



MEMORANDUM

FOR/TO : ALL UNDERSECRETARIES

ALL ASSISTANT SECRETARIES

ALL DIRECTORS OF BUREAUS AND SERVICES

ALL HEADS OF ATTACHED AGENCIES

ALL REGIONAL EXECUTIVE DIRECTORS

**ALL REGIONAL DIRECTORS OF ENVIRONMENTAL
MANAGEMENT BUREAU**

**ALL REGIONAL DIRECTORS OF MINES AND GEOSCIENCES
BUREAU**

**FROM : THE UNDERSECRETARY
FINANCE, INFORMATION SYSTEM, AND CLIMATE
CHANGE, AND THE CHAIRPERSON
DENR CENTRAL OFFICE COMMITTEE ON DECORUM AND
INVESTIGATION (CODI)**

**SUBJECT : REQUEST FOR COMMENTS ON THE COMMITTEE ON
DECORUM AND INVESTIGATION (CODI) ON SEXUAL
HARASSMENT MANUAL**

DATE : August 01, 2022

This refers to the draft CODI Manual which shall serve as a guide in handling Sexual Harassment cases as to their procedures for investigation, resolution, settlement, imposition of administrative sanctions, or prosecution thereof in proper cases.

In relation therewith, Rule II of this Manual contains the composition of the CODI and the procedural rules in handling sexual harassment cases from the filing of the complaint until the submission of a Preliminary Investigation or Fact-Finding Investigation Report. Further, Rule III of the same Manual provides the manner of how sexual harassment is committed in the workplace, streets and public places, or even online. Meanwhile, Rule IV provides the administrative liabilities of the sexual harassment acts as defined in the manual.

As such, the Bureaus, Services, Attached Agencies and Regional Offices are advised to convene your respective Gender and Development Focal Point Systems in reviewing the drafted CODI Manual to provide substantial inputs regarding the same. Please give your comments and/or suggestions and specific queries on the said draft on or before August 9, 2022.

For your consideration.


ATTY. ANALIZA REBUELTA-TEH