data storage, presents accuracy in crime data documentation, reliability in storage for quick reference and hassle-free transmission of data.
- ◇ **Police Blotter**
 - Daily written records of events (such as arrests) in a police station
 - A record or log of all types of police dispatches containing the five W's (Who, What, When, Where and Why) and one H (How) of information. Complaints and reports of crime incidents are also recorded here.



B. Uses of a report:

1. They serve as reference for development of operational strategies, policy changes and training program formulation.
2. They serve as legal documents in the prosecution of criminals.
3. They serve as source of stories by newspaper and media.
4. They serve as source of statistical information meeting.
5. They serve as basis for performance evaluation.

DUTIES	STAGES	TASKS
<ol style="list-style-type: none"> 1. Gather facts 2. Record facts 3. Organize facts 	Pre-writing	<ul style="list-style-type: none"> • Field Interview/ Onsite Investigation • Field note-taking using templates • Recording of statements • Use of video/camera for documentation • Gathering of evidence
<ol style="list-style-type: none"> 4. Write the draft 	Writing	Write based on field notes or filled-out templates
<ol style="list-style-type: none"> 5. Evaluate the report <p><i>Note: After self- editing, have a peer edit your work before submitting it to your superior.</i></p>	Evaluating	<ul style="list-style-type: none"> • Editing the content based on: <ul style="list-style-type: none"> ◆ Accuracy ◆ Clarity ◆ Conciseness ◆ Completeness ◆ Objectivity
<ol style="list-style-type: none"> 6. Rewrite and finalize the report 	Submitting	

C. Editing the Content

- ◇ **Accuracy** - Correctness or precision in both information and word choice
- ◇ **Clarity**- Easy to read and understand
- ◇ **Conciseness**- Express much in a few words as possible – to be brief but substantial
- ◇ **Objectivity**-Being fair and impartial in writing reports is to use language that has a neutral tone
- ◇ **Completeness** -Answers all questions that may be possibly asked by the reader – the **5W's** and **1H (Who, What, When, Where, Why and How)**

- **Who?**

- ◆ Who was the complainant?
- ◆ Who was the victim?
- ◆ Who was/were the witnesses?
- ◆ Who committed the crime?



- ◆ Who reported to the scene of the crime?
- ◆ Who was the officer-in-charge?
- ◆ Who handled and received the evidence?

• **What?**

- ◆ What happened?
- ◆ What was the nature of the incident or crime?
- ◆ What did the reporting officer do?
- ◆ What evidence was obtained?
- ◆ What weapon(s) or tool(s) was/were used in the commission of the crime?

• **When?**

- ◆ When did the incident/crime happen?
(This also covers the exact or approximate time of the incident)
- ◆ When was the crime discovered?
- ◆ When were the authorities informed?
- ◆ When did the authorities arrive at the scene?
- ◆ When was the suspect arrested?
- ◆ When was the victim last seen?

• **Where?**

- ◆ Where was the crime committed?
- ◆ Where did the incident occur?
- ◆ Where were the tools acquired or obtained?
- ◆ Where was the victim? Suspect(s)?
- ◆ Where was the suspect(s) last seen?
- ◆ Where was the evidence marked?
- ◆ Where was the evidence stored?

• **Why?**

- ◆ Why did the criminal commit the crime?
- ◆ Why did it occur?
(This question seeks to determine the motive of the perpetrator of a crime or the reason why an incident such as a car accident/altercation/riot occurred)
- ◆ Why were the victims reluctant to talk?
- ◆ Why did so much time pass before the crime was reported?

• **How?**

- ◆ How was the crime carried out?
- ◆ How was the crime discovered?
- ◆ How did you (the first responder) go to the scene of the crime?
- ◆ How was the crime reported?
- ◆ How did the criminal get away?
- ◆ How did you get informed regarding the crime?





MODULE IV

BARANGAY TANOD IN OPERATIONS

SESSION 4.1.

BASIC PATROL OPERATIONS

A. Definition of Terms

◇ **Patrol**

The concept of a person traveling around a defined jurisdiction, observing the situation, and maintaining the safety and security of people and property.

◇ **Beat**

An area assigned to a patrol. It also refers to a geographical area patrolled by a law enforcement officer.

