



REPUBLIC OF THE PHILIPPINES  
CITY OF IMUS | PROVINCE OF CAVITE  
OFFICE OF THE CITY MAYOR

**EXECUTIVE ORDER NO. 31**  
*Series of 2022*

**AN ORDER REORGANIZING THE COMMITTEE ON DEOCRUM AND INVESTIGATION (CODI) OF SEXUAL HARRASMENT CASES IN THE CITY OF GOVERNMENT OF IMUS**

**WHEREAS**, Section II of the 1987 Constitution provides that the State values the dignity of every human person and guarantees full respect for human rights;

**WHEREAS**, Republic Act No 7877, otherwise known as the "Anti-Sexual Harassment Act or 1995", declares unlawful sexual harassment against women and men in the employment, education, and training environment.

**WHEREAS**, Section 4(a) of Republic Act No. 7877 mandates every employer or head of agency in the public and private sectors to promulgate rules and regulations prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions thereof.

**WHEREAS**, Section 4 of Republic Act No. 6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", provides norms of personal conduct for public officials and employees to observe in the performance of official duties, and specifically directs that they shall act without discrimination against anyone, and shall at all times respect the rights of others and refrain from doing acts contrary to law, good morals, public policy, public order, public safety and public interest.

**WHEREAS**, the Civil Service Commission (CSC) issued Resolution No.01-0940, dated May 21, 2001, otherwise known as the Administrative Disciplinary Rules on Sexual Harassment Cases, defining the administrative investigation, prosecution, and resolution of sexual harassment cases in the public sector.

**WHEREAS**, Section 7 of CSC Resolution No. 01-0940 provides that a Committee on Decorum and Investigation (CODI) shall be created in all national or local agencies of the government, state colleges and universities, including government-owned or controlled corporations with original charter.

**NOW, THEREFORE, I, HON. ALEX L. ADVINCULA**, City Mayor of Imus, by virtue of the powers vested in me by law, do hereby order:





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**Section 1. Creation** - The Committee on Decorum and Discipline (CODI) of the City of Imus is hereby created.

**Section 2. Composition** - The Committee on Decorum and Discipline (CODI) of the City of Imus shall be composed of the following:

Chairperson: **Hon. Alex L. Advincula**  
*City Mayor*

Vice-Chairman: **Mr. Jeffrey M. Purisima**  
*City Administrator*

Members: **Atty. Leonard Martin E. Syjuco**  
*City Legal Officer*

**Ms. Athena Marie L. Tolentino**  
*Human Resource Management Officer*

**Ms. Precilda D. Igtiben**  
*Representative from the first-level employees*

**Engr. Reyjansen S. Sapinoso**  
*Representative from the second-level employees*

**Representative from the accredited Employees  
Union of the City of Imus**

Secretariat **Administrative Officer, HRMO**  
**Administrative Officer, CLO**

A quorum, consisting of the majority of the members of the Committee, shall be required for any transaction of business. However, in rendering its findings and recommendation, a majority vote of all the members of the Committee shall be required.

**Section 3. Functions-** The Committee on Decorum and Discipline (CODI) of the City of Imus shall have the following functions:

1. Receive complaints of sexual harassment.





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2. Investigate sexual harassment complaints in accordance with the prescribed procedure.
3. Submit report of its finding with corresponding recommendation/s to the disciplining authority for decision.
4. Lead in the conduct of discussion about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

In instances when a member of the Committee is the complainant or the person complained of in sexual harassment case, he/she shall be disqualified from being a member of the Committee in the hearing of the said complaint. Consequently, a temporary member holding the same employee level as the disqualified member shall serve until the sexual harassment case disqualifying the member of the Committee has been terminated with finality.

**Section 4. Repealing Clause-** Previous issuances or any portion thereof which are inconsistent with the provisions of this Executive Order are hereby amended, modified, superseded or repealed accordingly.

**Section 5. Separability Clause-** If any section or provision of this Executive Order is declared void, ineffective or invalid by a court of competent jurisdiction, the holding of such section or provision to be void or invalid for any cause whatsoever shall in no way affect the validity of the remaining sections and provisions, which shall remain in full force and effect.

**Section 6. Effectivity Clause** – This Executive Order shall take effect immediately upon the date hereof and shall remain in effect until rescinded, repealed or amended.

**DONE and SIGNED** this 9<sup>th</sup> day of September 2022, City of Imus.

  
**ALEX L. ADVINCULA**  
City Mayor