

Republic of the Philippines
CIVIL SERVICE COMMISSION

M.C. No. 30, s. 1995

MEMORANDUM CIRCULAR

TO : ALL HEADS OF DEPARTMENTS, BUREAUS, OFFICES, AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND/OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS, STATE UNIVERSITIES AND COLLEGES

SUBJECT : IMPLEMENTING RULES AND REGULATIONS ON R.A. 7877, AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.

Republic Act 7877, An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and for other purposes was approved by President Fidel V. Ramos on February 14, 1995 and took effect on March 5, 1995, or fifteen (15) days after its complete publication on February 18, 1995 in two (2) national newspapers of general circulation.

In this connection, we wish to invite your attention to the provisions of Section 4 thereof which requires the Employer or Head of Office to promulgate appropriate rules and regulations in consultation with and jointly approved by the employees through their duly designated representatives, prescribing the procedures for the investigation of sexual harassment cases and the administrative sanctions therefor.

The said rules and regulations shall also include among others, guidelines on proper decorum in the workplace and the creation of a committee on decorum and investigation of cases on sexual harassment.

For your reference, we have enclosed a copy of R.A. 7877 and our own Implementing Rules and Regulations, which you may use as model. You may modify or amplify said Rules to suit your own needs.

(SGD.) CORAZON ALMA G. DE LEON
Chairperson