



Republic of the Philippines
Department of Environment and Natural Resources
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DEC 27 2021

SPECIAL ORDER
No. 2021 - 793

**SUBJECT: RECONSTITUTION OF THE DENR - CENTRAL OFFICE'S
COMMITTEE ON DECORUM AND INVESTIGATION (CODI)**

In the interest of the service and in compliance with **Memorandum Circular No. 11, series of 2021 of the Civil Service Commission** on the Revised Administrative Disciplinary Rules on Sexual Harassment Cases pursuant to Republic Act (RA) No. 11313 or the Safe Spaces Act, the DENR – Central Office's Committee on Decorum and Investigation (CODI) is hereby reconstituted to be composed of the following:

ATTY. ANALIZA REBUELTA-TEH Undersecretary for Finance, Information Systems, and Climate Change Chairperson, DENR National GAD Focal Point System	- Chairperson
RUTH M. TAWANTAWAN Assistant Secretary for Administration & Human Resources	-Vice- chairperson
ATTY. ANTHONY RAYMOND M. VELICARIA Chief, Internal Affairs Division	- Vice-chairperson
ELENIDA DR. BASUG Director, Climate Change Service and Concurrent Director, DENR Gender and Development Office	- Member
MIRIAM M. MARCELO Chief, Personnel Division	- Member
ESTELA S. DE GUZMAN DENR Employees Union Representative	- Member
ATTY. AVENTINO GOPICO III Legal Claims and Conflicts Division	- Member


The CODI of the DENR Central Office will have the following duties and responsibilities:

1. Lead the conduct of discussions about sexual harassment within the Office to increase understanding and prevent incidents of sexual harassments;
2. Provide measures to prevent sexual harassment in the Office, such as anti-sexual harassment seminars and training, which shall be provided to all employees, regardless of rank and status;
3. Develop and disseminate, in consultation with employees, a code of conduct on sexual harassment and CODI Manual, which shall be in accordance with the provisions of the 2017 Revised Administrative Cases in Civil Service, RA No. 11313 and its implementing rules and regulation;
4. Receive and investigate any sexual harassment-related complaints against an employee, regardless of rank and status, except if the subject of the complaint is the disciplining authority or a CODI member;
5. Submit report with the corresponding recommendation to the disciplining authority regarding investigation conducted relative to sexual harassment-related complaints; and
6. Perform other related tasks.

This is applicable for all DENR Officials and employees whether in the Career or Non-Career service and holding positions under permanent, temporary, contractual, coterminous, and casual status, prospective employees, applicants for employment, trainees, consultants of the DENR.

All expenses to be incurred by the DENR – Central Office's CODI, in the conduct of its duties, shall be charged against the DENR funds, subject to the usual accounting and auditing rules and regulations.

This Order shall take effect immediately and supersedes all Orders inconsistent herewith.


ROY A. CIMATU
Secretary

