



Republic of the Philippines
Province of Benguet
Municipality of Itogon

Office of the Municipal Mayor

Telephone No. (074) 423-0818 / Fax Number: (074)442-3526

Email Address: vic.palangdan@gmail.com

ADMINISTRATIVE ORDER NO. 05-2017

Series of 2017

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

WHEREAS, the Committee on Decorum and Investigation of sexual harassment 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 cases and complaints in the local government unit. The existence of a CODI in the local government shall likewise serve as a preventive measure to avoid any incidence of sexual harassment related acts;

NOW THEREFORE, by virtue of the powers vested in me by law, I, **ATTY. VICTORIO T. PALANGDAN**, Municipal Mayor of the Municipality of Itogon, Benguet Province, 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: MR. EDGAR S. JOVEN:	IMEA Representative
MS. IRENE F. FERNANDO:	Second Level Representative
MS. EVELYN M. SALAPING:	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 procedures;
3. Submit a report of its findings with the corresponding recommendations to the disciplining authority for decision, and
4. Lead in the conduct of discussions about sexual harassment within the municipal government to increase understanding and prevent any incidence thereof.

Section 3. Effectivity. This Order shall take effect immediately.

DONE this 6th day of March, 2017 at Itogon, Benguet.


ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Copy furnished:

-All Members
-HRMO, this municipality
-Civil Service Commission
-file