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**SPECIAL ORDER No. 2019 - 008**  
17 January 2019

**TO : ALL CONCERNED**

**SUBJECT : CONSTITUTION OF THE PHILIPPINE COMPETITION  
COMMISSION COMMITTEE ON DECORUM AND  
INVESTIGATION OF SEXUAL HARASSMENT CASES**

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1. Section 11, Article II of the 1987 Philippine Constitution provides that the State values the dignity of every human person and guarantees full respect for human rights.
2. Meanwhile, Republic Act No. 7877, otherwise known as the “Anti-Sexual Harassment Act of 1995,” mandates every employer or head of agency in the public and private sectors to promulgate rules and regulations prescribing the procedure for the investigation of sexual harassment cases and the imposition of administrative sanctions.
3. Pursuant thereto, the Civil Service Commission (“CSC”) promulgated Resolution No. 01-0940 dated 21 May 2001, as amended by CSC Resolution No. 1702077 dated 3 July 2017, to define the administrative offense of sexual harassment and prescribe the standard procedure for the administrative investigation and resolution of sexual harassment cases in the public sector.
4. To this end, and to promote harmony in the workplace and institutionalize a machinery that will handle and investigate sexual harassment-related concerns, the Philippine Competition Commission-Committee on Decorum and Investigation of Sexual Harassment Cases (“PCC-CODI”) is hereby constituted as follows:
  - a. One (1) representative from the Management duly appointed by the PCC Chairman;
  - b. Two (2) members with a level of Division Chief or its equivalent position, chosen among themselves;
  - c. A duly appointed member of the PCC-Gender and Development Focal Point Person System (“PCC-GFPS”);
  - d. Any officer of the Philippine Competition Commission Employees’ Association (“PCC-EA”); and
  - e. Two (2) representatives from the members of the PCC-EA – one (1) each from the first and second level<sup>1</sup>.

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<sup>1</sup> First level refers to personnel belonging to Job Grades 1 to 3 while the second level refers to personnel belonging to Job Grades 4 to 13.

A quorum, consisting of a majority of the members of CODI, shall be required for the transaction of business. However, in rendering or issuing its findings and recommendation, a majority of all the CODI members is required, except the Chairman, who shall vote only in case of a tie.

CODI member alternates may be designated by the appropriate unit concerned to act as member whenever the principal member is unable to attend a meeting of the CODI.

When a member of the PCC-CODI is a complainant or respondent in a sexual harassment case, that member shall inhibit himself/ herself from the deliberations of the committee, or the complaint may be filed directly with the CSC.

The members of the CODI shall serve a term of two (2) years, unless replaced earlier.

5. The PCC-CODI shall have the following functions:
  - a. Formulate internal rules and regulations on sexual harassment consistent with existing government issuances, in consultation with PCC employees, and submit an authenticated copy thereof to the CSC for approval within one (1) month from the date of promulgation.
  - b. Receive complaints of sexual harassment;
  - c. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
  - d. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision; and
  - e. Lead in the conduct of discussions about sexual harassment within the agency to increase understanding and prevent incidents of sexual harassment.
6. As stipulated in Rule XIV of CSC Resolution No. 01-0940 dated 21 May 2001, otherwise known as the Administrative Disciplinary Rules on Sexual Harassment Cases, during the period when the agency is still in the process of promulgating or modifying its own rules and regulations on sexual harassment, complaint alleging acts constituting sexual harassment shall be administratively prosecuted, resolved and adjudicated based on the aforesaid CSC Resolution.
7. This Order shall take effect immediately.

  
**Arsenio M. Balisacan, PhD**  
Chairman