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Office of the President

3 July 2014

MEMORANDUM NO. 163

Series of 2014

T	O:	Dr. Edgardo E. Tulin	-	Chairperson
		Prof. Maria Aurora T.W. Tabada	-	ASHU Coordinator
		Prof. Manolo B. Loreto, Jr.	-	Member, Dean of Students
		Dr. Luz O. Moreno	-	Member, Faculty Representative
		Ms. Velma P. Bontuyan	-	Member, Staff Representative
		Ms. Claire Larzen Tello	-	Member, Student Representative

R E: Designation as Anti-Sexual Harassment Committee

Please constitute yourselves into the Anti-Sexual Harassment Committee/CODI with Dr. Edgardo E. Tulin as Chairperson and the rest as members effective immediately.

The Committee is tasked with the following functions pursuant to Rule V, Section 24 of the VSU Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995:

1. Receive complaints of sexual harassment, and whenever needed, assists complainant in the preparation of a written complaint;
2. Undertake information and educational activities to ensure that the University policy, rules, regulations and procedures on sexual harassment are disseminated and become part of the academic culture;
3. Creatively design or formulate informal procedures of such nature as to elicit trust and confidence on the part of interested parties in resolving problems arising from cases or incidents of sexual harassment, including counselling and grievance management;

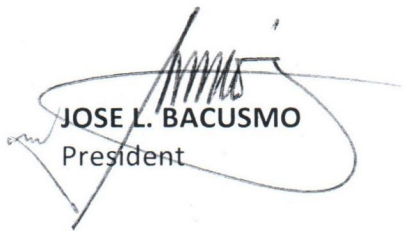
4. Provide security and support measures to aggrieved parties or victims in sexual harassment cases; and
5. In every appropriate case, constitute a Hearing Committee as required in the formal procedure set in Rule VI.

In the event that the Committee is constituted as a Hearing Committee, it is required to:

1. Investigate the sexual harassment complaints in accordance with the prescribed procedure; and
2. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision.

The Committee members shall have a tenure of two years effective July 1, 2014 until June 30, 2016 unless otherwise revoked earlier.

For compliance.



JOSE L. BACUSMO
President