



February 9, 2016

DOH-CAR OFFICE PERSONNEL ORDER
No. 2016 - 159

SUBJECT: Reconstitution of the Committee on Decorum and Investigation of Sexual Harassment Cases

Pursuant to Civil Service Commission Resolution No. 01-0940 dated May 21, 2001, known as the Administrative Disciplinary Rules on Sexual Harassment Cases, which requires the creation of a Committee on Decorum and Investigation (CODI) in all national or local government agencies, state colleges and universities and government-owned and controlled corporations, a CODI for this office was created, and is hereby reconstituted thus:

I. COMPOSITION:

Chairperson: **Atty. VERONICA ZANDRA L. de JESUS** Attorney III

Members : **Dr. ERWIN A. BACLIG** Medical Officer V, RLED
Dr. Ma. LUISA L. PARAN Medical Officer V, LHSD
Dr. MARY JANE GRACE MUNOZ Member, GADFP Committee
Engr. GAUDENCIO T. TIWING President, NADEA, DOH CAR
Dr. FLORENCE D. TABUR DMO IV, Representing PDOHOs
Mr. JONAMAR J. PASCUA HPR, 1st Level Rep (Primary)
Ms. LOIDA L. RAMOS HPR, 1st Level Rep (Alternate)
Dr. EDUARDO B. CALPITO M.O. IV, 2nd Level Rep. (Primary)
Ms. VALISSA GRACE W. POLIG Acct. II, 2nd Level Rep. (Alternate)
Secretariat: **Ms. MARTHA L. BANIA-AO** Legal Assistant II

II. FUNCTIONS:

1. Receive complaints of possible sexual harassment,
2. Investigate sexual harassment complaints in accordance with the prescribed procedures,
3. Submit a report of findings and corresponding recommendations to the disciplining authority for decision,
4. Lead in the conduct of discussions about sexual harassment within the agency to increase understanding and to prevent incidents of sexual harassment, and



The round metal gong of the Cordillera known locally as "gangsá" is a symbol of the upland people's culture that has been passed on from generations to another.

The profile of a person blowing a "tangguyub" represents a community being called for an important matter or action.

The lines that shape the mountains, the rice terraces, clouds and rivers symbolize the connectivity and flow of human interaction in a geographic area such as the Cordillera.

All the symbols combined represent unity and harmony of its people with culture and environment in beating the gong for self determination.

5. Perform other related official functions.

In instances when a member of the Committee is the complainant, or the person complained of in a sexual harassment case, he/she shall be disqualified from being a member of the Committee in the processing of that particular complaint.

Under this Order, any allowable necessary expense incurred by the Committee, duly approved by the Undersigned, shall be charged against the GAD funds of this office, subject to the usual accounting and auditing rules and regulations.

This Order shall rescind/supersede any previous issuance inconsistent herewith, and shall take effect immediately.


LAKSHMI I. LEGASPI, MD, RN, MAN
Director IV