OFFICE OF THE EXECUTIVE DIRECTOR

January 3, 2023

Administrative Order No. 003-I
Series of 2023

TO : **DR. MELVIN B. CARLOS**, Chair
DR. LILIAN G. BONDOC, Vice-Chair
MS. SUSAN S. MOLINA, Member
MS. GEORGIA M. LAWAS, Member/HRMO
PCAARRDEA Representative, Member
FAD-Personnel Section, Secretariat

FROM : **REYNALDO V. EBORA**
Executive Director

SUBJECT : **Reconstitution of PCAARRD's Committee on Decorum and Investigation**

Pursuant to the Republic Act No. 877, otherwise known as the *"Anti-Sexual Harassment Act of 1995"*, you are hereby designated as Committee on Decorum and Investigation (CODI) with a term of **two (2) years or until December 31, 2024**.

With this, you are hereby tasked to perform the following:

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; and
4. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

This Administrative Order supersedes AO No. 001-D dated January 4, 2021.

For your information and compliance.

PER-046