



**LCAT-VAWC FUNCTIONALITY ASSESSMENT
ENHANCED TECHNICAL GUIDE NOTES**

	INDICATORS	DESCRIPTION	LEGAL BASES	ASSIGNED POINTS	MEANS OF VERIFICATION <i>(any of the following)</i>	REMARKS
A. ORGANIZATION	1. Organization/ Reorganization of LCAT-VAWC with the membership in accordance with DILG MC No. 2023-181 dated November 17, 2023	The LCAT-VAWC shall be created/reconstituted at the provincial, city, and municipal levels every three (3) years, through a local ordinance, executive order (EO), or any similar issuance. The composition of the LCAT-VAWC shall be in accordance with DILG MC No. DILG MC No. 2023-181.	DSWD, DILG, DOJ JMC No. 2010-1 dated October 18, 2010. DILG MC No. 2023-181 dated November 17, 2023.	5 points – The LCAT-VAWC is organized/reorganized with the membership in accordance with DILG MC No. 2023-181 dated November 17, 2023. 3 points – The LCAT-VAWC is organized/reorganized but the membership is not in accordance with DILG MC No. 2023-181 dated November 17, 2023. 0 point - LCAT-VAWC is not organized/reorganized.	<ul style="list-style-type: none"> EO, Ordinance or any similar issuance/document creating the LCAT-VAWC. 	<p><i>Note: The LCAT-VAWC must be organized/reorganized within the term of the committee being assessed.</i></p> <p><i>If without MOVs, the IMT shall not proceed with the assessment.</i></p> <p><i>For CY 2024 Functionality Audit, the IMT shall refer to the DILG MC No. 2020-06, as a reference for the membership of the LCAT-VAWC. This consideration is based on the fact that DILG MC No. 2023-181, was issued on November CY 2023, and not all LGUs have completed reorganizing their membership in</i></p>



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						<p><i>compliance with the new MC.</i></p> <p><i>However, for CY 2025 Functionality Audit onwards, the IMT shall strictly follow the membership of LCAT-VAWC based on the DILG MC No. 2023-181 dated November 17, 2023.</i></p> <p><i>Further, in the absence of an OFW NGO representative, a certification from the concerned Sanggunian or the Department of Migrant Workers (DMW) confirming the absence of the said representative in the locality shall be required.</i></p>
	2. Participation/ Attendance of LCAT-VAWC Members	The members of the LCAT-VAWC participated and attended capacity-building activities to strengthen their	DILG MC No. 2023-181	5 points – 50% of the members of the LCAT-VAWC have attended	<ul style="list-style-type: none"> • Certificate of Participation of the members of LCAT-VAWC 	



	in Capacity-	capacities and skills on their functions as well as to gain knowledge on the various	dated	the		
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	Building Activities	laws that protect women and children from TIP, VAWC, OSAEC and CSAEM, GBSH in streets and public spaces, and other forms of GBV.	November 17, 2023.	capacity-building activities. 0 point – Less than 50% of the members of the LCAT-VAWC have attended the capacity-building activity.	<ul style="list-style-type: none"> • Copy of Attendance Sheet with activity title, date/time, and venue of the activity. • Post Activity report of the training attended. 	
	BONUS 3. The LCAT-VAWC expanded its membership in addition to the prescribed LCAT-VAWC Composition			2 points – Expanded the membership of the LCAT-VAWC in addition to the prescribed composition	<ul style="list-style-type: none"> • EO, Ordinance or any similar issuance/document creating the LCAT-VAWC and indicating the additional membership of the LCAT-VAWC 	



