



Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

28 Sep 2020

DIVISION MEMORANDUM

No. 210, s. 2020

RECONSTITUTION OF COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

To: **Asst. Schools Division Superintendent**
Chief CID, SGOD
PSDS, Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned
This Division

1. This is to inform the field that effective October 1, 2020, the composition of this Division's Committee on Decorum and Investigation (CODI) shall be as follows:

| Role/Capacity | Name of Employee | Alternate |
|---------------------------|-------------------------------------|---|
| Management Representative | Alicia E. Anghay | Fritzie C. Sillabe |
| Employee's Union | Helen E. Maasin Pureza B. Oco | Alan T. Saculingan Sheila Mae B. Acero |
| Other Members | Ninian A. Alcasid Lina C. Bejiga | Rolly B. Labis Rebecca B. Namoc |
| Secretariat | Kenneth Angel B. Guillena | |

2. Schools are also directed to establish their CODI and submit a copy of the composition of their CODI to the Office of the Assistant Schools Division Superintendent (ASDS). CODIs shall serve a term of two (2) years, unless a memorandum on its reconstitution is issued before the end of the term.
3. Members of the CODI are expected to perform the following, in addition to the duties and responsibilities of their current position:
 - i. Receive complaints of sexual harassment
 - ii. Investigate sexual harassment complaints in accordance with the prescribed procedures
 - iii. Submit a report of its finding with the corresponding recommendation to the disciplining authority for decision
 - iv. Lead in the conduct of discussion about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment

OSDS/AMA



Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475

Website: www.depedelsalvadorcity.net | Email: elsalvador.city@deped.gov.ph



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4. For more details, refer to Civil Service Commission (CSC) Resolution No. 01-0940 and DepEd Memorandum 288, s. 2004.
5. For information, guidance and compliance.

OLGA C. ALONSABE
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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

COMMITTEES COMPLAINTS

OSDS/AMA



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