



OFFICE ORDER No: 7
Series of 2022

MEMORANDUM

TO : ALL BAFS EMPLOYEES

FROM : OFFICE OF THE DIRECTOR

SUBJECT : AMENDMENT TO OFFICE ORDER No. 32 SERIES OF 2021 RE: CREATION OF COMMITTEE ON DECORUM & INVESTIGATION (CODI) ON SEXUAL HARASSMENT CASES IN THE BUREAU OF AGRICULTURE AND FISHERIES STANDARDS

DATE : JUNE 3, 2022

Pursuant to CSC MC No. 11, series of 2021, promulgating CSC Resolution No. 2100064 dated January 20, 2021, or the 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), a Committee on Decorum and Investigation (CODI) on Sexual Harassment Cases is hereby established in BAFS and shall be composed of the following:

Chairperson: **Mary Grace R. Mandigma**
Assistant Director-Designate
Chief Science Research Specialist (TSD)

Co-Chairperson: **Daisy E. Melegrito**
Administrative Officer V

Members: **Karen Kristine A. Roscom**
Chief Science Research Specialist (SDD)

Joeve S. Calleja
Chief Science Research Specialist (OAD)

Edna Lynn C. Floresca
Chief Science Research Specialist (LSD)

Rosemarie V. Calibo
Information Officer III



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Jeffrey S. Garrido
Science Research Specialist II

Moraine A. Sumague
Science Research Specialist I

MARK F. MATUBANG
2nd Level, Rank and File Employees Representative

Secretariat: **Rovi Ann A. Tamayo**
Allan Gabriel T. Melido

The BAFS-CODI shall perform the following functions:

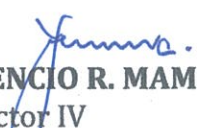
- a. Receive complaints of sexual harassment;
- b. Investigate sexual harassment complaints in accordance with the prescribed procedure as found in CSC Resolution No. 2100064 (Revised Administrative Disciplinary Rules on Sexual Harassment Cases) of the Civil Service Commission;
- c. Submit a report of its findings with the corresponding recommendation to the Head of Office for decision and for final review of the DA-OSEC Legal Service;
- d. Lead in the conduct of discussions about sexual harassment within the Bureau to increase understanding and prevent incidents of sexual harassment.

The CODI shall act as the Preliminary Investigator of all sexual harassment cases/complaints against BAFS employees. In investigating the complaint, the CODI shall observe closely pertinent provisions of the CSC Revised Administrative Disciplinary Rules on Sexual Harassment Cases, Administrative Code of 1987 (EO 292), CSC Rules and Regulations and other related laws, and shall submit its findings and recommendation to Head of Office and for final review of the DA-Legal, through DA-OSEC, within five (5) working days from the termination of the preliminary investigation.

For purpose of investigation pursuant to Revised Administrative Disciplinary Rules on Sexual Harassment Cases, Uniform Rules on Administrative Cases in the Civil Service and the Administrative Code of 1987 (EO 292), the BAFS-CODI is authorized to examine ex parte the documents submitted by the complaint and the person complained of, as well as documents readily available from other government agencies, to require the parties to submit affidavits and counter affidavits, and summon parties to a conference.

This Order shall take effect immediately and shall remain in force until revoke. All other orders and memoranda inconsistent herewith are deemed revoked.

Issued this 3rd day of June 2022.


VIVENCIO R. MAMARIL, PhD
Director IV



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