



Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR

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Diliman, Quezon City
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EXECUTIVE ORDER NO. 12
Series of 2022

**AN ORDER FOR THE PROVISION FOR CONSIDERATION REGARDING THE
COMMITTEE ON DECORUM AND INVESTIGATION FOR THE EXECUTIVE
DEPARTMENT**

WHEREAS, pursuant to the Memorandum Circular No. 12, series of 2020 of the Office of the City Mayor with the subject "Rules of Procedure Involving Sexual Harassment Cases in the Quezon City Government", especially Rule VII, Section 10, provides the organization of CODI for the Executive Department;

WHEREAS, the Quezon City Government initially constructed the Committee on Decorum and Investigation (CODI for the Executive Department) as follows:

Chairperson : Mr. Michael Victor N. Alimurung, City Administrator
Vice Chairperson : Atty. Orlando Paolo F. Casimiro, City Attorney
Members : Head of the Executive Department/ Office/ Unit where the Complainant is assigned or complained of

Ms. Rowena T. Macatao, Secretary, GAD Council

One (1) representative from the Quezon City Hall Employees Association/ Union

Secretariat : Gender and Development Council Office

WHEREAS, the CSC MC No. 11, s. 2021 with the subject "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)", Section 14(b)(4), in relation to Section 33 of R.A 11313 (Safe Spaces Act) IRR states that "Every CODI shall be headed by a woman and not less than half of its members shall be women";

WHEREAS, pursuant to the above-mentioned Memorandum of the CSC, the Quezon City Government propose the following provisions for consideration:

- a. The CODI of the Executive Department shall be chaired / headed by a person with the rank of Department Head or higher. Provided that, the requirement under existing Civil Service Rules of the composition of the CODI shall be complied with.
- b. The Chairperson of the CODI, shall be headed by a woman who is either the Chief of Staff, the City Administrator, or a female Department Head duly appointed by the City Mayor.

NOW THEREFORE, the following shall be members of the Committee on Decorum and Investigation (CODI for the Executive Department, or Committee):

Chairperson : Atty. Sherry R. Gonzalvo, City Assessor's Office
Vice Chairperson : Mr. Michael Victor N. Alimurung, City Administrator

Members of the Committee are:

Atty. Orlando Paolo F. Casimiro, City Legal Department

Dr. Theresita V. Atienza, QC University

Ms. Ma. Margarita T. Santos, Business Permits and Licensing Department

Secretariat : Gender and Development Council Office

There shall likewise be one (1) representative from the Supervisory employees and one (1) representative from the rank-and-file employees, and/or one (1) representative for persons under Job Order/Contracts of Service. Representatives from the ranks of persons under Job Order/Contracts of Service shall only sit as a member of the Committee should one of the parties be under such an arrangement.

In case of inhibition of the Chairperson, the Committee shall select from among the remaining female members of the Committee to act as Chairperson, who shall only serve as such for that particular complaint or case. This Interim Chairperson may request from any of the City Department Heads to serve as an alternative additional member of the Committee, but only for that subject complaint or case.


In case of inhibition of one of the Members, an alternative member from any of the City Department Heads may be requested by the Chairperson to serve as member only for the subject complaint or case, with such selection being in compliance with the proportionality requirement of female members for the Committee.

In case any of the employee representatives inhibits, the respective ranks shall recommend their respective representative to the Committee only for the subject complaint or case.

The Committee on Decorum and Investigation shall perform and discharge all the functions, duties and responsibilities enumerated in Section No. 12 of the Memorandum Circular No. 12, s-2020.

This order shall take effect immediately and shall remain effective until revoked.

Issued, 13 May 2022, Quezon City.


MA. JOSEFINA G. BELMONTE
City Mayor 