B. MEETINGS	4. Conduct Regular Quarterly Meetings with a Quorum	The LCAT-VAWC shall conduct regular quarterly meetings to discuss, plan, and formulate local policies, and implement and monitor programs, projects, and activities within the context of LGU ordinances and other issuances.	DSWD, DILG, DOJ JMC No. 2010-1 dated	10 points – The LCAT-VAWC conducted 4 regular meetings.	<ul style="list-style-type: none"> LCAT-VAWC quarterly Notice of Meetings (NOMs) with agenda signed 	
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		The agenda of such meetings shall include, but not be limited to, the development and implementation of policies, programs, projects, and activities relative to the promotion and protection of women’s and children’s rights especially those victim-survivors of TIP, VAWC, OSAEC, and CSAEM, GBSH in streets and public spaces, and other forms of gender-based violence. Special meetings may be called to address immediate concerns not discussed in the regular meetings.	October 18, 2010. DILG MC No. 2023-181 dated November 17, 2023.	7.5 points – The LCAT-VAWC conducted 3 regular meetings. 5 points – The LCAT-VAWC conducted 2 regular meetings. 2.5 points – The LCAT-VAWC conducted 1 regular meeting 0 point – No regular meetings conducted	by the Chair of LCAT-VAWC, attendance of the meeting and Minutes of the Meeting. <ul style="list-style-type: none"> Photo documentation with the date and time stamp. Copy of picture of the meeting posted in the social media account of the LGU/LCAT-VAWC. 	



	<p>BONUS</p> <p>5. Conduct of at least 1 special meeting</p>	<p>LCAT-VAWC conducts the special meeting as the need arises to discuss specific issues and concerns on VAWC- related issues and concerns</p>		<p>2 points – The LCAT-VAWC conducted at least 1 special meeting</p>	<ul style="list-style-type: none"> • Special meeting NOM with agenda signed by the Chair of LCAT- VAWC and with quorum. • Photo documentation with the date 	<p><i>Note:</i></p> <p><i>Only those who complied with the four (4) quarters' meetings are qualified for the bonus points regarding the conduct of the special meeting</i></p>
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					and time stamp.	



C. POLICIES, PLANS, AND BUDGET	6. Formulation of the LCAT-VAWC Annual Work and Financial Plan (AWFP)	<p>The LCAT-VAWC must develop an Annual Work and Financial Plan (AWFP) indicating the programs, projects, and activities (PPAs) to address TIP, VAWC, OSAEC and CSAEM, GBSH in streets and public spaces, and other forms of gender-based violence in the locality, and the corresponding budget required to implement them. The AWFP must be approved by the LCAT-VAWC's chairperson.</p> <p>These PPAs may include activities as indicated in the DILG MC No. 2023-181 dated November 17, 2023.</p>	<p>DSWD, DILG, DOJ JMC No. 2010-1 dated October 18, 2010.</p> <p>DILG MC No. 2023-181 dated November 17, 2023.</p>	<p>10 points – The LCAT-VAWC has an approved AWFP.</p> <p>0 point – No approved AWFP.</p>	<ul style="list-style-type: none"> ● Approved LCAT-VAWC AWFP using the following prescribed forms: <ul style="list-style-type: none"> ▪ Annex G – For C/M ▪ Annex H – For P/HUC /ICC ● LCAT-VAWC resolution approving the AWFP. 	<p><i>Consideration:</i></p> <p><i>For the CY 2024 Functionality Audit, any format on AWFP covering the assessment period will be considered.</i></p> <p><i>However, for the CY 2025 Functionality Audit onwards, the IMT shall strictly follow the format of the AWFP to be formulated by the LCAT-VAWC, based on the DILG MC No. 2023-181 dated November 17, 2023.</i></p>
	7. Integration of AWFP in the Annual Investment Program	<p>The approved AWFP shall be included in the Annual Investment Program (AIP) of the LGU to ensure funding for the implementation of the LCAT-VAWC's PPAs.</p>	<p>DSWD, DILG, DOJ JMC No. 2010-1 dated</p>	<p>10 points – The approved AWFP is integrated into the AIP of the LGU.</p> <p>0 point – The approved AWFP is</p>	<ul style="list-style-type: none"> ● Copy of AIP of the LGU with PPAs of LCAT-VAWC. ● Sangguniang Resolution 	<p><i>Note:</i></p> <p><u><i>Consideration</i></u></p> <ul style="list-style-type: none"> ● <i>Approved GPB reflecting PPAs to address TIP,</i>

