



EASTERN VISAYAS
STATE UNIVERSITY



SAFE SPACES MANUAL



FOREWORD

Safe Spaces Manual

The evolving ethos of our society has put to light various approaches and mechanisms in order to foster a safe, inclusive environment. Whether in educational institutions, workplaces, or community spaces, creating a culture of respect, dignity and security is vital for the overall well-being and productivity of individuals.

The EVSU Safe Spaces Manual is our strong attestation to upholding these constitutionally-enshrined rights in our academic community. This policy shall govern all members of our community, including students, faculty, administration, non-teaching personnel and external stakeholders. This manual serves as a comprehensive resource designed to cultivate safe spaces to ensure everyone in the community is valued and protected.

In consonance with pertinent provisions of RA 11313 (Safe Spaces Act), RA 9710 (Magna Carta of Women), RA 7877 (Anti-Sexual Harassment Act of 1995) and relevant CHED issuances, the manual has been written with valuable contributions from EVSU administration, faculty, non-teaching and students, all of whom are safeguarded by these guidelines.

Safe spaces can take many shapes and forms, from counselor's office to informal settings within friend or family groups, and we at EVSU commit to continue creating and nurturing these safe spaces for all, most especially where it is needed the most.

TABLE OF CONTENTS

| | |
|--|-----------|
| ARTICLE 1 INTRODUCTION | 4 |
| Section 1 Purpose of the Manual | 4 |
| Section 2 Legal Framework and Compliance | 4 |
| ARTICLE 2 POLICY STATEMENT..... | 4 |
| Section 3 Commitment to Safe Spaces and Prevention of Sexual Harassment | 4 |
| Section 4 Reporting Mechanisms | 5 |
| Section 5 Support and Protection for Victims | 5 |
| ARTICLE 3 DEFINITION OF TERMS | 6 |
| Definition of Terms | 6 |
| ARTICLE 4 SCOPE AND APPLICATION | 10 |
| Section 6 Applicability to Faculty, Staff, Students and Visitors | 10 |
| Section 7 On-Campus and Off-Campus Events and Activities | 10 |
| ARTICLE 5 PROTECTIVE MEASURES..... | 11 |
| Section 8 Mandatory Orientation for New Student, Faculty and Non-Teaching Personnel | 11 |
| Section 9 Regular Training for Faculty, Non-Teaching Personnel, and Students | 11 |
| Section 10 Awareness Campaigns | 11 |
| Section 11 Collaboration with Student Organizations | 12 |
| ARTICLE 6 REPORTING PROCEDURES | 12 |
| Section 12 Reporting Incidents of Sexual Harassment or Gender-Based Violence | 12 |
| Section 13 Duties and responsibilities of the Safe Space Committee on the Reported gender-based sexual harassment | 13 |
| ARTICLE 7 COMPLAINT INVESTIGATION PROCEDURE | 14 |
| Section 14 Composition of Commission on Decorum ad Investigation (CODI) | 14 |
| Section 15 Due Process | 16 |
| ARTICLE 8 SUPPORT SERVICES | 17 |
| Section 16 Support services procedural process | 17 |
| ARTICLE 9 SEXUAL HARASSMENT OFFENSES, SANCTIONS AND PENALTIES | 18 |
| Section 17 Types of sexual harassment | 18 |

Section 18 Penalties of Sexual Harassment Offenses this manual adopted the CHED Memo 3, Series of 2022 Rule V section 24, determining the penalties and sanctions of sexual harassment, for a grave offence, less grave and light offenses, which are as follows 20

ARTICLE 10 REVIEW AND AMMENDMENTS 24

Review and Amendments 24

ARTICLE 11 EFFECTIVITY 25

Article I. INTRODUCTION

Section 1. Purpose of the Manual

This Safe Space Manual serves as a comprehensive guide in providing a secure, inclusive and gender-sensitive community. This manual outlines policies, procedures, and support mechanisms to address gender-based sexual harassment, and other Safe Spaces offenses, thus ensuring the well-being of all stakeholders.

Section 2. Legal Framework and Compliance

This Safe Space Manual aligns with Republic Act No. 11313, or the Safe Spaces Act. Enacted to safeguard the rights and dignity of all individuals, this legislation addresses various forms of sexual harassment and violence in public spaces, workplaces, and educational institutions. EVSU is unwavering in its commitment to upholding the stipulations of RA 11313, ensuring strict compliance with this legal mandate.

Acknowledging broader obligations to foster gender equality and prevent sexual harassment and discrimination, the university recognizes the need to adhere to additional applicable laws and regulations. In the development of this Manual, careful consideration was given to memoranda from authoritative bodies such as the Civil Service Commission and the Commission on Higher Education. Noteworthy among these are CMO No. 3 series of 2022, titled 'Guidelines on Gender-based Sexual Harassment in Higher Education,' and CSC Memorandum Circular 11 series of 2021, known as 'Revised Administrative Disciplinary Rules on Sexual Harassment Cases.'"