◇ **Traffic**

The movement of road users from a point of origin to a point of destination for the purpose of safe travel.

◇ **Traffic Direction and Control**

The control of the movements of road users according to proportionate time through signal or hand gestures.

B. Patrol Guidelines

1. Observe precautionary measures and personal safety while on patrol.
2. Observe defensive driving and follow traffic rules and regulations.
3. Select routes which provide best visibility.
4. Patrol members must be always on the look-out for indications of vices and other illegal activities on their beat.
5. Patrol members must be knowledgeable of conditions, events and details of places on their beat; all
6. Be observant of people, places, situations or conditions and develop a suspicious attitude especially if the subject appears to be slightly out of the ordinary.
7. Keep under close observation actions of juveniles, trouble makers/ agitators and the mentally ill/retarded persons.

Always be respectful or courteous when speaking to citizens. Use tact and non-threatening language when conducting a spot inquiry or when questioning persons. Use conversational language and avoid an interrogation-type of questioning.



8. Be familiar, as much as possible, with known criminals/ex-convicts residing in or frequenting the patrol beat.
9. Be familiar with stay-in employees of business establishments on your beat;
10. Be on the alert for loiters.
11. Keep watch on uninhabited homes.
12. Observe the practice of “shaking doors” of unguarded business establishments during night patrol. Check for signs of intrusion.
13. Establish good rapport with the people in your beat.
14. Develop contacts by getting to know as many people as possible who can give factual information about crime condition in the patrol beat;
15. Use tact and persuasiveness when conducting spot inquiry or questioning individuals for information;
16. When requiring identification from a suspicious person or any individual, avoid taking the wallet or bag in which the cards/documents are placed. Let the individual remove and hand them to you;
17. When checking suspicious persons, places, buildings/ establishments and vehicles especially during night time, be prepared to use your service firearm (**In your case, your non-lethal equipment**). Flashlight should be held tightly away from the body to avoid making you a possible target;
18. Patrol member should avoid loitering in theaters, restaurants and other recreational places.



MODULE IV

BARANGAY TANOD IN OPERATIONS

SESSION 4.2.

TRAFFIC ASSISTANCE

◇ Objectives of Traffic Direction and Control:

- To prevent traffic accidents
- To maintain the smooth flow of traffic

◇ Whistle Techniques:

- One whistle blast = **STOP**
- Two whistle blasts = **GO**

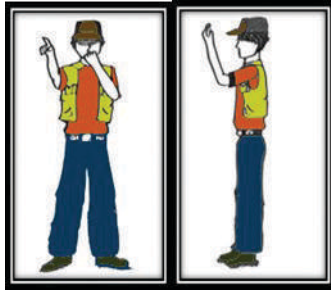
◇ Traffic Direction and Control

• Gestures on How to Stop a Vehicle:

1. Stand where you can be seen.
Note: Usually, this is in the middle of the intersection.
2. Stand erect.



3. With your right hand, point your index finger and look straight to the driver you intend to STOP



4. With your left hand, make one full blast of the whistle to call the attention of the driver.
5. Raise your right hand with your palm facing towards the driver.
6. Never lower your arm nor remove your attention from the driver until the vehicle completely stops.
7. Repeat the process for traffic in the opposite lane.



- **Gestures on How to Start Traffic: (Daytime)**

1. Stand where you can be seen.
Note: Usually, this is in the middle of the intersection
2. Stand erect.



3. With your right hand, point your index finger and look straight to the driver you intended to GO.
4. With your left hand, **make two short blasts of the whistle** to call the attention of the driver.



5. Raise your left hand with the back of your palm facing the driver.
6. Swing your left hand up and over your chin bending your arm only at the elbow. Repeat this three times.
7. Repeat the process for traffic in the opposite lane.

- **Gestures on How to Make Right/Left Turn: (Daytime)**

1. Stand where you can be seen.
Note: Usually, this is in the middle of the intersection.
2. Stand erect.
3. With your right hand, point your index finger and look straight to the driver you intend to GO.
4. Point your right arm to the direction you want the driver to GO.
5. With your left hand, make two short blasts of the whistle to call the attention of the driver.

