

**Office of the President
of the Philippines
Malacañang**

MEMORANDUM ORDER NO. 11

**RECONSTITUTING THE COMMITTEE ON DECORUM AND
INVESTIGATION (CODI) OF SEXUAL HARASSMENT CASES IN
THE OFFICE OF THE PRESIDENT**

WHEREAS, Civil Service Commission (CSC) Resolution No. 01-0490 (Rules on Sexual Harassment) mandated the creation of a Committee on Decorum and Investigation (CODI) in every agency;

WHEREAS, Memorandum Order No. 266, s. 2007, created the CODI in the Office of the President to receive and investigate complaints on sexual harassment cases;

WHEREAS, Memorandum Order No. 266-A, s. 2007, extended the authority of the CODI to act as investigator in sexual harassment cases/complaints against public officials and employees of the Office of the President who are presidential appointees;

WHEREAS, in the exigency of the service, and in order to ensure the expedient investigation of all cases of sexual harassment, there is a need to reconstitute the membership of the CODI;

NOW, THEREFORE, I, SALVADOR C. MEDIALDEA, Executive Secretary, by the powers vested in me by law, do hereby order the following:

SECTION 1. Section 2 of Memorandum Order No. 266, s. 2007, shall be amended to read as follows:

"Sec. 2. Composition; Quorum. – The CODI of Sexual Harassment Cases shall be composed of six (6) members as follows:

1. Three (3) Management Representatives, one (1) of whom shall be the Chairman;
2. One (1) Second Level Employees' Representative;
3. One (1) First Level Employees' Representative; and
4. One (1) Accredited Union Representative.

A quorum, consisting of a majority of the members of CODI, shall be required for the transaction of business. However, in rendering or issuing its findings and recommendation, a majority of all the CODI members is required, except the Chairman, who shall vote only in case of a tie.

CODI member alternates may be designated by the appropriate unit concerned to act as member whenever the principal member is unable to attend a meeting of the CODI.

Sec. 2-A. The members of the CODI shall serve a term of two (2) years, unless replaced earlier."

SECTION 2. All memorandum orders or portions thereof which are inconsistent with this Memorandum Order are hereby revoked, amended or modified accordingly.

SECTION 3. This Memorandum Order shall take effect immediately.

DONE in the City of Manila, this 16th day of February, in the year of Our Lord, Two Thousand and Seventeen.

By Authority of the President:


SALVADOR C. MEDIALDEA
Executive Secretary 

