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Republic of the Philippines
Quezon City
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PROPOSED ORDINANCE NO. PO23CC-_____, S, 2025

AN ORDINANCE INSTITUTIONALIZING SEPARATE COMMITTEES ON DECORUM AND INVESTIGATION (CODI) FOR THE EXECUTIVE AND LEGISLATIVE DEPARTMENTS OF THE QUEZON CITY GOVERNMENT, PROVIDING FOR A GENDER-RESPONSIVE, INCLUSIVE, AND RIGHTS-BASED MECHANISM FOR THE HANDLING OF SEXUAL HARASSMENT AND GENDER-BASED CASES, AND FOR OTHER PURPOSES

INTRODUCED BY:
COUN. ALBERT ALVIN "CHUCKIE" L. ANTONIO III,
COUN. BERNARD R. HERRERA, and
COUN. JHON ANGELLI "SAMI" C. NERI

WHEREAS, Section 16 of Republic Act No. 7160, otherwise known as the *Local Government Code of 1991*, mandates local government units to promote the general welfare of their constituents, including the protection of human rights, dignity, and safety of all government workers;

WHEREAS, Republic Act No. 7877, otherwise known as the *Anti-Sexual Harassment Act of 1995*, and Republic Act No. 11313, otherwise known as the *Safe Spaces Act*, declare sexual harassment in all settings, including the workplace, as an unlawful act and require the establishment of mechanisms for prevention, investigation, and redress;

WHEREAS, Civil Service Commission Memorandum Circular No. 11, Series of 2021, issued the *Revised Administrative Disciplinary Rules on Sexual Harassment Cases*, requiring all government agencies to establish a **Committee on Decorum and Investigation (CODI)** to handle workplace sexual harassment cases;

WHEREAS, Executive Order No. 12, Series of 2022 of the City Mayor established the CODI for the Executive Department of the Quezon City Government, defining its composition, powers, and functions pursuant to CSC and Safe Spaces Act guidelines;

WHEREAS, the Quezon City Government recognizes that sexual harassment, gender-based harassment, and abuse of authority undermine public trust, workplace safety, productivity, and the dignity of public servants;

WHEREAS, Quezon City is committed to gender equality, diversity, and inclusion, as reflected in its local policies, including the *Quezon City Gender-Fair Ordinance*, and its consistent support for women, LGBTQIA+ persons, and other vulnerable sectors;

WHEREAS, while the Executive Department currently has a functioning CODI, there is a need to **institutionalize the CODI through a city ordinance to ensure continuity, permanency, funding support, and uniform standards**, regardless of changes in administration;

WHEREAS, there is likewise a need to **formally establish a separate and independent CODI for the Legislative Department** of the Quezon City Government, in view of its distinct functions, personnel structure, and disciplinary mechanisms;

WHEREAS, gender-responsiveness in the composition of the CODI is essential to ensure sensitivity to victims, promote trust in the complaint process, and comply with national and local gender mainstreaming policies;

WHEREAS, Quezon City recognizes the unique vulnerabilities of **LGBTQIA+ employees and constituents** in cases of workplace harassment and discrimination, and the necessity of ensuring their meaningful representation in CODI proceedings when their sector is involved;

WHEREAS, there is a need to mandate that in cases involving LGBTQIA+ complainants or respondents, **at least two (2) CODI members who identify as LGBTQIA+ shall sit in the committee**, without prejudice to existing gender requirements;

WHEREAS, it is imperative to establish a **clear, rights-based, confidential, and victim-centered procedure** in the handling of sexual harassment and gender-based cases in both the Executive and Legislative Departments;

WHEREAS, the institutionalization of separate CODIs for the Executive and Legislative Departments will strengthen accountability, protect due process, and ensure the effective implementation of national and local anti-sexual harassment and gender equality laws in Quezon City;

NOW THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN SESSION ASSEMBLED:

ARTICLE I – GENERAL PROVISIONS

SECTION 1. TITLE OF THE ORDINANCE. This Ordinance shall be known and cited as the "Quezon City Committee on Decorum and Investigation (CODI) Ordinance."