Article II. POLICY STATEMENT

Section 3. Commitment to Safe Spaces and Prevention of Sexual Harassment

Eastern Visayas State University (EVSU) is dedicated to establish a secure, welcoming, and inclusive atmosphere that is free from sexual harassment and gender-based violence to all EVSU community members. EVSU holds high regard the principles of equality, decency, and respect for every individual, irrespective of gender, gender identity, or sexual orientation.

Recognizing the profound impact of sexual harassment on the well-being, academic progress, and professional growth of victims and witnesses, EVSU is

unwavering in its commitment to foster a culture that promotes awareness, education, and prevention of sexual harassment within the institution.

In line with our pledge to provide safe spaces, EVSU institutes policies, standards, and programs conceived to build trust and empathy. This ensures that students, faculty, staff, and visitors can confidently report incidents of sexual harassment without the fear of reprisal. EVSU aspires to create an environment that actively prevents and resolves issues, thereby supporting the academic and personal development of every member in our community.

Section 4. Reporting Mechanisms

Reporting options are intended to safeguard the privacy and protection of the complainant and may include:

- i. **Formal Complaints:** Individuals who experience or witness sexual harassment are encouraged to file a formal complaint with the university. The formal complaint may be submitted to the designated offices responsible for handling such cases;
- ii. **Informal Complaints:** Individuals who may prefer an informal approach to address incidents of sexual harassment. In such cases, the complainant can seek guidance and resolution through how? an informal process;
- iii. **Third-Party Reporting:** Complainants may also report incidents of sexual harassment to an individual or organization outside the university, such as a counselor, advocate, or government agency.

Section 5. Support and Protection for Victims

EVSU is committed to providing comprehensive support and protection to victims of sexual harassment. Support services may include:

- i. **Confidential Counseling:** Victims are entitled to access confidential counseling services provided by trained professionals at the EVSU Office of the Guidance Services to help them cope with the emotional and psychological effects of sexual harassment;

- ii. **Legal and Medical Assistance:** EVSU shall provide information and assistance in seeking legal and medical help for victims who wish to pursue such avenues.
- iii. **Temporary Measures:** EVSU shall implement temporary measures to protect victims from further harassment while the investigation is ongoing;
- iv. **Academic and Work Arrangements:** In cases where the victim's academic or work performance is affected, EVSU shall make reasonable arrangements to ensure their academic progress and professional development are not compromised; and
- v. **Non-Retaliation Policy:** EVSU strictly prohibits any form of retaliation against victims, witnesses, or complainants who report incidents of sexual harassment in good faith.

ARTICLE III. Definition of Terms

For this manual the following terms are defined as:

- i. **Catcalling** refers to unwanted remarks directed towards a person, commonly done in the form of wolf-whistling and misogynistic, transphobic, homophobic, and sexist slurs.
- ii. **Common carriers** refer to persons, corporations, firms or associations engaged in the business of carrying or transporting passengers or goods or both, by land, water, or air, for compensation, offering their services to the public.
- iii. **Cyberstalking** is a form of stalking that is committed through an electronic medium in which online communication takes place.
- iv. **Employee** refers to a person, who in exchange for remuneration, agrees to perform specified services for another person, whether natural or juridical, and whether private or public, who exercises fundamental control over the work regardless of the term or duration of agreement. Employees in the informal economy are included herein. Provided, that for the purposes of the law and these rules, a

person who is detailed to an entity under a subcontracting or secondment agreement shall be considered an employee.

In the public sector, the term employee refers to any person who is in the service of the government or any of its agencies, divisions, subdivisions or instrumentalities including government-owned and controlled corporations with or without an original charter, or state universities or colleges with a regional charter.

- v. **Employer** refers to a person who exercises control over an employee: Provided, that for the purpose of the law and these rules, the status or conditions of the latter's employment or engagement shall be disregarded.

In the public sector, the term employer refers to the head of government agencies, divisions, subdivisions or instrumentalities including government-owned and controlled corporations with or without an original charter, or state universities or colleges with a regional charter which exercises control over an employee.

- vi. **Gender** refers to a set of socially ascribed characteristics, norms, roles, attitudes, values, and expectations identifying the social behavior of men and women, and the relations between the
- vii. **Gender-Based Harassment** refers to any act or conduct that ridicules, debases, or discriminates against an individual based on their sex, gender identity, or sexual orientation, which may not necessarily be of a sexual nature; and
- viii. **Gender-based online sexual harassment** refers to an online conduct targeted at a particular person that causes or likely to cause another mental, emotional or psychological distress, and fear of personal safety, sexual harassment acts including unwanted sexual remarks and comments, threats, uploading or sharing of one's photos without consent, video and audio recordings, cyberstalking, and online identity theft.

