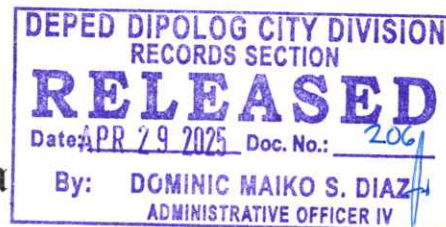




Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DIPOLOG CITY



29 April 2025

DIVISION MEMORANDUM

No. 206, s. 2025

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

To: Chiefs of the SGOD and CID
Public Schools District Supervisors/District-in-Charge
Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
This Division

1. The 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 also provides that sexual harassment cases shall be filed with the 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. It is also stipulated that in a work-related environment, the 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, and in compliance with the Implementing Rules and Regulation of Republic Act No. 11313 (Safe Spaces Act), every CODI shall be headed by a woman and not less than half of its members shall be women.
3. Due to personnel movement within the Department, there is a need to update and reconstitute the composition of the Division CODI in SDO-Dipolog.
4. Thus, the Committee on Decorum and Investigation is hereby reconstituted and shall be composed of the following:

	PRIMARY	ALTERNATE
Chairman	AMELINDA I. MONTERO <i>CID Chief</i>	LYN S. CARPIO <i>PSDS</i>
Members	MA. CECILLE BASTASA-TANAGA <i>Attorney III</i>	ALAN D. CHIU <i>AO V</i>
	RONILLO S. YARAG <i>Education Program Supervisor</i>	LOVE L. RICAFORT <i>AO V</i>
	ROSANNA B. CAPULAN <i>ADAS III</i>	MARILYN G. BARBASO <i>ADAS III</i>



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5. A quorum consisting of the majority of members of the CODI shall be required for the transacting business.
6. The alternate is designated to act as a member whenever the regular member is unable to attend a meeting of the CODI.
7. All schools are likewise directed to create Committee on Decorum and Investigation at their level which shall be composed of at least one (1) representative from the administration, teaching and non-teaching personnel and students, as the case may be, duly selected by the level concerned.
8. Whenever the complainant or the person complained of is a member of the Committee, he/she shall be disqualified from being a member thereof or the complaint may be filed directly with the Civil Service Commission.
9. The functions of the CODI are the following:
 - a. Receives complaints of sexual harassment
 - b. Investigates sexual harassment complaints in accordance with the prescribed procedures;
 - c. Submits a report of its findings with the corresponding recommendation to the disciplining authority for the decision;
 - d. Leads the conduct of discussion about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.
10. The members of the CODI shall serve a term of three (3) years unless replaced earlier.
11. Immediate dissemination of and strict compliance with this Memorandum is directed.


MA. LIZA R. TABILON, CESO V
Schools Division Superintendent
Office of the Schools Division Superintendent