

**Guidelines for the Selection of the  
Philippine Women's Rights Representative to the  
ASEAN Commission on the Promotion and Protection of the Rights of Women  
and Children (ACWC)**

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I. CONCERNED AGENCY

Philippine Commission on Women (PCW)  
(Formerly the *National Commission on the Role of Filipino Women*)  
1145 J.P. Laurel St., San Miguel, Manila  
Tel: (02) 735-1864; 735-1654 local 102  
Fax: (02) 736-4449  
Email: [international.affairs@pcw.gov.ph](mailto:international.affairs@pcw.gov.ph) ; [exec.dir@pcw.gov.ph](mailto:exec.dir@pcw.gov.ph)

II. ROLES AND RESPONSIBILITIES OF THE ACWC WOMEN'S RIGHTS REPRESENTATIVE

The ASEAN Commission on the Promotion and the Protection of the Rights of Women and Children (ACWC) is an ASEAN regional human rights institution established in 2010. ACWC's primary purpose is to promote and protect the human rights and fundamental freedoms of women and children in ASEAN. ACWC is tasked with upholding rights contained in the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and the Convention on the Rights of the Child (CRC), which all ten ASEAN Member States have ratified.

In accordance with the ACWC Terms of Reference (Annex A), each ASEAN Member State shall appoint two representatives, one representing women's rights and one representing children's rights to the ACWC. As a representative of the Philippine government to this intergovernmental body, the appointed Women's Rights Representative is expected to:

- Act impartially and in accordance with the ASEAN Charter and the Terms of Reference of ACWC, and display the highest moral character;
- Complete a term of three years from the start of the appointment;
- Devote time and effort to prepare for and attend two (2) regular meetings and one (1) special meeting a year, as well as other meetings and activities called for by the body;
- Provide technical inputs and comments to ACWC documents and during technical discussions; and
- Spearhead the implementation of Philippine-led projects in the ACWC Work Plan, particularly those which aim to promote and protect the rights of women.

III. CRITERIA / QUALIFICATIONS

The nominating agency/organization shall keep in mind the following criteria in the selection of their nominee:

A. *Technical Competence*

1. Expertise and competence in human rights, particularly on women's empowerment, gender and development;
2. Experience in the promotion and implementation of the CEDAW at the national and international levels;
3. Depth of knowledge on national, regional and international issues facing women;
4. Familiarity with the ASEAN human rights system and ASEAN entities on women such as, but not limited to, the ASEAN Committee on Women (ACW) and ASEAN Intergovernmental Commission on Human Rights (AICHR);
5. Demonstrated commitment to human rights particularly through engagements at the national and regional levels on the promotion and protection of human rights of women;
6. Extensive engagement in the areas of advocacy, policy and program development, research, capacity building, program implementation and rights monitoring; and
7. Possesses objectivity and impartiality in decision making.

**B. Other Requisites**

1. Articulate, diplomatic and has good negotiation, listening and writing skills;
2. Analytical and can review voluminous documents;
3. Has strong leadership skills;
4. Has integrity and probity;
5. Has strong motivation, commitment and dedication;
6. Is in good health;
7. Has no pending human rights/administrative/criminal case;
8. Must be willing to continue the projects that the incumbent Philippine ACWC Women's Rights Representative has committed to; and
9. Must be widely endorsed by a network of NGOs and/or by the government.

**IV. SELECTION PROCESS**

The selection of the representative shall follow a selection process with a specified timeframe.

