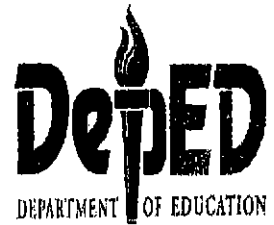




REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



Trunkline : 632-1361
Fax: 633-7231
DETxt: 0919-4560027
Website: <http://www.deped.gov.ph>

JUL 06 2004

DepED MEMORANDUM
No. 288, s. 2004

PROMULGATING RULES AND REGULATIONS IN INVESTIGATING SEXUAL
HARASSMENT CASES

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. For the information and guidance of all concerned, enclosed is a copy of the Memorandum of Agreement (MOA) signed between the Civil Service Commission (CSC) and the Department of Education (DepED) which is self-explanatory.
2. Immediate and wide dissemination of this Memorandum is desired.


EDILBERTO C. DE JESUS
Secretary

Encl.: As stated

Reference: DepED Memorandum: No. 3, s. 2002

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

EMPLOYEES
OFFICIALS
RULES & REGULATIONS

Draft by: SallyAgreementbet.CSC&DepEd
June 23, 2004

MEMORANDUM OF AGREEMENT BETWEEN THE CIVIL SERVICE COMMISSION AND DEPARTMENT OF EDUCATION

This Memorandum of Agreement, executed by and between:

CIVIL SERVICE COMMISSION, a government agency, created and existing under Philippine laws, with office at Batasan Hills, Quezon City, represented by Chairperson **KARINA CONSTANTINO-DAVID**, hereinafter called the 'CSC'

- AND -

DEPARTMENT OF EDUCATION, a government agency, created and existing under Philippine laws with office at Pasig City represented by Secretary **EDILBERTO C. DE JESUS**, hereinafter called the "DepEd."

WITNESSED: THAT

WHEREAS, Republic Act 7877 mandates every employer or head of agency in the private and public sectors to create the Committee on Decorum and Investigation (CODI) and to promulgate rules and regulations prescribing the procedure for investigation of Sexual Harassment Cases;

WHEREAS, cognizant of the critical issue on sexual harassment, the CSC as the central personnel agency of the government is responsible for rendering technical assistance, monitoring compliance with the law and rules, and taking the lead role in the promotion of human resource development intervention and prevention of sexual harassment in the bureaucracy;

ad

dep

WHEREAS, DepEd, as the largest employer agency in the government sector envisions to develop a highly competent, civic-spirited, life skilled and God-loving Filipino youth who actively participate in and contribute towards the building of a humane, healthy and productive society.

NOW, THEREFORE, for and in consideration of the foregoing premises and of the terms and conditions hereinafter set forth, the above parties, hereby mutually agree as follows:

CSC

1. Each Civil Service Commission Regional Office shall conduct at least one (1) Anti-Sexual Harassment Training Seminar for DepEd CODI members within their respective territorial jurisdiction from June to August 2004, except for CSC-National Capital Region, CSC-Regional Office No. 4 and CSC Regional Office No. 6 which shall conduct more than one (1) seminar, as they have the most number of DepEd District Offices;
2. The CSCROs shall forward the consolidated report on the echo seminars conducted by DepEd to the central office within fifteen (15) days from receipt of said report;
3. The CSC-Field Offices shall monitor the conduct of the Echo Seminars and the group discussions to increase understanding and prevent incidents of SH in their respective areas of jurisdiction;

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4. The CSC shall provide each of the participants with Popular Education Materials and Training Kit which contains:
 - a. Manual on Fighting Sexual Harassment
 - b. Participants' Manual

DepEd

1. The DepEd shall authorize attendance on official business of the constituted CODI members from the District, Division, Regional and/or Central Office in the training to be conducted by the concerned CSCRO;

The authority shall include the conduct of echo seminars within their respective areas of jurisdiction within six (6) months from the CSC conducted training.

2. DepEd shall take charge of the food and venue;
3. Each DepEd Regional Office shall submit the following to the CSCRO:
 1. Consolidated Report on the Echo Seminars conducted by the District and Division Offices fifteen (15) days after the last seminar;
 2. Quarterly report on SH cases filed within their respective areas of jurisdiction.

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4. The DepEd shall inform the CSCRO concerned of the following information on CODI membership per District, Division and Regional Office;

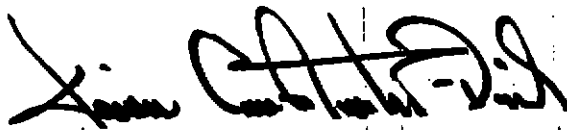
1. Management representative - District/Division supervisor
2. Accredited Union
3. 2nd level representative } in the absence of accredited union
4. 1st level representative }

IN WITNESS WHEREOF, the parties affix their signatures this 12th day of

May 2004, Quezon City, Philippines.

CIVIL SERVICE COMMISSION

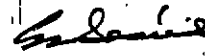
By:



KARINA CONSTANTINO-DAVID
Chairperson

DEPARTMENT OF EDUCATION

By:



EDILBERTO C. DE JESUS
Secretary

Signed in the presence of

Carin A. P. Zard

Carlota Angelique R. Umbac

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES]
QUEZON CITY] S.S.

BEFORE ME, a Notary Public, for and in the City of Quezon, personally appeared:

Name	RC#	Issued At	Issued On
KARINA CONSTANTINO-DAVID	<u>23197871</u>	<u>Quezon City</u>	<u>3 Feb. 2004</u>
EDILBERTO C. DE JESUS	<u>22258329</u>	<u>Pasig City</u>	<u>16 Jan. 2004</u>

Known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is true and voluntary act and deed as well as that of the agency they represent.

This instrument referring to the Memorandum of Agreement between the Civil Service Commission and the Department of Education contains five (5) pages including this page and has been signed on each and every page by the parties and their instrumental witnesses.

WITNESS MY HAND AND SEAL, this 12th day of May, 2004
at Quezon City.

NOTARY PUBLIC

Doc. No. 429
Page No. 86
Book No. 10
Series of 2004

madeleen
MA. EMELINA A. DE VERA
NOTARY PUBLIC
UNTIL DEC. 31, 2004 G.C.
PTR NO. 40802062-1-5-012.C.