



En Banc Resolution No. 08-24
(Series of 2024)

WHEREAS, Section 17 of Republic Act (R.A.) No. 11313 otherwise known as the *Safe Spaces Act* provides:

Section 17. *Duties of Employers.*- Employers or other persons of authority, influence or moral ascendancy in a workplace shall have the duty to prevent, deter, or punish the performance of acts of gender-based sexual harassment (GBSH) in the workplace. Toward this end, the employers or other persons of authority, influence or moral ascendancy shall:

X X X

(c) Create an independent internal mechanism or committee on decorum and investigation to investigate and address complaints of GBSH x x x

(d) Provide and disseminate, in consultation with all persons in the workplace, a code of conduct or workplace policy which shall:

- (1) Expressly reiterate the prohibition on GBSH;
- (2) Describe the procedures of the internal mechanism created under Section 17 (c) of this Act; and
- (3) Set administrative penalties.

WHEREAS, Section 19 of Republic Act No. 11313 provides:

Section 19. *Liability of Employers.*— In addition to liabilities for committing acts of GBSH, employers may also be held responsible for:

- (a) Non-implementation of their duties under Section 17 of this Act, as provided in the penal provisions; or
- (b) Not taking action on reported acts of gender-based sexual harassment committed in the workplace.

WHEREAS, Section 14(c)(3) of the Revised Administrative Disciplinary Rules on Sexual Harassment Cases [Amendment to the Sexual Harassment Provisions in the Revised Rules on Administrative Cases in the Civil Service (2017 RACCS)], mandates the heads of offices/agencies or other persons of authority, influence or moral ascendancy to create a Committee on Decorum and Investigation (CODI) to investigate and address complaints of sexual harassment;

WHEREAS, Section 14(c)(4) of the Revised Administrative Disciplinary Rules on Sexual Harassment Cases (Amendment to the Sexual Harassment Provisions in the Revised Rules on Administrative Cases in the Civil Service) states that it is the duty of the heads of offices/agencies or other persons of authority, influence or moral ascendancy to “develop and disseminate, in consultation with employees or their unions, if there is any, a code of conduct on sexual harassment and CODI manual, which will be in accordance with the provisions of the 2017 RACCS”;

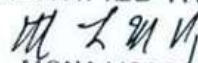
WHEREAS, former NLRC Chairperson Gerardo C. Nograles issued Administrative Order No. 03-03, series of 2021 and Administrative Order No. 03-03-A, series of 2021, constituting and reconstituting, respectively, the CODI tasked to draft internal guidelines on the substantive aspects and procedures on the disposition of sexual harassment cases in accordance with R.A. No. 11313;

WHEREAS, the proposed *Code of Conduct and Rules on Disposition of Sexual Harassment Reports, Complaints and Cases in the National Labor Relations Commission* (Code and Rules) were presented and submitted to the *En Banc* for its consideration and approval, thus:

**CODE OF CONDUCT AND RULES ON DISPOSITION
OF SEXUAL HARASSMENT REPORTS, COMPLAINTS AND CASES
IN THE NATIONAL LABOR RELATIONS COMMISSION**

Pursuant to Republic Act (R. A.) No. 11313, known as the Safe Spaces Act, and Republic Act No. 7877, known as the Anti-

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Sexual Harassment Act of 1995, these Code and Rules are hereby issued:

RULE I GENERAL PROVISIONS

Section 1. Title. – These Code and Rules shall be known as the “Code of Conduct and Rules on Disposition of Sexual Harassment Reports, Complaints and Cases in the National Labor Relations Commission”.

Section 2. Purpose. – These Code and Rules are hereby promulgated to provide guidelines for the effective implementation of R. A. No. 11313 and R. A. No. 7877.

Section 3. Declaration of Policy. – The National Labor Relations Commission (NLRC) adopts a zero-tolerance policy against sexual harassment.

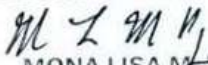
Section 4. Application of the Guidelines, Policies or Issuances by the Department of Labor and Employment (DOLE) and the Civil Service Commission (CSC). – In the absence of any applicable provision in these Code and Rules, and in order to effectively implement R. A. No. 11313 and R. A. No. 7877, the guidelines, policies or issuances of the Department of Labor and Employment (DOLE) and the Civil Service Commission (CSC) on sexual harassment shall be applied.

Rule II DEFINITION OF TERMS

Section 1. Definition of Terms. – As used in these Code and Rules, the following terms are defined as follows:

- a) **Days** refer to calendar days;
- b) **Employee** refers to a person whose appointment to work for the NLRC was processed under the Civil Service law or a person appointed by the President of the Republic of the Philippines to work for the NLRC;

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- c) **Frontline Service** refers to the process or transaction between the NLRC and the stakeholders involving but not limited to filing of requests for assistance and other documents, requests and/or applications for any privilege, right, permit, reward, license or concession, or any modification, renewal or extension thereof, which has to be acted upon in the ordinary course of business of the NLRC;
- d) **Gender** refers to a set of socially ascribed characteristics, norms, roles, attitudes, values and expectations identifying the social behavior of men and women, and the relations between them;
- e) **Information and Communication System** refers to a system for generating, sending, receiving, storing or processing electronic data messages or electronic documents and includes the computer system or other similar devices by or in which data are recorded or stored, and any procedure related to the recording or storage of electronic data messages or electronic documents;
- f) **Information and Communication Technology** refers to the totality of electronic means to access, create, collect, store, process, receive, transmit, present and disseminate information;
- g) **NLRC Chairperson** refers to the head and the disciplining authority of the NLRC, irrespective of the nature and status of his/her appointment, authorized under the law to cause the investigation and decide matters involving disciplinary action against the employee and to impose the corresponding penalty provided by law or rules;
- h) **Offended party** may include a co-worker who is not an employee but works for the NLRC;
- i) **Prima facie case** arises when the party having the burden of proof has produced evidence sufficient to support a finding and adjudication for him/her of the issue in litigation¹;
- j) **Prima facie evidence** refers to that amount of evidence which, if unexplained or uncontradicted, is sufficient to sustain a judgment in favor of the issue it

¹ People of the Philippines v. Felipe Mirandilla, Jr.; G.R. No. 186417, 27 July 2011

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supports, but which may be contradicted by other evidence²; and

- k) **Sexual Harassment** refers to but not limited to such acts, conduct or remarks as provided and penalized under R. A. No. 11313, R. A. No. 7877, and these Code and Rules.

