



FEB 22 2022

OFFICE ORDER NO. 2022-031

Series of 2022

SUBJECT : Creation of Committee on Sexual Harassment in the Workplace

Effective immediately, in connection with R.A. No. 7877 (Anti-Sexual Harassment Act of 1995), R.A. No. 9262 (Anti-Violence Against Women and Their Children Act of 2004 - VAWC), and pertinent government issuance and regulations, the Committee on Sexual Harassment in the workplace is hereby created with the following membership:

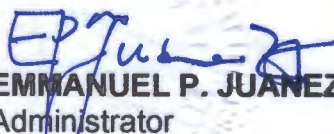
Chairperson	-	CLAUDETTE G. UBALDO-DEMA
Vice Chairperson	-	ANASTACIA B. SUASI
Members	-	MARIVIC D. DARACAN - ECMS Sector
		RINA R. DOLINA - LS Sector
		KRISELDA S. LUMAPAS - TS Sector
		IRENE C. MARTIN - OA Sector
		IMELDA I. AMERICA - SAMA-KAREN Representative

To deter the commission of acts of sexual harassment in the workplace; to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment; and to ensure the sustained education of the officers and employees on the prevention of violence against women and their children (VAWC), the committee shall:

1. Promulgate appropriate rules and regulations to achieve the purpose of this Committee, including but not limited to: procedure for the investigation on sexual harassment cases, administrative sanctions, proper decorum in the work place, among others. This may be made in consultation with the employees or through their designated representatives. The promulgated rules and regulations, including its amendments, shall be subject to the approval of the Administrator;
2. Receive report or complaint related to sexual harassment in the workplace or account information of any form of violence, covered under VAWC or relative laws, which involve NEA employees;
3. Recommend the conduct of learning and development programs and activities, including seminars, to promote and increase understanding of VAWC and deter incidents of sexual harassment in the workplace;

4. Benchmark with other government agencies, Local Government Units, Non-government Organizations and other relevant organizations on Anti-Sexual Harassment and VAWC campaign;
5. Formulate programs and projects to prevent any act of sexual harassment, promote VAWC awareness and related laws and develop capability programs for all NEA employees in order to build and/or continuously improve work environment sensitive to the issues on sexual harassment and/or acts of violence;
6. Conduct investigation of the alleged cases constituting sexual harassment;
7. Recommend measures that will expedite the investigation and resolution of sexual harassment;
8. Serve as the monitoring body with regards to sexual harassment and VAWC incidents;
9. Submit a report/recommendation to the disciplinary authority for immediate action, as may be applicable; and
10. File appropriate charges to the Civil Service Commission (CSC), Office of the Ombudsman, Office of the President (OP) or resort to other proper remedial action as may be applicable, should the result of the investigation so warrants.

All expenses to be incurred in the performance of their duties shall be charged against the proper funds of this office subject to the usual accounting and auditing rules and regulations.


EMMANUEL P. JUANEZA
Administrator

NATIONAL ELECTRIFICATION
ADMINISTRATION
Office of the Administrator

NEA-CA268661