- **Gestures on How to Make Right Turn: (Daytime)**

1. Raise your left hand with the back of your palm facing the driver.
2. Swing your left hand up and over your chin bending your arm only at elbow. Repeat this three times.
3. Point with your right hand where you intend the driver to GO.



the



- **Gestures on How to Make Left Turn: (Daytime)**

1. Raise your right hand with the back of your palm facing the driver.
2. Swing your right hand up and over your chin bending your arm only at the elbow. Repeat this three times.
3. Point with your left hand where you intend the driver to GO.
4. Repeat the process for traffic in the opposite lanes.

◇ **Techniques in Traffic Direction and Control:**

1. Keep intersections open.
2. Never allow motorists to cross when they don't have any exit.
3. Stop motorists at their designated stopping lane. However, do not stop motorist near you, provide motorist sufficient distance to stop gradually.
4. Prefer to stop fast moving vehicles.
5. When two or more vehicles are about to obstruct their intersection, stop motorists affecting it.
6. If two or more personnel are conducting traffic direction and control, the first command must be given by the Team Leader followed by the member.



MODULE IV

BARANGAY TANOD IN OPERATIONS

SESSION 4.3.

ARREST, SEARCH AND SEIZURE

A. Definition of Terms

◇ **Arrest**

Taking of a person into custody in order that he may be bound to answer for the commission of an offense.

◇ **Search**

Examination of an individual's person, house, papers or effects, or other buildings and premises to discover contrabands or some evidence of guilt to be used in the prosecution of a criminal action.

◇ **Seizure**

Confiscation of personal property by virtue of a search warrant issued for the purpose.

◇ **Warrant of Arrest**

An order in writing issued in the name of the People of the Philippines, signed by a judge and directed to peace officer, commanding him to arrest a person and bring him before the court.

◇ **Search Warrant**

An order in writing issued in the name of the People of the Philippines, signed by a judge and directed to a peace officer, commanding him to search for personal property described therein and bring it before the court.



◇ **Lawful Warrantless Arrest or “Citizen's Arrest”**

A peace officer or a private person may, without a warrant, lawfully arrest a person:

- When in his presence, the person to be arrested is actually committing or is attempting to commit an offense;
- When an offense has in fact just been committed and he has personal knowledge of the facts indicating that the person to be arrested had committed it; and
- When the person to be arrested is a prisoner who has escaped from a penal establishment or a place where he is confined while his case is pending or has escaped while being transferred from one confinement to another.

B. Citizen’s Arrest Procedure

1. Freeze or restrain the suspect/s.
2. Inform the person to be arrested of the intention to arrest and cause of the arrest unless the latter is engaged in the commission of an offense, is pursued immediately after its commission or has escaped, flees, or forcibly resists before the person making the arrest has opportunity to so inform him, or when the giving of such information will imperil the arrest.
3. An officer making a lawful arrest may orally summon as many persons as he deems necessary to assist him in effecting the arrest. Every person so summoned by an officer shall assist him in effecting the arrest when he can render such assistance without detriment to himself.
4. If a person lawfully arrested escapes or is rescued, any person may immediately pursue or retake him without a warrant at any time and in any place within the Philippines.
5. Conduct thorough search for weapons and other illegal materials.
6. As a general rule, no unnecessary force shall be used in making an arrest.
7. Confiscated evidence shall be properly documented; and
8. Bring the arrested person to the police station for further investigation and disposition.



C. Responsibilities in the Delivery of Detained Persons to Police or Judicial Authorities

- For crimes with light penalties – within 12 hours
- For crimes with 30 days to 6 years punishment – within 18 hours
- For crimes with 6 years punishment up to death penalty – within 36 hours
- In all cases, the person arrested and detained shall be given the right to talk with his/her attorney at any given time.

D. Lawful Warrantless Searches and Seizures

According to Section 9, Rule 17 POP and Section 13, Rule 126 of the Rules of the Court, warrantless searches and seizures are lawful under any of the following circumstances:



- When there is consent or waiver
- When evidence to be seized is in “plain view”
- Custom search
- Search on moving vehicles
- Routine searches made at or in the interest of national security
- Stop-and-search or stop-and-frisk
- Search incidental to a lawful arrest
- Search of vessels; and
- Emergency or Exigency Circumstances.

