



REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY MAYOR
CITY OF DAVAO

EXECUTIVE ORDER NO. 12
Series of 2024

**AN ORDER RECONSTITUTING THE COMMITTEE ON DECORUM AND
INVESTIGATION (CODI) TO HANDLE SEXUAL HARASSMENT CASES IN THE
CITY GOVERNMENT OF DAVAO**

WHEREAS, Section 4, (b) of Republic Act No. 7877, otherwise known as the "Anti-Sexual Harassment Act of 1995", mandates the creation of the Committee on Decorum and Investigation (CODI) to handle sexual harassment cases in both government and private sectors;

WHEREAS, pursuant to the said mandate, the Committee on Decorum and Investigation in the City Government of Davao was created by virtue of Executive Order No. 13, series of 2002, otherwise known as the "Administrative Disciplinary Rules on Sexual Harassment Cases in the City Government of Davao", which was subsequently modified by Executive Order No. 09, series of 2005 and amended by Executive Order No. 08, series of 2013 and Executive Order No. 17, series of 2019;

WHEREAS, Civil Service Commission (CSC) Memorandum Circular No. 11, series of 2021, by virtue of CSC Resolution No. 2100064 dated January 20, 2021, resolved to promulgate the Revised Administrative Disciplinary Rules on Sexual Harassment Cases (Amendment to the Sexual Harassment Provisions in the 2017 Revised Rules on Administrative Cases in the Civil Service) pursuant to Republic Act No. 11313 or the Safe Spaces Act;

WHEREAS, the Safe Spaces Act states that it is the duty of the local government unit to prevent, deter, or punish the performance of acts of sexual harassment in the workplace and as such requires the creation of an internal mechanism or committee on decorum and investigation to investigate and address complaints on gender-based sexual harassment in the workplace;

WHEREAS, CSC Resolution No. 2100064 strengthens the role of CODI and averts possible delays in the investigation of complaints of sexual harassment;

WHEREAS, the Integrated Gender and Development Division (IGDD) of Davao City initiates continuing advocacy programs to promote women's empowerment and provides technical assistance in setting up and strengthening mechanisms for gender mainstreaming;

NOW, THEREFORE, I, SEBASTIAN Z. DUTERTE, Mayor of the City of Davao, by virtue of the powers vested in me by law, do hereby order the following:

SECTION 1. CREATION. The Committee on Decorum and Investigation (CODI) is hereby reconstituted and shall be composed of the following members, to wit:

Chairperson: Head, Integrated Gender and Development Division
Vice-Chairperson: City Legal Officer
Members:

0424 - 95423

- Head, City Social Welfare and Development Office
- Head, Human Resource Management Office
- Representative, Davao City Hall Employees Association (DaCHEA)
 - 1st Level Representative
 - 2nd Level Representative

SECTION 2. TERM OF MEMBERS. The Committee on Decorum and Investigation (CODI) members shall perform their duties and responsibilities for a maximum of two (2) years only, unless earlier removed or suspended by the City Mayor for a justifiable cause.

SECTION 3. FUNCTIONS. The Committee on Decorum and Investigation (CODI) shall have the following functions:

- a. Receive complaints of sexual harassment.
- b. Investigate sexual harassment complaints in accordance with the prescribed procedure as prescribed under Executive Order No.13 dated March 21, 2002.
- c. Ensure that the complainant does not suffer from retaliation or any disadvantage in terms of benefits or security of tenure, as well as to guarantee the observance of due process, gender-sensitive handling of the cases, and confidentiality of the identity of the parties involved.
- d. Submit a report ten (10) days from the termination of the investigation of its findings with the corresponding recommendation to the City Mayor for decision.
- e. Lead in the conduct of discussions about sexual harassment within the city government to increase understanding and prevent incidents of sexual harassment.

SECTION 4. SECRETARIAT. The Integrated Gender and Development Division under the City Mayor's Office shall provide secretariat services to the Committee and shall keep and safeguard all records and proceedings as required by the rules.


SECTION 5. FUNDING/OPERATING EXPENSES. The funding requirements for the operational and incidental expenses of the Committee on Decorum and Investigation (CODI) shall be included in the city's annual budget.


SECTION 6. SEPARABILITY CLAUSE. If any part or provision of this Executive Order shall be declared invalid, the other portions or provisions hereof which are not affected thereby shall continue in full force and effect.

SECTION 7. REPEALING CLAUSE. All other Orders or parts thereof which are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

SECTION 8. EFFECTIVITY. This Executive Order shall take effect immediately and shall remain effective unless sooner revoked or modified.

Done this MAY 03 2024 in the City of Davao, Philippines.


SEBASTIAN Z. DUTERTE
City Mayor *ad*

Attested by:

ATTY. FRANCIS MARK H. LAYOG
Acting City Administrator

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CITY MAYOR'S OFFICE ADMINISTRATIVE SERVICES DIVISION	
RELEASED	
MAY 03 2024	
LILIAN P. ALBINA	
TIME:	11:05
CONTACT NO. (082) 241-1000 LOC. 222	



Ref. No. ASD050324-34