



REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA  
Tanggapan ng Punonglungsod

**EXECUTIVE ORDER No. 40**  
Series of 2023

**PROVIDING AMENDMENTS TO EXECUTIVE ORDER NO. 02, SERIES OF 2017,  
ISSUED ON 27 FEBRUARY 2017, PARTICULARLY ON THE COMPOSITION OF  
THE COMMITTEE ON DECORUM AND INVESTIGATION  
OF THE CITY GOVERNMENT OF MUNTINLUPA**

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**WHEREAS**, the State, under Section 11, Article 2 of the 1987 Philippine Constitution, 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 it became effective on 05 March 1995;

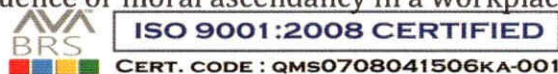
**WHEREAS**, Section 2, *supra*, provides that the "(S)tate shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students, or those undergoing training, instruction, or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful;"

**WHEREAS**, Section 4a, *supra*, provides that "(e)ach employer or head of the agency shall 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**, 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 affects productive performance;

**WHEREAS**, in addition, Congress enacted Republic Act No. 11313, entitled "*An Act Defining Gender-Based Sexual Harassment in Streets, Public Spaces, Online, Workplaces, and Educational or Training Institutions, Providing Protective Measures and Prescribing Penalties Therefor*;"

**WHEREAS**, Section 17, *supra*, provides that it is "(t)he duty of the employers or other persons of authority, influence or moral ascendancy in a workplace to prevent, deter or



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punish the performance of acts of gender-based sexual harassment in the workplace. More so, to create an independent internal mechanism or a committee on decorum and investigation to investigate and address complaints of gender-based sexual harassment;"

**WHEREAS**, City Ordinance No. 2023-077, dated 15 May 2023, was enacted, and is entitled "*An Ordinance to Prevent the Occurrence of Gender-Based Sexual Harassment in Streets and Public Spaces, Online, I Workplaces, and In Educational and Training Institutions, through the Implementation of a Comprehensive and Sustainable Program to Prevent and Respond to Such Offenses, and Appropriating Funds Therefor;*"

**WHEREAS**, Section 14, *supra*, provides for the Assistance to Employers in the Development of a Code of Conduct and in the Formation of a Committee on Decorum and Investigation;

**WHEREAS**, Executive Order No. 11, Series of 2016, dated 12 May 2016, provides for the composition and functions of the Committee on Decorum and Investigation (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. 02, Series of 2017, does not include representatives of first-level employees and second-level employees from Colegio de Muntinlupa, hence, the necessity to introduce amendments thereto;

**NOW, THEREFORE, I, Rozzano Rufino B. Biazon, City Mayor of Muntinlupa**, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Re-Composition.

The Committee on Decorum and Investigation (CODI, for brevity) is hereby re-composed of the following individuals, who shall all hold permanent appointments to career positions, and who shall each have a term of not more than two (2) years, unless otherwise removed for cause, with their respective designations, namely:

- |     |  |              |
|-----|--|--------------|
| (a) | Atty. Ma. Esmeralda C. Aguinaldo,<br>Office of the City Attorney       | Chairperson; |
| (b) | Elizabeth Agdon-Gaviola,<br>City Human Resources Management Department | Member;      |
| (c) | Roger John P. Smith,<br>Office of the City Administrator               | Member;      |





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|-----|---|---------|
| (d) | Reggie V. Salonga, RSW,<br>Gender and Development Office                                  | Member; |
| (e) | Analyn A. Mercado, RSW,<br>Social Services Department                                     | Member; |
| (f) | Allan C. Jones,<br>Local Civil Registry,<br>First Level Representative                    | Member; |
| (g) | Fatima Nikka P. Salvania,<br>Department of Internal Audit,<br>Second Level Representative | Member. |

In addition, dependent on the involved department, office or agency as enumerated below, the following individuals shall be included in the CODI, and shall replace the CODI member as expressly indicated, namely:

I. Ospital ng Muntinlupa.

- (a) Dino Antonio Lamayo,  
Hospital Keeper II;
- (b) Lolit Erfe Ponti,  
Nurse IV.

They shall replace CODI Members (f) and (g), respectively.

II. Pamantasan ng Lungsod.

- (a) Emily V. Acero,  
Administrative Officer IV.

She shall replace CODI Member (g).

III. Colegio de Muntinlupa.

- (a) Tamara Arielle Verdan,  
Administrative Officer IV (Human Resource Officer II).

She shall replace CODI Member (g).





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Membership in the CODI is a function of the office which the member holds or occupies. As such, the resignation, removal, retirement, transfer, termination, severe incapacity, grave illness, death, or any other similarly-situated circumstance of the member shall entitle the successor to assume membership without the need for the issuance of another order or instrument.

Section 2. Functions of the CODI.

The CODI shall perform the following functions, namely:

- (a) Receive complaints of sexual harassment committed allegedly by officers and/or employees of the City Government;
- (b) Investigate complaints of sexual harassment, which includes preliminary investigation, as prescribed by appropriate procedures;
- (c) Ensure the protection of the complainant from possible retaliation; guarantee the confidentiality of all stages of the proceedings; ensure the fair, prompt and complete notification of all proceedings to the complainant, the respondent, and all interested parties;
- (d) Together with concerned offices, like the Gender and Development Office, for instance, lead in the conduct of discussions about sexual harassment within the City Government, increase awareness and understanding among all stakeholders, and assist in preventive measures therefor.

Section 3. Secretariat.

The CODI shall be ably assisted by the following individuals, who shall comprise the Secretariat, namely:

- (a) Krystofferson C. Montero,  
Office of the City Attorney; and
- (b) Gereneth G. Gaciles,  
City Human Resources Management Department.

All Formal Charge(s) shall be filed with the Secretariat, which, in turn, shall docket the same. The Secretariat shall also be responsible for the smooth and orderly issuance of the summons, notices of hearings, orders, resolution and other processes, recording of the





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minutes of hearing and proceedings, coordinating with other offices and party litigants, and for maintaining the integrity of the case records.

Section 4. Honorarium.

The members of the CODI and the Secretariat shall each receive the amount of One Thousand (Php 1,000.00) Pesos as honorarium for every meeting/session duly attended. On the other hand, the members of the Secretariat shall each receive the amount of Seven Hundred (Php 700.00) Pesos as honorarium for every meeting/session duly attended.

Section 5. Repealing Clause.

Previously issued orders contrary to any provision found herein shall be deemed repealed, revoked, or amended accordingly.

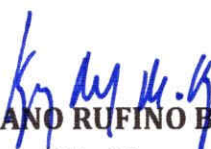
Section 6. Separability Clause.

In the event any provision found herein shall be judicially decided illegal or administratively declared infirm, untouched provisions shall continue to have full force and effect.

Section 7. Effectivity Clause.

This Executive Order shall take effect immediately upon its signing, and it shall remain in full force and effect until repealed, revoked, or amended accordingly.

**DONE AND EXECUTED** on this third day of August 2023 in the City of Muntinlupa.

  
ROZZANO RUFINO B. BIAZON  
City Mayor 