At Davao Oriental State University (DOrSU), we recognize employees' right to raise workplace concerns and seek appropriate resolution. To support this, we have constituted a Grievance Committee and a Committee on Decorum and Investigation (CODI), each with a distinct mandate in protecting employee rights and welfare.

Our Grievance Committee provides a formal channel for addressing employment-related grievances covered by the University's grievance procedures and applicable civil service rules. This mechanism enables employees to raise concerns and seek resolution through the appropriate administrative channels.

We also have CODI to address sexual harassment complaints. Under CSC Memorandum Circular No. 12, s. 2025, CODI receives and investigates these complaints and submits its findings and recommendations to the disciplining authority for decision. Its responsibilities include protecting complainants from retaliation, maintaining confidentiality to the greatest extent possible, and ensuring due process for the parties involved.

Through these distinct mechanisms, we provide formal avenues for employees to voice grievances, report harassment, and seek redress. These arrangements support our commitment to fair treatment, employee rights, and a safe and respectful workplace

DAVAO ORIENTAL STATE UNIVERSITY
OFFICE OF THE PRESIDENT

DAVAO ORIENTAL STATE UNIVERSITY OP RELEASED Date 04 AUG 2025 By 2:10PM CITY OF MATI

Special Order No. 73, s. 2025

To: **ALL CONCERNED**
This State University

Subject: **CONSTITUTION OF THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI) OF SEXUAL HARASSMENT CASES IN THIS UNIVERSITY**

Date: **AUGUST 1, 2025**

Section 4(b) of Republic Act No. 7877, otherwise known as the Anti-Sexual Harassment Act of 1995, mandates the creation of Committee on Decorum and Investigation (CODI) of Sexual Harassment Cases in educational institutions. Pursuant thereto, you are hereby appointed to constitute the CODI of Sexual Harassment Cases of this University, *viz.*:

	Regular Member	Permanent Alternate	Stakeholder Group
Chairperson:	Dr. Ma. Cecilia L. Catubig	Ms. Maria Michele O. Chatto	Management/Administration
Vice Chairperson:	Dr. Janeth C. Tayone	Dr. Mary Fil M. Bauyot	Management
Secretariat:	Mr. John Ryan C. Bongo	Mr. Kevin E. Lorono	Rank-and-File Employees
Members:	Dr. Jeralyn N. Hemillan	Dr. Helina Jean P. Dupa	Gender and Development (GAD) Focal Point System
	Dr. Rodrigo Jr. A. Salimaco	Prof. Roland A. Dalagan	Faculty
	Ms. Marideth S. Gallardo	Ms. Maria Luisa S. Talaboc	Employees from the Supervisory Rank
	Mr. Diether S. Manguiob	Mr. John Carlo C. Balante	Student Body

You are expected to perform the functions of a CODI as outlined in the following:

(a) Republic Act No. 7877;
(b) Republic Act No. 11313, otherwise known as the Safe Spaces Act;
(c) Commission on Higher Education (CHED) Memorandum Order No. 3, Series of 2022, or the Guidelines on Gender-Based Sexual Harassment in Higher Education Institutions; and
(d) 2025 Rules on Administrative Cases in the Civil Service.

Among others, you shall investigate cases of sexual harassment in this University.

You shall serve a term of two (2) years, unless replaced earlier.

This Special Order shall take effect immediately and shall remain effective, unless revoked in writing by the undersigned or higher authorities.

ROY G. PRINCE, Ed.D.
SUC President III

Copy furnished:
All Concerned

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