RULE III COVERAGE

Section 1. Applicability. – These Code and Rules shall apply to any employee of the NLRC, irrespective of the nature, rank and status of his/her appointment, who complains of or is complained of sexual harassment.

Reports, complaints and cases against presidential appointees for sexual harassment shall be taken cognizance and investigated in accordance with these Code and Rules, but the imposition of disciplinary action shall remain with the Office of the President.

RULE IV ROLE OF THE NATIONAL LABOR RELATIONS COMMISSION

Section 1. Role of the National Labor Relations Commission. – The National Labor Relations Commission shall prevent, deter and punish sexual harassment in the workplace. It shall:

- a) Disseminate to all persons in the NLRC copies of R. A. No. 11313 and R. A. No. 7877, including the implementing rules and regulations, through official notices or means of communication to heads of different departments, or by posting copies of the said laws, including the implementing rules and regulations, in a conspicuous place in the NLRC visible to its employees, online or in its official website;
- b) Conduct orientations on R.A. No. 11313 and R.A. No. 7877, including the implementing rules and

² *Wacon v. People*, 539 Phil. 485-494 (2006) cited in *Reggie Orbista Zonio v. 1st Quantum Leap Security Agency, Inc. and Romulo Q. Par*, G.R. No. 224944, May 05, 2021

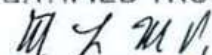
regulations, and provide the employees with copies in print or electronic form;

- c) Prepare relevant information materials which shall include primers and frequently asked questions, and provide the employees with copies in print or electronic form;
- d) Implement measures to prevent sexual harassment in the workplace, such as the conduct of anti-sexual harassment seminars, which shall be provided to all employees;
- e) Conduct trainings on gender sensitivity and orientations on gender-based violence and other relevant topics, which, when conducted, shall form part of the development and basic knowledge of the employees;
- f) Continue to develop and disseminate, in consultation with all persons in the workplace, including the employees' representatives and associations, if any, these Code and Rules which shall expressly reiterate the prohibition on sexual harassment, describe the procedures of the internal mechanisms created under R. A. No. 11313 and R. A. No. 7877, and set administrative penalties; and
- g) Adopt mechanisms to provide assistance to the alleged victim of sexual harassment from pre-filing procedure to issuance of a decision or recommendation by the NLRC Chairperson which may include counselling, referral to an agency offering professional services, and advise on options before the filing of the complaint.

RULE V CODE OF CONDUCT

Section 1. Standards of Personal Conduct. – All employees of the NLRC shall observe the standards of personal conduct provided in Section 4 of R.A. No. 6713, known as the "Code of Conduct and Ethical Standards for Public Officials and Employees", in the discharge and execution of official duties.

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Section 2. Duties of the Employees and Co-workers. – The employees of the NLRC and their co-workers shall:

- a) Refrain from committing sexual harassment;
- b) Discourage sexual harassment in the workplace;
- c) Provide emotional or social support to fellow employees and co-workers who are victims of sexual harassment; and
- d) Report acts of sexual harassment witnessed in the workplace to the Administrative Division, CODI or Office of the NLRC Chairperson.

RULE VI WORK-RELATED SEXUAL HARASSMENT

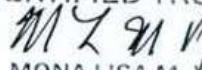
Section 1. Work-related Sexual Harassment. – Work-related sexual harassment is committed under, but not limited to the following circumstances:

- a) When submission to or rejection of the act or series of acts is used as basis of any employment decision (including, but not limited to matters related to hiring, promotion, raise in salary, job security, benefits and other human resource action) affecting the applicant/employee;
- b) When the act or series of acts have the purpose or effect of interfering with the complainant's work performance, or creating an intimidating, hostile or offensive work environment; or
- c) When the act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant.

RULE VII TRAINING-RELATED SEXUAL HARASSMENT

Section 1. Training-related Sexual Harassment. – Training-related sexual harassment is committed against one whose training is under the supervision of the offender, or against one

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whose training or internship is directly or constructively entrusted to, or is provided by the offender, when:

- a) Submission to or rejection of the act or series of acts serves as a basis for any decision affecting the complainant, including, but not limited to the issuance of any grade, rating or performance evaluation to complainant, or the grant to complainant of any benefit, privilege or consideration;
- b) The act or series of acts have the purpose or effect of interfering with the performance or creating an intimidating, hostile or offensive training environment of the complainant; or
- c) The act or series of acts might reasonably be expected to cause discrimination, insecurity, discomfort, offense or humiliation to a complainant.

RULE VIII LIABILITY FOR SEXUAL HARASSMENT

Section 1. *Who May Be Liable for the Administrative Offense of Gender-based Sexual Harassment in Accordance With R. A. No. 11313.* – Any employee of the NLRC may be liable for the administrative offense of gender-based sexual harassment in accordance with R.A. No. 11313 if he/she:

- a) Commits an act or series of acts involving any unwelcome sexual advances, requests or demand for sexual favors or any act of sexual nature, whether done verbally, physically or through the use of technology such as text messaging or electronic mail, or through any other form of information and communication system, that has or could have a detrimental effect on the conditions of an individual's employment or education, job performance or opportunities;
- b) Performs a conduct of sexual nature and other conduct based on sex affecting the dignity of a person, which is unwelcome, unreasonable or offensive to the recipient, whether done verbally, physically or through the use of technology such as

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text messaging or electronic mail, or through any other form of information and communication system; or

- c) Performs a conduct that is unwelcome and pervasive, and creates an intimidating, hostile or humiliating environment for the recipient.

Section 2. Who May Be Liable for the Administrative Offense of Sexual Harassment in Accordance With R. A. No. 7877.

– Any employee of the NLRC may be liable for the administrative offense of sexual harassment in accordance with R. A. No. 7877 if he/she, having authority, influence or moral ascendancy over another, demands, requests or requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said act.

The offense may be committed under any of the following instances:

- a) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms, conditions, promotions or privileges;
- b) The refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in a way would discriminate, deprive or diminish employment opportunities or adversely affect said employee;
- c) The above acts will impair the employee's rights or privileges under existing labor laws; or
- d) The above acts will result in an intimidating, hostile or offensive environment for the employee.

Section 3. Other Employees Who May Also Be Liable. –

Any employee of the NLRC shall also be liable under these Code and Rules if he/she:

- a) Directs or induces another to commit any act, perform a conduct or make a remark as provided under Sections 1 and 2 of this Rule;

- b) Cooperates with another in the commission of any act, performance of a conduct or in making a remark as provided under Sections 1 and 2 of this Rule through an act without which the act, conduct or remark would not have been committed, performed or made, respectively; or
- c) Cooperates with another in the commission of any act, performance of a conduct or in making a remark as provided under Sections 1 and 2 of this Rule through previous or simultaneous acts.

