



Republic of the Philippines
Department of Finance
PRIVATIZATION AND MANAGEMENT OFFICE

OFFICE ORDER No. 2022- 010
8 July 2022

In accordance with the Privatization and Management Office (PMO) - Memorandum Circular No. 2021-005 ("Procedural Rules of the Committee on Decorum and Investigation (CODI) for Sexual Harassment Cases in the PMO") and Civil Service Commission Memorandum Circular No. 11, s. 2021 ("Revised Administrative Disciplinary Rules on Sexual Harassment Cases (Amendment to the Sexual Harassment Provisions in the 2017 Revised Rules on Administrative Cases in the Civil Service)"), the PMO CODI is hereby constituted:

1. Chairperson..... ELLEN H. RONDAEL
Deputy Privatization Officer
2. Members..... CARLA S. DEL PRADO
Chief Administrative Officer

AARON C. SANCHEZ
Information Technology Officer III

SANDRO R. DELA CRUZ
Accountant IV

DIANNE MARIZ G. MADEJA
Human Resource Mgmt. Officer III
3. Secretariat..... MELISSA MEI LIN MONTEROSO
Executive Assistant II

MA. RESLIEN R. DUMILI
Cashier II

The PMO CODI shall serve as an independent internal mechanism to address and investigate complaints of sexual harassment cases involving officials and employees of PMO and shall have the following functions and duties:

- 1) Receive all complaints involving sexual harassment allegedly committed by any official or employee of the PMO;
- 2) Conduct investigation and hearings on alleged sexual harassment cases including preliminary investigation in accordance with the prescribed procedures stated under PMO Memorandum Circular No. 2021-005;
- 3) Submit a report of its findings with the corresponding recommendation within ten (10) working days from the termination of the conduct of investigation to the Chief Privatization Officer for decision;
- 4) Ensure the protection of the complainant from retaliation and guarantee confidentiality to the greatest extent possible, as well as ensure that the respondent is given the opportunity to be properly notified of and respond to the charge/s and that parties are given information on the hearings and its outcomes; and
- 5) Lead in the conduct of discussions about sexual harassment within the PMO to increase understanding and prevent incidents of sexual harassment.

All previous order/memoranda/issuances that are inconsistent herewith are modified accordingly.

This Order shall take effect immediately.

GERARD L. CHAN, *CESO I*
Chief Privatization Officer

