



ADMINISTRATIVE ORDER NO. 34-13-N
Series of 2013

REORGANIZING THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI) OF SEXUAL HARASSMENT IN THE LOCAL GOVERNMENT OF ITOGON, BENGUET.

WHEREAS, the Committee on Decorum and Investigation (CODI) of Sexual Harassment Cases is established pursuant to the Administrative Disciplinary Rules on Sexual Harassment Cases;

WHEREAS, part of the gender development activities for the municipality is the promotion and enhancement of gender responsive and gender sensitive programs and activities among which is the creation of the CODI that will undertake appropriate steps for the disposition of sexual harassment complaints and cases in the local government unit. The existence of a CODI in the local government shall likewise serve as a preventive measure avoid any incidence of sexual harassment related acts;

WHEREFORE, by virtue of the powers vested in me by law, I, **ATTY. VICTORIO T. PALANGDAN** hereby reorganize the Committee on Decorum and Investigation of Sexual Harassment, also referred to as CODI, in the local government of Itogon as follows:

Section 1. COMPOSITION. The Committee on Decorum and Investigation of Sexual Harassment Cases shall be composed of the following:

CHAIRMAN: MR. ALOYSIUS G. KATO: Management Representative

MEMBERS:

MS. OLIVIA CARANTES: IMEA Representative

MS. IRENE F. FERNANDO: Second Level Representative

MR. VIRGILIO ATOMPAG: First Level Representative

Section 2. FUNCTIONS. The committee shall have the following functions:

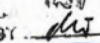
1. Receive complaints of sexual harassment;
2. Investigate sexual harassment complaints in accordance with the prescribed procedure;
3. Submit a report of its findings with corresponding recommendations to the disciplining authority for decision; and
4. Lead in the conduct of discussions about sexual harassment within the office to increase understanding and prevent incident of sexual harassment.

Section 3. EFFECTIVITY. This Administrative Order shall take effect immediately.

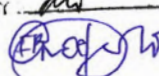
Issued this 11th day of November, 2013.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

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ITOGON BENGUET

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BY: 

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Rec'd & gwn 11/11/13