Section 4. The Prohibition on Perpetuation of Sexual Harassment in the Workplace. – The prohibition on perpetuation of sexual harassment in the workplace shall include those committed:

- a) Between peers;
- b) By a subordinate to a superior officer;
- c) Against any employee of the NLRC;
- d) Against the stakeholders of the NLRC;
- e) Against a student intern or trainee;
- f) Against an applicant for employment in the NLRC; and
- g) Against other persons working for or providing services to NLRC and its employees.

Section 5. Places and Means of Commission of Sexual Harassment. – Sexual harassment in the workplace may take place:

- a) In all sites, locations and spaces where work is being undertaken within or outside the premises of the usual place of business of the NLRC;
- b) In any place where the parties were found as a result of work responsibilities, relations or functions;
- c) At work;
- d) Where trainings, training-related social functions and work-related conferences/ seminars/ workshops/ symposia/ fora/ studies are conducted by the NLRC;

- e) While on official business outside or during work-related travels; or
- f) Through any form of information and communication system.

**RULE IX
COMMITTEE ON DECORUM AND INVESTIGATION**

Section 1. The Committee on Decorum and Investigation (CODI). – The Committee on Decorum and Investigation (CODI) shall be composed of the following:

1.1. For purposes of Preliminary Investigation

CODI for Luzon:

- a) Commissioner – Head;
- b) Labor Arbiter – Vice-head;
- c) Representative of the employees' association;
- d) Representative from the rank-and-file employees; and
- e) Executive Clerk of Court II/Commission Attorney/Lawyer.

CODI for Visayas:

- a) Commissioner – Head;
- b) Labor Arbiter – Vice-head;
- c) Representative of the employees' association;
- d) Representative from the rank-and-file employees; and
- e) Executive Clerk of Court II/Commission Attorney/Lawyer.

CODI for Mindanao:

- a) Commissioner – Head;
- b) Labor Arbiter – Vice-head;
- c) Representative of the employees' association;

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- d) Representative from the rank-and-file employees; and
- e) Executive Clerk of Court II/Commission Attorney/Lawyer.

The functions of the CODI constituted to conduct preliminary investigation shall commence from the conduct of pre-filing standard operating procedure and shall end upon its submission of the Preliminary Investigation Report to the NLRC Chairperson.

1.2. For purposes of Formal Investigation

CODI for Luzon:

- a) Presiding Commissioner/ Commissioner – Head;
- b) Executive Labor Arbiter/Labor Arbiter – Vice-head;
- c) Representative of the employees' association;
- d) Representative from the rank-and-file employees; and
- e) Executive Clerk of Court IV/Executive Clerk of Court II/Commission Attorney/Lawyer.

CODI for Visayas:

- a) Presiding Commissioner/Commissioner – Head;
- b) Executive Labor Arbiter/Labor Arbiter – Vice-head;
- c) Representative of the employees' association;
- d) Representative from the rank-and-file employees; and
- e) Executive Clerk of Court II/Commission Attorney/Lawyer.

CODI for Mindanao:

- a) Presiding Commissioner/Commissioner – Head;
- b) Executive Labor Arbiter/Labor Arbiter – Vice-head;

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- c) Representative of the employees' association;
- d) Representative from the rank-and-file employees; and
- e) Executive Clerk of Court II/Commission Attorney/Lawyer.

The functions of the CODI constituted to conduct formal investigation shall commence from receipt of the Formal Charge and shall end upon its submission of the Formal Investigation Report to the NLRC Chairperson.

Each CODI shall have at least two (2) personnel who shall serve as Secretariat and two (2) administrative support staff, who shall all be designated by the NLRC Chairperson.

Section 2. Over-all Head - The Head of the CODI for Luzon constituted to conduct formal investigation shall serve as the first over-all Head of the NLRC-CODI.

Upon the expiration of her term, or if for any reason she cannot serve as such or her employment with the NLRC is severed, the Head of the CODI for Visayas constituted to conduct formal investigation shall serve as the over-all Head.

In case any of the circumstances provided in the preceding paragraph shall occur, the Head of the CODI for Mindanao constituted to conduct formal investigation shall serve as the over-all Head.

Thereafter, the over-all headship shall revert to the Head of the CODI for Luzon constituted to conduct formal investigation and the manner of transferring headship as provided above shall be observed.

In case of temporary inability or incapacity of the over-all Head, she shall be temporarily substituted in accordance with the manner provided in the preceding paragraphs. The substitute over-all Head shall serve as such until the temporary inability or incapacity of the substituted over-all Head has ceased to exist.

Section 3. Quorum. – Three (3) members of the CODI shall constitute a quorum to conduct any proceeding or act on any matter brought before it under these Code and Rules. No

member shall send a proxy or representative to attend any proceeding to be conducted by the CODI.

Section 4. Membership in the CODI. – The NLRC Chairperson shall designate the heads, vice-heads, Executive Clerk of Court IV, Executive Clerk of Court II, Commission Attorneys and lawyers who shall become members of each CODI. The heads shall be all women and not less than half of the members of each CODI shall be women.

The NLRC Chairperson shall ensure that a sufficient number of qualified people may immediately replace any designated regular member of the CODI when needed, so as not to cause any delay in the conduct of its proceedings.

The regular members representing the employees' association and rank-and-file employees, and their alternates, shall be selected among them by vote. In the event of incapacity or inhibition by the regular member, the alternate shall become a member of the CODI for the purpose of disposing the pending report, complaint or case from which the regular member shall not participate.

Section 5. Trainings. – All members of the CODI shall undergo continuing training on gender sensitivity, gender – based violence, sexual orientation, gender identity and expression, and other gender and development (GAD) topics as needed.

They shall also undergo trainings that will further capacitate and increase their awareness on preventing sexual harassment and proper handling of cases.

Section 6. Qualifications of the Members of the CODI. – To qualify for membership in the CODI and continue participating in any of its proceedings in accordance with these Code and Rules, he/she shall be:

- a) Impartial; and
- b) Without prior record of involvement in any sexual harassment case.

Section 7. Inhibition by the Member of the CODI. – For purposes of inhibition, the provisions of the Rules of Court and prevailing jurisprudence shall apply.

