



Republic of the Philippines
MUNICIPALITY OF CONCEPCION
Province of Tarlac



OFFICE OF THE MUNICIPAL MAYOR

BAGONG PILIPINAS

EXECUTIVE ORDER NO. 40
Series of 2025

**REORGANIZATION OF THE COMMITTEE ON DECORUM
AND INVESTIGATION OF SEXUAL HARASSMENT CASES OF
THE MUNICIPALITY OF CONCEPCION, TARLAC**

WHEREAS, Republic Act No. 7877 or the “Anti-Sexual Harassment Act of 1995 and the Rules on Administrative Cases in the Civil Service of 2017 (RACCS 2017), declares sexual harassment unlawful in the employment, education or training environment and other purposes;

WHEREAS, Civil Service Commission (CSC) Resolution No. 01-0940 promulgated the Administrative Disciplinary Rules on Sexual Harassment Cases which define the administrative offense of sexual harassment and prescribing the standard procedure for the administrative investigation, prosecution and resolution of sexual harassment cases in the public sector;

WHEREAS, Republic Act No. 11313 or The Safe Spaces Act (Bawal Bastos Law) covers all forms of gender-based sexual harassment (GBSH) committed in public spaces, educational or training institutions, workplace and online space;

WHEREAS, CSC Resolution No. 2100064 strengthens the role of the Committee on Decorum and Investigation (CODI) in a government agency and averts possible delays in their investigation of complaints of sexual harassment;

WHEREAS, in compliance to the provisions of the laws on the matter, Executive Order No. 23, Series of 2022 of the Municipality of Concepcion, Tarlac was issued, which reorganized the composition of the Committee on Decorum and Investigation on Sexual Harassment of the Municipality of Concepcion, Tarlac;

WHEREAS, in view of the new term of the Local Chief Executive and pursuant to the Local Government Code of 1991 which requires the reconstitution/reorganization of local special bodies/committees after each election, there is a need to reorganize the Committee on Decorum and Investigation on Sexual Harassment of the Municipality of Concepcion, Tarlac;

NOW THEREFORE, I, NOEL L. VILLANUEVA, Municipal Mayor, by virtue of the powers vested in me by law, do hereby reorganize the Committee on Decorum and Investigation of Sexual Harassment Cases (CODI), to wit:

SECTION 1. COMPOSITION

The Committee on Decorum and Investigation of Sexual Harassment Cases (CODI) shall be composed of:

CHAIRMAN

NOEL L. VILLANUEVA
and/or
ATTY. MYLA M. MATIC
(as duly authorized representative)

Municipal Mayor
Municipal Legal Officer

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OFFICE OF THE MUNICIPAL MAYOR

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MEMBERS

FLORA C. PEREZ

Municipal Human Resource and
Management Officer

JESSA MAE S. CENTENO

Municipal Social Welfare and
Development Officer

RANDY F. GALANG

COMEA, Representative

ROY M. MILLAN

2nd Level Representative

MICHELLE TORRES

1st Level Representative

SECTION 2. 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 office to increase understanding and prevent incident of sexual harassment.
5. Ensure that the complainant does not suffer from retaliation or any disadvantage in terms of benefits or security of tenure, as well as to guarantee the observance of due process, gender-sensitive handling of the cases, and confidentiality of the identity of the parties involved.


SECTION 3. REPEALING CLAUSE

All orders, issuances, rules and regulations or parts thereof, which are inconsistent with this Executive Order are hereby repealed, amended or modified accordingly.

SECTION 4. EFFECTIVITY

This Executive Order shall take effect immediately.

DONE this 20th of October 2025 at Concepcion, Tarlac.


HON. NOEL L. VILLANUEVA
Municipal Mayor

