

Republic of the Philippines
Department of Agriculture
**PHILIPPINE CENTER FOR POSTHARVEST DEVELOPMENT AND
MECHANIZATION (PHIMECH)**

CLSU Compound, Science City of Munoz, Nueva Ecija

November 24, 2020

SPECIAL ORDER

Series of 2020

No. 12

SUBJECT: RECONSTITUTION OF AND CONCURRENT DESIGNATION AS MEMBERS OF THE COMMITTEE ON DECORUM AND INVESTIGATION ON SEXUAL HARASSMENT CASES (CODI)

05. In the interest of the service, pursuant to Civil Service Commission Resolution No. 01-0940 dated May 21, 2001 otherwise 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 reconstitution and concurrent designation of the following employees as members of the DA-PHilMech CODI is hereby authorized and made of record **effective immediately**:

- Chair: ENGR. GENARO M. TOLENTINO; Chief, EDD
- Members: DR. OFERO A. CAPARIÑO; Chief, BPED
MR. DANILO T. ESTEVES; 1st Level Representative (Primary)
MS. DAISY O. TESORERO; 1st Level Representative (Alternate)
MR. SHIELA MARIE A. VILLOTA; 2nd Level Representative (Primary)
ENGR. RODELIO G. IDAGO; 2nd Level Representative (Alternate)
- Secretariat: AD-HRMS

As such, the Committee shall be responsible for the following:

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

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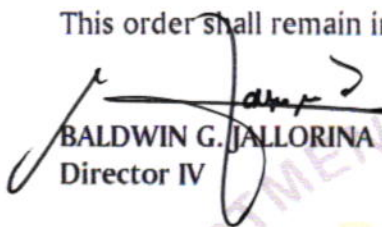
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Under this order, any allowable necessary expense incurred by the Committee, duly approved by the undersigned, shall be charged against the GAD funds of this office, subject to the usual accounting and auditing rules and regulations.

The above-named personnel shall serve with the highest degree of integrity, professionalism and competence and shall remain accountable to the people at all times in accordance with the moral and legal doctrine that public service is a public trust.

This order shall remain in force unless sooner revoked and/or superseded.


BALDWIN G. JALLORINA PhD.
Director IV



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