



Republic of the Philippines
DEPARTMENT OF ENERGY

DEPARTMENT ORDER NO. DO2012-05-0008

CREATING THE DEPARTMENT OF ENERGY - COMMITTEE ON DECORUM AND INVESTIGATION OF SEXUAL HARASSMENT CASES (DOE-CODISH)

Pursuant to Republic Act No. 7877 (An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and For Other Purposes) and Section 7 of CSC Resolution No. 01-0940 dated 21 May 2001, a Committee on Decorum and Investigation of Sexual Harassment (DOE-CODISH) cases of the Department of Energy is hereby created to be composed of the following:

Director, Legal Services	-	Chairperson
Director, Administrative Services	-	Vice-Chairperson
Chief, Legal Counseling Division	-	Member
1 st and 2 nd Level Employee Representatives	-	Members

The Employee Representatives shall be appointed by the Board of Directors of the DOE Employees Association whose term shall be for a period of two (2) years effective from the date of their appointment.

In case a DOE-CODISH member is the person being complained of for sexual harassment, he/she shall inhibit himself/herself during the investigation and deliberation of the sexual harassment cases.

A majority of the members of the DOE-CODISH shall constitute a quorum to conduct business, and the concurrence or approval of at least the majority of the quorum shall be necessary for its decisions, orders or any other actions to be valid and binding, provided that, the Chairperson, or in his/her absence, the Vice-Chairperson, shall preside over every meeting of or case heard by the DOE-CODISH.

The Committee shall have a Secretariat consisting of the Human Resource Management Division (HRMD) Chief and the HRMD Personnel Welfare and Performance Management Section who shall assist the DOE-CODISH in the performance of its functions and responsibilities and act as custodian of all its records.


The DOE-CODISH shall perform the following functions:

1. Receive complaints of sexual harassment cases;
2. Investigate and hear sexual harassment cases;
3. Recommend to the Secretary measures to ensure that the complainant shall not be subjected to further harassment or reprisal by the person alleged to have committed acts of sexual harassment; and
4. Submit a report of its findings, with the corresponding recommendations to the Secretary for decision.
5. Adopt and implement programs to increase employees' understanding and awareness about sexual harassment such as counseling, offering professional help/advice and related activities.

The DOE-CODISH shall follow the applicable provisions of the Civil Service Commission Resolution No. 01-0940 (Administrative Disciplinary Rules on Sexual Harassment Cases).

This Department Order shall take effect immediately.

May 22, 2012, Taguig City, Metro Manila.


JOSE RENE D. ALMENDRAS
Secretary



IN REPLYING PLS CITE:
SDOE12-003638

