



07 September 2018

MEMORANDUM CIRCULAR NO. 63

Series of 2018

TO: Department/Office/Unit Heads and Administrative Staff

RE: Gender Sensitivity Training and Anti-Sexual Harassment Orientation

Pursuant to CHED Memorandum Order No. 1, Series of 2015 on the Policies and Guidelines on Gender and Development, it is the responsibility of the university through its Gender Focal Point System (GFPS) to ensure gender awareness and responsiveness, and support to women and gender issues within the university, especially sexual harassment as an unacceptable behavior and violation of Philippine laws and VSU rules and regulations.

VSU has its implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995 (BOR Resolution No. 66, Series of 2002) which likewise adheres to the policies promulgated by the Civil Service Commission (CSC Res. No. 01-0940) and the CHED (Part XIV, Rule 1 - CMO 1, s. 2018).

To comply with the aforementioned provisions and as part of the month-long celebration of the 118th CSC Anniversary, **all department/office/unit heads** are requested to require **Gender Sensitivity and Anti-Sexual Harassment Orientation** (at least 1 whole-day activity) to all their constituents. The Gender and Development Program and Anti-Sexual Harassment Office with its pool of trainers are directed to conduct the orientation.

The schedule for the Administrative Staff under the offices of GASS and STO is on **11 September 2018, Tuesday, 8:30-5:00PM at the ISRDS Training Room**. The list of offices are as follows:

General Admin. Support Staff (GASS) Offices		Support To Operations (STO) Offices
<ul style="list-style-type: none">• OP• IASO• Information Office• OVPAF• ODF• Budget Office	<ul style="list-style-type: none">• Accounting Office• Cash Office• ODAHRD• PRPEO• Records Office• OVPI• Registrar	<ul style="list-style-type: none">• VSU Library• SPPMO• USSO

All are expected to participate and make VSU a gender-responsive institution.

For compliance.


EDGARDO E. TULIN
President