



University of the Philippines

Center for Women's and Gender Studies



CITIZEN'S CHARTER

Vision

The University of the Philippines Center for Women's and Gender Studies as the lead research and policy advocacy hub for gender and women's studies in the country

Mission

- To sharpen awareness about women's and gender issues in the UP as well as in the larger society by developing cutting-edge instructional materials and publishing state of the art research
- To strengthen research and extension programs on gender and women's studies in the UP by conducting innovative studies and supporting gender research by the academic community
- To strengthen instructional and curricular development on gender and women's studies in the UP through gender mainstreaming and forward-looking course design
- To develop the next generation of academic leaders in gender and women's studies through collaboration and mentoring
- To provide an organizational umbrella for system-wide activities in women's and gender studies

Mandate

Officially recognized by the UP Board of Regents at its 1017th meeting in 1988, the rationale for the creation of the University Center for Women's Studies was conceptualized in relation to:

- the 1987 Constitution which ensures the equality of men and women before the law and recognizes the role of women in nation-building (Art. 11, Sec. 14);
- the Philippine commitment to the 1985 Nairobi Forward-Looking Strategies, and;
- the UN Convention on the Elimination of All Forms of Discrimination Against Women, to which the country is a signatory.

In 2015, the BOR, at its 1309th meeting, approved the re-naming of the UCWS as the "University of the Philippines Center for Women's and Gender Studies" to reflect the complexity and intersectionality of women's issues, gender, sexuality, and the different systems of society. This reflects as well, the University's commitment to creating enabling mechanisms for enriching knowledge in these fields and advocating for and protecting the rights of all UP members regardless of sex, gender, sexual/gender orientation and identity. Under this new mandate, the UPCWGS shall address concerns and issues on women, gender, and sexuality in the University and in society, in consonance with the University's main tasks of teaching, research and extension and in support of the Magna Carta of Women.

It serves as the oversight body on women's/gender concerns; acts as catalyst for gender mainstreaming, authority on women's concerns and lead advocate of women's empowerment, gender equity and gender equality.

Organizational Structure and Functions

Presently under the Office of the Vice President for Academic Affairs, a director and two deputy directors administer the day-to-day operations of the Center.

As a system office, its tasks are the coordination of efforts of the constituent universities to mainstream gender in the University as a strategy for implementing the Magna Carta of Women; the implementation of the UP Gender Guidelines and the anti-sexual harassment policy of the University, and; the development of the University's GAD plans and programs, especially as these relate to the utilization of the GAD budget.

As a university research center, the UPCWGS leads in the conduct and promotion of cutting-edge research on gender and women's studies in the Philippines. It supports the University's teaching and non-teaching personnel in training programs and activities that enhance skills and consciousness-raising toward a more humane, just and gender-fair Filipino community.

Programs and Projects

The Center has four major programs: curriculum development; research; publication and resource collection; training and extension. Among its projects are the service facilities: gender-sensitive day-care center and feminist/gender-sensitive counseling and psycho-social assistance.

Office Address

Magsaysay Avenue cor. Ylanan St., UP Campus, Diliman, Quezon City 1101 ☐ Email address: cws@up.edu.ph ☐ Tel. +63.2.9206950; +63.2.9818500 ext 4226, 4230

TYPE OF FRONTLINE SERVICE: LIBRARY AND RESOURCE COLLECTION

Schedule of Availability of Service: Monday to Friday
Who May Avail of the Service: UP students and employees, Students, Researchers
What are the Requirements: UP ID, School ID, Company ID
How to Avail of the Service: Walk-in

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Fees	Form
1	Present ID at the front desk	Check ID	1 minute	Library staff	NA	NA
2	Provide title or author or subject matter needed	Check book catalog, if available	1 minute	Library staff	NA	NA
3		If on shelf, get book /material and give to borrower	1-3 minutes	Library staff	NA	NA
4	Read or study the book / material		1-2 hours		NA	NA
5	Leave book/s on the table after use	For shelving	1 minute	Library staff	NA	NA
End of Transaction						

TYPE OF FRONTLINE SERVICE: GENDER-SENSITIVE PSYCHO-SOCIAL ASSISTANCE AND PEER COUNSELING

Schedule of Availability of Service: Tuesdays and Thursdays
Who May Avail of the Service: Members of the UP community (students, employees, alumni, residents) and non-UP referrals
What are the Requirements: None
How to Avail of the Service: By appointment; For scheduling