- ix. **Gender identity and/or expression** refers to the personal sense of identity as characterized, among others, by manner of clothing, inclinations, and behavior in relation to masculine or feminine conventions. A person may have a male or female identity with physiological characteristics of the opposite sex, or may have been assigned a particular sex at birth but who identifies with the opposite sex, or may have an identity that does not correspond to one's sex assigned at birth or to one's primary or secondary sex characteristics, in which case this person is considered transgender.
- x. **Homophobic remarks or slurs** are any statements in whatever form or however delivered, which are indicative of fear, hatred or aversion towards persons who are perceived to be or actually identify as lesbian, gay, bisexual, queer, pansexual and such other persons of diverse sexual orientation, gender identity or expression, or towards any person perceived to or actually have experienced same-sex attraction.
- xi. **Hostile Environment Harassment:** Any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment for the individual.
- xii. **Information and communication system** refers to a system for generating, sending, receiving, storing or otherwise processing electronic data messages or electronic documents and includes the computer system or other similar devices by or in which data are recorded or stored and any procedure related to the recording or storage of electronic data messages or electronic documents.
- xiii. **Information and Communications technology or ICT** shall mean the totality of electronic means to access, create, collect, store, process, receive, transmit, present and disseminate information.

- xiv. **Misogynistic** Remarks or Slurs are any statements in whatever form or however delivered, that are indicative of the feeling of hating women or the belief that men are inherently better than women.
- xv. **Online Sexual Harassment** refers to any form of unwanted and offensive sexual advances, comments, or messages made through electronic platforms, social media, or any digital communication medium.
- xvi. **Public spaces** refer to streets and alleys, roads, sidewalks, public parks, buildings, schools, churches, public washrooms, malls, internet shops, restaurants and cafes, transportation terminals, public markets, spaces used as evacuation centers, government offices. Common carriers, public utility vehicles (PUVs) as well as private vehicles covered by app-based transport network services, other recreational spaces such as, but not limited to, cinema halls, theaters and spas, bars and clubs, resorts and water parks, hotels and casinos, and all other areas, regardless of ownership, openly accessible or offered to be accessed by the public.
- xvii. **Sexist remarks or slurs** are statements in whatever form or however delivered, that are indicative of prejudice, stereotyping, or discrimination on the basis of sex, typically against women.
- xviii. **Transphobic remarks or slurs** are any statements in whatever form or however delivered, that are indicative of fear, hatred, or aversion towards persons whose gender identity and/or expression do not conform with their sex assigned at birth.
- xix. **Stalking** refers to conduct directed at a person involving the repeated visual or physical proximity, non-consensual communication, or a combination thereof that cause or will likely cause a person to fear for one's own safety or the safety of others, or to suffer emotional distress.

- xx. **Quid Pro Quo Harassment:** refers to any situation wherein the submission to or rejection of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature is used explicitly or implicitly as a basis for academic or employment decisions affecting the individual.

The abovementioned terms were lifted from Implementing Rules and Regulations of Republic Act No. 11313.

Article IV. SCOPE OF APPLICATION

Section 6. Applicability to Faculty, Staff, Students, and Visitors

This Safe Space Manual applies to all members of the Eastern Visayas State University (EVSU) community, including but not limited to:

- i. **Faculty Members:** All individuals engaged in teaching, research, academic administration, and related activities within EVSU;
- ii. **Non-teaching Personnel/Staff Members:** All employees, whether permanent, temporary, or contractual, who are part of the administrative and support functions of EVSU;
- iii. **Students:** All enrolled students, regardless of their academic level or program of study, attending classes at EVSU or participating in university activities; and
- iv. **Visitors:** Any individual, guest, or participant attending official EVSU events, conferences, or any other activities hosted or sponsored by the university.

Section 7. On-Campus and Off-Campus Events and Activities

This Safe Space Manual extends its applicability to both on-campus and off-campus events and activities organized, sponsored, or participated in by EVSU. Such events and activities include, but are not limited to:

- i. **Academic Activities:** Lectures, classes, seminars, workshops, and other academic engagements organized by EVSU;
- ii. **Student Activities:** Club meetings, organization events, orientations, and other student-led activities;

- iii. Official University Events: Conferences, symposiums, commencement exercises, and other university-wide gatherings;
- iv. Research and Field Work: Any off-campus research or field work conducted by faculty or students representing EVSU;
- v. Internships and Practicums: Any internships, practicums, or work placements that are part of an academic program;
- vi. Travel: Official and business trips, educational tours, and other approved travel by EVSU; and

Article V. PROTECTIVE MEASURES

Section 8. Mandatory Orientation for New Student, Faculty and Non-Teaching Personnel

- i. A mandatory safe space orientation shall be conducted by SASO with the assistance of GAD on the incoming freshmen, transferee and returnees students of EVSU during the first month of semester where they are enrolled.
- ii. Inclusion of safe space policy of EVSU in the onboarding orientation of the newly hired faculty and non-teaching personnel shall be conducted by HRMO with the assistance of GAD Office.

