



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF DAVAO DEL NORTE

## OFFICE OF THE PROVINCIAL GOVERNOR

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### ADMINISTRATIVE ORDER NO. 7 Series of 2016

#### "AN ORDER CREATING THE COMMITTEE ON DECORUM AND INVESTIGATION ON SEXUAL HARRASSMENT CASES OF THE PROVINCIAL GOVERNMENT OF DAVAO DEL NORTE"

**WHEREAS**, Republic Act No. 7877, otherwise known as "Anti-Sexual Harassment Act of 1995" declares unlawful sexual harassment against women and men in the employment, education and training environment;

**WHEREAS**, In pursuance to the said Act, the Civil Service Commission promulgates Resolution No. 01-0940," Administrative Disciplinary Rules on Sexual Harassment Cases", in which Rule VI, Section 7 thereof provides for the creation of a Committee on Decorum and Investigation in all local governments, among others;

**WHEREAS**, in adherence to the above issuance and to ensure the protection of all provincial government personnel from sexual harassment, there is a need to create subject committee;

**NOW, THEREFORE, I, ANTONIO RAFAEL G. DEL ROSARIO**, Governor of Davao del Norte, by virtue of the power vested in me by law, do order the following:

**SECTION 1.** *Creation and Composition of the Committee on Decorum and Investigation (CODI) on Sexual Harassment Cases of the Provincial Government of Davao Del Norte.* The Committee on Decorum and Investigation (CODI) shall be composed of the following:

- Chairperson : **P.G. DEPARTMENT HEAD**  
Provincial Legal Office  
This Province
- Co-Chairperson: **PROVINCIAL ADMINISTRATOR**  
This Province
- Members : **P.G. DEPARTMENT HEAD**  
Provincial Human Resource Mgt. Office  
This Province
- P.G. DEPARTMENT HEAD**  
Provincial General Services Office  
This Province
- P.G. DEPARTMENT HEAD**  
Provincial Accountant's Office  
This Province



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### 1<sup>st</sup> LEVEL EMPLOYEE REPRESENTATIVE

This Province

### REPRESENTATIVE, DAVAO DEL NORTE PROVINCIAL GOVERNMENT EMPLOYEES ASSOCIATION (DPGEA)

This Province

**SECTION 2.** *Functions and responsibilities of the Committee on Decorum and Investigation (CODI).* The Committee on Decorum and Investigation (CODI) shall perform the following functions:

- 2.1 Receive complaints on sexual harassment;
- 2.2 Investigate sexual harassment complaints in accordance with the prescribed procedure;
- 2.3 Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
- 2.4 Lead in the conduct of discussion about sexual harassment within the Provincial Government of Davao del Norte to increase understanding and to prevent incidents of sexual harassment cases; and
- 2.5 Perform other functions deemed necessary to achieve the objectives of the creation of Committee on Decorum and Investigation (CODI).

**SECTION 3. SECRETARIAT.** The Secretariat of PGC shall be the staff of the Provincial Legal Office.

**SECTION 5. EFFECT IVITY.** This order shall take effect immediately.

Issued at the Provincial Capitol, Government Center, Mankilam, Tagum City, Davao del Norte on this 7<sup>th</sup> day of July, 2016.

  
**ANTONIO RAFAEL G. DEL ROSARIO**  
Governor