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Fees	Form
1	Inquire about the service in person, by phone or by e-mail	Information Desk Provide client the contact information, e.g., cellphone number and email (upcws.counseling@gmail.com) for direct appointment / scheduling	10-15 minutes	Information staff	None	
2	Contact peer counselor for scheduling via e-mail or SMS, and provide necessary information	Peer Counselor Acknowledge inquiries; ask for initial information; and, if applicable, schedule session for next available time on Tuesdays/Thursdays, or provide referral information to other services, as needed	1-2 days (peer counselor is part-time)	Peer counselor	None	
3	Keep scheduled peer counseling appointment	Peer Counselor Provide psycho-social assistance service, and set continuing appointments for as long as needed	Peer counseling session: 45 minutes to 2 hours	Peer counselor	None	Counseling Logbook Counseling Notes (confidential)
End of Transaction						

TYPE OF FRONTLINE SERVICE: TRAINING AND EXTENSION PROGRAM

Schedule of Availability of Service: Monday to Friday and as requested / scheduled

Who May Avail of the Service: UP employees, students, faculty, and community residents; national agencies, LGUs, NGOs, other schools and universities

What are the Requirements: For walk-in and telephone inquiries - none; for e-mail and website inquiries – letter of inquiry / request

How to Avail of the Service: Inquiries and requests accepted from walk-in clients and telephone callers from Monday to Friday, 8:00 am – 5:00 pm, and by e-mail or website contact, at the convenience of the client

For walk-in clients						
Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Fees	Form
1	Inform the guard on duty or the administrative staff of your interest in the services of the Training and Extension Program	Ask client to fill-up a copy of the Client Request Form	1-5 minutes	Guard or any of the administrative staff	None	Client Request Form (CRF)
2	Wait for the training specialist to attend to your request	Review the request and provide the necessary information and/or technical assistance	15-30 minutes or more (depending on the client's needs)	Training specialist; Training and Extension Program staff	None	Filled-out Client Request Form (CRF)
3	Accomplish the Technical Assistance Evaluation Form (TAEF) located at the lobby and drop in the suggestion box	Provide the client a copy of the TAEF	1 minute	Training specialist; Training and Extension Program staff	None	TAEF
End of Transaction						

For telephone inquiries						
Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Fees	Form
1	Call the UPCWGS at telephone numbers: +63.2.9206950 or +63.2.9818500 ext. 4226 or 4228	Accept the call and record the nature of the request or inquiry. Refer to the concerned staff of the Training and Extension Program	5-10 minutes	Administrative staff or staff of the Training and Extension Program	None	NA
2		Provide the necessary information and/or referral, if assistance is needed from other service providers	15-30 minutes or more (depending on the client's need)	Training and Extension Program staff	None	NA
End of Transaction						

For e-mail and website inquiries						
Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Fees	Form
1	Email the UPCWGS at cws@up.edu.ph , or contact through the website: http://cws.up.edu.ph/	Read the e-mail or website inquiry and record the nature of the request or inquiry. Forward to the concerned staff of the Training and Extension Program (cc: deputy director for training)	10-15 minutes	Administrative staff	None	NA
2		Reply to the e-mail; further clarification/inquiry may be requested to determine appropriate action, if necessary (cc: deputy director for training)	1-3 working days for simple requests and 3-7 working days for complex requests (depending on the client's need)	Training and Extension Program staff	None	NA
End of Transaction						

TYPE OF FRONTLINE SERVICE: RESEARCH: In-house Research

Schedule of Availability of Service: Monday-Friday

Who May Avail of the Service: Faculty and Researchers from UPCWGS

What are the Requirements: Research on women's and gender issues

How to Avail of the Service: Research proposals are accepted during office hours, Monday-Friday, 8:00 am - 5:00 pm