Section 9. Regular Training for Faculty, Non-Teaching Personnel, and Students

- i. Regular refresher training sessions on safe space policy of the university will be conducted by Gender and Development Office every 1st quarter of the year to the regular faculty and non-teaching personnel.
- ii. As required by CHED, students will undergo on the job training, internship, and field study and will be required to attend training on safe space act before the deployment.
- iii. All Student Organization leaders, officers and advisers are mandated to attend a mandatory safe space training and workshop conducted by SASO before the registration of the organization in the university.

Section 10. Awareness Campaigns

- i. Gender and Development Office shall utilize EVSU official website in promoting a safe space.

- ii. GAD office shall launch an annual awareness campaign using posters, banners and digital media to promote a safe space in EVSU.
- iii. Promotional signages and banners of safe space shall be displayed in EVSU's strategic areas.

Section 11. Collaboration with Student Organizations

- i. GAD office through SASO shall collaborate with the student organization academic and non-academic organization in the advocacy of EVSU in a safe space environment for the prevention of the occurrence of sexual harassment.
- ii. Creation of safe awareness program of the safe space and understanding of gender based sexual harassment issue shall be launch by GAD office regularly.
- iii. EVSU shall provide support and resources to student organizations who conduct activities that align with the university's commitment to a safe and respectful EVSU environment.
- iv. EVSU shall encourage student organizations to organize events, workshops, seminars, and campaigns centered on promoting safe spaces and preventing gender based sexual harassment.

Article VI. Reporting Procedures

Section 12. Reporting Incidents of Sexual Harassment or Gender-Based Violence

- i. **Who May Report:** Any member of the EVSU community who has experienced or witnessed an incident of sexual harassment or gender-based violence may report the incident. This includes students, faculty, non-teaching personnel, administrators, and visitors.
- ii. **Where to Report:** Any member of the EVSU community who has experienced or witnessed an incident of sexual harassment or gender-based violence may report the incident to any of the following channels a. immediate supervisor or department head, b. GAD office, c. Guidance Services and Counselling Office, and University President Office as the case may be:
- iii. **How to Report:**
 - a. **Informal Reporting:** Individuals may choose to make an informal report by directly approaching their immediate supervisor or

department head, b. GAD office, c. Guidance Services and Counselling office, and University President as the case maybe. The purpose of an informal report is to seek guidance, support, and resolution without initiating a formal investigation.

- b. **Formal Reporting to reporting channels:** For those wishing to file a formal complaint or initiate a formal investigation, the incident should be reported to the immediate supervisor or Department Head, b. GAD office, c. Guidance Services office, and University President as the case may be. This can be done through a written complaint or a face-to-face meeting.
- iv. **Incidence Report:** Any offices who receive the report of gender-based sexual harassment shall inform the SSC of the incident.
- v. **Confidentiality:** All reports will be handled with the utmost confidentiality. Information will only be disclosed on a need-to-know basis, ensuring the privacy of individuals involved.
- vi. **Support Services:** Throughout the reporting and investigation process, support services, including counseling and guidance, will be made available to both the complainant and respondent.
- vii. **Non-Retaliation:** EVSU strictly prohibits retaliation against any individual who, in good faith, reports an incident of sexual harassment or gender-based violence.

Section 13. Composition, Duties and responsibilities of the Safe Space Committee on the reported gender-based sexual harassment.

- i. **Receipt of Incidence Report:**
 - a. **Submission of Report:** The complainant must submit a formal written complaint to the EVSU SSC.
 - b. **Initial Assessment:** The SSC Office shall conduct an initial assessment of the evidence provided by the victims and the witness testimony on the incident.
- ii. **Safe Space Committee Notification:**
 - a. Notification: After the initial assessment, the GAD Office officially notifies the EVSU Safe Space Committee about the incident of gender-based sexual harassment violation.

- b. Composition of SSC:
 - i. Appointment Safe Space Committee: The GAD office shall designate Safe Space Committee composed of five (5) members from the GAD focal point system of the institution and shall be endorsed to the University President for the approval through special order.
- iii. Safe Space Committee Functions
 - a. The SSC shall conduct an initial assessment of the incident by initial interview of the victims, evidence presented and any witnesses as necessary.
 - b. Decision
 - i. If the evidence on the initial assessment do not warrant to proceed in filing the formal complaint to EVSU CODI, SSC shall advise the complainant not to proceed the complaint and to settle amicably.
 - ii. If the evidence on the initial assessment is sufficient to warrant in filing the formal complaint to EVSU CODI. SSC shall assist the complainant in filing a formal complaint to EVSU CODI by adhering to the forms and guidelines in filing such complaint.
 - c. Confidentiality: The SSC shall maintain a strict confidentiality in the initial assess of the incident report.

