



Republic of the Philippines
Department of Environment and Natural Resources
PROVINCIAL ENVIRONMENT AND NATURAL RESOURCES OFFICE
PROVINCE OF PALAWAN

Bgy. Sta. Monica, Puerto Princesa City, Palawan

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DENR MIMAROPA RECORDS SECTION RECEIVED MAY 08 2023	
<input type="checkbox"/> INCOMING	<input type="checkbox"/> OUTGOING
BY: _____	DATE NO. _____
TIME: _____	

April 26, 2023

MEMORANDUM

FOR : The Regional Director
DENR -MIMAROPA Region
1515 DENR By The Bay Building, Roxas Boulevard
Barangay 668, Ermita, Manila

THRU : The Assistant Regional Director
for Management Services

FROM : The Provincial Environment and
Natural Resources Officer

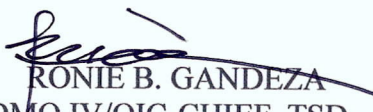
SUBJECT : SUBMISSION OF INDIVIDUAL LEARNING EVENT REPORT
RE: THE PRESENTATION OF THE DRAFT MANUAL OF DENR
COMMITTEE ON INVESTIGATION AND DECORUM ON
PROCEDURE IN HANDLING SEXUAL HARRASSMENT
COMPLAINTS

Respectfully forwarded are the memorandum dated April 03, 2023 with regards to the Individual Learning Reports of the following personnel;

CENR OFFICE	Name of Participants	Title of Training/Workshop Attended	Inclusive Dates
Roxas, Palawan	Jane M. Juarez Bryan Rose T. Dela Cruz April N. Baltar Marina Joy B. Magdayao	Webinar on the Presentation of the Draft DENR Committee on Investigation and Decorum on Procedure in Handling Sexual Harassment Complaints	March 27, 2023

For information and record.

“ For the PENRO “


RONIE B. GANDEZA
DMO IV/OIC-CHIEF, TSD
In-Charge, Office of the PENRO

DENR-PALAWAN
PENRO-RECORDS
RELEASED
By 
Date: 27 APR 2023 CN 23-115



Department of Environment and Natural Resources
Region IV- MIMAROPA
COMMUNITY ENVIRONMENT AND NATURAL RESOURCES OFFICE
Barangay III (Poblacion), Roxas, Palawan
Contact No. 717-0892
Email address: cenroroxaspalawan@denr.gov.ph

April 03, 2023

MEMORANDUM

FOR : The Regional Executive Director
DENR, MIMAROPA

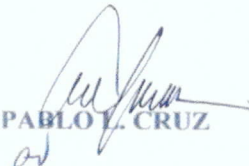
THRU : The Provincial Environment and
Natural Resources Officer

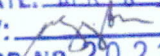
FROM : The Community Environment and
Natural Resources Officer

SUBJECT : **SUBMISSION OF INDIVIDUAL LEARNING EVENT REPORT RE:
THE PRESENTATION OF THE DRAFT MANUAL OF DENR
COMMITTEE ON INVESTIGATION AND DECORUM ON
PROCEDURE IN HANDLING SEXUAL HARRASSMENT
COMPLAINTS**

Respectfully submitted herewith are the Individual Learning Event Reports of the attendees of the abovementioned training.

For your information and record.


PABLO L. CRUZ

DENR-CENRO ROXAS
RELEASED
DATE: APR 03 2023
BY: 
DOC. NO. 2023-04-0535

INDIVIDUAL LEARNING EVENT



Part 1 (To be prepared by the participant)

Name of Participant:	JANE M. JUAREZ
Office/ Service:	CENRO-ROXAS, PALAWAN
Training Title:	WEBINAR ON THE PRESENTATION OF THE DRAFT DENR COMMITTEE ON INVESTIGATION AND DECORUM ON PROCEDURE IN HANDLING SEXUAL HARASSMENT COMPLAINTS
Learning Providers:	GENDER AND DEVELOPMENT (GAD) OFFICE AND DENR CENTRAL OFFICE CODI
Inclusive Dates:	MARCH 27, 2023
Venue:	CENRO-ROXAS, PALAWAN

I. EVALUATION OF THE COURSE

Technical Content:

Discussion of the topic:

- DENR CODI Manual on Handling Sexual Harassment Cases specifically the following:

