



MEMORANDUM

Circular No. 006
Series of 2024

FOR : ALL MINISTRIES, AGENCIES, AND OFFICES IN THE BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO (BARMM)

FROM : OFFICE OF THE CHAIRPERSON
Bangsamoro Women Commission

SUBJECT : DISSEMINATION OF GUIDELINES ON THE CERTIFICATION OF WOMEN SECTORAL ORGANIZATIONS FOR SECTORAL REPRESENTATIVE ELECTIONS IN THE BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO (BARMM)

DATE : MAY 17, 2024 | DHU'L-QI'DAH 9, 1445 AH

Pursuant to the statutory mandates outlined in Section 18, ARTICLE IV of the Bangsamoro Autonomy Act No. 35, also known as the Bangsamoro Electoral Code of 2023; Section 11, Chapter IV of Republic Act 9710, also known as the Magna Carta of Women; and Section 8 (f), TITLE II of the Bangsamoro Autonomy Act No. 8, also known as the Bangsamoro Women Commission Act of 2020, the Bangsamoro Women Commission (BWC) hereby issues the Guidelines on the Certification of Women Sectoral Organizations in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM).

Guidelines on the Certification of Women Sectoral Organizations for Sectoral Representative Elections in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)

ARTICLE I
INTRODUCTORY PROVISIONS

SECTION 1. Title. These Guidelines shall be known as the "Guidelines on the Certification of Women Sectoral Organizations in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM)."

SECTION 2. Statutory Bases. The legal bases cited for these Guidelines are as follows:

- Section 18, ARTICLE IV of the Bangsamoro Autonomy Act No. 35, also known as the Bangsamoro Electoral Code of 2023, provides that the Bangsamoro Women Commission shall certify sectoral organizations for women and issue guidelines for the process of certification.
- Section 11, Chapter IV of the Republic Act 9710, also known as the Magna Carta of Women, provides that the State shall undertake temporary special measures to accelerate the participation and equitable representation of women in all spheres of society particularly in the decision-making and policy-making processes in government and private entities to fully realize their role as agents and beneficiaries of development. It further provides that the State shall institute the following affirmative action mechanisms so that women can participate meaningfully in the formulation, implementation, and evaluation of policies, plans, and programs for national, regional, and local development.
- Section 8 (f), TITLE II of the Bangsamoro Autonomy Act No.8, also known as the Bangsamoro Women Commission Act of 2020, mandates the Bangsamoro Women



Commission to accredit Women Sectoral Organizations and people's organizations in the Bangsamoro engaged in women's rights and protection.

SECTION 3. *Construction and Interpretation.* These guidelines shall be liberally construed to promote the democratic participation of the Women Sector and allow them to freely participate in the political processes in the BARMM.

SECTION 4. *Definition of Terms.* The specific terms as used in this Guidelines shall have the following meaning:

- a. Certification refers to the process of granting a certificate to a Women Sectoral Organization (WSO) evaluated and found to meet stated criteria or standards of the Bangsamoro Women Commission (Commission).
- b. Track record refers to relevant involvement and accomplishments in advancing the rights and welfare of women in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) as supported by a list of relevant civic engagements.
- c. Women Sectoral Organizations (WSO) refers to a duly registered entity or association composed of women, established to advance women's interests, rights, and welfare in various aspects of society. These organizations advocate for gender equality, women's empowerment, and the promotion of women's rights within the framework of Philippine laws and regulations.

ARTICLE II

QUALIFICATIONS FOR CERTIFICATION OF WOMEN SECTORAL ORGANIZATION

SECTION 5. *Qualifications.* WSOs seeking application for certification shall have:

- a. a minimum membership of fifty (50) women who are residents of the BARMM;
- b. a track record of advocacy proven through a minimum of three (3) verifiable projects, activities, or initiatives addressing the rights and welfare of women in the BARMM, or at least three (3) of its members having individual track records of the same.

SECTION 6. *Requirements for Certification of Women Sectoral.* WSOs shall submit the following requirements to the Commission for evaluation and verification:

- a. Duly accomplished and Notarized Application Form containing the following:
 - a.1. Full name of the WSO;
 - a.2. Principal place of business and postal address for election purposes;
 - a.3. Official e-mail address and contact number;
 - a.4. Names and addresses of its officers;
 - a.5. The total number of its members, which must be at least fifty (50) members, composed of women;
 - a.6. Constitution and by-laws;
 - a.7. Organizational Structure;
 - a.8. Notarized list of its members, and their address;
 - a.9. Track record of advocacy proven through a minimum of three (3) verifiable projects, activities, or initiatives addressing the rights and welfare of women in the BARMM, or at least three (3) of its members having individual track records of the same.
 - a.10. Platform of government, anchored on its sectoral advocacies.



