



SOROPTIMIST INTERNATIONAL OF THE PHILIPPINES REGION (A FOUNDATION) INC.

29 August 2008

To : Club Presidents
Cc : District Directors
From : Guia C. Martinez
Chair, Adopt-A-PNP Women and Children Protection Desk
Subject : **Guidelines, Requirements and Procedures**

General Guidelines

- I. Each Soroptimist Club must set up a Women and Children Protection Desk to be managed by a police woman (police man if no police woman is available) and assisted/supported by two or three Soroptimists assigned by the Club.

How to do it –

- a. Coordinate with the Mayor or Chief of Police in the area, explain the purpose of the Desk which is to address the concerns of abused women and children, inform them of their rights and to institute remedies.
- b. Prepare a Memorandum of Agreement (MOA) for signature of the Soroptimist Club Officers and the Mayor or the Chief of Police. (Attached is the sample of the MOA which you may adopt or revise as needed).

II. Information Dissemination

- a. Conduct a forum on:

R.A. 9262 – Anti-Violence against Women and their Children Act of 2004

R.A. 9208 – Anti-Trafficking in Persons Act of 2003

R.A. 7610 – Special Protection of Children Against Child Abuse, Exploitation and Discrimination Act

Other laws regarding human rights

- b. The police woman in-charge of the desk should be invited to the barangay forum to inform the residents of the community about the existence of the Women and Children Protection Desk, its purpose and functions. This may also be done by a knowledgeable member of the Soroptimist Club.

III. PNP Summit of Police Officers Managing the Women and Children Protection Desk

- a. The Soroptimist Club should send a representative/s to attend the **PNP Summit to be held in Bohol on September 11-12, 2008** to have a better understanding of the role of police officers managing the Women and Children Protection Desks and the best practices or case management that may be adopted in dealing with cases involving offenses against women and children.
- b. SIPR shall provide information on the modes of transportation and reasonable rates to Bohol, also, hotel/lodging accessible to the venue.

IV. Result brought about by the Women and Children Protection Desk

1. Questions to answer:
 - a. How many cases of abuses or offenses committed against women and children were brought to the WCPD?
 - b. What actions were taken?
 - c. What actions were done by the Soroptimist Club to help the offended party to cope up with the situation?

V. Budget

A reasonable Budget has been approved by SIPR for the Human Rights Day Forum (Dec. 10, 2008); likewise, for the forum to be held in a barangay in cooperation with an LGU (March 8, 2009).

Attachment: Sample MOA

NOTED:



Carmen A. Flor
Governor, SIPR

SAMPLE

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This Memorandum of Agreement, executed and entered into by and between:

The Soroptimist International of _____, a non-government organization organized under Philippine Laws, with principal address at _____
_____ represented herein by its President,
_____ and President-Elect _____, herein referred to as SI _____

and

The Police Community Relations Office/ PNP Women and Children Protection Desk (PNP WCPD), herein represented by _____ and Police Senior Inspectors _____ herein referred to as PCRO/PNP WCPD

WITNESSETH

WHEREAS, the SI _____ is a volunteer service organization whose members contribute their time, energy and financial support to community based projects;

WHEREAS, the SI _____ is an advocate against domestic violence and promotes the feminist perspective of human rights;

WHEREAS, Police Community Relations Office/Women and Children Protection Desks have been established in police stations to protect women and children, to address their concerns, to encourage the reporting of crimes; also, to promote awareness on the rights of women and children;

NOW, THEREFORE, for and inconsideration of the foregoing premises and of the covenants hereinafter set forth, the parties hereto have agreed to work hand in hand to attain the objective of the project by undertaking the following:

1. OBLIGATIONS OF THE PARTIES

1. SI _____ shall:
 - 1.1 Conduct lecture/forum on the rights of women and children in selected areas of the community;
 - 1.2 Inform the community of the existence of the Police Community Relations Office/PNP Women and Children's Protection Desk where crimes can be reported;
 - 1.3 Assist the PCRO/PNP WCPD through the SI _____ Legal Angels in the preparation of information/report;

1.4 Assist the PCRO/PNP WCPD in securing assistance for the aggrieved woman or child.

2. PCRO/PNP WCPD shall:

2.1 Joint the SI _____ in the lecture/forum on rights of women and children to inform the community of the role of the PCRO/PNP WCPD;

2.2 To attend gender sensitivity training in dealing with victims of sexual crimes and domestic violence;

2.3 To conduct an investigation, to prepare the information or report to the Fiscal;

2.4 To give counseling and to inform the aggrieved woman or child of her rights;

2.5 To give to the SI _____ the report of crimes committed and referred to the PCRO/PNP WCPD and their status when requested.

AMENDMENT

The parties hereto, may, upon mutual agreement, amend, alter or modify this Agreement at any time by an amendment duly signed by them.

EFFECTIVITY

This Agreement shall take effect immediately and shall continue to be in full force and effect until _____ unless sooner terminated for cause in which case the other party will be notified.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives this _____ day of _____, 2008, in _____.

SOROPTIMIST INTERNATIONAL

PCRO/PNP WCPD

By: _____

By: _____

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

Republic of the Philippines)
_____) S.S.

BEFORE ME, a Notary Public for and in _____, Metro Manila, this day of _____, personally appeared _____ with CTC No. _____ issued on _____, at _____, _____ with CTC No. _____ issued on _____, at _____, _____ with CTC No. _____ issued on _____, at _____, _____ with CTC No. _____ issued on _____, at _____, _____, known to me to be the same person who executed the foregoing instrument and they acknowledged to me that the same is their free voluntary act and deed as well as of the entities that they respectively represent.

This instrument consists of three (3) pages including this page whereon this acknowledgement is written and signed by the parties on each and every page thereof.

WITNESS MY HAND AND SEAL, this _____ day of _____ at _____, Philippines.

NOTARY PUBLIC

Doc. No.
Page No.
Book No.
Series of 200____