



MPDO

Republic of the Philippine  
Province of Oriental Mindoro  
**MUNICIPALITY OF PINAMALAYAN**



## OFFICE OF THE MUNICIPAL MAYOR

Madrid Blvd., Zone III, Pinamalayan, Oriental Mindoro 5208  
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Telephone No.043-284-7145

### EXECUTIVE ORDER NO. 016-2025

#### AN ORDER RECONSTITUTING THE MUNICIPAL COMMITTEE ON DECORUM AND INVESTIGATION (CODI) ON SEXUAL HARASSMENT CASES IN THE MUNICIPALITY OF PINAMALAYAN, ORIENTAL MINDORO

**WHEREAS**, pursuant to the provision of CSC Resolution No. 01-0940 dated May 21, 2001, the Municipality of Pinamalayan hereby adopts the rules and regulations defining the procedures for administrative investigation, prosecution, and resolution of sexual harassment cases within its jurisdiction;

**WHEREAS**, Section 4 (a) of Republic Act No. 7877 mandates every employer or head of the agency in both the public and private sectors to promulgate rules and regulations prescribing the procedure for the investigation of sexual harassment cases and the corresponding administrative sanctions;

**WHEREAS**, there is a compelling need to reconstitute the Committee on Decorum and Investigation in order to ensure the prompt, fair, and impartial settlement of all complaints involving sexual harassment in the Local Government Unit of Pinamalayan;

**WHEREAS**, the reconstitution of the CODI will strengthen the mechanisms for the protection of employees against all forms of sexual harassment and will enhance the institutional capacity of the LGU to uphold the dignity, rights, and welfare of its personnel through the promotion of a safe and respectful workplace environment.

**NOW THEREFORE, I, RODOLFO M. MAGSINO.**, Municipal Mayor of Pinamalayan, Oriental Mindoro, by virtue of the powers vested in me by law, do hereby order the reconstitution of Municipal Committee on Decorum and Investigation (CODI) on Sexual Harassment Cases of the Municipality of Pinamalayan, Oriental Mindoro as follows:

**Section 1. COMPOSITION.** The Municipal Committee on Decorum and Investigation on Sexual Harassment Cases of the Local Government of Pinamalayan shall be composed of the following:

**Chairperson:**

**ENP ROSENIO A. TORIANO** - MPDC/Municipal Administrator-Designate

**Members:**

**HON. AMMAFE D. JARABE** - SB Comm. on Social Welfare Services,  
Labor and Employment, Chairperson

**MS. NEMIA B. MONSANTO** - MGDH I, HRMO

**MS. ANIELOR L. HALIMBAWA** - Social Welfare Officer II

**MR. DANIEL Q. FRUELDA** - PIMEA President

When a member of the Committee is the complainant or the person complained of in a sexual harassment case, he/she shall be disqualified from being a member of the committee.

In a situation contemplated above, the vacancy shall be filled up immediately. The member who will substitutes shall be determined by the concerned level.





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**BAGONG PILIPINAS**

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**Section 2. DUTIES AND FUNCTIONS.** The Committee shall perform the following duties and functions:


1. Receive complaints of sexual harassment;
2. Investigate sexual harassment complaints in accordance with the prescribed procedure;
3. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
4. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

**Section 3. SECRETARIAT.** The Human Resource Management Office shall be the Secretariat.

**Section 4. REPEALING CLAUSE.** All executive issuances that are inconsistent with or contrary to the provisions of this Executive Order are hereby repealed.

**Section 5. EFFECTIVITY.** This Executive Order shall take effect immediately.

Done this 28<sup>th</sup> day of July 2025 in the Municipality of Pinamalayan, Oriental Mindoro.

  
**RODOLFO M. MAGSINO**  
Municipal Mayor

