



18 November 2016

MEMORANDUM NO. 309

Series of 2016

T O: GFPS Executive Committee, GFPS Technical Working Group, Anti-Sexual Harassment Committee and Prospective ASHO Hearing Pool Members

R E: Seminar on How to Handle Sexual Harassment Cases in the Academe

Pursuant to CHED Memorandum Order, No. 1, Series of 2015 on Establishing the Policies and Guidelines on Gender and Development in the CHED and HEIs and VSU Memorandum Circular No. 17 series of 2016 on the conduct of orientation seminars on VSU's Sexual Harassment Policy, the Anti-Sexual Harassment Office and the University Gender Program is holding a seminar on **How to Handle Sexual Harassment Cases in the Academe** at the **VSU Hostel Conference Room**.


We have invited Dr. Remedios P. Mondiguing, GAD Consultant and former Coordinator of the UP System Office of Anti-Sexual Harassment at UP Diliman, Quezon City and Ms. Prescilla Tulipat, Guidance Counselor of the UP Diliman Gender Office for the seminar.

To accommodate the large number of participants, we are dividing the participants into two batches, as follows:

Day 1 November 28, 2016	GFPS Technical Working Group members Heads of administrative offices Students
Day 2 November 29, 2016	GFPS Executive Committee members Vice-Presidents, Deans and Department Heads

You are required to attend this seminar as part of the University's capacity building program on policies relating to sexual harassment and other related sexual offenses. Kindly confirm your attendance with Ms. Letty Jean C. Lor of the GAD/ASHU at tel. No. 563-7695 or email gad.office@vsu.edu.ph. The general program of activities is attached for your guidance.

Please be guided accordingly.


EDGARDO E. TULIN
President



Seminar on How to Handle Sexual Harassment Cases in the Academe
November 28 & 29, 2016, 8:30-5:00 PM
VSU Hostel, Visca, City of Baybay, Leyte

TENTATIVE PROGRAM

8:00 - 8:30 AM	Registration	Ms. Letty Jean C. Lor Admin. Assistant, ASHO
8:31 - 9:00 AM	Opening Program	
	Prayer	
	Pambansang Awit	
	President's Message	Dr. Edgardo E. Tulin President, VSU
	Introduction of Participants	
	Introduction of Resource Persons	
	Overview of the Seminar	Prof. Maria Aurora T W. Tabada Coordinator, VSU ASHO
9:00 - 12:00 NN	Seminar Proper	Dr. Remedio P. Mondiguing GAD Consultant, UP OASH
	Nature and definition of Sexual Harassment (SH)	
	Legal bases for SH	
	The function and composition of the ASH Committee/CODI	
	Duties of Head of Institution	
	Informal and formal procedures in handling SH cases	
	Standard Procedural Requirements and Compliance with Due Process	
	Reportorial Requirements	
	Cases involving other related sexual offenses	
	Issues and concerns on related matters	
12:00 - 1:30 PM	Lunch Break	
1:30 - 3:00 PM	Continuation of Seminar Proper	Ms. Precilla Tulipat Guidance Counselor UP Diliman Gender Office
3:00 - 4:30 PM	Q & A Forum	Dr. Lilian B. Nuñez
4:30 PM	Closing Program & Message	Dr. Beatriz B. Belonias Chair, ASH Com & VP Instruction