Section 8. Powers and Functions of the CODI. – The CODI shall serve as the independent internal grievance mechanism that will act as the main body in the investigation and resolution of reports, complaints and cases involving sexual harassment. It shall have the following powers and functions:

- a) Receive reports and complaints of sexual harassment and evaluate its sufficiency in form and substance;
- b) Investigate sexual harassment reports, complaints and cases by conducting proper proceedings which shall include but not limited to preliminary and formal investigations in accordance with the prescribed procedure;
- c) Issue summons, subpoena, notices, resolutions and interlocutory orders in aid of its preliminary and formal investigation functions;
- d) Receive evidence, pleadings and other documents relative to the report, complaint or case for sexual harassment under preliminary or formal investigation and other proceedings;
- e) Prepare and submit reports of its findings with the corresponding recommendations to the NLRC Chairperson for decision or other appropriate action;
- f) Take custody of records;
- g) Lead in the conduct of discussions about sexual harassment within the NLRC to increase understanding and prevent incidents of sexual harassment;
- h) For meritorious reasons which shall include prompt disposition of the report, complaint or case for sexual harassment, and without causing damage to any party, waive the requirements or any provision of these Code and Rules motu proprio or on motion of a party; and
- i) Perform such other powers and functions vested upon it by specific provisions of these Code and

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Rules, and other pertinent laws, rules and regulations.

Section 9. Duties of the CODI. – The CODI shall:

- a) Ensure the protection of the person complaining from retaliation without causing him/her any disadvantage, diminution of benefits or displacement, or compromising his/her security of tenure;
- b) Ensure that the person complained of is given the opportunity to be properly notified of the charges;
- c) Observe due process at all times; and
- d) Guarantee gender-sensitive handling of cases.

Section 10. Term of Office. – The members of the CODI shall have a term of office for two (2) years, without prejudice to extension based on meritorious grounds.

**RULE X
REPORT BY THE VICTIM, WITNESS
OR OTHER INTERESTED PERSON**

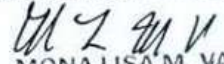
Section 1. Report. – Any report of sexual harassment by the victim, witness or interested person:

- a) Made personally or anonymously;
- b) Sent by mail, private courier or through any form of information and communication system;
- c) Found in dropboxes provided by the NLRC for said reports; or
- d) Received by the DOLE, the Presidential Complaint Center, the Civil Service Commission and other government offices, and indorsed to the NLRC Chairperson

may constitute as an informal complaint. The report shall serve as sufficient notice to the NLRC Chairperson or the Administrative

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Division who/which shall refer the matter to the CODI constituted for purposes of preliminary investigation.

Section 2. Evaluation of the Report. - The report shall be evaluated by the CODI constituted for purposes of preliminary investigation. In case of an anonymous report and the act complained of is of public knowledge or the allegations can be verified or supported by evidence, it shall be treated as a complaint and its disposition shall be made in accordance with these Code and Rules. However, if the allegations in the anonymous report have no factual or evidentiary basis, the same CODI shall recommend to the NLRC Chairperson the closure of the matter.

RULE XI PRE-FILING STANDARD OPERATING PROCEDURE

Section 1. Interview. - Prior to filing of a complaint, the CODI constituted for purposes of preliminary investigation may interview the alleged victim of sexual harassment, who, during the interview may request for the presence of a person of his/her choice. The said CODI shall ensure that the conduct of the interview will not cause the alleged victim any embarrassment or further suffering.

RULE XII COMMON PROVISIONS GOVERNING THE PRELIMINARY INVESTIGATION AND FORMAL INVESTIGATION

Section 1. Filing and Service. - Except as otherwise provided by these Code and Rules, the following shall be made in the manner prescribed under the Revised Rules of Civil Procedure:

- a) Filing and service of the parties' pleadings, motions and other submissions;
- b) Service to the parties of subpoena, orders, notices and resolutions to be issued by the CODI; and

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- c) Service to the parties of the formal charge, orders, resolutions and decisions to be issued by the NLRC Chairperson.

The CODI or the NLRC Chairperson may authorize the sheriff, process server or any personnel of the NLRC to cause the service of the formal charge, subpoena, orders, notices, resolutions and decisions to the parties and their counsels.

Section 2. Prohibited Pleadings. –The CODI and the NLRC Chairperson shall not entertain motions or pleadings which are obviously intended to delay the proceedings.

Section 3. Non-compliance. – The party's failure to comply with any process, notice or order issued by the CODI or the NLRC Chairperson, which shall include the order directing the submission of written explanation, counter-affidavit or comment, and other documents during the preliminary investigation or the filing of an answer to the formal charge shall be construed as a waiver of the party's right to submit the same and the proceedings shall be completed in accordance with these Code and Rules.

Section 4. Record of Proceedings. – All proceedings set by the CODI to be attended by the parties and/or counsel shall be recorded either through shorthand or by any other method.

Section 5. Confidentiality of the Parties, Proceedings and Record. – The entire record of the report, complaint or case which shall include the identity of the parties and the proceedings conducted by the CODI shall be treated with strict confidentiality.

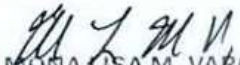
Section 6. Right to Counsel. – At any stage of the proceedings, both parties may exercise their right to be assisted by a counsel of their choice.

Section 7. Appearance of Counsel. – At the start of every proceeding, the CODI shall take note of the appearance of the parties and their counsels. If the respondent appears without his/her counsel, he/she shall be deemed to have waived his/her right to counsel and such other rights which he/she may otherwise be entitled.

The counsel representing any of the parties before the CODI shall:

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- a) Manifest orally or in writing his/her appearance for either the complainant or respondent; and
- b) State his/her full name, Roll No., IBP Receipt No., MCLE Certificate of Compliance No., PTR No., contact information and exact address where he/she can be served with pleadings, documents, notices, orders, resolutions and decisions.

If the lawyer engaged by any party is a government employee, he/she shall be required to present an authority to practice his/her profession issued by the head of the agency where he/she works or the latter's authorized representative.

The CODI shall note such manifestation, statement and compliance, and continue with the proceeding.

Section 8. Clarificatory Hearing. – Clarificatory hearing may be set motu proprio by the CODI or upon motion by any party.

Section 9. Videoconferencing. – For justifiable reason and in order not to cause delay, the CODI may conduct any proceeding through video conferencing.

Section 10. Objections. – The CODI shall immediately resolve all objections raised during any proceeding.