E. Usual Cases Filed Against a Barangay Tanod

- Illegal detention or detention without legal basis
- Delay in the delivery of the detained person to the proper judicial authorities.
- Trespassing on private property and unreasonable search or seizure.
- Violation of the right to hold a peaceful meeting or assembly.

F. Justifying Circumstances/ Lawfulness of Self-Defense:

- Right to defend himself and not be prosecuted for what would normally be a criminal action.
 - ◆ First, unlawful aggression.
 - ◆ Second, reasonable necessity of the means employed to prevent or repel it.
 - ◆ Third, lack of sufficient provocation on the part of the person defending himself.
- Whoever defends the person or the right of the relative – spouse, parents, children or grandchildren, legitimate or natural or adopted male or female sibling or relative by marital attachment or relatives up to the 4th degree of consanguinity (cousin) if the first or second requisites is followed and the person being defended is not covered by the law
- Whoever defends the person or the right of a stranger, provided that the first and second requisites were followed and the person defending be not induced by revenge, resentment or other evil motive.

G. Handcuffing

◇ Handcuffing Techniques

• Standing Position

1. Tell the subject to raise his/her hands as high as possible and turn slowly 360 degrees.
 - Check for bulges in the clothing that may indicate a weapon.
 - If you observe a weapon, place the person in the prone position.
2. Tell the subject to continue turning until his/her back is facing the officer.
3. Tell the subject to spread his/her feet and point the toes outward until you are confident



he/she is off-balance.

4. Tell the subject to bend forward at the waist until he/she is at approximately 90 degrees.
5. Remove your handcuffs and grip them properly.
6. Take the subject by the nearest hand. Hold the entire hand firmly, in a reverse handshake position.
7. Check to ensure the cuffs are secure without causing undue pain.
 - If the tip of your little finger can fit between the cuff and wrist, it is applied properly.
 - If not, adjust as necessary, and then double lock the handcuffs.

• **Kneeling Position**

1. Tell the subject to raise his/her hands as high as possible and turn slowly 360 degrees. Check for bulges in the clothing that may indicate a weapon. If you observe a weapon, place the person in the prone position.
2. Tell the subject to continue turning until his/her back is towards you.
3. Tell the subject to go to his/her right knee, then the left knee.
4. Tell the subject to point his/her toes out with the ankles as close to the ground as possible.
5. Tell the subject to bend forward at the waist until he/she is at an approximate 90 degree angle.
6. Tell the subject to extend his/her arms to the rear, thumbs pointing upward.
7. Tell the subject to look in the opposite direction of your approach.
8. Remove your handcuffs and grip them properly.
9. Take the subject by the nearest hand. Hold the entire hand firmly, in a reverse handshake position.
10. Apply the first cuff properly (from the side of the wrist.)
11. While maintaining a firm grip on the handcuffs, rotate the Subject's thumb outward while rotating your elbow and the handcuffs inward. **This movement positions the other cuff.*
12. Still maintaining a firm grip on the handcuffs, reach over with your other hand, grip the subject's other hand as you would if shaking hands, and position the wrist against the cuff's single blade.
13. Apply pressure on the cuff until it rotates and closes around the wrist.
14. Check to ensure the cuffs are secure without causing undue pain.
15. If the tip of your little finger can fit between the cuff and wrist, it is applied properly. If not, adjust as necessary and then double lock the handcuffs.
16. Maintain positive control of the subject and search the subject. Control of the subject can be maintained by either holding onto the cuff chain or applying another thumb lock while searching the subject.
17. Once you have searched the prisoner, allow the prisoner to stand.
18. Officers do not lift prisoners off the ground.
19. Assist the prisoner by balancing him/her and preventing him/her from injuring him/herself.

• **Prone Position**

1. Tell the subject to raise his/her hands as high as possible and turn slowly 360 degrees. Check for bulges in the clothing that may indicate a weapon.
2. Tell the subject to continue turning until his/her back is to you.



