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SANGGUNIANG BAYAN OFFICE
ITOGON, BENGUET
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ADMINISTRATIVE ORDER NO. 23
Series 2020

BY: _____

REORGANIZING THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI) OF SEXUAL HARASSMENT CASES IN THE MUNICIPAL GOVERNMENT OF ITOGON

Whereas the Committee on Decorum and Investigation 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 cases and complaints. The existence of a CODI in the municipal 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 as the Local Chief Executive of the Municipality of Itogon, Province of Benguet, I, Atty. VICTORIO T. PALANGDAN, do hereby reorganize the Committee on Decorum and Investigation (CODI) of Sexual Harassment Cases in the Municipal 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: NOEL G. NGOLOB Management Representative

MEMBERS:

JODEA BRENDA LYN R. ACAY-CAMUYOT Management Representative

LORNA A. SACULLES *[Signature]* 8/7/2020 IMEA Representative

DENNIS A. TAMPOA Second Level Representative

JACQUILINE G. NABAYSA-GOSINGAN Second Level Representative

MIRALYN P. NATINOL First Level Representative

JASPER 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;

HPM: *[Signature]* 8/7/2020

[Signature] 8/7/2020





Republic of the Philippines

Province of Benguet

Municipality of Itogon

OFFICE OF THE MUNICIPAL MAYOR

e-mail address: mayorsofficeitogon@gmail.com; vic.palangdan@gmail.com

3. Submit a record 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 August 7, 2020 at Itogon, Benguet.

ATTY. VICTORIO T. PALANGDAN
Municipal Mayor

Cf:

- All members
- HRMS
- CSC-FO (Benguet)
- File