



Republic of the Philippines
Department of Environment and Natural Resources

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SPECIAL ORDER
NO. 2002 - 221

MAR 13 2002

SUBJECT: CREATING A COMMITTEE ON DECORUM AND INVESTIGATION OF SEXUAL HARASSMENT CASES

In the interest of the service and pursuant to Civil Service Commission Memorandum Circular No. 17. S. 2001 regarding Administrative Disciplinary Rules on Sexual Harassment Cases in the Civil Service, a Committee on Decorum and Investigation of Sexual Harassment Cases in the Central Office is hereby created and shall be composed of the following:

Assistant Secretary, Legislative Affairs Office	- Chairman
Director, Legal Service	- Vice-Chairman
Director, Administrative Service	- Member
Director, LIPSS – FASPO	- Member
Chief, CMD – HRMS	- Member
Division Chiefs of complainant and respondent	- Members
Rank and file representatives from the 1 st and 2 nd levels of the DENR employees' organization	- Members
Chief, Personnel Division	- Secretariat

The Committee shall perform the following functions:

- (a) Receive complaints of sexual harassment;
- (b) Investigate sexual harassment complaints in accordance with the prescribed procedure;
- (c) Submit a report of its findings with the corresponding recommendations to the disciplining authority for decision;
- (d) Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

A similar Committee shall be created in the Bureaus, Regional Offices and Attached Agencies with the same functions as herein above indicated.

This Order takes effect immediately and shall remain in force until revoked by subsequent Order.


HEHERSON T. ALVAREZ
Secretary

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