3. Tell the subject first to go to his right knee, then the left knee.
4. Tell the subject to place his/her right hand on the ground, then the left until lying face down on the ground.
5. Tell the subject to place the back of his/her hands together with the arms extending straight, pointing down.
6. Tell the subject to spread his/her feet as wide as possible.
7. Tell the subject to look in the opposite direction of your approach.
8. The officer should position him/herself close to the first hand to be cuffed.
9. Remove your handcuffs and grip them properly.
10. Keeping a good balance, bend down and take the subjects nearest hand, firmly into a reverse hand shake position.
11. Apply the first cuff properly (from the side).
12. While squatting close to the ground, maintain balance and a firm grip on the cuffs.
13. Tell the subject to place his/her other hand in the small of his/her back, thumb up.
14. Bring the cuffed hand to the subject's back.
15. Obtain a "hand shake" grip.
16. Apply the second cuff.
17. Check to ensure the cuffs are secure without causing unnecessary pain.
18. Once you have searched the subject, have the subject lie on his/her side, bring the knee closest to the floor to his/her chest, and rise to his/her knees.
19. Allow the prisoner to stand.
20. Officers do not lift subjects off the ground.





H. Things to Remember in Handcuffing

- The officer must start in the interview or defensive position. Proper positioning allows for a visual search of the subject and enhances the safety of the officer.
- Handcuffs should always be carried only during duty hours, and shall be placed near the body for an easy access in times when an immediate action is needed.
- The handcuffs are just for temporary use to capture the suspect of a crime. These are not for detaining the suspect for a long period of time.
- If the suspect is being handcuffed, make sure to always check his/hand for possible bruises and damage to the nerves in the suspect's wrists. This will also help the arresting officer in securing that the handcuffs will not allow the suspect for possible escape.
- Always carry the handcuffs on a loaded position. Tilt the shackle jaw in the ratchet till it closes. The end of the shackle jaw should reach the body of the cuff. This position produces a strong force in handcuffing the suspect and the shackle jaw can be easily closed to the body of the cuffs.
- Always bring two key duplicates of the handcuffs. One is to remove the handcuffs and the other one is the reserve in case the other one is missing.
- Remember to handcuff first the suspect before performing the body search. The body search is done to make sure that the suspect is not armed with deadly weapons and things that he/she might use to unlock the cuffs.
- In handcuffing, try to remove the suspect in his/her balance position but make sure to put yourself in a firm and strong position that is not seen by the suspect. In this situation, always be

attentive and alert and perform the handcuffing as fast as you can.

- Do not attach the handcuffs to your body or to a vehicle.
- The following are to be consider in handcuffing:
 - ◆ Mental condition of the suspect
 - ◆ Level of his/her intention to coordinate
 - ◆ Physical aspect of the suspect
 - ◆ Location of the suspect
 - ◆ Specific environment of his/her location
 - ◆ Aid or assistance that can be extended to the suspect
- Removing the handcuffs entails a threat to the arresting officer. For security purposes, make sure to place the suspect in an unbalanced situation to prevent escape or harming anybody. It is recommended to ask for assistance of law enforcers in unlocking removing handcuffs.
- Always make sure that the handcuffs are well-kept and maintained. Examine the handcuffs to be used if these are old, broken or not functional.
- Old handcuffs should be replaced. Always consider the possibility of an escape if the handcuffs are not in good condition.

I. Types of Handcuffs

	Metal Handcuffs	Plastic Handcuffs (Cable ties)
Picture		
Uses	For individual or few number of arrests	For riot control, demonstrations or large number of arrests
Cost	More expensive	More affordable
Advantages	Reusable More durable/ sturdy More comfortable	Light weigh May avoid transfer of communicable diseases
Disadvantages	Needs spare key More expensive Heavy weight May transfer communicable diseases if in contact with blood or other bodily fluids Needs to be cleaned and maintained regularly	Disposable Can be easily cut using wire cutter, cigarette lighter or scissors More uncomfortable if not applied correctly Arrested individuals with great physical strength or under the influence of drugs may break free from them with enough effort





SELF - REVIEW EXERCISES

MODULE I - PROFILE OF A BARANGAY TANOD

Instructions: Enumerate the answers to the given question.

1. Give five (5) roles of the Barangay Tanod in Barangay Peace and Order.
2. Give two (2) cases wherein the Barangay Tanod is allowed to conduct counter-insurgency operations.
3. Give five (5) attitudes that a Barangay Tanod must possess.
4. Give two (2) Filipino values that a public official must live accordingly with.
5. Give two (2) reasons why a Barangay Tanod should be courteous and well-disciplined at all times.