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao
OFFICE OF THE CHIEF MINISTER
BANGSAMORO WOMEN COMMISSION

Bangsamoro Government Center, Governor Gutierrez Avenue
Rosary Heights VII, Cotabato City, 9600



ARTICLE III
CERTIFICATION PROCESS

SECTION 7. *Manner of Submission.* The application for certification and all necessary documents shall be submitted by any of the following means:

- a. Personal submission to the Commission;
- b. Via registered mail or accredited courier, with return receipt requested, addressed to:
- c. Bangsamoro Women Commission, BWC Building, Bangsamoro Government Center Compound, Rosary Height VII, Cotabato City
- d. Via official e-mail of the Commission: bwcbarmm@gmail.com. A copy of the application and its supporting documents shall also be sent to the Office of the Chief Minister via email at records@bangsamoro.gov.ph.

Submission via e-mail shall observe the following format:

To: [SWC Official E-mail]
Cc: [OCM Official E-mail]
From: [WSO's official e-mail address]
Subject: Application for Certification [Full name of the WSO]

Example:

To: [SWC Official E-mail]
Cc: [OCM Official E-mail]
From: xyzipo@gmail.com

Subject: Application for Certification XYZ Women Sectoral Organization

An e-mail shall contain only electronic documents pertaining to one WSO and its application for certification. All the necessary requirements must be sent in the same email. Documents submitted via e-mail must be in PDF format and saved separately, and separately attached to the e-mail. The filename must correspond to the document title.

Example:

1. Application Form must have a file name "Application Form.pdf"
2. Organization Structure must have a file name "Organization Structure.pdf"

The WSO must submit the hard copies, which must be the exact copy of its electronic submission, via registered mail or accredited courier to the Commission within forty-eight (48) hours from receipt of the Notice of Completeness of Documents.

SECTION 8. *Notice of Receipt.* The Commission shall issue a Notice of Receipt upon receipt of the application form and documentary requirements. If the application is filed personally, it shall be stamped received by the officer in charge. If the application is filed through registered mail, accredited courier or e-mail, a Notice of Receipt shall be sent through e-mail and text message to the applicant immediately upon receipt.

SECTION 9. *Notice of Completeness of Documents/Deficiency.* The Commission shall review the application form and its accompanying documentary requirements within three (3) days from the date of receipt.

If the documents are complete and duly executed, the applicant shall be issued a Notice of Completeness of Documents through e-mail and text message.



In case of deficiency in the application and other documentary requirements, the Commission shall issue a Notice of Deficiency.

SECTION 10. Content of the Notice of Deficiency. The Notice shall state:

- a. the basis for it, such as a discrepancy in the Application for Certification of the applicant or the lacking requirement in its application, and
- b. the period within which the applicant must comply. Failure of the applicant to comply within the given period shall result in the cancellation of its application for certification.

SECTION 11. *Evaluation.* Upon issuance of the Notice of Completeness of Documents, the Commission shall review the certification application. It may adopt reasonable means to ascertain the authenticity and veracity of the WSO's application for certification and the other documentary requirements it submitted.

The Commission may either issue Certification or deny application within fifteen days from the issuance of the Notice of Completeness of Documents.

If the Commission fails to act within a period of fifteen (15) days from the receipt of the Notice of Completeness of Documents, the application is deemed denied.

In case of denial of the application or the application is deemed denied, the WSO may file Motion for Reconsideration as provided under Article VII of this Guidelines.

SECTION 12. *Certification.* A WSO with an approved certification application shall be issued an WSO Certificate.

The certificate shall contain the following:

- a. Certificate number;
- b. Name and principal address of the WSO;
- c. Date of the certification and the period of its validity;
- d. Name and signature of the Chairperson of the Commission;
- e. BWC seal; and
- f. Terms of use;

WSOs with disapproved applications shall be issued a Notice of Disapproval, which shall be signed by the Chairperson of the Commission, and shall indicate all the necessary information or the grounds for the disapproval.

SECTION 13. *Grounds for Disapproval of Application.* The following shall be the grounds for disapproval of the application for certification:

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- a. Any material misrepresentation in the Application Form;
 - b. Failure of the WSO to substantiate its track record;
 - c. Submission of any falsified or fabricated documents; and
 - d. Such other justifiable grounds, as may be determined by the Commission En Banc.