Article VII. COMPLAINT INVESTIGATION PROCEDURE

Section 14. Composition of Commission on Decorum and Investigation (CODI)

- i. Receipt of Complaint:**
 - a. **Submission of Complaint:** The complainant must submit a formal written complaint to the EVSU-CODI.
 - b. **Initial Assessment:** CODI shall conduct an initial investigation of the evidence submitted by the victims and evaluation of testimony of the witness on the alleged violations.
- ii. Committee on Decorum and Investigation:**

a. **Notification:** The EVSU Safe Space Committee shall notify the CODI about the incident of gender-based sexual harassment violation.

b. Composition of CODI:

Appointment of CODI: CODI shall be composed of six (6) members and appointed by the University President chaired by a woman and the majority member should be women, in at least one (1) of the EVSU community representatives. The EVSU community representatives are as follows:

1. EVSU Administration
2. Faculty Associations/ Federations
3. Non-Teaching Personnel
Association/Federations
4. Student Representative
5. EVSU Legal Office
6. GAD Focal Point System of the Institution

c. CODI Functions:

The CODI shall have and perform the following functions:

1. Receive complaints for offenses covered by these Guidelines;
2. Investigate complaints for offenses covered by these Guidelines including preliminary investigation in accordance with the prescribed procedure;
3. Observe, at all times, due process in the conduct of investigation;
4. Within ten (10) days from the receipt of the written complaint, investigate and decide on the case and, submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
5. Ensure the protection of a complainant from retaliation without causing her/him any

disadvantage, diminution of benefits or displacement, and without compromising his/her security of tenure;

6. Guarantee gender-sensitive handling of cases, and confidentiality of the identity of the parties and the proceedings to the greatest extent possible;
7. Undergo continuing training on gender sensitivity, gender-based violence, sexual orientation, gender identity and expression, and other GAD topics as needed;
8. Lead in the conduct of discussions about sexual harassment and other related sexual offenses within the institution to increase the community's understanding of, and prevent incidents of, sexual harassment and other related forms of sexual offenses, and;
9. Conduct such other activities that would engender a safe environment for all genders, especially women, in school campuses and training-related programs in HEIs

The abovementioned responsibilities and functions is lifted from CHED Memorandum No. 3, s.2022, Rule III, sec. 14.

Section 15. DUE PROCESS

- i.** The formal complaint shall follow the standard procedural requirements in forms and content of the complaint in accordance with Rules of Administrative Cases in Civil Service 2017, until the EVSU CODI manual is approved and implemented.
- ii.** CODI shall ensure that the procedural requirements in the resolutions of the complaint is being followed in accordance with the provisions provided Rules of Administrative Cases in

Civil Service 2017, until the EVSU CODI manual is approved and implemented.

Article VIII. SUPPORT SERVICES

Section 16. Support services procedural process:

- 1. Identification of the Victim:** Gender and Development office shall identify the victims of gender-based sexual harassment and other related sexual harassment case.
- 2. Initial Contact and Assessment:** Gender and Development (GAD) Office and Office of Guidance shall reach out to the identified victim and undertake an initial evaluation to determine the immediate needs and concerns of the victim.
- 3. Information on Support Services:** Gender and Development (GAD) Office or Guidance services shall provide the victim with comprehensive information on the available support services, including counseling, mental health support, legal assistance, and other relevant resources and the victims shall be informed about their rights, confidentiality measures, and the support available to them throughout the process.
- 4. Designed Support Plan:** Gender and Development (GAD) Office and Guidance Services Office shall collaborate to design a tailored support plan based on their specific needs, preferences, and comfort level of the victim.
- 5. Types of support services:**
 - a. Victims may avail counseling services to address the emotional and psychological impact of the incident.
 - b. Information and assistance regarding legal options, including filing a formal complaint or pursuing legal action, are provided.
 - c. Referral to medical services, if necessary, for physical and sexual health concerns.
- 6. Safety Planning:** The Committee in Charge Review EVSU shall develop safety plans for victims, addressing concerns related to potential retaliation or ongoing threats.

