



**ADMINISTRATIVE ORDER NO. 17**

Series of 2023

**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 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, **HON. BERNARD S. WACLIN**, 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:

**CHAIRPERSON:** MR. ARNEL F. BAHINGAWAN, Management Representative

**MEMBERS:**

ATTY. JODEA BRENDA LYN R. ACAY-CAMUYOT, Management Representative

MR. EDGAR S. JOVEN, IMEA Representative

ATTY. JACQUILINE G. NABAYSA- GOSINGAN, Second Level Representative

MR. DENNIS A. TAMPOA Second Level Representative

FERDINAND F. SAPALONG, First Level Representative

MS. RECHECCA C. LITAOEN, 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 24<sup>th</sup> day of July, 2023 at Itogon, Benguet.

**HON. BERNARD S. WACLIN**  
Municipal Mayor

Copy furnished:

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