**A. Pre – Selection**

1. The Philippine Commission on Women (PCW) Secretariat will disseminate to civil society organizations (CSOs) and government organizations (GOs) through letters, email, website posting and, whenever possible, through other means of public advertisements the following information:
  - 1.1. Call for nomination for the Philippine Women's Rights Representative to the ACWC
  - 1.2. Selection Guidelines containing the qualification criteria and selection process;
  - 1.3. Other relevant information as may be appropriate or required.
2. The PCW Commissioners will also disseminate the information referred to in the foregoing section to their respective constituents and networks, and consult them for nominees;
3. The PCW Secretariat will receive nominations from NGOs/CSOs, government institutions, private sector, academe and other entities concerned within the required period of submission of nominations. Nominating entities are requested to fill-out the Nomination Form with the Nomination Consent and Declaration Form (Annex B), and submit it together with an updated Curriculum Vitae (CV) of the nominee. Address the letter of nomination and other pertinent documents to:

**THE SEARCH COMMITTEE – PHILIPPINE WOMEN'S RIGHTS REPRESENTATIVE TO THE ACWC**

Philippine Commission on Women  
1145 J.P. Laurel St., San Miguel, Manila  
Tel: (02) 735-1864; 735-1654 local 102

Fax: (02) 736-4449

Email: [international.affairs@pcw.gov.ph](mailto:international.affairs@pcw.gov.ph) ; [exec.dir@pcw.gov.ph](mailto:exec.dir@pcw.gov.ph)

4. The PCW Secretariat shall, thereafter, submit the complete list of nominees including all supporting documents of their nominations to the Search Committee composed of representatives of the Commission on Human Rights, Department of Foreign Affairs, Department of Social Welfare and Development, an NGO Commissioner of the Philippine Commission on Women, and a representative of the PCW Secretariat. The Search Committee may also seek the advice and guidance of the outgoing Philippine Women's Rights Representative to the ACWC when necessary.

**B. Screening and Selection Proper**

5. The Search Committee will review the credentials of all nominees including all documents submitted in support of their nominations. If necessary, the Search

Committee may conduct background investigation and interview of nominees.

6. After the complete review and evaluation of all nominees, the Search Committee shall prepare a shortlist of the best qualified nominees and submit the same to the Board of Commissioners for final selection. The Search Committee shall also submit its report on the conduct of selection process.
7. The PCW Board of Commissioners will select a final candidate from among the shortlisted nominees and transmit the name of the Board-endorsed candidate, together with the names of the other shortlisted nominees, to the Secretary of the Department of Social Welfare and Development.
8. The DSWD Secretary, if necessary, may request for additional supporting documents from the nominating entity and/or nominee. The Secretary will then endorse the final candidate through the DFA to the OP-Search Committee under the Presidential Management Staff for appointment.

**C. Post- Selection**

9. Once the appointment papers are received from the Office of the President, the PCW shall inform the candidate chosen about her/his selection and require said candidate to formally signify her/his acceptance through writing.
10. The PCW shall announce the result of the final selection of all nominees, concerned CSOs and GOs through letters, e-mails, and website postings, and to the general public by other means of public information.
11. The PCW shall inform the ASEAN Secretariat the name of the appointed Philippine Women's Rights Representative to the ACWC.

**V. TIMELINE**

1. Official Opening of the Call for Nominations	20 January 2016
2. Deadline of Submission of Nominations	20 February 2016
3. Short listing of Nominees by the Search Committee	23 February 2016
4. Submission of Shortlisted Nominees to the PCW Board	24 February 2016
5. Submission of Board- Endorsed Nominee to DSWD	26 February 2016
6. DSWD Endorsement to DFA	04 March 2016
7. DFA Review and Endorsement to OP	18 March 2016

**VI. SUBMISSION**

As already stated in Section IV, nominating entities are requested to fill-out the Nomination Form (Annex B), and submit it together with an updated Curriculum Vitae (CV) of the nominee on or before 20 February 2016 (Saturday). Address the letter of nomination and other pertinent documents to:

THE SEARCH COMMITTEE – PHILIPPINE WOMEN'S RIGHTS  
REPRESENTATIVE TO THE ACWC  
Philippine Commission on Women  
1145 J.P. Laurel St., San Miguel, Manila  
Tel: (02) 735-1864; 735-1654 local 102  
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