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		<p>Funds to support the implementation of the PPAs may be charged against the LGU's 5% gender and development (GAD) budget, the 20% Development Fund of the LGU as provided for in Section 287 of the Local Government Code of 1991, particularly in the realization of the goals for social development, or the 1% of the Local Council for the Protection of Children (LCPC), especially on PPAs for children. The LGUs are also encouraged to engage with private organizations that provide financial and technical assistance to further support the implementation of the PPAs.</p>	<p>October 18, 2010</p> <p>DILG MC No. 2023-181 dated November 17, 2023.</p>	<p>not integrated into the AIP of the LGU</p>	<p>adopting the AWWP</p>	<p><i>VAWC, OSAEC and CSAEM, GBSH in streets and public spaces, and other forms of gender-based violence in the locality, with Certificate of Review and Endorsement (CRE) from concerned DILG Field Offices, covering the assessment period.</i></p>
	<p>8. Formulation of a policy on the prevention of TIP, VAWC, OSAEC, and CSAEM, GBSH in streets and public spaces and other forms of GBV, protection of victim-survivor, or rehabilitation and reintegration of</p>	<p>The LCAT-VAWC shall formulate at least one (1) Policy on the prevention of TIP, VAWC, OSAEC, and CSAEM, GBSH in streets and public spaces and other forms of GBV, protection of victim-survivor, or rehabilitation and reintegration of victim-survivor within the term of the LCAT-VAWC. Policies may include the following:</p> <ul style="list-style-type: none"> ● Prevention <ul style="list-style-type: none"> ▪ Conduct of information campaign against TIP, VAWC, 	<p>DILG MC No. 2023-181 dated November 17, 2023.</p>	<p>7 points – The LCAT-VAWC formulated at least one (1) identified policy</p> <p>0 point – has not formulated any identified policy</p>	<ul style="list-style-type: none"> ● Executive Order, Resolution, Ordinance, reflecting measures on the prevention of TIP, VAWC, OSAEC, and CSAEM, GBSH in streets and public spaces and other forms of GBV, protection of 	<p><i>Note:</i></p> <p><u>Consideration</u></p> <ul style="list-style-type: none"> ● <i>Copy of GAD Code reflecting measures on the prevention of TIP and VAWC, protection, recovery/rehabilitation or reintegration of victim-survivors enacted/updated</i>



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	<p>victim-survivor within the term of the LCAT-VAWC</p>	<p>OSAEC and CSAEM, GBSH in streets and public spaces, and other forms of gender-based violence;</p> <ul style="list-style-type: none"> ▪ Establishment of Migrants Advisory and Information Network (MAIN) Desk; ▪ Development of information, education, and campaign materials; ▪ Prevention and suppression/elimination of TIP, VAWC, OSAEC and CSAEM, GBSH in streets and public spaces and other forms of gender-based violence; ▪ Provision of basic social services for the prevention of TIP, VAWC, OSAEC and CSAEM, and GBSH in streets and public spaces and other forms of gender-based violence; and ▪ Strengthening, activation, and mobilization of existing committees, councils, similar organizations, and special bodies to prevent and suppress TIP, VAWC, OSAEC and CSAEM, GBSH in streets and public 			<p>victim-survivor, or rehabilitation and reintegration of victim-survivor.</p> <ul style="list-style-type: none"> • LCAT-VAWC resolution recommending the enactment of the LCAT-VAWC-related policy to the Sanggunian. 	<p><i>covering the assessment period.</i></p> <ul style="list-style-type: none"> • <i>Copy of resolution or similar document adopting the provincial ordinance/GAD Code enacted/updated covering the assessment period. (For component city/ and municipality)</i>



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		<p>spaces and other forms of gender-based violence.</p> <ul style="list-style-type: none"> ● Protection <ul style="list-style-type: none"> ▪ Monitoring and documentation of cases of TIP, VAWC, OSAEC and CSAEM, GBSH in streets and public spaces and other forms of gender-based violence in the area of jurisdiction and ensuring the confidentiality of these cases. ▪ Cancellation of license of establishments, which violate RA No. 9208 and its amendatory and expansion laws; and ▪ Provision of protection and support to victim-survivors. ● Recovery/Rehabilitation/Reintegration <ul style="list-style-type: none"> ▪ Implementation of residential care, child placement, educational assistance, livelihood and skills training 				