- Legal Basis
- Safe Spaces Act of 2019
- 2021 Revised Administrative Disciplinary Rules on Sexual Harassment Cases
- Coverage
- Sexual Harassment in the Workplace
- Sexual Harassment in Streets and Public Places
- Online Sexual Harassment
- Offense of Sexual Harassment in the Workplace (SHWP)
- Offense of Sexual Harassment in the Streets and Public Places (SHSP)
- Offense of Sexual Harassment (OSH)
- Other Circumstances of Work-related Sexual Harassment
- Persons Liable for Sexual Harassment
- Duties and Liabilities of the Head of Office or Other Persons of Authority, Influence or Moral Ascendency
- Jurisdiction of Disciplining Authority
- Jurisdiction of CSC Over Sexual Harassment Cases
- Hierarchy
- Inhibition
- Protection from Retaliation
- Who May Initiate
- Requisites of a Valid Complaint
- Anonymous Complaint
- Withdrawal of a Complaint
- Action on the Complaint
- Preliminary Investigation
- Issuance of Formal Charge/ Notice of Charge by the Disciplining Authority
- Prohibited Pleadings
- Settlement for Light Offenses

Impression/ Comments:	
This training is very informative and useful. The speaker was very knowledgeable on the topic.	
II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/ FUNCTION:	
The training is relevant to my work though I am not part of the committee that addresses issues on sexual harassment in the office.	
III. RECOMMENDATIONS:	
All personnel must attend this kind of training so that everyone will become aware of the acts considered as sexual harassment.	
IV. POST LEARNING ACTION PLAN/ PROPOSAL	
Proposed Plan/ Activity/ Output	Time Frame
Attend additional orientation about the subject that may be given by the office to increase my knowledge on this.	November 2023

Part 2. (To be prepared by the Supervisor)

How will you support the post learning action plan/ proposal?

Request for the conduct of such additional orientation. Provide necessary assistance in the conduct of activity.

Have you discussed any concern/ resource needed by your subordinate so that he/ she can effectively transfer the skills and knowledge gained from the training?

Yes

Would you be willing to send him/ her again to other training/ seminar/ conference?

Yes ☒ No ☐ Others ☐

If yes, please specify courses

Orientation on Safe Spaces Act of 2019

Submitted by:

Barrios
Attendee
March 31, 2023
Date

Noted/ Confirmed by:

Rensy L. Magdayao
RENSY L. MAGDAYAO
F II/CDS In-Charge

INDIVIDUAL LEARNING REPORT

Part 1 (To be prepared by the participant)

Name of Participant:	BRYAN ROSE T. DELA CRUZ
Office/ Service:	CENRO-ROXAS, PALAWAN
Training Title:	WEBINAR ON THE PRESENTATION OF THE DRAFT DENR COMMITTEE ON INVESTIGATION AND DECORUM ON PROCEDURE IN HANDLING SEXUAL HARASSMENT COMPLAINTS
Learning Providers:	GENDER AND DEVELOPMENT (GAD) OFFICE AND DENR CENTRAL OFFICE CODI
Inclusive Dates:	MARCH 27, 2023
Venue:	CENRO-ROXAS, PALAWAN

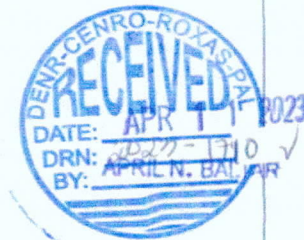
I. EVALUATION OF THE COURSE

Topic Content:

Discussion of the following topics:

**DENR CODI Manual on Handling Sexual Harassment Cases specifically the following:*

Legal Basis
Safe Spaces
2021 Revised Administrative Disciplinary Rules on Sexual Harassment Cases Coverage
Sexual Harassment in the Workplace
Sexual Harassment in Streets and Public Places
Online Sexual Harassment
Offense of Sexual Harassment in the Workplace (SHWP)
Offense of Sexual Harassment in the Streets and Public Places (SHSP)
Offense of Sexual Harassment (OSH)
Other Circumstances of Work-related Sexual Harassment
Persons Liable for Sexual Harassment
Duties and Liabilities of the Head of Office or Other Persons of Authority, Influence or Moral Ascendancy
Jurisdiction of Disciplining Authority
Jurisdiction of CSC Over Sexual Harassment Cases
Hierarchy
Inhibition
Protection from Retaliation
Who May Initiate
Requisites of a Valid Complaint
Anonymous Complaint
Withdrawal of a Complaint
Action on the Complaint
Preliminary Investigation
Issuance of Formal Charge/Notice of Charge by the Disciplining Authority
Prohibited Pleadings
Settlement for Light Offenses



Impression/ Comments:

**The seminar is excellent. The speaker was very knowledgeable on the topic.*

II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/ FUNCTION:

**The training is relevant to my work. It deepened my knowledge on how to deal on this kind of activity.*

III. RECOMMENDATIONS:

**All personnel must attend on this kind of training for them to understand and aware on this kind of harassment.*

IV. POST LEARNING ACTION PLAN/ PROPOSAL

Proposed Plan/ Activity/ Output	Time Frame
<i>*Attend additional orientation related on the topic.</i>	<i>November 2023</i>

Part 2. (To be prepared by the Supervisor)

How will you support the post learning action plan/ proposal?