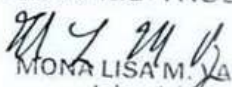
RULE XIII FILING OF A COMPLAINT

Section 1. Complaint. – The complaint which shall be in writing, signed and verified by the complainant, shall contain the following:

- a) The full name, address and contact information of the complainant;
- b) The full name, office and position of the respondent;
- c) A narration of the relevant and material facts showing the act, conduct or remark allegedly committed, performed or made, respectively;

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d) Original/Certified true copies of documentary evidence and affidavits of witnesses, and other evidence in support of the complaint; and

e) Verification and Certification of Non-forum Shopping.

The complaint shall be written in a clear, simple and concise language, and in a systematic manner to apprise the person complained of, of the nature and cause of the accusation against him/her and to enable him/her to intelligently prepare his/her defense. It shall be filed in triplicate copies, but should there be more than one (1) person complained of, the complainant is required to submit additional copies corresponding to the additional number of persons complained of.

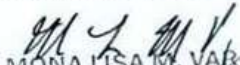
The absence of any of the aforementioned requirements may cause the dismissal of the complaint without prejudice to its re-filing upon compliance therewith. If the complaint is not verified, the complainant shall be required by the CODI within a period of forty – eight (48) hours from receipt of the complaint to comply with the requirement of verification.

Section 2. Who may File a Complaint or Initiate Administrative Action by the NLRC. – An aggrieved party or any person, upon his/her sworn statement, may file a complaint for sexual harassment and/or initiate an administrative action by the NLRC.

Section 3. When and Where to File a Complaint. – A complaint may be filed anytime during working hours with the Office of the NLRC Chairperson or the CODI constituted for purposes of preliminary investigation of the place where the complainant regularly reports for work or where the alleged sexual harassment was committed, at the option of the complainant. If the complainant does not work for the NLRC, the complaint shall be filed with the CODI of the place where the alleged sexual harassment was committed.

A complaint may be filed by:

- a) Submitting personally the original thereof;
- b) Sending an original copy by mail or private courier; or


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- c) Transmitting through any form of information and communication system.

A complaint received by the Office of the NLRC Chairperson or the DOLE, the Presidential Complaint Center, the Civil Service Commission and other government offices, and indorsed to the NLRC Chairperson shall immediately be referred to the CODI constituted for purposes of preliminary investigation.

A complaint received by the Administrative Division of the NLRC shall likewise immediately be referred to the CODI constituted for purposes of preliminary investigation.

Section 4. Confidentiality. – Upon receipt of the report or complaint for sexual harassment, the CODI Secretariat shall stamp on the first page of the report or complaint the date and time of filing, and place the same inside an envelope marked "CONFIDENTIAL".

Section 5. Docket Number. – All reports or complaints for sexual harassment duly filed with the CODI constituted for purposes of preliminary investigation shall be docketed chronologically indicating the CODI handling the same, whether it is a report or a complaint, the year and month of filing, and the number of the report or complaint for the particular year (e.g. CODI-L/V/M-R-2021-04-02 or CODI-L/V/M-C-2021-04-02).

Section 6. Title of the Case. – The person/s complaining shall be referred to as "Complainant/s" and the person/s complained of shall be referred to as "Respondent/s".

Section 7. Withdrawal of the Complaint. – The withdrawal of the complaint does not result in its outright dismissal or discharge of the person complained of. Its disposition shall proceed in accordance with these Code and Rules.

Section 8. Referral of the Report or Complaint to the Proper Office. – If jurisdiction to investigate properly belongs to a private or another public office, the CODI, upon approval by the NLRC Chairperson, shall immediately refer the report or complaint to the appropriate private or public office.

Section 9. Dismissal with Prejudice. – If a similar administrative action against the same person complained of for the same cause of action and relief prayed for has been filed with another office or body, whether it was already resolved by or still pending with the said office or body, the CODI shall

recommend to the NLRC Chairperson the dismissal of the complaint with prejudice.

RULE XIV PRELIMINARY INVESTIGATION

Section 1. Preliminary Investigation. – A preliminary investigation is a mandatory proceeding undertaken to determine whether a *prima facie* case exists to warrant the issuance of a formal charge.

Section 2. How Conducted. – Within two (2) working days from its receipt of the complaint, the CODI constituted for purposes of preliminary investigation, shall issue a notice directing the respondent to submit his/her written explanation, counter-affidavit or comment, and other documents within fifteen (15) days from his/her receipt of the notice and complaint.

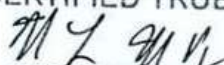
The notice shall specify the act, conduct or remark as narrated in the complaint.

Section 3. Duration of the Preliminary Investigation. – The CODI shall terminate the preliminary investigation not later than fifteen (15) days from its receipt of the written explanation, counter-affidavit or comment, and other documents from the respondent.

Section 4. Preliminary Investigation Report. – Within fifteen (15) days from the termination of the preliminary investigation, the CODI shall submit to the NLRC Chairperson the Preliminary Investigation Report with recommendation to formally charge the respondent if *prima facie* case was found to exist; otherwise, to dismiss the complaint.

Section 5. Approval or Disapproval of the Recommendation. – Within five days (5) from receipt of the preliminary investigation report, the NLRC Chairperson may approve or disapprove the recommendation provided therein by the CODI. Within three (3) days from the approval of the recommendation to formally charge the respondent, a formal charge signed by the NLRC Chairperson shall be issued. Within a similar period of three (3) days from the approval of the recommendation to dismiss the complaint for lack of *prima facie*

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case, the recommendation which was approved and signed by the NLRC Chairperson shall be issued.

The entire record of the case which shall include the formal charge or the approved recommendation to dismiss the complaint shall immediately be transmitted to the proper CODI. The said CODI shall cause the service of copies of the formal charge or approved recommendation to dismiss the complaint to the parties to the case.

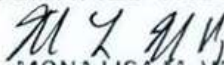
RULE XV FORMAL CHARGE

Section 1. Formal Charge. – The formal charge which is accompanied by original/certified true copies of the documentary evidence, if any, shall contain the following:

- a) The specific charge/s;
- b) A brief statement of material and relevant facts;
- c) A directive to answer the formal charge in writing and under oath, and file the same with the CODI not later than fifteen (15) days from receipt of the formal charge;
- d) An advice for the respondent to indicate in the answer whether or not he/she elects a formal investigation of the charge/s; and
- e) A notice that he/she is entitled to be assisted by a counsel of his/her choice.

Section 2. A Formal Charge for a Different Offense. - A formal charge issued for an offense different from that complained of may be assailed by any party adversely affected by filing a motion for reconsideration within seven (7) days from his/her receipt of a copy of the formal charge. The opposing party shall have a similar period of seven (7) days from his/her receipt of a copy of the motion for reconsideration within which to file his/her comment. The NLRC Chairperson shall have ten (10) days from his/her receipt of the comment or the lapse of the said period within which to file the same, whichever is earlier, within which to resolve the motion. Meantime, the running of the period within which to file an answer is suspended.