		and other community-based				
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		services that are responsive to the specific needs and problems of the victims-survivors and their families.				
	9. Presence of a resolution recommending to enact any LCAT-VAWC related policy or ordinance on the prevention of TIP, VAWC, OSAEC and CSAEM, GBSH in streets and public spaces and other forms of GBV, protection of victim- survivor, or rehabilitation and reintegration of victim-survivor within the term of the LCAT-VAWC	The LCAT-VAWC shall recommend measures through recommending resolution, assessment or evaluation reports to enact any related policy or ordinance for consideration of their concerned Sanggunian.	DILG MC No. 2023-181 dated November 17, 2023.	3 points - Presence of an LCAT-VAWC resolution recommending to enact Anti-TIP and Anti-VAWC-related policy or ordinance. 0 point – Absence of an LCAT-VAWC resolution recommending to enact Anti-TIP and Anti-VAWC-related policy or ordinance.	<ul style="list-style-type: none"> LCAT-VAWC Resolution 	



**Department of the Interior and Local
Government LCAT-VAWC Functionality**
Technical Notes: Indicator Reference as of January 15, 2024

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<p>D. ACCOMPLISHMENT</p>	<p>10. Provision of Mandatory Services to Victim-Survivors, such as but not limited to psycho-social services/counseling, medical, legal, education or livelihood assistance, skills training, and emergency/ temporary shelter</p>	<p>The LGUs are mandated to provide psycho-social services/ counseling, medical, legal, education or livelihood assistance, skills training, and emergency/ temporary shelter pursuant to RA Nos. 9262, 11862, and 11930.</p>	<p>Section 40 of RA No. 9262 Section 11 (k) of RA No. 11862 Section 27 of RA No. 11930</p>	<p>10 points – 76-100% of victim- survivors are provided with services. 7.5 points – 51-75% of victim- survivors are provided with services. 5 points – 26-50% of victim-survivors are provided with services. 2.5 points – 1-25% of victim-survivors are provided with services. 0 point – No services were provided to the victim-survivors</p>	<ul style="list-style-type: none"> Databases on the list of reported cases and the list of victim-survivors provided with mandatory services. 	<p><i>Note:</i> The database to be looked into during the assessment shall be the harmonized database from LSWDO, PNP and other concerned agencies. Thus, harmonization of the database from concerned agencies is essential.</p>
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					<i>following)</i>	
	<p>11. Conduct Capacity-Building Activities for stakeholders involved in handling cases or working on issues related to TIP, VAWC, OSAEC and CSAEM, GBSH in streets and public spaces, or other forms of GBV</p>	<p>The LGUs are mandated to ensure the education and training of officials and personnel and strengthen existing committees, councils, similar organizations, and special bodies to prevent TIP and VAWC. These capacity-building activities include training and orientations on their roles and responsibilities, especially in handling VAWC cases.</p>	<p>Section 32 of RA 9262</p> <p>DILG MC No. 2023-181 dated November 17, 2023.</p>	<p>10 points - Conducted two (2) or more capacity-building activities for stakeholders.</p> <p>5 points - Conducted one (1) capacity-building activity for stakeholders.</p> <p>0 point - No capacity-building activity was conducted.</p>	<ul style="list-style-type: none"> • Accomplishment Reports • Project Status Reports • Annual Reports • Terminal Reports 	
	<p>BONUS</p> <p>12. Engagement and partnership with other non-government organizations/civil society organizations/private sector for support in the conduct of the</p>	<p>The LCAT-VAWC in partnership with private organizations or individuals conducts capacity-building activities for stakeholders.</p>	<p>DILG MC No. 2023-181 dated November 17, 2023.</p>	<p>2 points - If the LCAT-VAWC engaged/partnered with other non-government organizations/civil society organizations/private sector for support in the conduct of the</p>	<ul style="list-style-type: none"> • Copy of the MOA between private institutions and LGU providing funding or any support in the conduct of capacity-building activities. 	



