



DIVISION MEMORANDUM

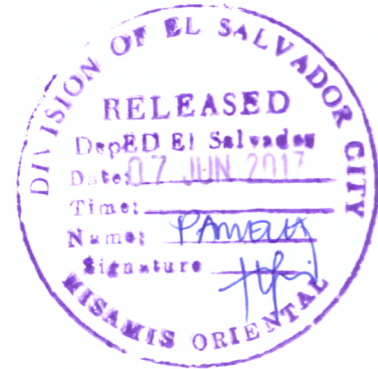
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To: PUBLIC ELEMENTARY SCHOOLS
PUBLIC SECONDARY SCHOOLS
SECTION HEADS

From: 
ALLAN G. FARNAZO, Ph.D. CESO IV.
Regional Director, Concurrent SDS

Subject: Composition of the Division Committee on Decorum and Investigation (CODI)

Date: June 7, 2017



1. The field is hereby informed of the composition of the Division Committee on Decorum and Investigation (CODI) effective immediately.

Chairman: Rolly B. Labis, Chief-SGOD

Members: Grace P. Paculba, EPS

Reah C. Batutay, Pres. EDTEA

Felanie Lim, Admin Officer SH
2. CODI is a body required by RA No. 7877 to be created to attend to sexual harassment cases. It is a special committee created in every agency or institution solely to handle complaints on sexual harassment.
3. Moreover, CODI is expected to:
 - a. Receive complaints of sexual harassment (SH).
 - b. Investigate SH complaints in accordance with the prescribed procedure.
 - c. Submit report of its findings with recommendation to the disciplining authority for decision.
 - d. Lead in the conduct of discussion on SH within the agency or institution to increase understanding and prevent incidents of SH.
4. For your guidance and compliance.