

MEMORANDUM ORDER

No.: 265
Series of 2024

**SUBJECT : RECONSTITUTION OF THE BUREAU OF PLANT INDUSTRY COMMITTEE
ON DECORUM AND INVESTIGATION OF SEXUAL HARASSMENT CASES
(BPI-CODI)**

In the interest of the service and under Republic Act No. 11313 otherwise known as the Safe Spaces Act (Bawal Bastos Law) which provides in Article IV, section 17, (C).2 that the employer or person of authority shall designate a woman as head of the CODI and not less than half of its members should be women. As per the Memorandum from the Office of the Secretary titled Reconstitution of the Committee on Decorum and Investigation of Sexual Harassment Cases (CODI) in all Offices of the Department of Agriculture dated December 3, 2021, the DA-BPI CODI shall be composed of the following:

Herminigilda A. Gabertan, Ph.D.
Assistant Director for RDPSS

Chairman

Lolinnie A. Eugenio
Focal Person, BPI GADFPS

Members

Samuel L. Fontanilla
President, DAEA BPI Chapter

Ellaine T. Molon
OIC, Human Resources Section

Sheeb Kaiserine M. Quiaonza
Senior Agriculturist

As such, the CODI shall investigate and address complaints of gender-based sexual harassment in accordance with RA 11313 and the Civil Service Commission (CSC) Memorandum Circular No.11 Series of 2021 indicating the following provisions, among others:

1. When the complainant or the person complained of is a member of the Committee, he/she shall be disqualified from being a member thereof, or the complaint may be filed directly with the Civil Service Commission or other disciplinary authorities with jurisdiction over the case;
2. The complainant or the person complained of may request a member of the CODI to inhibit, or the CODI member may, on his/her initiative, cause the inhibition based on a conflict of interest, manifest partiality, and other reasonable grounds. Upon such a grant of inhibition, the member shall immediately be replaced so as not to cause a delay in the proceedings;

3. The CODI shall ensure the protection of a complainant from retaliation without causing her/him any disadvantage, diminution of benefits or displacement, and without compromising his/her security of tenure. It shall also guarantee gender-sensitive handling of cases, and confidentiality of the identity of the parties and the proceedings to the greatest extent possible; and
4. The CODI shall observe due process and within ten (10) days from the termination of the conduct of the investigation, submit a report of its findings with the corresponding recommendation to the disciplining authority for decision.

In view thereof, they are directed to faithfully perform their duties and responsibilities inherent to their respective designation in addition to their present workload.

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

Done this 11th day of October 2024.


GERALD GLENN F. PANGANIBAN, Ph.D.
Director