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	capacity-building activities.			capacity-building activities.	<ul style="list-style-type: none"> Accomplishment Reports, Project Status Reports, Annual Reports, or Terminal Reports, indicating that the capacity-building activities conducted were in partnership with CSOs or private organizations. 	
	13. Presence of LCAT-VAWC Database on cases of TIP, VAWC, OSAEC and CSAEM, GBSH in streets and public spaces, and other forms of GBV.	<p>The LCAT-VAWC shall maintain and update the database on cases of TIP, VAWC, OSAEC and CSAEM, GBSH in streets and public spaces, and other forms of GBV within the area of their jurisdiction.</p> <p>The said database contains essential information that can be used in the formulation of policies and in identifying appropriate interventions to prevent</p>	<p>DILG MC No. 2023-181 dated November 17, 2023.</p> <p>DILG MC No.</p>	<p>10 points - The database of LCAT-VAWC is updated</p> <p>5 points - The database of LCAT-VAWC is not updated</p> <p>0 point - No database</p>	<ul style="list-style-type: none"> LCAT-VAWC database prepared by LCAT-VAWC Secretariat and certified and corrected by LCAT-VAWC Chair. 	<p><i>Note:</i></p> <p>The LCAT-VAWC database should be prepared by the LCAT-VAWC Secretariat and certified and corrected by the LCAT-VAWC Chair.</p>



	INDICATORS	DESCRIPTION	LEGAL BASES	ASSIGNED POINTS	MEANS OF VERIFICATION <i>(any of the following)</i>	REMARKS
		cases on TIP, VAWC, OSAEC and CSAEM, GBSH in streets and public spaces, and other forms of GBV.	2020-006 dated January 20, 2020.			<p>It shall be a consolidated VAWC-related data/cases from LSWDO and its counterpart Local PNP, and other members of LCAT-VAWC with VAWC Database. Hence, harmonization of data from the concerned offices is required.</p> <p>However, if no reported cases in the LGU during the assessment period, a certification from LCAT-VAWC signed by Chairperson together with LSWDO and Local-PNP Women and Children Protection Desk, and a CSO representative as its member stating that the LGU has no incidence/case of TIP, VAWC, OSAEC, and</p>



						CSAEM, GBSH in
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						streets and public spaces and other forms of GBV must be presented, hence, the 10 points can be considered.
	14. Conduct of information, education, and advocacy campaign activities against TIP, VAWC, OSAEC and CSAEM, GBSH in streets and public spaces, or other forms of GBV.	The LCAT-VAWC shall conduct information, education, and advocacy campaigns in their respective localities to prevent cases on TIP, VAWC, OSAEC and CSAEM, GBSH in streets and public spaces, or other forms of GBV, pursuant to the RA 9262 and RA 11862.	Sec 32 of RA 9262 Sec 11 (k) (6) of RA 11862 DILG MC No. 2023-181 dated November 17, 2023.	10 points – Conducted two (2) or more information, education, and advocacy campaign activities 5 points – Conducted one (1) information, education, and advocacy campaign activity 0 point – No information, education, and advocacy campaign activity conducted	<ul style="list-style-type: none"> • Accomplishment Reports • Project Status Reports • Annual Reports • Terminal Reports • Sample IEC materials 	



	BONUS 15. Engagement and partnership with	LCAT-VAWC forge partnerships with NGOs/CSOs/Private Sector in the conduct of information education and	DILG MC No. 2023-	2 points - If the LCAT-VAWC engaged/partnere	<ul style="list-style-type: none"> • Copy of the MOA between private 	
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	<p>other NGOs/CSOs/Private Sector for support in the conduct of the information education and advocacy campaign activities.</p>	<p>advocacy campaign activities in their locality to prevent VAWC-related incidents.</p>	<p>181 dated November 17, 2023.</p>	<p>d with other non-government organizations/ civil society organizations/private sector for support in the conduct of the information education and advocacy campaign activities.</p>	<p>institutions and LGU providing funding or any support in the conduct of advocacy campaign activities.</p> <ul style="list-style-type: none"> ● Accomplishment Reports, Project Status Reports, Annual Reports, or Terminal Reports, indicating that the advocacy campaign activities conducted were in partnership with CSO or private organizations. 	
	<p>16. Submission of Annual Accomplishment</p>	<p>The LCAT-VAWC shall prepare and submit annual accomplishment reports</p>	<p>DILG MC No. 2023-</p>		<ul style="list-style-type: none"> ● Accomplishment Report (using AWP) 	<p><i>Consideration:</i></p>