SECTION 2. DECLARATION OF POLICY. It is hereby declared the policy of the Quezon City Government to uphold and protect the dignity, safety, equality, and fundamental human rights of all public servants and individuals within its jurisdiction.

The City Government shall adopt a gender-responsive, inclusive, victim-centered, and rights-based approach in preventing, addressing, and resolving all forms of sexual harassment, gender-based harassment, and related acts of abuse of authority in the workplace.

Towards this end, the City commits to institutionalizing effective, independent, and accessible Committees on Decorum and Investigation (CODI) in

both the Executive and Legislative Departments, in accordance with national laws, rules, and local gender equality policies.

SECTION 3. SCOPE, COVERAGE, AND DEFINITION OF TERMS. This Ordinance shall apply to all officials, employees, workers, consultants, job order and contract of service personnel, and any individual performing functions in the Executive and Legislative Departments of the Quezon City Government, regardless of employment status.

This shall cover all acts of sexual harassment, gender-based harassment, and related offenses committed within the workplace, work-related activities, official travel, online platforms, and other settings connected to official functions.

For purposes of this Ordinance, the following terms are defined as follows:

a) **Committee on Decorum and Investigation (CODI)** - the body created to receive, investigate, and recommend appropriate actions on complaints involving sexual harassment and gender-based offenses in the workplace;
b) **Sexual Harassment** - any unwelcome sexual advance, request for sexual favor, or other verbal, non-verbal, or physical conduct of a sexual nature, as defined under Republic Act No. 7877 and Republic Act No. 11313;
c) **Gender-Based Harassment** - acts that are directed at a person on the basis of sex, gender, sexual orientation, gender identity and expression, or sex characteristics, which have the effect of humiliating, excluding, or threatening such person;
d) **LGBTQIA+** - persons who identify as lesbian, gay, bisexual, transgender, queer, intersex, asexual, and other diverse sexual orientations, gender identities and expressions, and sex characteristics;
e) **Respondent** - the person against whom a complaint is filed;
f) **Complainant** - the person who files a complaint under this Ordinance.

ARTICLE II – INSTITUTIONALIZATION OF THE CODI (FOR BOTH EXECUTIVE AND LEGISLATIVE DEPARTMENTS)

SECTION 4. ESTABLISHMENT OF SEPARATE CODI FOR THE EXECUTIVE AND LEGISLATIVE DEPARTMENTS. There are hereby established two (2) independent Committees on Decorum and Investigation (CODI) within the Quezon City Government:

a) the Executive CODI, which shall have authority over all officials, employees, personnel, and individuals serving under the Executive Department; and
b) the Legislative CODI, which shall have authority over all officials, employees, personnel, and individuals serving under the Sangguniang Panlungsod.

Each CODI shall function as an autonomous body with the mandate to receive, investigate, hear, and recommend actions on complaints involving sexual harassment, gender-based harassment, and related offenses under applicable national and local laws.

No department, office, or official shall interfere with the independence, impartiality, and integrity of the CODI.

SECTION 5. JURISDICTION AND AUTHORITY OF THE CODI. The CODI shall have original jurisdiction over complaints involving:

a) Sexual harassment as defined under Republic Act No. 7877;
b) Gender-based sexual harassment under Republic Act No. 11313 or the Safe Spaces Act;
c) Gender-based harassment, SOGIESC-based discrimination, or similar acts covered by the Quezon City Gender-Fair Ordinance;
d) Any related workplace offense that constitutes abuse of authority or creates an intimidating, hostile, or offensive working environment.