**Provide necessary assistance in the conduct of activity.*

Have you discussed any concern/ resource needed by your subordinate so that he/ she can effectively transfer the skills and knowledge gained from the training?

**Yes*

Would you be willing to send him/ her again to other training/ seminar/ conference?

Yes ☒ No ☐ Others ☐

If yes, please specify courses

Orientation on Safe Spaces Act of 2019.

Submitted by:


BRYAN ROSE T. DELA CRUZ

Attendee

Noted/ Confirmed by:


RENSY L. MACDAYAO

Supervisor

March 31, 2023

Date

INDIVIDUAL LEARNING REPORT

Part I (To be prepared by the participant)

Name of Participant:	APRIL N. BALTAR
Office/ Service:	CENRO-ROXAS, PALAWAN
Training Title:	WEBINAR ON THE PRESENTATION OF THE DRAFT DENR COMMITTEE ON INVESTIGATION AND DECORUM ON PROCEDURE IN HANDLING SEXUAL HARASSMENT COMPLAINTS
Learning Providers:	GENDER AND DEVELOPMENT (GAD) OFFICE AND DENR CENTRAL OFFICE Codi
Inclusive Dates:	MARCH 27, 2023
Venue:	CENRO-ROXAS, PALAWAN

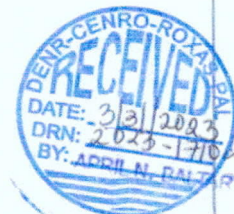
I. EVALUATION OF THE COURSE

Topic Content:

Discussion of the following topics:

**DENR Codi Manual on Handling Sexual Harassment Cases specifically the following:*

Legal Basis
Safe Spaces
2021 Revised Administrative Disciplinary Rules on Sexual Harassment Cases
Coverage
Sexual Harassment in the Workplace
Sexual Harassment in Streets and Public Places
Online Sexual Harassment
Offense of Sexual Harassment in the Workplace (SHWP)
Offense of Sexual Harassment in the Streets and Public Places (SHSP)
Offense of Sexual Harassment (OSH)
Other Circumstances of Work-related Sexual Harassment
Persons Liable for Sexual Harassment
Duties and Liabilities of the Head of Office or Other Persons of Authority, Influence or Moral Ascendancy
Jurisdiction of Disciplining Authority
Jurisdiction of CSC Over Sexual Harassment Cases
Hierarchy
Inhibition
Protection from Retaliation
Who May Initiate
Requisites of a Valid Complaint
Anonymous Complaint
Withdrawal of a Complaint
Action on the Complaint
Preliminary Investigation
Issuance of Formal Charge/Notice of Charge by the Disciplining Authority
Prohibited Pleadings
Settlement for Light Offenses



Impression/ Comments:

**The seminar is very helpful. The speaker was very knowledgeable on the topic.*

II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/ FUNCTION:

**The training is relevant to my work. It makes me knowledgeable on dealing with harassment cases especially at workplace*

III. RECOMMENDATIONS:

**All personnel must attend on this kind of training for them to understand and be aware on this kind of harassment.*

IV. POST LEARNING ACTION PLAN/ PROPOSAL

Proposed Plan/ Activity/ Output	Time Frame
<i>*Attend additional orientation related on the topic.</i>	<i>November 2023</i>

Part 2. (To be prepared by the Supervisor)

How will you support the post learning action plan/ proposal?

**Provide necessary assistance in the conduct of activity.*

Have you discussed any concern/ resource needed by your subordinate so that he/ she can effectively transfer the skills and knowledge gained from the training?

**Yes*

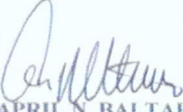
Would you be willing to send him/ her again to other training/ seminar/ conference?

Yes ☒ No ☐ Others ☐


If yes, please specify courses

Orientation on Safe Spaces Act of 2019.

Submitted by:


APRIL N. BALTAR
Attendee

Noted/ Confirmed by:


MARIA CHRISTINE G. SINDAYEN
Supervisor

March 31, 2023

Date

INDIVIDUAL LEARNING REPORT

Part-1 (To be prepared by the participant)

Name of Participant:	MARINA JOY B. MAGDAYAO
Office/ Service:	CENRO-ROXAS, PALAWAN
Training Title:	WEBINAR ON THE PRESENTATION OF THE DRAFT MANUAL OF DENR COMMITTEE ON INVESTIGATION AND DECORUM ON PROCEDURE IN HANDLING SEXUAL HARASSMENT COMPLAINTS
Learning Providers:	DEBR NATIONAL GAD FOCAL POINT SYSTEM (NGADFPS), DENR ON COMMITTEE ON DECORUM AND INVESTIGATION (CODI), FINANCE, INFORMATION SYSTEMS AND CLIMATE CHANGE
Inclusive Dates:	MARCH 27, 2023 ; 9:00 AM TO 12:00 NOON
Venue:	VIA ZOOM