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	<p>t Report based on the approved AWF</p> <ul style="list-style-type: none"> • Physical Accomplishment Report: <ul style="list-style-type: none"> ▪ 81%-100% ▪ 51%-80% ▪ 50% and below ▪ No Accomplishment • Financial Accomplishment Report <ul style="list-style-type: none"> ▪ 81%-100% ▪ 51%-80% ▪ 50% and below ▪ No Accomplishment 	<p>on their programs, projects, and activities based on the following set schedules:</p> <ul style="list-style-type: none"> • Every 15th of November – from C/MCAT-VAWC to PCAT-VAWC, through the Provincial Social Welfare and Development Office (PSWDO). • Every 30th of November - from PCAT-VAWC and CCAT-VAWC (for HUCs and ICCs) to RIACAT-VAWC, through the Department of Social Welfare and Development (DSWD) Field Office, copy furnish the Department of the Interior Local Government (DILG) Regional Office. <p>The coverage of the annual accomplishment report will be from November 1 of the previous year to October 31 of the current year. The result of the monitoring may be reported during the conduct of the regular and/or special meetings of the Committee or may be integrated into the accomplishment report of the LCAT-VAWC.</p>	<p>181 dated November 17, 2023.</p>	<p><u>Physical Accomplishment Report</u></p> <p>5 points – (81%-100%) physical accomplishment rate. 3 points – (51%-80%) physical accomplishment rate. 1 point – (50% and below) physical accomplishment rate. 0 point – no physical accomplishment.</p> <p><u>Financial Accomplishment Report</u></p> <p>5 points – (81%-100%) physical accomplishment rate.</p>	<p><i>format)</i> with stamp received and certificate from accountant reflecting the utilization rate</p>	<p><i>To ensure the compliance of the LCAT-VAWC in this specific indicator, the submission of the Accomplishment Report based on the approved AWF for CY 2024 Functionality Audit will be based on the following schedule:</i></p> <ul style="list-style-type: none"> • <i>On or before February 15, 2024 from C/MCAT-VAWC to PCAT-VAWC, through the PSWDO; and</i> • <i>On February 29, 2024, from PCAT-VAWC and CCAT-VAWC (for HUCs and ICCs) to RIACAT-VAWC, through DSWD Field Office,</i>



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				<p>3 points - (51%-80%) physical accomplishment rate.</p> <p>1 point - (50% and below) physical accomplishment rate.</p> <p>0 point - no physical accomplishment</p>		<p><i>copy furnish the DILG RO.</i></p> <p><i>However, for CY 2025 Functionality Audit onwards, the IMT shall strictly follow the schedule of the submission of annual Accomplishment Report based on the DILG MC No. 2023-181 dated November 17, 2023.</i></p>



	<p>BONUS</p> <p>17. Inclusion of the accomplishments of LCAT-VAWC in the LGU annual report, newsletter, or any similar document, or posted on the official website or social media accounts of the LGU</p>	<p>Section 97 of RA No. 7160 of LGC of 1991 mandates every LCE to submit an annual report to the Sanggunian concerned on the socio-economic, political and peace conditions, and other matters, concerning the LGU, which shall cover the immediately preceding calendar year. A copy of the report shall be forwarded to the DILG.</p> <p>The accomplishments of LCAT-VAWC should be integrated in the annual report, newsletter, website or presented /discussed during meetings or other similar activities of the LGU. This is to</p>	<p>RA No. 7160</p> <p>DILG MC No. 2023-181 dated November 17, 2023.</p>	<p>2 points – if the accomplishments of LCAT-VAWC are included in the LGU annual report, newsletter, or any similar document, or posted on the official website or social media accounts of the LGU.</p>	<ul style="list-style-type: none"> • Copy of LGU Annual Report, LGU newsletter or article. • Copy of write-up or picture posted in the LGU website. • Other similar document or platform 	
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Department of the Interior and Local
Government LCAT-VAWC Functionality
Technical Notes: Indicator Reference as of January 15, 2024

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		provide information and updates on the initiatives and accomplishments of the committee in the past year.				