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Fees	Form
1	Brainstorm possible research topic		1 month	Faculty/ Researcher	None	None
2	Write research proposal		1 month	Faculty/ Researcher	None	None
3	Submit research proposal	Receive research proposal	1 day	University Research Associate	None	None
4		Send research proposal to the Director/ Deputy Director for Research and Publication	1 day	University Research Associate	None	None
5		Reject research proposal	1 day	Director/ Deputy Director for Research and Publication	None	None
6		Inform researcher of rejection of research proposal	1 day	University Research Associate	None	None
7		Approve research proposal	1 day	Director/ Deputy Director for Research and Publication	None	None
8		Inform researcher of approval of research proposal	1 day	University Research Associate	None	None
9	Assignment of tasks		1 day	Faculty/ Researcher (Research Team Leader)	None	None
10	Research	Research	1 year	Faculty/ Researcher (Research Team Leader)	None	None
11	Submit research output for publication	Receive research output for publication	1 day	University Researcher	None	None
End of Transaction						

TYPE OF FRONTLINE SERVICE: RESEARCH: Research in partnership with faculty from the CUs

Schedule of Availability of Service: Monday - Friday

Who May Avail of the Service: Faculty, Researchers, Students from UP

What are the Requirements: Research on women's and gender issues

How to Avail of the Service: Research proposals are accepted during office hours, Monday-Friday, 8:00 am - 5:00 pm

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Fees	Form
1	Submit research proposal	Receive research proposal	1 day	University Research Associate	None	None
2		Send research proposal to the Director/ Deputy Director for Research and Publication	1 day	University Research Associate	None	None
3		Reject research proposal	1 day	Director/ Deputy Director for Research and Publication	None	None
4		Inform researcher of rejection of research proposal	1 day	University Research Associate	None	None
5		Approve research proposal	1 day	Director/ Deputy Director for Research and Publication	None	None
6		Inform researcher of approval of research proposal	1 day	University Research Associate	None	None
7	Meet with CWGS	Meet with researcher	1 day	Director/ Deputy Director for Research and Publication	None	None
8	Assignment of tasks		1 day	Faculty/ Researcher/ Student (Research Team Leader)	None	None
9	Research	Research	1 year	Faculty/ Researcher/ Student (Research Team Leader)	None	None
10	Submit research output for publication	Receive research output for publication	1 day	University Researcher	None	None
End of Transaction						

TYPE OF FRONTLINE SERVICE: PUBLICATION: *Review of Women's Studies*

Schedule of Availability of Service: Monday - Friday

Who May Avail of the Service: Faculty, Researchers, Students from within and outside UP

What are the Requirements: Critical Essays, Reviews, Creative Works on Philippine women's and gender issues; Refer to the journal's "Notes for Contributors" for detailed submission guidelines

How to Avail of the Service: Submissions are accepted during office hours, Monday-Friday, 8:00 am - 5:00 pm

Step	Applicant/ Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Fees	Form
1	Submit essay for consideration	Receive essay from contributor	1 day	University Researcher	None	None
2		Send submission/essay to editor	1 day	University Researcher	None	None
3		Identify peer reviewer/s	1 week	Editor/ Deputy Director for Research and Publication	None	None
4		Send essay to peer reviewer	1 day	University Researcher	None	Evaluation Form
5		Review essay	1 month	Peer Reviewers	None	Evaluation Form
6		Receive comments from peer reviewer	1 day	University Researcher	None	Evaluation Form
7		Receive requirements for release of honorarium of peer reviewer: 1. Job Order/ Conforme Letter 2. Certificate of Service 3. Curriculum Vitae 4. TIN 5. Bank Account Number (LBP, PVB, DBP)	1 day	University Researcher	None	1. Job Order/ Conforme Letter 2. Certificate of Service
8		Send requirements to Administrative Officer for preparation of voucher	1 day	University Researcher	None	1. Job Order/ Conforme Letter 2. Certificate of Service 3. Curriculum Vitae 4. TIN 5. Bank Account Number (LBP, PVB, DBP)
9		Prepare voucher for release of honorarium of peer reviewer	1 day	Administrative Officer	None	1. Disbursement Voucher 2. Job Order/ Conforme Letter 3. Certificate of Service 4. CV 5. TIN 6. Bank Account Number (LBP, PVB, DBP)
10		Send review/s to editor	1 day	University Researcher	None	Evaluation Form
11		Reject essay	1 day	Editor/ Deputy Director for Research and Publication	None	None
12		Inform contributor of rejection of essay, including comments of reviewers	1 day	University Researcher	None	None
13		Accept essay	1 day	Editor/ Deputy Director for Research and Publication	None	None
14	Receive comments of peer reviewers	Send review to contributor	1 day	University Researcher	None	None
15	Revise essay		1 month	Contributor	None	None
16	Submit revised essay	Receive revised essay from contributor	1 day	University Researcher	None	None
17		Send revised essay to editor	1 day	University Researcher	None	None

