

**PROTOCOLS IN HANDLING GBSH IN STREETS AND PUBLIC SPACES
COMPLAINT OTHER THAN THE VICTIM-SURVIVORS**

The ASH Desk Officer shall observe the following protocols when responding to reports of gender-based sexual harassment from persons other than the victims-survivors:

1. Verify the information and seek assistance from the Anti-Sexual Harassment Enforcers (ASHEs) or the local police station, if needed;
2. Assess the situation and facilitate the rescue of the victim-survivor, when necessary, to ensure his/her safety;
3. If the victim-survivor is rescued or appears before the ASH Desk, follow the same protocols in responding to direct complaints from victim-survivors;
4. In all cases, record the details of the incident (date, time, place, and description), and relevant information about the victim-survivor, the alleged perpetrator and the person reporting;
5. If the case involves a minor, refer and report the case to C/MSWDO within 24-hours upon receipt of the report;
6. If the incident is covered by the *katarungang pambarangay*, assist the victim-survivor and refer the case to the *lupong tagapamayapa* within 24-hours from receipt of the complaint;
7. For all other incidents, refer and report the case to the local police station through the Women and Children Protection Desk (WCPD) within four hours from receipt of the complaint; and
8. Monitor the status of gender-based sexual harassment cases five (5) working days after the case has been referred to.