The authority of each CODI shall extend to incidents occurring:

1. Within the workplace or any office, facility, or property of the Quezon City Government;
2. During official business, field assignments, trainings, or work-related events;
3. During online or digital communications involving work, including chats, emails, and social media; and
4. In any location where the act is directly related to official duties or work relationships.

The CODIs shall have the power to conduct fact-finding, receive evidence, hold hearings, ensure confidentiality, and issue recommendations on administrative liability to the proper disciplining authority.

SECTION 6. COMPOSITION, AND GENDER-RESPONSIVE REPRESENTATION. Each CODI shall be composed of members appointed in accordance with Civil Service Commission (CSC) rules and relevant Quezon City policies, with the requirement that the Chairperson shall be a woman, consistent with gender-sensitivity principles.

The composition shall ensure:

a) Majority of the members are women, unless circumstances require otherwise;
b) Representation from human resources, legal, gender and development (GAD), and rank-and-file sectors;
c) At least one alternate member for each principal member to ensure continuity of proceedings.

SECTION 7. MANDATORY LGBTQIA+ INCLUSION. In all cases where either the complainant or respondent identifies as LGBTQIA+, the CODI must include at least two (2) members who identify as LGBTQIA+ come from within the Quezon City Government and who possess the training and sensitivity necessary to handle SOGIESC-related concerns.

No member shall participate in any proceeding where they have a conflict of interest, personal relationship, or any circumstance that may compromise impartiality.

SECTION 8. QUALIFICATIONS, APPOINTMENT, AND TERM OF OFFICE OF CODI MEMBERS. All members of the CODI shall be of proven integrity, impartiality, and competence, and must have undergone or shall undergo appropriate training on sexual harassment, gender-based violence, SOGIESC, administrative due process, and gender and development.

The members of the Executive CODI shall be appointed by the City Mayor, while the members of the Legislative CODI shall be designated by the Vice Mayor/Presiding Officer of the Sangguniang Panlungsod, in accordance with applicable Civil Service Commission (CSC) rules and internal regulations of the Quezon City Council.

The term of office of CODI members shall be co-terminous with appointing authority, unless earlier removed for cause, resignation, or reorganization, and may be renewed as may be determined by the appointing authority. In no case shall the expiration of a member's term affect the continuity of ongoing proceedings.

SECTION 9. POWERS AND FUNCTIONS OF THE CODI. The CODIs shall have the following powers and functions:

a) To receive complaints, whether written, verbal, or in any other appropriate form, and to provide immediate assistance and guidance to complainants;
b) To conduct fact-finding investigations and hearings in accordance with due process and applicable rules;
c) To issue subpoenas, administer oaths, and require the production of documents, subject to existing laws and rules;
d) To recommend the filing of administrative cases and the imposition of appropriate penalties to the proper disciplining authority;
e) To adopt internal rules of procedure, consistent with CSC rules, the Safe Spaces Act, and this Ordinance;
f) To coordinate with legal, medical, psychological, and social welfare offices for the provision of support services to victims;
g) To conduct preventive education, information campaigns, and advocacy activities on sexual harassment and gender-based violence; and
h) To maintain secure and confidential records of all cases and proceedings.

SECTION 10. SECRETARIAT. The Secretariat of both the Executive CODI and the Legislative CODI shall be the Quezon City Gender and Development (GAD) Office, which shall provide the necessary administrative, technical, and logistical support to the Committees in accordance with this Ordinance and applicable laws, rules, and regulations.

As Secretariat, it shall be responsible for the following functions:

a) Receiving and recording all complaints;
b) Issuing notices, summons, and communications;
c) Maintaining case files and records in strict confidentiality;
d) Providing administrative and logistical support during proceedings; and
e) Performing such other functions as may be directed by the CODI.

ARTICLE III – PROCEDURAL AND ADMINISTRATIVE PROVISIONS

SECTION 11. PROCEDURAL DUE PROCESS AND CASE HANDLING. All proceedings before the CODIs shall be conducted in accordance with due process, fairness, and impartiality, and in compliance with applicable Civil Service Commission (CSC) rules, the Anti-Sexual Harassment Act, the Safe Spaces Act, and other pertinent laws.

