





Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region IX, Zamboanga Peninsula  
SCHOOLS DIVISION OF ZAMBOANGA DEPOSITO  
Dipolog City



07 FEB 2018  
DATE

DIVISION MEMORANDUM NO. 005, s. 2018

BY:   
NAME:   
SIGNATURE

To : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEFS, SGOD AND CID  
EDUCATION PROGRAM SUPERVISORS  
PUBLIC SCHOOL DISTRICT SUPERVISORS  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS  
HEADS OF UNITS  
ALL OTHERS CONCERNED

FROM : THE OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

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

DATE : FEBRUARY 6, 2018

1. Civil Service Commission (CSC) Resolution No. 01-0490 (Rules on Sexual Harassment) mandates the creation of a Committee on Decorum and Investigation (CODI) in every agency. Said resolution provides that in sexual harassment cases, complaints shall be filed with the Committee on Decorum and Investigation (CODI), which shall be created in all national or local agencies of the government, state/local colleges and universities, including government-owned or controlled corporations with original charters.

2. Further, it stipulates 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. Pursuant thereto, the Division Committee is hereby created and shall be composed of the following:

	Regular	Alternate
Chairperson	: ASDS Virgilio P. Batan, Jr.	ASDS Filma B. Catalan
Vice-Chairperson	: Atty. Geralyn T. Romarate	AO Helen E. Tangon
Members:		
	1. Dr. Lilia E. Abello	Dr. Arcelita B. Zamoras
	2. Robert I. Poculan	Marylynne B. Bayron
	3. Shelamae E. Dayapdapan	Jun Leonard U. Romarate

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.

CODI member alternate is designated to act as member whenever the principal member is unable to attend a meeting of the CODI.

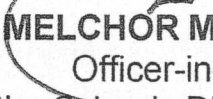
All schools are likewise directed to create the CODI at their level. A copy of the composition shall be submitted to the Division Office through the Legal Section.

The functions of the Committee are:

1. Receives complaints of sexual harassment;
2. Investigates sexual harassment complaints in accordance with the prescribed procedures;
3. Submit a report of its finding with the corresponding recommendation to the disciplining authority for decision; and
4. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

The members of the CODI shall serve a term of two (2) years, unless replaced earlier.

Immediate dissemination and compliance with this memorandum is hereby directed.

  
**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Officer-in-Charge  
Office of the Schools Division Superintendent

