ATENEO DE MANILA UNIVERSITY

OFFICE OF THE PRESIDENT

Memo # U2021-033
3 Mar 2021

Memo to : The University Community

Subject : University Office of Decorum and Investigation

I am pleased to announce the establishment of the University Office of Decorum and Investigation (UODI) as the fourth column of the University's Decorum and Investigation System. I am also appointing Attorney Alma Renee R Pavia as its Director effective 1 April 2021.

Pursuant to Section 22 of the Code of Decorum and Administrative Rules on Sexual Harassment, Other Forms of Sexual Misconduct, and Inappropriate Behavior ("Code and Rules"), the UODI shall assist the University Committee on Decorum and Investigation (UCODI) on various operational-logistical fronts, including screening and selection of the UCODI Chairperson, Co-Chairperson, and members; receive formal complaints on behalf of the University CODI; record and prepare the minutes of the meetings of the University CODI, document the proceedings of the UCODI Hearing Panels, as well as prepare the UCODI's periodic reports; assist the UCODI Hearing Panels in the conduct of investigations; serve as the records custodian of the University CODI; establish and manage a central database and records-keeping system for the University and School CODIs; and establish and manage a system to receive and monitor CODI Alerts; among many other functions.

Atty Pavia was the Head of the Employee Relations and Engagement Section of the Office of Human Resource Management and Organization Development (OHRMOD) prior to this appointment. I thank her for her openness and generosity to assume this adjustment of her service to the University community. I also extend my appreciation to the OHRMOD and to the Office of the Vice President for Human Resources for allowing Atty Alma to transition into her new responsibility.

I once again, call upon all University academic and administration clusters and the community in general to cooperate with and assist (including with our prayers) the UODI to fulfill its purposes, in the overall Decorum and Investigation system we are employing.

(Sgd)Roberto C Yap SJ
President