



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF PANGASINAN  
**MUNICIPALITY OF CALASIAO**

**EXECUTIVE ORDER NO. 26**  
*Series of 2025*

**ORGANIZING THE COMPOSITION OF THE COMMITTEE ON  
DECORUM AND INVESTIGATION (CODI) FOR THE  
MUNICIPALITY OF CALASIAO, PANGASINAN**

**WHEREAS**, Section II of the 1987 Philippine Constitution provides that the state values the dignity of every human person and guarantees full respect for human rights.

**WHEREAS**, The Philippine Congress enacted on February 14, 1995 Republic Act No. 7877, otherwise known as the “Anti-Sexual Harassment Act of 1995”, which took effect on March 15, 1995 and declares unlawful sexual harassment against women and men in the employment, education, and training environment.

**WHEREAS**, Section 4 (a) of Republic Act No. 7877 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 administrative sanctions;

**WHEREAS**, sexual harassment violates the dignity of workers and their right to a humane, just and safe environment, defeats and impairs morale and efficiency in the workplace, and violates the merit fitness principle in the civil service.

**NOW THEREFORE**, by the virtue vested upon me as the Local Chief Executive of the Municipality of Calasiao, I hereby order the following:

**Section 1. COMPOSITION.** In a work-related environment, the Committee on Decorum and Investigation shall be composed of the following

HON. KEVIN ROY Q. MACANLALAY  
HON. NESTOR A. GABRILLO

-Municipal Mayor  
-Municipal Vice Mayor (if the case/s  
filed covers personnel an Members  
of the Sangguniang Bayan)

Two (2) Sangguniang Bayan who will be identified by the Sangguniang Bayan themselves

CHERMEL L. POSERIO  
LETICIA L. GARCIA  
SHARON CALIMLIM  
JACEL C. DION  
ENGR. ARTURO B. GASPAR  
DUANE ALLEN E. DAOANA

-Municipal Treasurer  
-Municipal Budget Officer  
-Municipal Assessor  
-Human Resource Management Office  
-Asst. Municipal Engineer (2<sup>nd</sup> Level Representative)  
-Administrative Aide III (1<sup>st</sup> Level Representative)



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**Section 2. FUNCTIONS.** This Committee shall discharge the following functions:

1. Receive complaints of sexual harassment;
2. Investigate sexual harassment complaints in accordance with the prescribed procedure;
3. Submit a report of its finding with the corresponding recommendation to the disciplining authority for decision; and
4. Lead in the conduct of discussion about sexual harassment within the agency on its institution to increase understanding and prevent incidents of sexual harassment

**Section 3. EFFECTIVITY.** This order shall take effect immediately.

Done this 4<sup>th</sup> of March 2025 at the Municipal Hall, Calasiao, Pangasinan.

  
**HON. KEVIN ROYO. MACANLALAY**  
*Municipal Mayor*