



EXECUTIVE ORDER NO. 19
Series of 2022

AN EXECUTIVE ORDER CREATING AND ESTABLISHING THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI), AND FOR OTHER PURPOSES

WHEREAS, Section II of the 1987 Constitution provides that the State values the dignity of every human person and guarantees full respect of human rights;

WHEREAS, Republic Act 7877 or the Anti-Sexual Harassment Act of 1995 was enacted declaring sexual harassment unlawful in the employment, education or training environment, and for other purposes;

WHEREAS, Section 4 (a) of Republic Act 7877 mandates every employer or head of agency in the public and private sectors to promulgate rules and regulations prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions;

WHEREAS, Section 14 of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) provides that 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.

WHEREAS, Republic Act 11313, otherwise known as the "Safe Spaces Act," was enacted defining gender-based sexual harassment in streets, public spaces, online, workplaces, and educational or training institutions, providing protective measures and prescribing penalties therefor;

WHEREAS, the Civil Service Commission issued Memorandum Circular No. 11, s. 2021 providing for the "Revised Administrative Disciplinary Rules on Sexual Harassment Cases", an amendment to the Sexual Harassment Provisions in the 2017 Revised Rules on Administrative Cases in the Civil Service;

WHEREAS, sexual harassment violates the dignity of workers and their right to a humane, just and safe environment, defeats and impairs morale and efficiency in the workplace, and violates the merit and fitness principle in the civil service;

NOW, THEREFORE, I, EDUARDO B. GADIANO, Governor of the Province of Occidental Mindoro, by virtue of the powers vested in me by the law, do hereby order:

SECTION 1. CREATION.

By virtue of CSC Memorandum Circular No. 11, s. 2021 and other pertinent laws, a Committee on Decorum and Investigation (CODI) in the Provincial Government of Occidental Mindoro (PGOM) is hereby created to serve as an independent internal mechanism to address and investigate complaints of sexual harassment.



SECTION 2. COMPOSITION.

The CODI shall be composed of at least one 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. In addition, alternate members are selected who may immediately replace any member of the CODI in case the latter inhibits from any case, or when needed, so as not to cause any delay in the process being undertaken. In view thereof, the Committee shall be composed of the following members:

Head of the Committee

Representative from the Management

Engr. Alrizza C. Zubiri
Supervising Agriculturist/OIC-Provincial
Agriculturist

Members of the Committee

Representative from the Supervisory Rank

Richard D. Obrador
Supervising Administrative Officer
(Management and Audit Analyst IV)

Representative from the Rank-and-File Employee

Rosario Analyn D. Pallesco
Administrative Aide IV

Alternate Members

Representative from the Management

Cleta B. Mulingbayan
Cashier IV/OIC-Provincial Treasurer

Representative from the Supervisory Rank

Carla Azalea S. Abanilla
Accountant II

Representative from the Rank-and-File Employee

Joanna Mae Q. Tiuzen
Project Development Officer I

SECTION 3. TERM OF OFFICE

The term of office of its members shall be two (2) years, unless otherwise provided by the rules to be promulgated by the Provincial Government.

SECTION 4. DUTIES AND FUNCTIONS.

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



Republic of the Philippines

MIMAROPA Region

Province of Occidental Mindoro

OFFICE OF THE GOVERNOR

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

5. Recommend the adoption of mechanisms to provide assistance to the alleged victim of sexual harassment which may include counselling, referral to an agency offering professional help, and advice on options available before the filing of the complaint;
6. Lead in the conduct of discussion about sexual harassment within the Provincial Government of Occidental Mindoro to increase understanding and prevent incidents of sexual harassment;
7. Comply with the provisions provided for in CSC Memorandum Circular No. 11, s. 2021 and other pertinent rules related thereto to be promulgated by the provincial government;
8. Perform other duties, functions and responsibilities as may be deemed necessary or as required.

SECTION 5. SEPARABILITY CLAUSE.

If any section or provision of this Order is held unconstitutional or invalid, any other section or provision not affected thereby shall remain valid and effective.

SECTION 6. REPEALING CLAUSE.

All orders, rules and regulations inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 7. EFFECTIVITY CLAUSE.

This Order shall take effect immediately and shall remain in force until expressly revoked.

Done this 9th day of April 2022, in the Province of Occidental Mindoro.


EDUARDO B. GADIANO
Governor

"Ganado sa Serbisyo, Ganado sa Pagbabago!"

Address: Provincial Capitol Compound, Barangay. Payompon, Mamburao, Occidental Mindoro