



Republic of the Philippines
Department of Education
 REGION V
 SCHOOLS DIVISION OFFICE OF CATANDUANES

RELEASED

DepEd, Division of Catanduanes

RECORDS SECTION

Date JAN 16 2020

Time: 3:30 PM

Initial/Signature: _____

January 16, 2020

DIVISION MEMORANDUM
 OSDS-LU-DM-17S. 2020

CREATION OF THE DIVISION COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

To: Assistant Schools Division Superintendent
 Chiefs, SGOD and CID
 Education Program Supervisors
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 Heads of Unit
 All Others Concerned

1. Under the Civil Service Commission (CSC) Resolution No. 01-0490 (Administrative Disciplinary Rules on Sexual Harassment Cases), a Committee on Decorum and Investigation (CODI) shall be created in all national and local agencies of the government, state/local colleges and universities, including government-owned or controlled corporations with original charters.

2. CSC Resolution No. 01-0490 further provides that in a work-related environment, a CODI shall be composed of at least one (1) representative each from the management, the accredited union, if any, the second level employees, and the first level employees, duly selected by the unit concerned.

3. The functions of the CODI are:

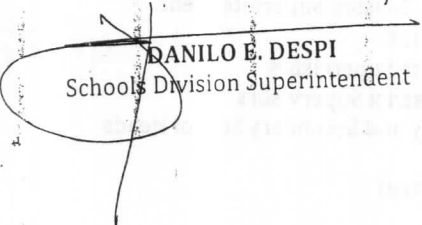
- i. Receive complaints of sexual harassment;
- ii. Investigate sexual harassment complaints in accordance with the prescribed procedures;
- iii. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decisions; and
- iv. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

Pursuant thereto, the Division Committee is hereby created and shall be composed of the following:

	REGULAR	ALTERNATE
Chairperson	: Ma. Luisa T. Dela Rosa	
Vice-Chairperson	: Miguel C. Ogalinola	Nelson Sicio
Members	1. Frankie Turalde 2. Eva Tolentino 3. Representative from recognized organization	Gina Custodio Cynthia Soneja Ma. Cielo Tubale

4. A quorum, consisting of a majority of members of CODI, shall be required for the transaction of business. However, in rendering or issuing its findings and recommendation, a majority of all the CODI members is required except the Chairman, who shall vote only in case of a tie.

5. CODI member alternate is designated to act as member whenever the principal member is unable to attend a meeting of the CODI.
6. All Schools are likewise directed to create the CODI at their level in accordance with Article V of Republic Act No.11313 (Safe Spaces Act). A copy of the composition shall be submitted to the Division Office through the Legal Section.
7. The members of the CODI shall serve a term of two (2) years, unless replaced earlier.
8. Immediate dissemination and compliance with this memorandum is hereby directed.


DANILO E. DESPI
Schools Division Superintendent

Encl.: as stated

References: (CSC) Resolution No. 01-0490
To be indicated in the Perpetual Index
Under the following subjects:

COMMITTEE

MCT/JABL/DM 2020 CREATION OF THE DIVISION COMMITTEE ON DECORUM AND INVESTIGATION (CODI)
0001/January 16, 2020



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