



REPUBLIC OF THE PHILIPPINES  
**Department of Science and Technology**  
**Philippine Atmospheric, Geophysical and**  
**Astronomical Services Administration (PAGASA)**  
Science Garden, Agham Road, Diliman, Quezon City 1100

**MEMORANDUM**

TO : All PAGASA Officials and Employees

FROM :   
**VICENTE B. MALANO, Ph.D.**  
Acting Administrator

SUBJECT : **The Grievance Committee in a concurrent capacity as the  
Committee on Decorum and Investigation (CODI)**

DATE : **JUL 01 2015**  
June 25, 2015

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In accordance with the Gender and Development (GAD) Program, the existing Grievance Committee composition as per PAGASA Special Order No. 828 Series of 2011 shall also serve as the Committee on Decorum and Investigation (CODI).

The committee shall perform the following functions:

1. Receive complaints on Sexual harassment;
2. Investigate sexual harassment complaints in accordance with prescribed procedures in CSC Resolution No. 01-0940;
3. Submit a report of its findings with corresponding recommendation to the Agency's highest authority for decision;
4. Lead in the conduct of discussion about sexual harassment within the Agency to prevent incidents of sexual harassment.

This shall take effect immediately.

**CONTROLLED COPY**

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APR 18 2011  
15 April 2011

PAGASA Special Order  
No. 228, Series of 2011

**Subject: Reconstitution of the PAGASA Grievance Committee**

In the interest of the service, the composition of the PAGASA Grievance Committee is hereby reconstituted as follows:

<b>Chairman:</b>	<b>SYLVIA N. DAVIS</b>
<b>Members:</b>	<b>JESSIE B. ARCE DELIA T. BASCO JOEL C. RIVERA PWEA Member</b>
<b>Secretariat</b>	<b>HRMDS</b>

The Committee shall process and act on all employee documented complaints and grievances. Likewise, its objectives shall be in accordance with the guidelines on the settlement of complaints and grievances in public sector by virtue of CSC Book V of EO 292 & Amended Omnibus Rules, including CSC Resolution No. 010113, dated 10 January 2001, and R.A. 9285.

This Order takes effect immediately and supersedes existing office Orders and issuances inconsistent herewith.

  
**NATHANIEL T. SERVANDO, Ph.D.**  
Acting Administrator

**MASTER COPY**

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