18		Send approved essays to layout artist	1 day	University Researcher	None	None
19		Layout essays and design journal cover	1 month	Layout Artist	None	None
20		Send soft copy of journal to editor	1 day	Layout Artist/ University Researcher	None	None
21		Approve layout and cover design of journal	1 week	Editor/ Deputy Director for Research and Publication	None	None
22		Send printing specifications to Administrative Officer for PhilGEPS posting	1 day	University Researcher	None	Requisition and Issue Slip
23		Post printing specifications on PhilGEPS	1 month	Administrative Officer	None	PhilGEPS Form (Online)
24		Send soft copy of journal to printing press	1 day	University Researcher/ Administrative Officer	None	None
25		Send sample of printed journal to editor	1 day	Printing Press/ University Researcher	None	None
26		Approve sample of printed journal	1 week	Editor/ Deputy Director for Research and Publication	None	None
27		Printing of journal	1 month	Printing Press	None	None
28		Delivery of printed journal	1 day	Printing Press	None	None
29	Claim copy of journal	Inform contributor of publication of essay in journal	1 day	University Researcher	None	None
End of Transaction						

TYPE OF FRONTLINE SERVICE: **PUBLICATION: *Pananaw***

Schedule of Availability of Service: **Monday - Friday**

Who May Avail of the Service: **Faculty, Researchers, Students from UP**

What are the Requirements: **Feature article or news on women's and gender issues and concerns in UP**

How to Avail of the Service: **Submissions are accepted during office hours, Monday-Friday, 8:00 am - 5:00 pm**

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in-Charge	Fees	Form
1	Submit article for consideration	Receive article from contributor	1 day	University Researcher	None	None
2		Send article to editor	1 day	University Researcher	None	None
3		Reject article	1 day	Editor/ Deputy Director for Research and Publication	None	None
4		Inform contributor of rejection of article	1 day	University Researcher	None	None
5		Accept article	1 day	Editor/ Deputy Director for Research and Publication	None	None
6		Inform contributor of acceptance of article	1 day	University Researcher	None	None
7		Send approved articles to layout artist	1 day	University Researcher	None	None
8		Layout articles and design magazine cover	1 month	Layout Artist	None	None
9		Send soft copy of magazine to editor	1 day	Layout Artist/ University Researcher	None	None
10		Approve layout and cover design of magazine	1 week	Editor/ Deputy Director for Research and Publication	None	None
11		Send printing specifications to Administrative Officer for PhilGEPS posting	1 day	University Researcher	None	Requisition and Issue Slip
12		Post printing specifications on PhilGEPS	1 month	Administrative Officer	None	PhilGEPS Form (Online)
13		Send soft copy of magazine to printing press	1 day	University Researcher/ Administrative Officer	None	None
14		Send sample of printed magazine to editor	1 day	Printing Press/ University Researcher	None	None
15		Approve sample of printed magazine	1 week	Editor/ Deputy Director for Research and Publication	None	None
16		Printing of magazine	1 month	Printing Press	None	None
17		Delivery of printed magazine	1 day	Printing Press	None	None
18	Claim copy of magazine	Inform contributor of publication of article in magazine	1 day	University Researcher	None	None
End of Transaction						

TYPE OF FRONTLINE SERVICE: PUBLICATION: *UPCWS Monographs and Occasional Papers Series*

Schedule of Availability of Service: Monday - Friday

Who May Avail of the Service: Faculty, Researchers, Students from within and outside UP

What are the Requirements: Critical Essay / Research on women's and gender issues that has been presented in a workshop, conference, symposium or forum

How to Avail of the Service: Submissions are accepted during office hours, Monday-Friday, 8:00 am - 5:00 pm

