

ADMINISTRATIVE ORDER NO. 2025-080

**SUBJECT : RECONSTITUTION OF THE COMMITTEE ON DECORUM AND INVESTIGATION OF SEXUAL HARASSMENT CASES**

**I. PURPOSE**

Pursuant to Civil Service Commission Resolution No. 2500357 dated 30 April 2025, the composition of the Committee on Decorum and Investigation (CODI) is hereby reconstituted.

**II. COMPOSITION**

DESIGNATION	MEMBER	ALTERNATE
Chairperson	<b>Lilani B. Benedian</b> Senior Vice President, Mindanao Operations Group	
Vice-Chairperson	<b>Marichelle L. Reyes</b> Acting Head, Human Resource Services Division	<b>Gloria Corazon M. Andrada</b> Vice President, Luzon Central 2 Division
Management Representatives	<b>Zalman D. Uddin</b> Department Manager III Documentation and Conveyancing Department	<b>Alan C. Ortiz</b> Department Manager III Policy Research and Governance Department
	<b>Karen Kreez L. Tangco-Pascasio</b> Deputy Commission Clerk	<b>Ma. Katrina Nadine G. Juanengo-De Guzman</b> Attorney III, NCR West Legal Department
Supervisory Rank Representative	<b>Raymond Francis T. Alvarez</b> Corporate Executive Officer V Office of the President and CEO	<b>Ma. Maureen B. Alcantara</b> Corporate Executive Officer IV Member Loans Department
Non-Supervisory Representative	<b>Kristine T. Dacuyan-Eugenio</b> Attorney III, Governance and Administrative Adjudication Department	<b>Arnie Joy G. Gallo-Parado</b> Attorney III, Governance and Administrative Adjudication Department
Union Representative	<b>Jonathan Ramos</b> Senior Clerk Office Services Department	<b>Kristine Mae S. Valdez</b> Claims Processor IV San Pablo Processing Center

The alternate member shall serve only when a regular member inhibits from a case due to conflict of interest.

The Junior Executive Assistant of the Opinion and Research Department shall serve as its Secretariat.

### III. RESPONSIBILITIES

1. Receives complaints of sexual harassment;
2. Investigates sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
3. Submits a report of its findings with corresponding recommendation to the disciplining authority for decision; within ten (10) days from the termination of the conduct of the investigation;
4. Ensure the protection of the complainant from retaliation and guarantee confidentiality to the greatest extent possible as well as ensure that the respondent is given the opportunity to be properly notified of and respond to the charge/s and that parties are given information on the hearings and its outcomes;
5. Leads in the conduct of discussions about sexual harassment within the System to increase understanding and prevent incidents of sexual harassment.
6. Handles all pending cases, regardless of the stage of the proceedings and including those on appeal, except for those that have been submitted for decision which shall be resolved by the CODI created under AO No. 2024-020.

### IV. TERM OF OFFICE

The above-listed Members of the CODI shall serve for a period of one (1) year from approval.


### V. OBSOLESCENCE CLAUSE

Administrative Order No. 2024-020 (Reconstitution of the Committee on Decorum and Investigation of Sexual Harassment Cases) dated 21 March 2024 is hereby rendered obsolete upon issuance of this Administrative Order.

### VI. EFFECTIVITY CLAUSE

This administrative order shall take effect on the date of its approval.

For strict compliance.

  
ROBERT JOSEPH MONTES DE CLARO  
President and CEO

DEC 18 2025

Date

ATTACHMENTS:

1. Sign Off Document (Annex A)
2. Revision History (Annex B)

*(Committee - Others)*

RECONSTITUTION OF THE COMMITTEE ON DECORUM AND INVESTIGATION OF SEXUAL HARRASSMENT CASES  
REVISION HISTORY

The revisions made to the Administrative Orders below are hereby documented:

