



REPUBLIC OF THE PHILIPPINES
CITY OF ISABELA
Province of Basilan
Office of the City Mayor
Isabela City Hall Complex, Sunrise Village, Isabela City, Basilan, Philippines

EXECUTIVE ORDER NO. 019
SERIES OF 2022 Jan

**AN ORDER CREATING THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI)
OF SEXUAL HARASSMENT CASES IN THE CITY GOVERNMENT OF ISABELA, PROVINCE
OF BASILAN**

WHEREAS, Section II of the 1987 Philippine Constitution provides that the State values dignity of every human person and guarantees full respect for human rights;

WHEREAS, the Philippine Congress enacted on February 14, 1995 Republic Act No. 7877, otherwise known as the "Anti-Sexual Harassment Act of 1995", which took effect on March 15, 1995 and declares unlawful sexual harassment against women and men in the employment, education and training environment;

WHEREAS, Section 4 (a) of Republic Act No. 7877 mandates every employer or head of agency in the public and private sectors to promulgate rules and regulations prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions;

WHEREAS, Section 4 of the Republic Act 6713 provides norms of personal conduct for public officials and employees to observe in the performance of official duties, and specifically directs that they shall act without discrimination against anyone, and shall at all times respect the rights of others and refrain from doing acts contrary to law, good morals, public policy, public order, public safety and public interest;

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.

NOW THEREFORE, I, **SITTI DJALIA A. TURABIN-HATAMAN**, by the virtue of the powers vested in me by law as City Mayor of Isabela, Basilan, hereby create the Committee on Decorum and Investigation (CODI) of Sexual Harassment Cases in the City Government of Isabela, Basilan.

**SECTION I. COMPOSITION OF COMMITTEE ON DECORUM AND INVESTIGATION (CODI)
of Sexual Harassment Cases.** The CODI of Sexual Harassment Cases shall be composed of the following:

MR. JOEL L. ZANORIA
City Administrator

-Chairperson

MS. MENDRY-ANN A. LIM
Focal, Gender and Development

- Co Vice-Chairperson



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- Co Vice- Chairperson

Head, City Legal Office

-Member

MS. NOR-AINI B. ASMARA

Head, City Social Welfare and Development Office

- Member

MS. ROSELLA T. LUNA

Head, Human Resource Management Office

- Member

DR. NUJUM L. DATU-INDAL

Representative, City Health Office

- Member

MS. VILMA S. ALCANTARA

2nd Level Representative

- Member

MARIA LUISA B. BIEL

1st Level Representative

The Human Resource Management Office shall provide secretariat services to the Committee and shall keep and safeguard all records and proceedings as required by the rules. Furthermore, the operational requirements of the Committee shall be provided in the annual budget of the Office of the City Mayor subject to availability of funds and to the usual government accounting and auditing rules and regulations.

SECTION II. DUTIES AND FUNCTIONS OF COMMITTEE ON DECORUM AND INVESTIGATION (CODI) for Sexual Harassment Cases. The CODI of Sexual Harassment Cases shall perform the following functions:

- a) Receive complaints of sexual harassment;
- b) Investigate sexual harassment complaints in accordance with the prescribed procedure as found in CSC Resolution 01-0940 (Administrative Disciplinary Rules on Sexual Harassment Cases) of the Civil Service Commission;
- c) Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
- d) Lead in the conduct of discussions about sexual harassment within the City Government of Isabela to increase understanding and prevent incidents of sexual harassment;
- e) Perform other duties, functions and responsibilities as the CSC will require.

The CODI shall act as the Preliminary Investigator of all sexual harassment cases/complaints against public officials and employees of the City Government of Isabela. In investigating the complaint, the CODI shall observe closely pertinent provisions of the



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- i) Publish or post in conspicuous places within the City Government's premises available training or scholarship opportunities at least a month before the date of screening for such grants;
- j) Conduct a continuing monitoring of scholars/ grantees sent to various training programs, both foreign and local;
- k) Submit to the City Mayor an annual report of its accomplishments; and
- l) Perform such other functions as may be necessary to achieve the foregoing, or as may be directed by the authority.

SECTION III. FUNDING. The operational requirements of the PDC shall be provided in the annual budget of the Office of the City Mayor subject to availability of funds and to the usual government accounting and auditing rules and regulations. Furthermore, funds for the training and travel expenses shall be sourced from the appropriation of each department or office concerned except for the in-house training programs handled by HRMO.

SECTION IV. REPEALING CLAUSE. All Executive Orders and issuances or parts thereof inconsistent with this Order are hereby repealed, modified, and amended accordingly.

SECTION V. EFFECTIVITY. This Order shall take effect immediately upon its approval.

Done this 02 day of May 2022, in the City of Isabela, Basilan.


SITTI DJALIA TURABIN-HATAMAN
City Mayor

Copy Furnish:
All personnel concerned
File
This City

