



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

Special Order

No. 643
Series of 2021

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

In the interest of the service, the Committee on Decorum and Investigation of Sexual Harassment Cases (CODI) contained in Special Order No. 848 Series of 2018 is hereby reconstituted.

This is pursuant to Republic Act No. 11313 otherwise known as the Safe Spaces Act which provides in Article IV, Section 17 that the authority shall designate a woman as head of the CODI and not less than half of its members should be women.

The following shall compose the DA CODI in the DA Central Office or the Office of the Secretary (OSEC):

Chairperson : Ms. Annray Villota Rivera
Deputy Executive Director III
Program Director, Directorate for Gender Equality and Social Inclusion (GESI)

Co-Chairperson : Atty. Abraham P. Guiao
Attorney V
OIC Director, Administrative Service

Members : Atty. Roland A. Tulay
Attorney V
Chief, Litigation and Adjudication Division, Legal Service

Ms. Jessamin B. Aranas
Administrative Officer V
OIC Chief, Personnel Division

Ms. Ma. Asuncion B. Sotto
Chief Administrative Officer
Chief, Human Resource Development Division (HRDD)

Ms. Jean R. Caldino
Chief Administrative Officer
Chief, Management Division, Finance and Management Service (FMS)

Ms. Marites D. Bernardo
Chief Administrative Officer
Head, Secretariat, Gender and Development (GAD)/GESI

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Ms. Susan L. Del Rosario
Supervising Administrative Officer, Records Division
President, DA Employees Association (DAEA)

Mr. Alvin Paul I. Dirain
Supervising Development Officer IV
Project Development Service (PDS)
Vice-President, DAEA

Mr. Bernardo C. Cunanan
Electronics and Communication Equipment Technician II, ICTS
First Level Representative, DAEA

Secretariat : Directorate for GESI
Personnel Division

As such, the CODI shall investigate and address complaints of gender-based sexual harassment in accordance with RA 11313 and the Civil Service Commission (CSC) Memorandum Circular No. 11 Series of 2021 indicating the following provisions, among others:

1. *When the complainant or the person complained of is a member of the Committee, he/she shall be disqualified from being a member thereof or the complaint may be filed directly with the Civil Service Commission or other disciplinary authorities with jurisdiction over the case;*
2. *The complainant or the person complained of may request a member of the CODI to inhibit, or the CODI member may, on his/her initiative, cause the inhibition based on conflict of interest, manifest partiality, and other reasonable grounds. Upon such a grant of inhibition, the member shall immediately be replaced so as not to cause a delay in the proceedings;*
3. *The CODI shall ensure the protection of a complainant from retaliation without causing her/him any disadvantage, diminution of benefits or displacement, and without compromising his/her security of tenure. It shall also guarantee gender-sensitive handling of cases, and confidentiality of the identity of the parties and the proceedings to the greatest extent possible; and*
4. *The CODI shall observe due process and within ten (10) days from the termination of the conduct of the investigation, submit a report of its findings with the corresponding recommendation to the disciplining authority for decision.*

This Order shall take effect immediately and shall remain enforced until revoked in writing. All other orders and issuances inconsistent herewith are deemed revoked.

Done this 2nd day of September 2021.


WILLIAM D. DAR, Ph.D.
Secretary

DEPARTMENT OF AGRICULTURE

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