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In the event the motion is granted, the NLRC Chairperson shall issue an amended formal charge. In any case, the proceedings shall continue in accordance with these Code and Rules.

Section 3. Resignation, Transfer of Office or Retirement Pending the Administrative Complaint. – Despite the severance of employment with the NLRC by resignation, transfer to another government office, retirement or any cause, the disposition of the formal charge issued against the person complained of shall proceed in accordance with these Code and Rules.

RULE XVI ANSWER

Section 1. Answer. – The answer which shall be in writing, signed and sworn to by the respondent, shall:

- a) Be specific;
- b) Contain material facts, and applicable laws and jurisprudence, if there be any;
- c) Include documentary evidence and sworn statements covering testimonies of witnesses, if there be any;
- d) State whether or not he/she elects a formal investigation of the charge/s; and
- e) Be submitted to the CODI not later than fifteen (15) days from receipt of the formal charge/amended formal charge.

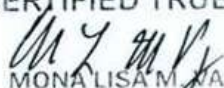
Notwithstanding respondent's submission of a written explanation, counter-affidavit or comment, and other documents during the preliminary investigation, he/she may still submit additional evidence during the period within which he/she may file an answer.

Section 2. Filing of the Answer. – Respondent may file his/her answer by:

- a) Personally submitting an original copy;

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- b) Sending by mail or private courier; or
- c) Transmitting through any form of information and communication system.

**RULE XVII
PREVENTIVE SUSPENSION**

Section 1. Preventive Suspension. – Preventive suspension is not a penalty, but a measure of precaution.

Section 2. Order of Preventive Suspension. – The NLRC Chairperson, *motu proprio* or upon motion by the complainant or recommendation by the CODI, simultaneous with the issuance of the formal charge or at any time thereafter, may order the preventive suspension of the respondent during the formal investigation for a period of not more than ninety (90) days.

An order of preventive suspension may be issued for justifiable purposes which shall include the following:

- a) To temporarily remove the respondent from the scene of his/her misfeasance/malfeasance; or
- b) To preclude the respondent from exerting undue influence or pressure on the witnesses against him/her or tampering with evidence that may be used against him/her.

During the formal investigation, the NLRC Chairperson may recommend to the Office of the President the preventive suspension of the respondent who is a presidential appointee.

Section 3. Period of Preventive Suspension. – When the case against the respondent under preventive suspension is not decided within the period of ninety (90) calendar days from the commencement date of his/her preventive suspension, unless otherwise provided by special law, he/she shall be automatically reinstated into the service, provided that when the delay in the disposition of the case was due to the fault, negligence or any reason caused by the respondent, the period of delay shall not be included in the counting of the 90-day period of preventive suspension.

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Where the order of preventive suspension is for a period of less than ninety (90) days, the formal investigation shall be completed within the said period and the respondent may no longer be placed under another preventive suspension for the same case. Provided that should the respondent be on authorized leave which shall include those in accordance with R. A. 8187,³ R. A. No. 8972,⁴ R. A. 9262,⁵ and R. A. No. 9710,⁶ implementation of the order directing the preventive suspension shall be deferred or interrupted until such time that said leave has been fully availed of.

Section 4. Remedy from the Order of Preventive Suspension. – Within fifteen (15) days from receipt of the order placing the respondent under preventive suspension, he/she may assail the order by filing an appeal to the CSC. Pending appeal, the order of preventive suspension shall be executory.

RULE XVIII FORMAL INVESTIGATION

Section 1. Formal Investigation. – The CODI constituted for purposes of formal investigation shall conduct formal proceeding:

- a) In case the respondent states in his/her answer that he/she elects a formal investigation of the charge/s; or
- b) Where the merit of the case cannot be decided judiciously without conducting such proceeding.

The formal investigation shall commence not earlier than five (5) days nor later than ten (10) days from receipt by the CODI of the answer filed by the respondent and the same shall be terminated within a period of sixty (60) days from its receipt of the copy of the Formal Charge, unless an extension for a maximum period of thirty (30) days on meritorious ground is granted by the NLRC Chairperson.

Section 2. Designation of a Prosecutor. – The NLRC Chairperson shall designate any lawyer from the Commission Proper or the

³ The "Paternity Leave Act of 1996"

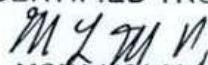
⁴ The "Solo Parents' Welfare Act of 2020"

⁵ The "Anti-violence Against Women and their Children Act"

⁶ The "Magna Carta for Women"

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Arbitration/Sub-Arbitration Branches to act as Prosecutor during the formal investigation. Any private prosecutor engaged by the complainant shall be under the control and supervision of the Prosecutor designated by the NLRC Chairperson.

Section 3. Effect of the Pendency of an Administrative Case. – The pendency of an administrative case shall not disqualify the respondent for promotion or from claiming benefits. For this purpose, an administrative case shall be construed as "pending" when the NLRC Chairperson has issued a formal charge.

RULE XIX PRE-HEARING CONFERENCE

Section 1. Pre-hearing Conference. – At the commencement of the formal investigation, the CODI shall conduct a pre-hearing conference for the parties to enter into/agree on any of the following:

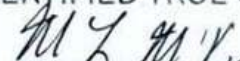
- a) Stipulation of facts;
- b) Simplification of issues;
- c) Identification and marking of evidence of the parties;
- d) Waiver of objections to admissibility of evidence;
- e) Limiting the number of witnesses and their names;
- f) Dates of subsequent hearings; and
- g) Such other matters as may aid in the prompt and just resolution of the case.

By agreement, the parties may file position paper/memoranda and submit the case for decision by the NLRC Chairperson without any need for further hearing.

Section 2. Markings. – All exhibits shall be properly marked by letters (A, B, C, etc.) if presented by the complainant and by numbers (1, 2, 3, etc.) if presented by the respondent.

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Section 3. Non – appearance by the Respondent During the Pre-Hearing Conference. – The pre-hearing conference may be reset, but only once, for failure of the respondent, personally or through an authorized representative, to appear despite notice. In the event that he/she still fails to appear, he/she shall be deemed to have waived his/her right to participate in all proceedings which shall be up to the rendition by the NLRC Chairperson of the decision or resolution of the complainant's motion seeking the reconsideration of the same.

