

# **[ MEMORANDUM ORDER NO. 11, February 16, 2017 ]**

## **RECONSTITUTING THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI) OF SEXUAL HARASSMENT CASES IN THE OFFICE OF THE PRESIDENT**

**WHEREAS**, Civil Service Commission (CSC) Resolution No. 01-0490 (Rules on Sexual Harassment) mandated the creation of a Committee on Decorum and Investigation (CODI) in every agency;

**WHEREAS**, Memorandum Order No. 266, s. 2007, created the CODI in the Office of the President to receive and investigate complaints on sexual harassment cases;

**WHEREAS**, Memorandum Order No. 266-A, s. 2007, extended the authority of the CODI to act as investigator in sexual harassment cases/complaints against public officials and employees of the Office of the President who are presidential appointees;

**WHEREAS**, in the exigency of the service, and in order to ensure the expedient investigation of all cases of sexual harassment, there is a need to reconstitute the membership of the CODI;

**NOW, THEREFORE, I, SALVADOR C. MEDIALDEA**, Executive Secretary, by the powers vested in me by law, do hereby order the following:

**SECTION 1.** Section 2 of Memorandum Order No. 266, s. 2007, shall be amended to read as follows:

"Sec. 2. Composition; Quorum. - The CODI of Sexual Harassment Cases shall be composed of six (6) members as follows:

1. Three (3) Management Representatives, one (1) of whom shall be the Chairman;
2. One (1) Second Level Employees' Representative;
3. One (1) First Level Employees' Representative; and
4. One (1) Accredited Union Representative.

A quorum, consisting of a majority of the members of CODI, shall be required for the transaction of business. However, in rendering or issuing its findings and recommendation, a majority of all the CODI members is required, except the Chairman, who shall vote only in case of a tie.

CODI member alternates may be designated by the appropriate unit concerned to act as member whenever the principal member is unable to attend a meeting of the CODI.

Sec. 2-A. The members of the CODI shall serve a term of two (2) years, unless replaced earlier."