



Republic of the Philippines  
**Department of Education**  
REGION X - NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

19 Apr 2023

DIVISION MEMORANDUM  
No. 193, s. 2023

**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 April 19, 2023, the composition of this Division's Committee on Decorum and Investigation (CODI) shall be as follows:

| Role/Capacity             | Name of Employee                     | Alternate                                 |
|---------------------------|--------------------------------------|-------------------------------------------|
| Management Representative | Conniebel C. Nistal                  |                                           |
| Employee's Union          |                                      | Alan T. Saculingan<br>Shiela Mae B. Acero |
| Other Members             | Ninian A. Alacacid<br>Lina C. Bejiga | Rolly B. Labis<br>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





Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

---

4. For more details, refer to Civil Service Commission (CSC) Resolution No. 01-0940 and DepEd Memorandum 288, s. 004.
5. For information, guidance and compliance.

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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

COMMITTEES      COMPLAINTS

