



OFFICE OF THE PRESIDENT

08 October 2018

OFFICE ORDER
No. 355, S. 2018

To : **ALL UNIVERSITY PERSONNEL AND OTHERS CONCERNED**

Subject : **NEW COMPOSITION OF THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI)**

1. Pursuant to the provisions of Republic Act No. 7877, otherwise known as the Anti-Sexual Harassment Law, the University Committee on Decorum and Investigation (CODI) shall be composed of the following:

CHAIR: The Vice President for Administration and Finance

REGULAR MEMBERS:

The Chief Administrative Officer, Administrative Services Division
The Legal Officer IV
The Director, Gender and Development
The President, BSU Faculty Club (for Faculty)
The President, BSU Non-Teaching Association (for Non-Teaching)
The President, BSU Government Employees Association
The Supervising Administrative Officer, Human Resource Management Office
The Director, Office of the Student Services (for Students)

INTERIM MEMBERS:

The Immediate Supervisor (for Personnel)
The Dean of the College Concerned (for Student)
The President, Supreme Student Government (for Student)
The Vice President of the Sector concerned
The Alumni Representative

SECRETARIAT: The Gender and Development Staff

2. The **CODI** shall have jurisdiction over all complaints on sexual harassment committed by official and employees of the University, and shall:

- a. Receive and act on reports and complaints of sexual harassment;
- b. Investigate allegations, and submit a report and recommendation to the proper Court or Authority;
- c. Provide support measures to victim of sexual harassment;
- d. Conduct meetings as necessary with the representatives of the different Offices for the purpose of recommending to the appropriate Body, measures that shall increase and promote understanding and prevention of sexual harassment; and
- e. Perform such other functions as may be necessary and incidental to the achievement of the objectives of the RA No. 7877.

Localized Committees on Decorum and Investigation established at the External Campuses shall have the same functions as stated above and shall submit the report of investigation with its recommendation directly to the Office of the University President;

3. When a member of the **CODI** is the complainant or the person being complained of, he/she shall be disqualified as a member of the Committee;

4. The new composition of the **CODI** shall take effect immediately, until sooner revoked by this Office, thus, superseding S.O. No. 238, s. 2016 issued on July 14, 2016; and

5. For wide dissemination and information of all.


FELICIANO G. CALORA, JR.
President

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