I. EVALUATION OF THE COURSE

Topic Content:

Discussion of the following topics:

DENR CODI Manual on Handling Sexual Harassment Cases specifically the following:

The Legal basis

Sec. 11, Article 2 of the 1987 Constitution

RA No. 7877 or the Anti-Sexual Harassment Act of 1995

CSC Resolution No. 01940 or the Administrative Disciplinary Rules on Sexual Harassment Cases of 2001

CSC Resolution NO. 1701077 or the 2017 Rules on Administrative Cases in the Civil Service (RACCS)

RA No. 11313 or the Safe Spaces Act of 2019

CSC Resolution No. 2100064 or the Revised Administrative Disciplinary Rules on Sexual harassment Cases of 2021

Outline of the DENR CODI Manual

Rule I. Preliminary Provisions

Rule II. Definition of Terms

Rule III. The Offense of Sexual Harassment

Rule IV. The DENR Committee on Decorum and Investigation (CODI)

Rule V. Procedure

Application of the Rules to DENR

Rule VI. Miscellaneous Provisions

DENR CODI Manual on Handling Sexual Harassment Complaints

Coverage

Declaration of Policy

Definition of Terms

Catcalling

CODI Secretariat

Committee

Complainant

Commission

Department

Disciplining Authority

Formal Charge

Gender

Notice of Charge

Prima Facie Case

Sexual Harassment in the Workplace

Offense of Sexual Harassment in the Workplace-Grave Offense, Less Grave Offense and Light Offense

Sexual Harassment in Streets and Public Spaces

Offense of Sexual Harassment in the Streets and Public Spaces-Grave Offense, Less Grave Offense and Light Offense

Online Sexual Harassment

Offense of Online Sexual Harassment(OSH)-Grave Offense, Less Grave Offense and Light Offense

Other Circumstances of Work-Related sexual Harassment

Persons Liable for Sexual Harassment

Duties and Liabilities of the Head of Office/Agencies or other Persons of Authority, Influence or Moral Ascendancy

DENR's CODI

Composition

Jurisdiction of Disciplinary Authorities

Jurisdiction of the CSC over Sexual Harassment Cases

Hierarchy

Inhibition

Disqualification

Protection from Retaliation



Who may initiate?
Requisites of a Valid complaint
Anonymous Complaint
Withdrawal of a Complaint
Action on the Complaint
Preliminary Investigation
How Conducted
Duration of Preliminary Investigation
Decision or Resolution After Preliminary Investigation
Investigation Report
Issuance of Formal Charge/Notice of Charge by the Disciplining Authority
Prohibited Pleadings
Settlement for Light Offenses

Impression/ Comments:

The training is very helpful, informative and useful, in our time now anyone and anybody can be a victim of sexual harassment knowingly and unknowingly in private, in public and especially in social media platforms. The speaker is knowledgeable of the topic and is eager to answer queries.

II. RELEVANCE OF THE LEARNING EVENT TO PARTICIPANT'S WORK/ FUNCTION:

The training is very relevant to my work especially in dealing with clients queries and also to protect myself, my family, my friends and other peoples well being.

III. RECOMMENDATIONS:

Everyone should attend trainings like this, not just personnel of the department but the people in the community also need to be informed of their rights to protect oneself from being harassed and have a healthy peace of mind. And for everyone to be aware if they are being harassed in a way or another.

IV. POST LEARNING ACTION PLAN/ PROPOSAL

Proposed Plan/ Activity/ Output	Time Frame
Attend more training, orientation and workshops related to the topic to increase knowledge, awareness and understanding about the subject (sexual harassment)	CY 2023

Part 2. (To be prepared by the Supervisor)

How will you support the post learning action plan/ proposal?

Request for the conduct of additional orientation, seminar and/or workshop and provide necessary assistance in the conduct of activity

Have you discussed any concern/ resource needed by your subordinate so that he/ she can effectively transfer the skills and knowledge gained from the training?

Yes

Would you be willing to send him/ her again to other training/ seminar/ conference?


Yes ☒ No ☐ Others ☐


If yes, please specify courses/

Seminar/Orientation on Safe Spaces Act of 2019 (Bawal Bastos Law) or RA 11313

Submitted by:

Noted/ Confirmed by:


MARIA JOY B. MAGDAYAO
Attendee


MARIA CHRISTINE G. SINDAYEN
Supervisor

March 31, 2023
Date