



Republic of the Philippines
Department of Agriculture
Fertilizer and Pesticide Authority
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August 23, 2022

SPECIAL ORDER

No. 110-A

Series of 2022

SUBJECT: RECOMPOSITION OF THE FPA COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

In compliance with the Civil Service Commission (CSC) Memorandum Circular (MC) No. 11, s. 2021 dated July 22, 2021 promulgating the Revised Administrative Rules on Sexual Harassment Cases (Amendment to the Sexual Harassment Provisions in 2017 Revised Rules on Administrative Cases in the Civil Service) pursuant to Republic Act No. 11313 (Safe Spaces Act), requiring all national or local agencies of the government, state/local colleges and universities, including government owned or controlled corporations with original charters to create an independent internal mechanism to investigate and address sexual harassment complaints, the following individuals who shall serve for the period of two (2) years.

Chairperson : **GINA C. TOMIMBANG, CPA, DBA**
Chief Administrative Officer
Finance and Administrative Division

Vice-Chairperson : **ATTY. JANELYN I. AQUINO-PABALATE**
Attorney IV
Office of the Executive Director

Members : **ARNULFO L. ARAUSA**
Supervising Agriculturist – Regional Field Unit VII
Supervisory Rank

RACHELLE D. ALMOITE
Administrative Officer II
Rank and File

JANE G. APOSTOL
Agriculturist II – Pesticide Regulations Division
FPA Employees Association – Representative

Secretariat : **MARIA THERESA B. OLIVEROS**
Supervising Administrative Officer
Finance and Administrative Division

MADONNA BELLA C. FLAVIER
Administrative Officer IV
Finance and Administrative Division

CAMILLE-MAI M. VALLES
Administrative Officer IV
Planning Management and Information Division





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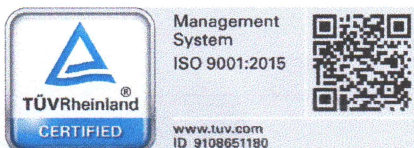


In view thereof and in order to ensure the expedient investigation of all cases of sexual harassment, the following shall be the duties and responsibilities of the FPA CODI:

1. Receive complaints of sexual harassment;
 2. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
 3. Within ten (10) days from the termination of the conduct of the investigation, submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
 4. Ensure the protection of the complainant from retaliation and guarantee confidentiality to the greatest extent possible as well as ensure that the respondent is given the opportunity to be properly notified of and respond to the charge/s and that parties are given information on the hearings and its outcomes.
 5. Lead in the conduct of discussions about sexual harassment within the agency to increase understanding and prevent incidents of sexual harassment.
- This order shall take effect immediately.

All other issuances inconsistent or contrary to this Order are revoked, amended or modified accordingly.


MYER G. MULA, Ph.D. 
Officer-in-Charge



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