Section 4. Pre-hearing Conference Order. – Within seven (7) days from the termination of the pre-hearing conference, the CODI shall issue an order which shall state the matters considered and entered into/agreed during the pre-hearing conference. The contents of the order shall control the subsequent proceedings, unless modified before the formal hearing to prevent manifest injustice.

**RULE XX
HEARING**

Section 1. Non – appearance by the Respondent's Counsel During the Scheduled Hearings. – If the respondent's counsel shall fail to appear during the scheduled hearings, the formal investigation shall proceed and the respondent is deemed to have waived his/her rights to counsel, cross examine the witness of the other party, present evidence during the scheduled proceeding and to such other rights which he/she may otherwise be entitled.

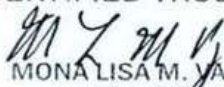
Section 2. Order of Hearing. – Unless the CODI directs otherwise, the order of the hearing shall be as follows:

- a) The complainant shall present evidence to prove the charge;
- b) The respondent may present evidence to prove his/her defense; and
- c) The complainant and the respondent may respectively present rebuttal evidence.

Section 3. Examination of Witness. – The head of the CODI, and in his/her absence, the vice-head, shall place every

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witness under oath before taking his/her testimony. The witness may be examined in the following manner:

- a) Direct examination by the proponent;
- b) Cross-examination by the opponent;
- c) Re-direct examination by the proponent; and
- d) Re-cross examination by the opponent.

Section 4. Use of Sworn Statement and/or Judicial Affidavit. – A sworn statement and/or judicial affidavit executed and signed by a party or a witness, properly identified and affirmed by the said party or witness before the CODI, may constitute as his/her direct testimony.

The use of sworn statement and/or judicial affidavit is without prejudice to clarificatory questions that may be asked during the hearing.

The sworn statement or judicial affidavit shall be submitted to the CODI constituted for purposes of formal investigation, copy furnished the other party, at least three (3) days prior to the presentation of the testimony of the affiant.

Section 5. Formal Investigation Report. – Within fifteen (15) days after the conclusion of the formal investigation, a formal investigation report containing a narration of the material facts established during the investigation, the findings, the evidence supporting said findings, laws and jurisprudence that were applied, and the recommendation, together with the complete record of the case, shall be submitted by the CODI to the NLRC Chairperson.

RULE XXI DECISION

Section 1. When Case is Decided/Resolved for Recommendation by the NLRC Chairperson. – Within ten (10) days from his/her receipt of the formal investigation report, the NLRC Chairperson shall issue his/her decision.

If the respondent is a presidential appointee, the NLRC Chairperson shall transmit his/her recommendation to the Office of the President within the same 10-day period.

Section 2. Finality of Decision. – A decision rendered by the NLRC Chairperson, whereby a penalty of reprimand, suspension for not more than thirty (30) days or fine in an amount not exceeding thirty (30) days' salary is imposed, shall be final and executory, unless a motion for reconsideration is seasonably filed by any party adversely affected by the said decision. However, if the penalty imposed is suspension exceeding thirty (30) days or fine exceeding thirty (30) days' salary, the same shall become final and executory after the lapse of the reglementary period for filing a motion for reconsideration or an appeal to the CSC, whichever is proper, and no such pleading has been filed by any party adversely affected by the said decision.

RULE XXII REMEDIES AFTER A DECISION


Section 1. Filing of Motion for Reconsideration. – A motion for reconsideration, when proper, may be filed by any party adversely affected by the decision rendered by the NLRC Chairperson within fifteen (15) days from receipt of the said decision. The opposing party, upon receipt of a copy of the motion, shall have a period of fifteen (15) days within which to file a comment. The NLRC Chairperson shall resolve the motion for reconsideration within a period of ten (10) days from receipt of the comment or lapse of the period within which to file the same, whichever is earlier.

Section 2. Limitations and Grounds for Filing Motion for Reconsideration. – Only one motion for reconsideration shall be entertained and the same shall be based only on any of the following grounds:

- a) New evidence has been discovered which materially affects the decision rendered;
- b) The decision is not supported by the evidence on record; or
- c) Errors of law or irregularities have been committed prejudicial to the interest of the movant.

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Section 3. Effect of Filing a Motion for Reconsideration. – The filing of the motion for reconsideration within the reglementary period of fifteen (15) days shall stay the execution of the decision sought to be reconsidered.

Section 4. Filing of Appeal. – Subject to Section 2 of Rule XXI of these Code and Rules, the remedy of appeal which shall be filed with the CSC within fifteen (15) days from receipt of the decision or resolution of the motion for reconsideration assailing the said decision both rendered by the NLRC Chairperson is available in the following instances:

- a) When the decision or resolution of the NLRC Chairperson imposes a penalty of reprimand, suspension not exceeding thirty (30) days or fine in an amount not exceeding thirty (30) days' salary, and the issue raised is purely violation of due process; or
- b) When the decision or resolution of the NLRC Chairperson imposes a penalty of suspension for a period exceeding thirty (30) days or a fine in an amount exceeding thirty (30) days' salary.

Within ten (10) days from receipt of a copy of the appeal memorandum, the NLRC Chairperson shall submit to the CSC the complete record of the case, which shall be systematically and chronologically arranged, paginated and securely bound to prevent loss.

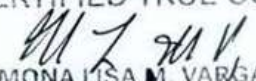
Section 5. Effect of Filing. – An appeal shall not stop the decision from being executory.

Section 6. Other Redress. – Nothing in these Code and Rules shall prevent the victim of sexual harassment from seeking redress in the appropriate courts of justice and other forum or body.

**RULE XXIII
CLASSIFICATION OF ACTS OF SEXUAL HARASSMENT
AND PENALTIES**

Section 1. Classification and Penalties. – The administrative offense of sexual harassment is classified as grave, less grave and light offenses as follows:

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Acting Executive Clerk of Court IV

a) Grave offenses punishable by dismissal from the service shall include, but are not limited to:

1. Unwanted touching, pinching or brushing of private parts of the body (inner thighs, genitalia, buttocks, anus, groin and breast);
2. Sexual assault;
3. Malicious touching;
4. Requesting for sexual favor in exchange for employment, promotion, local or foreign travels, favorable working conditions or assignments, a passing grade, the grant of honors or scholarship, or the grant of benefits or payment of a stipend or allowance;
5. Any of the acts mentioned in paragraphs (b)(4) and (c)(8-11) of this section, when accompanied by touching, pinching or brushing against any part of the body of the offended party;
6. Any of the following acts when committed with the use of information and communication technology to terrorize or intimidate the victim:
 - Making physical, psychological and emotional threats, or unwanted sexual misogynistic, transphobic, homophobic and sexist remarks and comments online, whether publicly or through direct and private messages;
 - Invading the victim's privacy through cyberstalking and incessant messaging;
 - Unauthorized uploading and sharing the victim's photos, voice or video with sexual content;
 - Unauthorized recording and sharing the victim's photos, videos or any information online;