7. **Confidentiality Measures:** Gender and Development (GAD) Office or Office of Guidance Services shall explain the measures taken to maintain confidentiality throughout the process, respecting the privacy of the victim.
8. **Continuous Monitoring and Adjustment:** Gender and Development (GAD) Office or Guidance Services shall conduct regular follow-ups with the victim to assess the effectiveness of the support plan and make any necessary adjustments.
9. **Closure and Transition:** Gender and Development (GAD) Office or Guidance services and counseling Office shall work with the victim on a plan for closure, ensuring that ongoing support is available as needed.
10. **Feedback and Improvement:** The victims shall be encouraged to provide feedback on the support services received, and mechanisms are in place for continuous improvement.
11. **Community Awareness:** EVSU shall conduct an ongoing awareness program that will be included in the orientation, training, workshop, and onboarding process on the safe space awareness activities.

Article IX. SEXUAL HARASSMENT OFFENSES, SANCTIONS AND PENALTIES

Section 17. Types of Sexual Harassment

This manual adopted the CHED Memo 3, Series of 2022 Rule V section 24, in determining the types of sexual harassment, and are classified as grave offenses, less grave offenses and light offenses, which are as follows:

1. Grave Offenses shall include, but are not limited to:
 - a. unwanted touching of private parts of the body (genitalia, buttocks, and breast);
 - b. rape or sexual assault;
 - c. malicious touching;
 - d. requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the granting of honors or

- scholarship, or the grant of benefits or payment of a stipend or allowance;
- e. public masturbation or flashing of private parts;
 - f. groping, or any advances, whether verbal or physical, that are unwanted and threaten one's sense of personal space and physical safety, and committed in public spaces;
 - g. uploading and/or sharing without the consent of the victim, any form of media that contains photos, audio, or video with sexual content;
 - h. any unauthorized recording and/or sharing of any of the victim's photos, videos, or any information online;
 - i. impersonating identities of the victims online or posting lies of a sexual nature about the victims to harm their reputation;
 - j. filing false abuse report to online platforms to silence victims of sexual harassment;
 - k. stalking
 - l. and other analogous cases
2. Less Grave Offenses shall include, but are not limited to:
- a. unwanted touching or brushing against a victim's body;
 - b. pinching not falling under grave offenses;
 - c. derogatory or degrading remarks or innuendoes directed toward the members of one sex or one's sexual orientation or used to describe a person;
 - d. verbal abuse or threats with sexual overtones; and
 - e. unwanted invitation with sexual undertone;
 - f. misogynistic, transphobic, homophobic and sexist slur;
 - g. persistent uninvited comments or gesture on a person's appearance;
 - h. relentless request for personal details
 - i. incessant messaging
 - j. making statements, comments and suggestions with sexual innuendoes;

- k. the use of information and communications technology in terrorizing and intimidating victims through physical, psychological, and/or emotional threats with sexual overtones
 - l. other analogous cases.
3. Light Offenses shall include, but are not limited to:
- a. surreptitiously looking or stealing a look at a person's private part or worn undergarments;
 - b. making sexist statement and smutty jokes or sending these through text, electronic mail or other similar means, causing embarrassment or offense and carried out after the respondent has been advised that they are offensive or embarrassing or, even without such advice, when they are by their nature clearly embarrassing, offensive or vulgar;
 - c. malicious leering or ogling
 - d. the display of sexually offensive pictures, materials or graffiti;
 - e. unwelcome inquiries or comments about a person's sex life or sexual orientation connoting one's sex life (ex. LGBTQ's sexual relations);
 - f. unwelcome sexual flirtation, advances, propositions;
 - g. making offensive hand or body gestures at the persons;
 - h. persistent unwanted attention with sexual overtones;
 - i. unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver;
 - j. catcalling and/or wolf-whistling;
 - k. unwanted sexual misogynistic, transphobic, homophobic remarks and comments online, whether publicly or through direct and private message
 - l. invasion of the victim's privacy through cyberstalking and incessant messaging with sexual overtones; and
 - m. other analogous cases.

Section 18. Penalties of Sexual Harassment Offenses this manual shall adopted the CHED Memo 3, Series of 2022 Rule V section 24, in determining the penalties and sanctions of sexual harassment, for a grave offenses, less grave offenses and light offenses, which are as follows:

1. For grave offenses
 - a. By person who have authority, influence or moral ascendancy over the offended party in any aspect of academic or administrative work.
 - i. 1st offense – Dismissal from service
 - b. Person in a peer relationship with the offended party, e.g., student vs student, employee vs employee
 - 1st offense – Expulsion
 - c. student, and student/ student interns harassing (with sexual undertone) faculty member, administrators, or employee.
 - i. 1st offense – Expulsion
 - d. Third-party service providers such as sanitation and maintenance personnel, personnel of partner Institutions where school-related activities are conducted.
 - i. 1st offense – Permanent ban from EVSU; Termination of contract / for international partners, permanent ban from entering contract with EVSU,
 - e. Personnel of partner Institutions where school-related activities are conducted.
 - i. 1st offense – Permanent ban from EVSU; Termination of contract / for international partners, permanent ban from entering contract with EVSU,
 - f. Guest/Visitor.
 - i. 1st offense – Permanent ban in EVSU.
- II. For less grave offenses
 - a. By person who have authority, influence, or moral ascendancy over the offended party in any aspect of academic or administrative work
 - i. 1st offense – Suspension of one month and one day to six months
 - ii. 2nd offense – Dismissal from service; for students, exclusion, or dismissal