MODULE II - GENDER-SENSITIVE, CHILD-FRIENDLY, IP RELEVANT BARANGAY TANOD

A. Instructions: Identify the concept being described in each of the statement.

1. This refers to the international law, in which the Philippines is a signatory, that ensures women's equal access to, and equal opportunities in, political and public life.
2. The Philippine law that provides protection for women and their children against violence or abuse.
3. The primary government agency that is responsible for receiving referrals of Violence against Women and their Children (VAWC) cases.
4. The Philippine National Strategic Framework for Plan Development for Children that envisions an enabling environment for children to grow and develop their full potential at every stage of development.
5. This refers to the sum total of the learned behavior of a group of people that are generally considered to be their tradition.
6. The Philippine law that was signed to recognize, promote and protect the rights of the Indigenous Peoples and Cultural Minorities.
7. This refers to the supreme inherent and inalienable right to life, dignity and to self-development.
8. The comprehensive, systematic and institutional compliance with international human rights standards and practices in the conduct of law enforcement functions.



B. **Instructions:** Enumerate the answers to the given question.

1. Give the five (5) manifestations of gender bias.
2. Give the four (4) basic rights provided in the Philippine law for Indigenous Peoples.

C. **Instructions:** Explain each of the following:

1. Discuss the differences between sex and gender.
2. Discuss the importance of being aware of different cultures.
3. Explain what a barangay tanod must do upon receipt of a report of child abuse.
4. Explain the do's and don'ts when taking a child in conflict with the law (CICL) into custody.

MODULE III - **BARANGAY TANODS AS FIRST RESPONDERS**

Instructions: Identify the concept being described in each of the statement.

1. Any person who initially arrives at an emergency scene and is required to take action.
2. The place or area where an incident occurred. It includes the area where items of evidence are found that relate to the act.
3. The oath of a severely injured person which refers to the cause and surrounding circumstances of such fatality.
4. The first thing that a responder should consider before helping others. Also known as the golden rule in proceeding to the crime scene.
5. Refers to the method in securing and preserving the crime scene perimeter by using whatever available materials like rope, straw, etc.
6. List down five (5) types of Natural Hazards/ Emergencies.
7. List down five (5) types of Man-Made Emergencies.
8. List down three (3) procedures in case of Crisis Management.
9. A form filled out by the complainant or victim.
10. A more efficient system for recording crime incidents across the country. It facilitates crime documentation, modernize data storage, presents accuracy in crime data documentation, reliability in storage for quick reference and hassle-free transmission of data.
11. It is a daily written record of events (such as arrests) in a police station.
12. It is the writing down or recording of brief information that will be used in preparing a report.
13. The sequence or arrangement of events and/or actions according to the time of their occurrence.



MODULE IV- **BARANGAY TANOD IN ACTION**

A. Instructions: Identify the concept being described in each of the statement.

1. The concept of a person travelling around a defined jurisdiction.
2. An area assigned to one who conducts the travelling around a defined jurisdiction.
3. This refers to the movement of road users from a point of origin to a point of destination for safe travel.
4. This refers to the taking of a person into custody in order that he may be bound to answer for the commission of an offense.

B. Instructions: Enumerate the answers to the given question.

1. List down 5 Patrol activities.
2. Give the three different positions used in handcuffing techniques.

C. Instructions: Explain each of the following:

1. Discuss the two whistle techniques and their uses.
2. Explain how to stop the movement of a vehicle.
3. Discuss the instances wherein warrantless arrest is considered lawful.
4. Discuss the instances wherein warrantless search and seizure is considered lawful.



BRIEF ON THE NBOO

As one of the key units of DILG, the National Barangay Operations Office (NBOO) is primarily responsible for implementing programs, projects and activities which will not only enhance and strengthen the capabilities of barangays as instruments for development, but also promote community well-being and upliftment.

NBOO also provides technical assistance and guidance in developing and enhancing knowledge and skills of barangay officials on different areas of governance.

Provision of information, education and communication to all barangays on national development efforts and issues in order for them to participate more meaningfully in nation-building.

Moreover, NBOO is mandated to promote and effect engagement and participation of barangay-based institutions in policy formulation and in the implementation of programs, projects and activities.

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