The CODIs shall ensure that:

a) Complaints may be initiated by the complainant or upon referral by any competent authority;
b) Both parties are given the opportunity to be heard and to present evidence;
c) Proceedings are conducted in a manner that is expeditious, victim-centered, non-adversarial, and trauma-informed; and
d) Recommendations are issued within the periods prescribed by law or applicable rules.

The filing of a complaint before the CODI shall be without prejudice to the filing of criminal or civil actions before the proper courts or quasi-judicial bodies.

SECTION 12. CONFIDENTIALITY AND DATA PRIVACY. All proceedings, records, documents, and information relating to complaints filed before the CODIs shall be treated with strict confidentiality, in accordance with Republic Act No. 10173 or the *Data Privacy Act of 2012*, and relevant CSC and GAD guidelines.

The identities of the complainant, respondent, witnesses, and all case-related information shall not be disclosed except:
a) When authorized by the parties concerned;
b) When required by law or by a competent court or authority; or
c) When necessary for the proper disposition of the case, subject to strict safeguards.

Any unauthorized disclosure of confidential information shall be a ground for administrative liability, without prejudice to criminal or civil liability.

SECTION 13. PROTECTION AGAINST RETALIATION AND VICTIM-BLAMING; OVERSIGHT COORDINATION. Any act of retaliation, intimidation, coercion, harassment, or discrimination against a complainant, witness, or any person cooperating in CODI proceedings is hereby strictly prohibited and shall constitute a separate administrative offense.

Victim-blaming, discriminatory remarks, and any conduct that undermines the dignity of the parties are likewise prohibited.

The CODIs shall coordinate, when necessary, with the Human Resource Management Office, Legal Office, Gender and Development (GAD) Office, Public Employment Service, medical and psychological service units, and other appropriate offices for the provision of protective measures and support services to affected parties.

SECTION 14. TRAINING, CAPACITY-BUILDING, FUNDING, AND ADMINISTRATIVE SUPPORT. The Quezon City Government shall ensure the regular training and capacity-building of all CODI members and Secretariat personnel on sexual harassment, gender-based violence, SOGIESC, trauma-informed care, administrative investigation, and due process.

Funds necessary for the effective implementation of this Ordinance, including operational expenses, training, and victim support services, shall be included in the annual budget of the Quezon City Government and shall be chargeable against available appropriations, subject to accounting and auditing rules.

Concerned offices shall provide the necessary administrative, technical, and logistical support to ensure the continuous and effective operation of the CODIs.

ARTICLE IV – FINAL PROVISIONS

SECTION 15. IMPLEMENTING RULES AND REGULATIONS (IRR) AND TRANSITORY PROVISIONS. The Gender and Development (GAD) Office, in coordination with the Quezon City Human Resource Management Office, Legal Office, and the Sangguniang Panlungsod, shall promulgate the Implementing Rules and Regulations (IRR) of this Ordinance within ninety (90) days from its effectivity.

Pending the issuance of the IRR, the existing rules, policies, and procedures governing the Committee on Decorum and Investigation (CODI), including Executive Order No. 12, Series of 2022, and applicable Civil Service Commission rules, shall continue to apply insofar as they are not inconsistent with this Ordinance. All existing CODIs in the Executive and Legislative Departments shall be deemed reconstituted in accordance with the provisions of this Ordinance and its IRR.

SECTION 16. SEPARABILITY CLAUSE. If any provision of this Ordinance is declared invalid or unconstitutional, the other provisions not affected thereby shall remain in full force and effect.

SECTION 17. REPEALING CLAUSE. All ordinances, rules, or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed or modified accordingly.

SECTION 18. EFFECTIVITY. This Ordinance shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

ENACTED

Submitted by:

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