DIVISION MEMORANDUM
No.: 1669, s. 2017

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.