



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

OCA CIRCULAR NO. 386-2023

TO : ALL EXECUTIVE JUDGES AND CLERKS OF COURT OF MULTIPLE SALA STATIONS AND PRESIDING JUDGES OF SINGLE SALA STATIONS

SUBJECT : 18-DAY CAMPAIGN TO END VIOLENCE AGAINST WOMEN

In the interest of an efficient administration of justice, and upon the initiative of the Committee on Gender Responsiveness in the Judiciary (CGRJ), and pursuant to Republic Act No. 10398, Proclamation No. 1172 series of 2006, and Memorandum Circular No. 2023-03 of the Philippine Commission on Women (PCW), the Judiciary joins the observance of the eighteen (18)-Day Campaign to End Violence Against Women in the Philippines, with the Theme “**UNITED for a VAW-free Philippines.**”

In connection therewith, all court stations nationwide are **ENCOURAGED** to conduct any of the following activities:

1. Presentation of the campaign activities and the use of the “All-Women Cast Lupang Hinirang” video in the flag-raising ceremonies of government agencies and instrumentalities, local government units (LGUs), and other organizations during the campaign period to encourage the participation of their staffers and stakeholders. The “Lupang Hinirang” video can be downloaded from the PCW Digital GAD Library using the following link: <https://library.pcw.gov.ph/lupang-hinirang-all-women-cast/>;
2. Printing and display of the official campaign banner in conspicuous places. The design, specifications, and guidelines on the use of the banner are already available in the PCW website¹ and attached as Annex A to this Circular;
3. Participation in the online campaign under the hashtags #VAWfreePH and #VowToEndVAW. Stakeholders are encouraged to upload the official logo, banner, advocacy videos, and other campaign materials on their websites and social media accounts and share VAW-related news, articles, photos,

¹ <https://drive.google.com/drive/folders/1n71nzYWxARFUumqUnUI04weUQE5DUr70>

and other relevant information online. They can also use the 18-day Campaign to End VAW Facebook Profile Frame, which is available on the PCW Facebook page. They can download, send, and use digital sticker packs about VAW on messaging platforms like Viber and Telegram as well;

4. Development, production, and distribution of campaign-related information, education, and communication (IEC) materials to their personnel, clients, and the general public. Stakeholders can reproduce PCW collaterals, provided that the content, design, and integrity of the materials are retained;
5. Public showing of videos on VAW, anti-VAW laws, and VAW-related services through electronic billboards, television/radio programs, and other platforms/venues managed by the stakeholders' offices. PCW-produced videos can be downloaded for free via the PCW Digital GAD Library,² PCW YouTube channel,³ and PCW Facebook page.⁴ PCW does not endorse any film or movie for the 18-Day Campaign to End VAW, and leaves the discretion on the rental or purchase of such to the management of the organization, subject to the applicable rules on procurement, financial management, and auditing;
6. Organization of VAW-related activities and respective ceremonies. Conduct of relevant, timely, appropriate, and impactful activities related to the advocacy during the 18-day campaign period with internal and external stakeholders as participants is advised especially for the purpose of creating a space for meaningful discussions about the campaign and what it stands for; and
7. Coordination and collaboration with other government regional offices or LGUs in holding activities at the level of regional GAD committees, regional and local inter-agency committees on trafficking in persons (TIPs) and VAWC, regional/field offices, and LGUs.

The expenses involved in the printing of the banners mentioned above shall be subject to reimbursement, following the existing accounting and auditing rules and regulations of the Court and the Commission on Audit (COA). The reimbursement shall be made by accomplishing the forms attached as Annex B to this Circular.

Lastly, all Executive Judges of multiple sala stations and Presiding Judges of single-sala stations shall monitor and submit to this Office a report on the activities conducted by their respective court/s, including the (1) details of the activities conducted under the circular, (2) information on the participants to the said activities, disaggregated by age, sex, and disability. For this purpose, the Executive Judges of multiple sala stations and Presiding Judges of single-sala stations shall ensure that the information to be reported are collated and organized in a timely manner.

² <https://library.pcw.gov.ph/>

³ <https://www.youtube.com/@PCWgovph>

⁴ <https://www.facebook.com/PCWgovph>

The said aforementioned Report must only be sent electronically (physical copies of the report shall not be accepted) by accomplishing the form accessible through the following link or QR Code on or before 15 December 2023:



<https://forms.office.com/r/20czWtSNwP>

For the compliance of all concerned.

30 November 2023



RAUL B. VILLANUEVA
Court Administrator



**The Philippine Judiciary
joins the observance of the**

In support of:



18-Day Campaign to End Violence Against Women

November 25 to December 12, 2023

UN*TED for a VAW-FREE PHILIPPINES





**REPUBLIC OF THE PHILIPPINES
SUPREME COURT OF THE PHILIPPINES
DISBURSEMENT VOUCHER**

Fund Cluster :

Date :
DV No. :

Mode of Payment	<input type="checkbox"/> MDS Check	<input type="checkbox"/> Commercial Check	<input type="checkbox"/> ADA	<input type="checkbox"/> Others (Please specify) _____
Payee			TIN/Employee No.:	ORS/BURS No.:
Address				

Particulars	Responsibility Center	MFO/PAP	Amount
<p align="right">Amount Due</p>			

A. Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.

Printed Name, Designation and Signature of Supervisor

B. Accounting Entry:

Account Title	UACS Code	Debit	Credit

C. Certified:	D. Approved for Payment
<input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper	
Signature	Signature
Printed Name	Printed Name
Position	Position
Head, Accounting Unit/Authorized Representative	Agency Head/Authorized Representative
Date	Date

E. Receipt of Payment

Check/ADA No. :	Date :	Bank Name & Account Number:	JEV No.
Signature :	Date :	Printed Name:	Date
Official Receipt No. & Date/Other Documents			

