



HON. RAMON V. GUICO III
Governor

EXECUTIVE ORDER NO. 0142, SERIES OF 2022

**CREATING A COMMITTEE ON DECORUM AND INVESTIGATION (CODI)
TO HEAR COMPLAINTS ON SEXUAL HARASSMENT CASES
IN THE WORKPLACE IN THE PROVINCIAL GOVERNMENT OF PANGASINAN**

WHEREAS, pursuant to **CSC Resolution No. 2100064** dated **January 20, 2021**, the Commission resolved to promulgate the Revised Administrative Disciplinary Rules on Sexual Harassment Cases (Amendment to the Sexual Harassment Provisions in the 2017 Revised Rules on Administrative Cases in the Civil Service) pursuant to Republic Act No. 11313 (Safe Spaces Act);

WHEREAS, Section 14. Complaints in Sexual Harassment Cases under Memorandum Circular No. 11, s. 2021 provides that:

- a. **Filing of Complaint.** *In sexual harassment cases, the complaint shall be filed with the Committee on Decorum and Investigation (CODI) which shall be created in all national or local agencies of the government, state/ local colleges and universities, including government-owned or controlled corporations with original charters.*
- b. **Composition of CODI.**
 1. *CODI shall serve as an independent internal mechanism to address and investigate complaints of sexual harassment.*
 2. *CODI in workplaces shall be composed of at least one (1) representative each from the management, the employees from the supervisory rank, the rank-and-file employees, and the union/s or employees' association, if any. The head of the agency shall also ensure that there will be a sufficient number of people who may immediately replace any member of the CODI in case/s s/he inhibits from any case, or when needed, so as not to cause any delay in the process being undertaken.*

WHEREAS, there is a need to create a Committee on Decorum and Investigation (CODI) to investigate and address complaints of sexual harassment;

WHEREAS, SEXUAL HARASSMENT IN THE WORKPLACE includes the following:

“An act or series of act involving any unwelcome sexual advances, request or demand for sexual favors or any act of sexual nature; whether done verbally, physically or through the use of technology such as text messaging or electronic mail or through any forms of information and communication systems, that has or could have a detrimental effect on the conditions of an individual’ employment or education, job performance or opportunities.”;

WHEREAS, Section 14. Complaints in Sexual Harassment Cases under Memorandum Circular No. 11, s. 2021 also provides that, “Every CODI shall be headed by a woman and not less than half of its members shall be women.”



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WHEREAS, the CODI shall ensure the protection of a complainant from retaliation without causing her/him any disadvantage, diminution of benefits or displacement, and without compromising her/his security of tenure. It shall also guarantee gender-sensitive handling of cases, and confidentiality of the identity of the parties and the proceedings to the greatest extent possible;

WHEREAS, there is a need to disseminate or post in conspicuous place a copy of Memorandum Circular No. 11, s. 2021 to all persons in the workplace;

WHEREAS, there is a need to provide measures to prevent sexual harassment in the workplace, such as the conduct of anti-sexual harassment seminars, which shall be provided to all employees, regardless of rank and status;

WHEREAS, there is a need to develop and disseminate, in consultation with employees or their unions, if any, a code of conduct on sexual harassment and CODI manual, which will be in accordance with the provisions of the 2017 Rules on Administrative Cases in the Civil Service;

WHEREAS, the agency may formulate its own rules governing the term of office of its members which should be more than two years, and other matters pertaining to the functions of the Committee not otherwise provided in these Rules;

WHEREAS, non-implementation of duties and the failure to create a CODI or not taking action on complaints filed by the head of office or agency shall be charged with Neglect of Duty;

WHEREAS, the head of office or agency or other persons of authority, influence or moral ascendancy, shall have the duty to prevent and deter the occurrence of sexual harassment cases, as well as ensure that necessary action be taken on complaint filed with the CODI;

NOW, I, THEREFORE, RAMON V. GUICO III, Provincial Governor, by virtue of the powers vested in me by law, **hereby create the Committee on Decorum and Investigation (CODI) to Hear Complaints on Sexual Harassment Cases in the Workplace, to wit:**

SECTION 1. COMPOSITION

Chairman : **ATTY. BABY RUTH F. TORRE**
Provincial Legal Officer

Regular Members : **MS. JANETTE C. ASIS**
Management Representative
Provincial Government Department Head
Human Resource Management and Development Officer

MR. LOUIE F. OCAMPO
Second Level Representative
Internal Auditor IV



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Internal Audit Division

MS. FERLYNOR M. ARANDA
First Level Representative
Administrative Aide VI
General Services Office

MS. JENNIFER D. CRUZ
Employee Association Representative (Provincial Government Employees' Multi-purpose Cooperative of Pangasinan)
Administrative Officer V
Provincial Governor's Office – Provincial Archives and Records Center
Department Head Concerned

Alternate Members :

ATTY. NOVY MARIE S. CRUZ
Second Level Representative
Attorney IV
Provincial Legal Office

MR. CHRISTOPHER L. DIOQUINO
First Level Representative
Administrative Aide IV
Provincial Employment Services Office

MS. FLORENCE N. BERBA
Employee Association Representative (Provincial Government Employees' Multi-purpose Cooperative of Pangasinan)
Youth Development Officer IV
Provincial Social Welfare and Development Office

Department Head Concerned

SECTION 2. DUTIES AND RESPONSIBILITIES OF THE COMMITTEE:

- 2.1. Receive complaints of sexual harassment;
- 2.2. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure.
- 2.3. Within ten (10) days from the termination of the conduct of the investigation, submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
- 2.4. Ensure the protection of the complainant from retaliation and guarantee confidentiality to the greatest extent possible as well as ensure that the respondent



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is given the opportunity to be properly notified of and respond to the charge/s and that parties are given information on the hearings and its outcomes.

- 2.5. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.
- 2.6. Submit CODI Monthly Report to the Human Resource Management and Development Office for submission to the Civil Service Commission Lingayen Field Office every second day of the succeeding month.

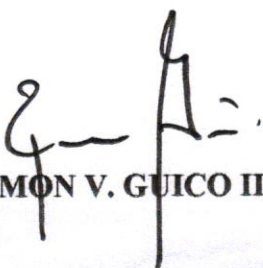
SECTION 3. DUTIES AND RESPONSIBILITIES OF THE DEPARTMENT HEAD CONCERNED:

- 3.1. Conduct initial investigation to gather details and documented evidence of the complaint.
- 3.2. Consolidate findings and forward/submit copies to the CODI.
- 3.3. Attend the investigation to be conducted by the CODI and to act as resource person, if necessary.

SECTION 4. SEPARABILITY CLAUSE. Any portion or provision of this Executive Order that may be declared unconstitutional shall not nullify the other portions or provisions hereof provided that the remaining provisions can still subsist and be given force and effect to accomplish the objectives of this Executive Order.

SECTION 5. EFFECTIVITY. This Executive Order shall take effect immediately upon its approval and all previous orders inconsistent herewith are hereby revoked and amended accordingly.

SO ORDERED, this 12th day of September, 2022 in Lingayen, Pangasinan.


RAMON V. GUICO III