ADMINISTRATIVE ORDER			REMARKS
NUMBER	APPROVED DATE	SUBJECT	
Administrative Order No. 2024-020	21 Mar 2024	Reconstitution of the Committee on Decorum and Investigation of Sexual Harassment Cases	<ul style="list-style-type: none"> <li>Designation of new Chairperson, Vice Chairpersons, Management Representatives, Supervisory Rank Representative, Non-Supervisory Rank Representatives and Union Representative</li> </ul>
Administrative Order No. 2023-082	05 Oct 2023	Reconstitution of the Committee on Decorum and Investigation of Sexual Harassment Cases	<ul style="list-style-type: none"> <li>Designation of new Chairperson, Vice Chairpersons, Management Representatives, Supervisory Rank Representative, Non-Supervisory Rank Representatives and Union Representative</li> <li>Deletion of Gender and Development Representative</li> </ul>
Administrative Order No. 2022-016-b	18 May 2022	Amendment to Administrative Order No. 2022-016 dated 17 March 2022 (Reconstitution of the Committee on Decorum and Investigation of Sexual Harassment Cases)	<ul style="list-style-type: none"> <li>Designation of new Chairperson</li> </ul>



Administrative Order No. 2022-016	17 Mar 2022	Reconstitution of the Committee on Decorum and Investigation of Sexual Harassment Cases	<ul style="list-style-type: none"> <li>• Inclusion of Alternate Member</li> <li>• Designation of new Management Representative, Gender and Development Representative, Supervisory Rank Representative and Non-Supervisory Rank Representative</li> <li>• Revision of Rank File Representative to Non-Supervisory Rank Representative</li> </ul>
Administrative Order No. 2021-073	02 Jul 2021	Reconstitution of the Committee on Decorum and Investigation of Sexual Harassment Cases	<ul style="list-style-type: none"> <li>• Designation of new Management Representative</li> </ul>
Administrative Order No. 2020-090	12 Oct 2020	Reconstitution of the Committee on Decorum and Investigation of Sexual Harassment Cases	<ul style="list-style-type: none"> <li>• Designation of new Management Representatives, Gender and Development Representative, Supervisory Rank Representative, Rank and File Representative and Union Representative</li> <li>• Revision of Second Level Employees' Representative to Supervisory Rank Representative</li> <li>• Revision of First Level Employees' Representative to Rank and File Representative</li> </ul>
Administrative Order No. 2018-099	19 Sep 2018	Amendment to Administrative Order No. 2018-047 (Reconstitution of Members of the Committee on Decorum and Investigation of Sexual Harassment Cases)	<ul style="list-style-type: none"> <li>• Designation of new First Level Employees' Representative</li> </ul>
Administrative Order No. 2018-047	26 Apr 2018	Reconstitution of Members of the Committee on Decorum and Investigation of Sexual Harassment Cases	<ul style="list-style-type: none"> <li>• Inclusion of a Gender and Development Representative</li> <li>• Designation of New Management Representatives, First Level Employees' Representative</li> <li>• Deletion of new Union Representative</li> </ul>
Administrative Order No. 2017-022	09 Mar 2017	Designation of Union Representative to the Committee on Decorum and Investigation of Sexual Harassment Cases	<ul style="list-style-type: none"> <li>• Designation of new Union Representative</li> </ul>

Administrative Order No. 2013-096	22 Oct 2013	Designation of Mr. Paulino M. Mijares as Temporary Replacement of Julius Taguba as Member of the Committee on Decorum and Investigation of Sexual Harassment Cases	<ul style="list-style-type: none"> <li>• Temporary Replacement of one of the Union Representatives</li> </ul>
Administrative Order No. 2013-068	15 Jul 2013	Reconstitution of Committee on Decorum and Investigation of Sexual Harassment Cases	<ul style="list-style-type: none"> <li>• Deletion of the 3<sup>rd</sup> Level Employees' Representative</li> <li>• Designation of new members of the Committee</li> </ul>
Office Order No. 128-P	21 Apr 2004	Reconstitution of Committees to Replace Members Whose Terms Have Already Expired/Will be Expiring or who have Retired from the Service	<ul style="list-style-type: none"> <li>• Reconstituted to replace those whose terms have already expired/will be expiring or who have retired from the service</li> </ul>
Office Order No. 74-P	15 Nov 2002	Creation of a Committee on Decorum and Investigation of Sexual Harassment Cases	<ul style="list-style-type: none"> <li>• Initial</li> </ul>