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- Impersonating the identity of the victim online or posting lies about the victim to harm his/her reputation; or

- Filing false abuse reports to online platforms to silence the victim; and

7. Other analogous cases.

b) Less grave offenses punishable by suspension for a period of more than thirty (30) days to six (6) months or the equivalent fine for the first offense and dismissal from the service for the second offense, shall include, but are not limited to:

1. Unwanted touching, pinching or brushing against the victim's body not falling under grave offenses;

2. Derogatory or degrading remarks or innuendoes directed toward the members of one sex, or one's sexual orientation or used to describe a person;

3. Verbal abuse with sexual overtones;

4. Flashing of private parts, public masturbation, groping and similar lewd sexual actions; and

5. Other analogous cases.


c) Light offenses punishable by reprimand for the first offense, suspension for a period not exceeding thirty (30) days or the equivalent fine for the second offense, and dismissal from the service for the third offense, shall include, but are not limited to:

1. Surreptitiously looking at a person's private part or worn undergarments;

2. Making sexist statements and uttering smutty jokes or sending these through text or electronic mail, including but not limited to social media platform, causing embarrassment or offense and carried out after the offender has been advised that they

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are offensive or embarrassing, or even without such advise, when they are by their nature clearly embarrassing, offensive or vulgar;

3. Display of sexually offensive pictures, materials or graffiti;
4. Unwelcome inquiries or comments about a person's sex life;
5. Unwelcome sexual flirtation, advances or propositions;
6. Persistent unwanted attention with sexual overtones;
7. Unwelcome phone calls with sexual overtones causing discomfort, embarrassment, offense or insult to the receiver;
8. Malicious leering, intrusive gazing or ogling;
9. Making offensive hand or body gestures at an employee;
10. Stalking;
11. Any act, conduct, remark or statement that invades one's personal space or threatens one's sense of personal safety which may include but not limited to the following:
 - Cursing, wolf-whistling, catcalling, and taunting;
 - Unwanted invitations;
 - Misogynistic, transphobic, homophobic and sexist slurs;
 - Persistent unwanted comments on one's appearance;
 - Relentless request for one's personal details such as name, contact and social media details or destination;

- Use of words, gestures or actions that ridicule on the basis of sex, gender or sexual orientation, identity and/or expression including sexist, homophobic and transphobic statements and slurs;
- The persistent telling of sexual jokes; or
- Use of sexual names, comments and demands;
- Any statement that has made an invasion on a person's personal space or a threatens a person's personal safety; and

12. Other analogous cases.

Section 2. Payment of Fine. – The penalty of fine in lieu of suspension shall be at the ratio of one (1) day suspension from the service to one (1) day salary.

Section 3. Penalty for Multiple Offenses. – If the respondent is found guilty of two (2) or more offenses falling under different classifications, the penalty corresponding to the most serious charge shall be imposed.

If the respondent is found guilty of two (2) or more counts of the same offense, or two (2) of more offenses falling under the same classification, the maximum penalty shall be imposed.

Subject to Section 1 of this Rule which provides for grave offenses which are punishable by dismissal, the maximum penalty shall be:

- a) Suspension for a period of six (6) months or the equivalent fine for two (2) or more counts of less grave offenses; and
- b) Suspension for a period of thirty (30) days or the equivalent fine for two (2) or more counts of light offenses.

Section 4. Employees Rendering Frontline Service/s. – The penalty next higher in degree shall be imposed if the respondent employee of the NLRC is assigned to render frontline service/s to

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 Acting Executive Clerk of Court IV

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the public and the complainant, who is not an employee of the NLRC, is availing of the frontline service/s.

**RULE XXIV
EFFECTIVITY**

Section 1. Effectivity. – These Code and Rules shall take effect fifteen (15) days after publication in the Official Gazette or in any two (2) newspapers of general circulation in the Philippines.

WHEREFORE, RESOLVED AS IT IS HEREBY RESOLVED, the NLRC *En Banc* hereby **APPROVES** and **ADOPTS** the proposed *Code of Conduct and Rules on Disposition of Sexual Harassment Reports, Complaints and Cases in the National Labor Relations Commission*.

Signed this 16th day of December 2024 in Quezon City, Philippines.



GRACE E. MANQUIZ-TAN
Chairperson



JULIA CECILY I. COCHING-SOSITO
Presiding Commissioner

ON LEAVE

VICTOR C. AVECILLA
Presiding Commissioner



GRACE M. VENUS
Presiding Commissioner

ON LEAVE

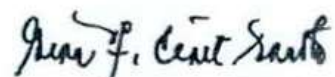
DOLORES M. PERALTA-BELEY
Presiding Commissioner



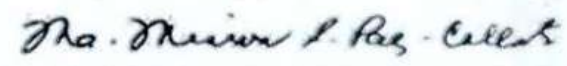
AGNES ALEXIS A. LUCERO-DE GRANO
Presiding Commissioner



AMELIA B. DOCENA
Presiding Commissioner



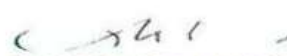
GINA F. CENTIT-ESCOTO
Commissioner



MA. MINERVA S. PAEZ-COLLANTES
Commissioner



MONA LISA M. VARGAS
Labor Arbiter


NICOLAS B. NICOLAS
Commissioner



CHARMALOU D. ALDEVERA
Commissioner


CECILIO ALEJANDRO C. VILLANUEVA
Commissioner


JOSE C. DEL VALLE, JR.
Commissioner


LEONARD VINZ O. IGNACIO
Commissioner


MARY ANN F. PLATA-DAYTIA
Commissioner


HERNAN G. NICDAO
Commissioner

ON LEAVE

ERIC ANTHONY B. TY
Commissioner


DONNA C. RAMOS
Commissioner


GAVINO R. MENESES, JR.
Commissioner



NENDELL HANZ L. ABELLA
Commissioner


MARIA JOYCE L. SENO-KHO
Commissioner


ABDUL-AZIS U. METMUG
Commissioner


SITTIE PHAMY G. CADER-CONDONG
Commissioner

Attested by:


MONA LISA M. VARGAS
Labor Arbiter
Acting Executive Clerk of Court IV

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Acting Executive Clerk of Court IV