

In compliance with Section 25 of the University Code of Decorum and Administrative Rules on Sexual Harassment, Other Forms of Sexual Misconduct, and Inappropriate Behavior [Code and Rules], the University Office of Decorum and Investigation [UODI] submitted to the President’s Council the following Report, which was approved by the President upon the endorsement of the Council on 23 August 2023.

This Report contains information on the formal complaints and informal reports received and processed by the UODI and the schools’ offices acting as their respective School Offices of Decorum and Investigation [SODI], covering the period December 2022 to May 2023.

I. Formal Complaints filed with the UODI

- Three (3) complaints against employees were filed with the UODI.
- Two (2) of the three (3) were elevated to the University Committee on Decorum and Investigation [CODI].
- One (1) was dismissed at the UODI level, there being no prima facie case for sexual harassment, other form of sexual misconduct, or inappropriate behavior.

A. Sex-Disaggregated Information

	Male	Female	TOTAL
Complainant	1	2	3
Respondent	3	0	3

B. Classification of Infractions - The following is the classification of infractions of the remaining two (2) complaints which were elevated to the University CODI. These are classified based on the infractions provided in the Code and Rules.

Classification of Infractions	# of Cases
Moderate	1
Major and Moderate (combined)	1
TOTAL	2

C. Decisions on the 2 Complaints - The following are the results or status of the investigations regarding the infractions provided in the Code and Rules.

Decision	# of Cases
Guilty	1
On-going	1
TOTAL	2

D. Decision requested to be reconsidered by the University President – The sole decision was requested to be reconsidered; the request was denied.

II. Formal Complaints filed with the SODI

- Fifteen (15) complaints against students were processed by the respective offices of the schools acting as SODI.
- Fifteen (15) complaints were elevated to School CODIs.

A. Sex-Disaggregated Information

	Male	Female	TOTAL
Complainant	1	14	15
Respondent	16*	0	16

*some cases involve multiple respondents

B. Classification of Infractions The following is the classification of infractions entailed in the 15 complaints. These are classified based on the infractions provided in the Code and Rules.

Classification of Infractions	# of Cases
Major	4
Minor	8
Major, Moderate, and Minor (combined)	1
No charges yet (preliminary investigation stage)	2
TOTAL	15

C. Decisions on the 15 Complaints - The following are the results or status of the investigations regarding the infractions provided in the Code and Rules.

Decision	# of Cases
Guilty	4
Not Guilty	9
On-going (including preliminary investigation stage)	2
TOTAL	15

D. Decisions appealed to the school's Vice President – Three (3) decisions were appealed to school Vice Presidents. All appeals were denied.

III. Appeals to DepEd/CHED or petitions for review filed in court - The University has not been notified of any appeals filed with DepEd/CHED or cases filed with the courts questioning any of the decisions.

IV. Informal reports received by the University - An informal report is a verbal or written report to the UGH, UODI, or any person-in-authority, which does not comply with the requirements for a formal complaint for disciplinary investigation as prescribed in Sections 32 to 34 of the Code and Rules. A total of 14 informal reports were received by the UGH and UODI.

- One (1) informal report involves infraction/s not covered by the Code and Rules and was forwarded to the concerned office for appropriate action.
- Three (3) informal reports involve incidents and/or offenders that are not within the jurisdiction of the University.
- Ten (10) informal reports were not elevated to complaints; persons reporting or offended parties opted, at the moment, for other protective measures or care assistance from the UGH.

A. Sex-Disaggregated Information (possible complainants and respondents)

	Male	Female	Undisclosed	TOTAL
Complainant	at least 5*	at least 9*	at least 2*	at least 16*
Respondent	11	0	at least 3*	at least 14*

*some cases involve multiple and undetermined number of complainants and/or respondents

B. Classification of Infractions - The following are the classification of possible infractions of the remaining 10 informal reports:

Classification of Infractions	# of Cases
Major	6
Moderate	2
Minor	2
TOTAL	10

V. UODI/UCODI Recommendations

1. Provide appropriate training for employees on how to respond when receiving complaints and/or reports of sexual harassment/misconduct.
2. Provide Code and Rules and Code of Discipline on-boarding sessions for faculty members every start of the school year or semester. Ensure that late hires are also given the same on-boarding sessions within the school year.
3. Strengthen the screening process before hiring prospective employees, including renewal of contracts and/or rehiring of personnel.
4. Review the administrative rules, and determine and recommend ways to expedite the investigation process.
5. Coordinate with appropriate offices and other partner institutions that can provide the necessary support for the respondents.

Other office-/school-specific recommendations were relayed to the concerned offices/schools for their consideration and/or implementation.

Submitted by:

(Sgd) Alma Renee R Pavia
Director
University Office of Decorum and Investigation

Approved by:

(Sgd) Roberto C Yap SJ
President
Ateneo de Manila University