



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
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SPECIAL ORDER

NO. 372

Series of 2024

SUBJECT : CREATION OF THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI) OF SEXUAL HARASSMENT CASES

Pursuant to Civil Service Commission (CSC) Memorandum Circular (MC) No. 11, series of 2021, which promulgates CSC Resolution No. 2100064 dated January 20, 2021 or the Revised Administrative Disciplinary Rules on Sexual Harassment Cases and RA 11313 or the Safe Spaces Act, a Committee on Decorum and Investigation (CODI) on Sexual Harassment cases is hereby established in BAR and shall be composed of the following:

Chairperson : **SALVACION M. RITUAL**
Information Officer V,
Management Representative

Members : **ALVIN L. FONTANIL**
Senior Agriculturist,
Supervisory Rank Representative

JOCEL ANNE C. YAMSON
Information Systems Analyst I,
Second Level Employees Representative

ALAN N. PALEVINO
Administrative Aide VI (Clerk III),
First Level Employees Representative

GRETEL F. RIVERA
Administrative Officer III,
Accredited Union Representative

The Committee shall perform the following functions:

1. Receive complaints related to gender-based sexual harassment;
2. Investigate gender-based sexual harassment complaints in accordance with the prescribed procedures;
3. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
4. Lead in the conduct of discussion about sexual harassment within the Authority to increase understanding and prevent incidents of sexual harassment; and



5. Adopt mechanisms to provide assistance to the alleged victim of sexual harassment which may include counseling, referral to an agency offering professional help, and advice on options available before the filing of the complaint.

Secretariat : **DARYL LOU A. BATTAD**
Information Officer III

MARIA ELENA M. GARCES
Information Officer III

The Secretariat shall perform the following functions:

1. Schedule and coordinate meetings of the Committee, ensuring that all members are informed of the date, time, and agenda;
2. Maintain proper documentation of all complaints, correspondence, investigations, findings, and decisions made by the Committee;
3. Ensure that all documents and information related to sexual harassment cases are handled with strict confidentiality and are secured appropriately;
4. Serve as the primary point of contact for both complainants and respondents, ensuring effective communication and coordination between all involved parties; and
5. Prepare final reports after the conclusion of investigations, summarizing the findings and any recommended actions or corrective measures.

The members and secretariat of the CODI shall have a maximum term of two (2) years and shall formulate such rules and other matters pertaining to the functions of CODI.

All expenses to be incurred in the performance of the Committee's functions shall be charged against BAR funds subject to the usual accounting and auditing rules and regulations.

This order shall take effect immediately and shall remain in effect unless revoked in writing. All orders, memoranda, and other issuances inconsistent herewith are deemed superseded or repealed.

Done this 5th day of December, 2024


JUNEL B. SORIANO, PhD
Director