- b. Person in a peer relationship with the offended party, e.g., student vs student, employee vs employee / student, and student interns harassing (with sexual undertone) faculty member, administrators or employee.
 - i. 1st offense – Suspension of one month and one day to six months
 - ii. 2nd offense – Dismissal from service;
- c. Student/student interns harassing (with sexual undertone) faculty member, administrators, or employee.
 - i. 1st offense – probation for entire semester
 - ii. 2nd offense – Exclusion or dismissal
- d. Third-party service providers such as sanitation and maintenance personnel, personnel of partner Institutions where school-related activities are conducted.
 - i. 1st offense – serious reprimand from EVSU
 - ii. 2nd offense – Permanent ban in EVSU/ for international partners, permanent ban from entering into a contract with EVSU
- e. Personnel of partner Institutions where school-related activities are conducted.
 - i. 1st offense – serious reprimand from EVSU
 - ii. 2nd offense – Permanent ban in EVSU / for international partners, permanent ban from entering into a contract with EVSU
- f. Guest/Visitor.
 - i. 1st offense – Permanent ban in EVSU.
 - ii. 2nd offense – Permanent ban in EVSU

III. For light offenses

- a. By person who have authority, influence, or moral ascendancy over the offended party in any aspect of academic or administrative work
 - i. 1st offense – Reprimand
 - ii. 2nd offense – Suspension of one day to thirty days
 - iii. 3rd offense - Dismissal from service

- b. Person in a peer relationship with the offended party, e.g., student vs student, employee vs employee / student, and student/student interns harassing (with sexual undertone) faculty member, administrators, or employee.
 - i. 1st offense – Written warning
 - ii. 2nd offense – written reprimand reorientation of safe space manual
 - iii. 3rd offense - suspension

- c. Student/student interns harassing (with sexual undertone) faculty member, administrators, or employee.
 - i. 1st offense – Written warning
 - ii. 2nd offense – written reprimand reorientation of safe space manual
 - iii. 3rd offense - suspension

- d. Third-party service providers such as sanitation and maintenance personnel, personnel of partner Institutions where school-related activities are conducted.
 - i. 1st offense – Reprimand by EVSU
 - ii. 2nd offense – Severe reprimand by EVSU
 - iii. 3rd offense - Permanent ban in EVSU / for international partners, permanent ban from entering into a contract with EVSU

- e. Personnel of partner Institutions where school-related activities are conducted.
 - i. 1st offense – Reprimand by EVSU
 - ii. 2nd offense – Severe reprimand by EVSU
 - iii. 3rd offense - Permanent ban in EVSU / for international partners, permanent ban from entering into a contract with EVSU

- f. Guest/Visitor.
 - i. 1st offense – Reprimand by EVU
 - ii. 2nd offense – Severe reprimand by EVSU

Article X. REVIEW AND AMENDMENTS

1. Section 19 **Reviewing Authority:** EVSU shall designate a Committee responsible for overseeing the review and amendment process. The committee should include representatives from key stakeholders, such as faculty, staff, students, and relevant administrative departments.
2. **Frequency of Review:** The committee shall conduct a three-year interval review of the safe space manual. Additional reviews may be instigated by significant changes in legislation, policies, or incidents that highlight the need for immediate attention.
3. **Notification and Call for Feedback:** The committee shall announce the upcoming review process to the EVSU community. Solicit feedback and suggestions for amendments from stakeholders, including faculty, staff, and students and shall provide a dedicated platform for submitting feedback, ensuring anonymity if necessary.
4. **Reviewing Process:**
 - The Committee shall review all feedback and assesses the manual against current legislation and best practices.
 - The Committee shall identify areas that require clarification, updating, or improvement.
 - The Committee shall consider input from external experts or organizations specializing in gender-based harassment prevention.
5. **Amendment Proposal:**
 - The Committee shall draft proposed amendments based on the committee's review and stakeholder feedback.
 - The Committee shall clearly highlight changes, additions, or deletions from the existing manual.
 - The Committee shall ensure that proposed amendments align with the R.A. 11313 also known as the Safe Spaces Act of the Philippines.

6. Consultation and Approval:

- The Committee shall consult the university community, during the amendment process.
- The Committee shall obtain necessary approvals from the university administration or governing body.

7. Information and dissemination of Revised Manual:

- Once approved, the Committee shall the EVSU community of the revised safe space manual.
- The Committee shall distribute copies electronically and ensure that printed copies

Article XI. EFFECTIVITY

This EVSU Safe Space Manual is deemed effective upon the approval of the EVSU Board of Regent.



