



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V - BICOL
TANGGAPANG PANSANGAY NG CATANDUANES

15 February 2024

DIVISION MEMORANDUM
LU-2024-00_083

TO : Assistant Schools Division Superintendent
SDO Chiefs, Section/Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Heads
All Other Concerned

**RECONSTITUTION OF THE DIVISION COMMITTEE
ON DECORUM AND INVESTIGATION (CODI)**

1. The CSC Memorandum Circular No. 11 s. 2021 (Revised Administrative Disciplinary Rules on Sexual Harassment Cases) mandates the creation of a Committee on Decorum and Investigation (CODI) in all or local agencies of the government, state/local colleges and universities, including government owned or controlled corporation with original charters.
2. Pursuant thereto, the Division Committee on Decorum and Investigation (CODI) is hereby reconstituted and shall be compose of the following:

	Regular	Permanent Alternate
Chairperson:	Cecile C. Ferro	Mary Jean S. Romero
Members:	Gina B. Pantino	Ma. Gina M. Templonuevo
	Eva S. Tolentino	Marichelle B. Llave
	Representative of Alliance of Concerned Teachers (ACT)	Representative of Alliance of Concerned Teachers (ACT)
	Division Chapter President <i>DepEd National Employees Union (NEU)</i>	Division Chapter Vice- President <i>DepEd National Employees Union (NEU)</i>
	President Catanduanes Association of Secondary School Heads (CASSH)	Division Chapter President Philippine Elementary School Principals Association (PESPA)

3. The Division Committee on decorum and Investigation (CODI) shall perform the following functions:
 - a. Receive complaints of sexual harassment
 - b. Investigate sexual harassment complaints including preliminary investigation in accordance with prescribed procedure;
 - c. Within ten (10) days from the termination of the conduct of the investigation, submit a report of its findings with the corresponding recommendation to the disciplining authority for decision:



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- d. Ensure the protection of the complainant from retaliation and guarantee confidentiality to the greatest extent possible as well as ensure that the respondent is given the opportunity to be properly notified of and respond to the charge/s and that parties are given information on the hearings and its outcomes *(In reference to Section 13 of the IRR of RA No. 11313)*
 - e. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment;
4. The permanent alternate shall act in absence of the regular member and shall have the authority to render decision so as not to delay the proceedings being undertaken and to ensure continuity of deliberation.
 5. The members of the CODI shall serve a term of Two (2) years unless replaced earlier.

For information and compliance.


SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent

References: Civil Service Commission MC No. 11s. 2021
RA No. 11313

To be indicated in the Perpetual Index
Under the following subjects:

COMMITTEE