SECTION 14. *Notice of Disapproval.* The Commission En Banc shall issue a Notice of Disapproval, indicating the grounds therefore.



ARTICLE IV REPORTORIAL REQUIREMENT

SECTION 15. *Reportorial Requirements.* Certified WSOs shall submit to the Commission an annual accomplishment report on their operations and activities pertaining to their advocacies for the WSO. The Commission may likewise require them to submit such other reports as may be lawful and necessary.

ARTICLE V REVOCATION OF CERTIFICATION

SECTION 16. *Revocation of Certification.* The Commission may motu proprio or upon receipt of a verified complaint, initiate the revocation of a certification issued to a WSO.

SECTION 17. *Grounds for revocation of certification.* The following shall be grounds for the revocation of a certification:

- a. Failure to comply with any of the reportorial requirements as provided in this Guidelines.
- b. Violation of the terms and conditions of the Certification.
- c. Subsequent discovery of any of the grounds for disqualification or disapproval of certification.

SECTION 18. *Procedure for revocation of Certification.* The following procedure shall be observed in cases of revocation of certification:

- a. Within three (3) days upon receipt of a verified complaint or when it initiates revocation proceedings motu proprio, the Commission shall issue an order to show cause to the WSO, directing it to explain within a non-extendible period of five (5) days from receipt of such order why its certification shall not be revoked. Failure of the WSO to file an Answer shall be considered as a waiver thereof, and the Commission, within ten (10) days, shall decide thereon based on available records.
- a. b. Upon receipt of the WSO's Answer, the Commission shall review the facts as presented and evidence provided. It shall resolve within twenty (20) days whether or not to revoke the certification. The decision of the Commission shall state the grounds for revocation.
- b. c. In no case may revocation proceedings be initiated against any certified WSOs twelve (12) months prior to a parliamentary election.

ARTICLE VI WITHDRAWAL OF CERTIFICATION

SECTION 19. *Voluntary withdrawal of certification.* Any certified WSO may voluntarily withdraw its certification through a formal notice to the Commission.

ARTICLE VII MOTION FOR RECONSIDERATION

SECTION 20. *Who may file.* The following may file a motion for reconsideration within the prescribed period:

- a. WSO with disapproved certification application;
- b. A WSO whose certification has been revoked; and
- c. A WSO whose certification application has not been acted upon by the Commission after the lapse of fifteen (15) days from the issuance of the Notice of Completeness of Documents.

SECTION 21. *Period for Filing.* A motion for reconsideration must be filed within five(5) days from the WSO's receipt of the notice of disapproval of its certification application or the resolution



revoking its certification or from the lapse of the 15-day period after the issuance of the Notice of Completeness of Documents.

SECTION 22. *Contents of the Motion.* The Motion for Reconsideration must be in writing shall contain the following:

- a. Legal and/or factual ground/s relied upon by the WSO;
- b. Relief sought for by the WSO;
- c. Name and contact information of the WSO (mobile number and email address, etc.); and
- d. Copy of the Decision or the Notice of Completeness of Documents, if applicable, and such other supporting affidavits and documents necessary to support the ground/s relied upon in filing the motion.

SECTION 23. *Resolution of the Motion.* The Commission shall resolve the motion for reconsideration within fifteen (15) days from receipt thereof. If the motion is resolved in favor of the WSO, the Commission shall issue the corresponding Certificate to the applicant and nullify the order of disapproval or revocation of certification.

A resolution denying the motion shall be final and executory. The motion for reconsideration is deemed to have been denied if the Commission fails to act on the same within the fifteen (15) day period.

ARTICLE VIII **APPEAL**

SECTION 24. *Appeal.* The decision of the Commission on a Motion for Reconsideration shall be final and executory unless the WSO makes a timely appeal with the Office of the Chief Minister within five (5) working days upon receipt of such decision. In case of inaction by the Commission, appeal may be taken to the Office of the Chief Minister within five (5) days after the lapse of fifteen (15) days for the Commission to resolve the Motion of Reconsideration.

Section 25. *Appeal, how taken.* The appeal shall be taken by filing a Notice of Appeal with the Office of the Chief Minister, with proof of service of a copy thereof to the Commission, and the affected parties.