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Fees	Form
1	Submit essay/research draft for consideration	Receive essay/research from contributor	1 day	University Researcher	None	None
2		Send essay to editor	1 day	University Researcher	None	None
3		Reject essay	1 day	Editor/ Deputy Director for Research and Publication	None	None
4		Inform contributor of rejection of essay	1 day	University Researcher	None	None
5		Accept essay	1 day	Editor/ Deputy Director for Research and Publication	None	None
6		Inform contributor of acceptance of essay	1 day	University Researcher	None	None
7	Present essay/research in a workshop, conference, symposium or forum		1 day	Contributor/ University Researcher	None	None
8	Revise essay		1 month	Contributor	None	None
9	Submit revised essay	Receive revised essay from contributor	1 day	University Researcher	None	None
10		Send revised essay to editor	1 day	University Researcher	None	None
11		Send approved essay to layout artist	1 day	University Researcher	None	None
12		Layout essays and design monograph cover	1 month	Layout Artist	None	None
13		Send soft copy of monograph to editor	1 day	Layout Artist/ University Researcher	None	None
14		Approve layout and cover design of monograph	1 week	Editor/ Deputy Director for Research and Publication	None	None
15		Send printing specifications to Administrative Officer for PhilGEPS posting	1 day	University Researcher	None	Requisition and Issue Slip
16		Post printing specifications on PhilGEPS	1 month	Administrative Officer	None	PhilGEPS Form (Online)
17		Send soft copy of monograph to printing press	1 day	University Researcher/ Administrative Officer	None	None
18		Send sample of printed monograph to editor	1 day	Printing Press/ University Researcher	None	None
19		Approve sample of printed monograph	1 week	Editor/ Deputy Director for Research and Publication	None	None
20		Printing of monograph	1 month	Printing Press	None	None
21		Delivery of printed monograph	1 day	Printing Press	None	None
22	Claim copy of monograph	Inform contributor of publication of article in monograph	1 day	University Researcher	None	None
End of Transaction						

TYPE OF FRONTLINE SERVICE: PUBLICATION: *Kasarian: Occasional Papers on Sex and Gender*

Schedule of Availability of Service: Monday - Friday

Who May Avail of the Service: Faculty, Researchers, Students from within and outside UP

What are the Requirements: Critical Essay / Research on sex and gender issues that has been presented in a workshop, conference, symposium or forum

How to Avail of the Service: Submissions are accepted during office hours, Monday-Friday, 8:00 am - 5:00 pm

Step	Applicant / Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person-in-Charge	Fees	Form
1	Submit essay / research for consideration	Receive essay /research from contributor	1 day	University Researcher	None	None
2		Send essay to editor	1 day	University Researcher	None	None
3		Reject essay	1 day	Editor/ Deputy Director for Research and Publication	None	None
4		Inform contributor of rejection of essay	1 day	University Researcher	None	None
5		Accept essay	1 day	Editor/ Deputy Director for Research and Publication	None	None
6		Inform contributor of acceptance of essay	1 day	University Researcher	None	None
7	Present essay in a workshop, conference, symposium or forum		1 day	Contributor/ University Researcher	None	None
8	Revise essay for publication		1 month	Contributor	None	None
9	Submit revised essay	Receive revised essay from contributor	1 day	University Researcher	None	None
10		Send revised essay to editor	1 day	University Researcher	None	None
11		Send approved essay to layout artist	1 day	University Researcher	None	None
12		Layout essays and design monograph cover	1 month	Layout Artist	None	None
13		Send soft copy of monograph to editor	1 day	Layout Artist/ University Researcher	None	None
14		Approve layout and cover design of monograph	1 week	Editor/ Deputy Director for Research and Publication	None	None
15		Send printing specifications to Administrative Officer for PhilGEPS posting	1 day	University Researcher	None	Requisition and Issue Slip
16		Post printing specifications on PhilGEPS	1 month	Administrative Officer	None	PhilGEPS Form (Online)
17		Send soft copy of monograph to printing press	1 day	University Researcher/ Administrative Officer	None	None
18		Send sample of printed monograph to editor	1 day	Printing Press/ University Researcher	None	None
19		Approve sample of printed monograph	1 week	Editor/ Deputy Director for Research and Publication	None	None
20		Printing of monograph	1 month	Printing Press	None	None
21		Delivery of printed monograph	1 day	Printing Press	None	None
22	Claim copy of monograph	Inform contributor of publication of article in monograph	1 day	University Researcher	None	None
End of Transaction						