Republic of the Philippines
EASTERN VISAYAS STATE UNIVERSITY
Tacloban City
oOo

Board of Regents

RESOLUTION NO. 2024-029

A RESOLUTION APPROVING THE PROPOSED SAFE SPACES MANUAL OF EASTERN VISAYAS STATE UNIVERSITY

WHEREAS, among other powers granted to the Board of Regents is the power to approve the curricula, institutional programs and rules of discipline drawn by the Administrative and Academic Councils as herein provided, to carry out purposes and functions of the University, as stipulated in Section 7, Paragraph (j) of RA 9311;

WHEREAS, the Republic Act No. 11313, also known as the Safe Spaces Act of 2019, defines gender-based sexual harassment in streets, public spaces, online, workplaces, and educational or training institutions, provides protective measures and prescribes penalties thereof;

WHEREAS, CHED Memorandum No. 3, s. 2022 provides detailed guidance for higher education institutions;

WHEREAS, EVSU's commitment to safety is evident in its determination to surpass minimum requirements and become a model for safer spaces;

WHEREAS, the proposed Safe Spaces Manual of EVSU is a vital document aimed at establishing a secure and inclusive educational environment in accordance with RA 11313;

WHEREAS, the proposed Manual embodies the University's unwavering commitment in crafting a campus culture free from discrimination, harassment, and violence, with a particular focus on combating gender-based discrimination and violence, ultimately contributing to a more inclusive and just society;

NOW THEREFORE, ON MOTION DULY MADE AND SECONDED:

BE IT RESOLVED, as it is hereby resolved, to **APPROVE THE RESOLUTION APPROVING THE PROPOSED SAFE SPACES MANUAL OF EASTERN VISAYAS STATE UNIVERSITY**

RESOLVED FURTHER, that this Resolution shall supplement to clarify or amend or modify pertinent provisions of previous issuances by the EVSU Board of Regents, University President, and other University Officials. In case of conflict, the pertinent provisions of this Resolution shall prevail over the pertinent provisions of any policies in the university.

PROVIDED, FURTHERMORE, that this Resolution shall take effect immediately upon approval by the Board of Regents of the Eastern Visayas State University.

RESOLVED MOREOVER, that a copy of this Resolution be furnished to all concerned for information.

IN WITNESS of our approval thereof, we affix our signatures this 2nd day of April 2024 during the 98th Regular Board Meeting of the EVSU Board of Regents at the CHED Central Office, Diliman, Quezon City.

A RESOLUTION APPROVING THE PROPOSED SAFE SPACES MANUAL OF EASTERN VISAYAS STATE UNIVERSITY

CERTIFIED TRUE COPY
FROM THE ORIGINAL

APPROVED

Done this 2nd day of April 2024 during the 98th Regular Board Meeting (First Quarter)
CY 2024 of the EVSU Board of Regents via Hybrid Conferencing.

HON. J. PROSPERO E. DE VERA III, DPA
Chairman, Commission on Higher Education
Chairperson, EVSU Board of Regents

HON. DENNIS C. DE PAZ, PhD
University President III
Vice-Chairperson, EVSU-BOR

HON. FRANCIS JOSEPH G. ESCUDERO
Chairperson, Committee on Higher,
Technical and Vocational Education
Senate of the Philippines, 19th Congress
Member

HON. MARK O. GO
Chairperson, Committee on Higher
and Technical Education
House of Representatives, 19th Congress
Member

Represented by:

HON. ERIC N. ASEO

Represented by:

HON. LUNINGNING B. LARIOSA

HON. RUFINO E. MENGOTE
OIC Regional Director, DOST RO 8
Member

HON. MEYLENE C. ROSALES
Regional Director, NEDA RO 8
Member

HON. DANIEL A. ARIASO, SR.
President
EVSU Federation of Alumni Associations, Inc.
Member

HON. CLEOFE T. CAIDIC
President
EVSU Faculty Association
Member

HON. AALEAH P. MOSCA
President
EVSU Federation of Student Government
Member

HON. JONATHAN P. CALVARA
Private Sector Representative
Member

I hereby certify to the correctness of the foregoing Resolution No. 2024-029 as duly adopted and approved by the EVSU Board of Regents during the 98th Regular Board Meeting (First Quarter) CY 2024 held on April 2, 2024, at the CHED Central Office, Diliman, Quezon City (Hybrid Conferencing).

ATTY. EDGARDO B. ESPERAS, JR., MAT, LPT
University/Board Secretary

A RESOLUTION APPROVING THE PROPOSED SAFE SPACES MANUAL OF EASTERN VISAYAS STATE UNIVERSITY

CERTIFIED TRUE COPY
FROM THE ORIGINAL