ARTICLE IX **FINAL PROVISIONS**

SECTION 26. *Database of Certified WSO.* The Commission shall maintain a comprehensive database of certified WSOs. It shall submit a certified list of certified WSOs to the Bangsamoro Election Office (BEO) and the Bangsamoro Parliament at least ten (10) months before the next parliamentary election.

SECTION 27. *Data Privacy.* The Commission shall ensure that all submitted documents and the information contained therein are processed according to their specified and legitimate purpose, and in a manner that is transparent, adequate, relevant, suitable, and necessary.

It shall take the appropriate measures to ensure that all collected and processed data are protected against accidental or unlawful destruction, alteration, disclosure, and any other unlawful processing.

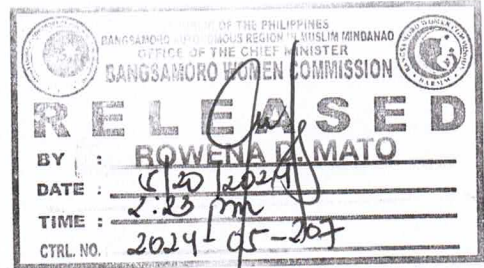
SECTION 28. *Separability Clause.* If any provision of these Guidelines is declared invalid or inconsistent with the BEC, the other provisions shall remain valid and effective.

SECTION 29. *Amendment.* Any amendments hereof shall be made through a resolution by the Commission, to be submitted, deliberated, and approved by the Bangsamoro Parliament Committee on Rules.



SECTION 30. Effectivity. These Guidelines shall be effective immediately following the completion of its publication in the Bangsamoro Official Gazette or in any newspaper of regional circulation.


HADJA BAINON G. KARON
Chairperson, BWC





EN BANC RESOLUTION NO. 05

Series of 2024

**A RESOLUTION ADOPTING THE GUIDELINES ON THE
CERTIFICATION OF WOMEN SECTORAL ORGANIZATIONS FOR
SECTORAL REPRESENTATIVE ELECTIONS IN THE
BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO
(BARMM)**

WHEREAS, Section 18, ARTICLE IV of the Bangsamoro Autonomy Act No. 35, also known as the Bangsamoro Electoral Code of 2023, mandates the Bangsamoro Women Commission to certify sectoral organizations for women and issue guidelines for the process of certification;

WHEREAS, Section 11, Chapter IV of Republic Act 9710, also known as the Magna Carta of Women, provides that the State shall undertake temporary special measures to accelerate the participation and equitable representation of women in all spheres of society, particularly in decision-making and policy-making processes in government and private entities;

WHEREAS, Section 8 (f), TITLE II of the Bangsamoro Autonomy Act No. 8, also known as the Bangsamoro Women Commission Act of 2020, mandates the Bangsamoro Women Commission to accredit Women Sectoral Organizations and people's organizations in the Bangsamoro engaged in women's rights and protection;

WHEREAS, there is a need to establish clear and comprehensive guidelines to ensure the effective certification of Women Sectoral Organizations (WSOs) in the BARMM, thereby promoting democratic participation and representation of women in the political processes of the region;



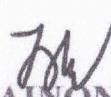
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BANGSAMORO WOMEN COMMISSION

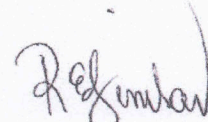
Bangsamoro Government Center, Governor Gutierrez Avenue
Rosary Heights VII, Cotabato City, 9600

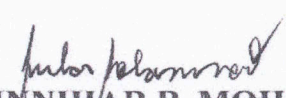


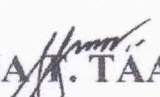
NOW, THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, that the Bangsamoro Women Commission, in an en banc session, adopts the Guidelines on the Certification of Women Sectoral Organizations in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM).

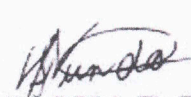
ADOPTED this 05-17-26 at Bangsamoro Women Commission Building, Cotabato City, Bangsamoro Autonomous Region in Muslim Mindanao.

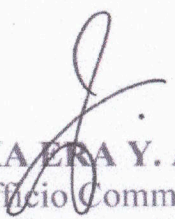

HADJA BAINON G. KARON
Chairperson
Maguindanao – Commissioner


RANISA E. SALAHUDDIN
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NURUNNIHAR B. MOHAMMAD
Sulu Commissioner


FAIJA T. TAALIL
Basilan Commissioner


SAMAONA P. UNDA
Lanao del Sur Commissioner


ERIKA ERA Y. ALIM
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Settler Communities


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