



Republic of the Philippines
City Government of Muntinlupa
CITY OF MUNTINLUPA
Office of the City Mayor



EXECUTIVE ORDER NO. 02
Series of 2017

**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 11, SERIES OF 2016,
DATED 12 MAY 2016, PARTICULARLY ON THE COMPOSITION OF
THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI) OF
THE CITY GOVERNMENT OF MUNTINLUPA**

WHEREAS, the State values the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. The State, likewise, values the dignity of every human being and guarantees full respect for human rights;

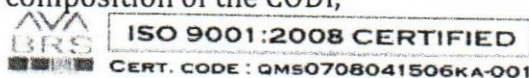
WHEREAS, in consonance with this state policy, Congress enacted Republic Act No. 7877 entitled "*An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment and For Other Purposes,*" on 14 February 1995 and became effective on 05 March 1995;

WHEREAS, an act of sexual harassment is recognized as a violation of human rights, defeats and impairs morale and efficiency in the workplace, violates the merit and fitness principle in the civil service, and creates or fosters a hostile environment in the workplace, which adversely affect productive performance;

WHEREAS, Section 4a of Republic Act No. 7877 mandates each employer or head of agency to promulgate appropriate rules and regulations, in consultation with, and jointly approved by, the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor;

WHEREAS, Executive Order No. 11, Series of 2016, dated 12 May 2016, provides for the composition and functions of the CODI and the process involved in filing, hearing and deciding cases involving sexual harassment in the workplace;

WHEREAS, the composition provided in Executive Order No. 11 does not include representatives of first level employees and second level employees from the Ospital ng Muntinlupa and the Pamantasan ng Lungsod ng Muntinlupa, hence, the necessity to amend the provision thereof on composition of the CODI;



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NOW, THEREFORE, I, ATTY. JAIME R. FRESNEDI, City Mayor of Muntinlupa, by virtue of the powers vested in me by law, do hereby order and decree that:

1. Section 1. Amendment to the Composition.

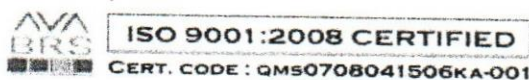
Section 8 of Executive Order No. 11, Series of 2016, dated 12 May 2016, is hereby amended to read as follows, namely:

The Committee shall be composed of the following members, who shall all hold permanent appointments to career positions and shall each have a term not exceeding two (2) years, unless otherwise removed for cause:

- | | | |
|----|--|-------------------|
| a. | Atty. Genalyn Estrera, City Attorney | Chairperson; |
| b. | Roger John P. Smith,
Representative from the City Administrator's Office | Vice Chairperson; |
| c. | Catherine R. Biazon,
Executive Director, Gender and Development (GAD) Office | Member; |
| d. | Atty. Roderick Tagnia,
Head, City Human Resources Management Department | Member; |
| e. | Ronaldo S. Sanchez,
Representative from 1 st level employees | Member; |
| f. | Lorna V. Sagum,
Representative from 2 nd level employees | Member; |
| g. | Alex C. Danao,
Representative from the Ospital ng Muntinlupa | Member; |
| h. | Fermae L. Tamayao,
Representative from the Pamantasan ng Lungsod ng
Muntinlupa | Member; |
| i. | Ma. Theresa Rowena S. Yap,
City Human Resources Management Department | Secretariat. |

A. In case a complaint is filed before the Committee involving an official, an employee or a complainant from the Ospital ng Muntinlupa, the following shall sit as members, instead of the members mentioned under (f) and (g) above, to wit:

- a. Marlyn I. Fortin,
Representative from 1st level employees;
- b. Lourdes L. Pineda,
Representative from 2nd level employees.



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B. On the other hand, in case a complaint is filed before the Committee involving an official, an employee or a complainant from the Pamantasan ng Lungsod ng Muntinlupa, the following shall sit as members, instead of the members mentioned under (f) and (g), *supra*, to wit:

- a. Lorenzo N. de Guzman,
Representative from 1st level employees;
- b. Engr. Hernando B. Napa,
Representative from 2nd level employees.

Section 2. Honorarium.

The members of the CODI and the Secretariat shall be entitled to such reasonable honorarium as may be determined by the Sangguniang Panlungsod through the enactment of a City Ordinance for said purpose.

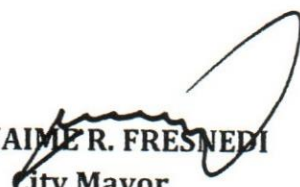
Section 3. Repealing Clause.

Any order, memorandum or similar directive contrary to any of the provisions of this Executive Order is hereby amended or repealed accordingly.

Section 4. Effectivity Clause.

This Executive Order shall take effect immediately.

DONE AND EXECUTED on this 27th day of February 2017 in the City of Muntinlupa.

Atty. 
City Mayor



ISO 9001:2008 CERTIFIED
CERT. CODE : QMS0708041506KA-001



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