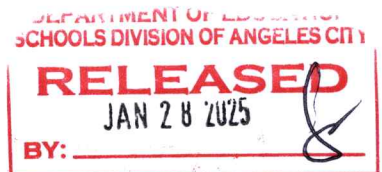




Republic of the Philippines
Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY



28 Jan 2025

DIVISION MEMORANDUM
No. 035, s. 2025

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1 Pursuant to the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS), which state that the Committee on Decorum and Investigation (CODI) shall be created in all national or local government agencies, state/local colleges and universities, and government-owned or controlled corporations with original charters.

2. The said Rule also specifies that in a work-related environment, a CODI shall be composed of at least one (1) representative each from management, the accredited union (if any), second-level employees, and first-level employees, duly selected by the unit concerned.

3. Further, in view of the designation of Dr. Enrique E. Angeles Jr. as OIC Schools Division Superintendent of the Division of Gapan City, and in compliance with CSC Memorandum Circular No. 11 s. 2021, Section 14, which states that 'Every CODI shall be headed by a woman and not less than half of its members shall be women,' the Division Committee on Decorum and Investigation is hereby reconstituted as follows:

FOR SCHOOL ADMINISTRATORS AND NON-TEACHING PERSONNEL

DESIGNATION	NAME	POSITION TITLE
Chairwoman	MARIA CRISTINA S. SARMIENTO	Administrative Officer V
Vice-Chair	EDGAR L. MANABAT, PhD	Chief-ES, SGOD
Members	ARCELY G. GARCIA	Senior Education Program Specialist, NEU Representative
	CAROLINE L. MONTES	Administrative Officer IV
For Secondary	CAZARINA DAVID	Principal IV, PSSPA Representative
For Elementary	RITA DALUSUNG	Principal II PESPA, Vice-President
Alternate Members	AMANDO C. YUTUC, PhD	Chief - ES, CID



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	NERISSA VALDEZ	Girl Scout of the Philippines – Angeles City Chapter, President
	GAY Y. PANGILINAN	Accountant III
	ATTY. PAUL NIKON T. ALCAYRO	Legal Officer

FOR TEACHING PERSONNEL

DESIGNATION	POSITION TITLE
Chairwoman	Female School Principal/ Asst. School Principal/ Head Teacher/ Female Master Teacher
Vice- Chair	School Principal/ Head Teacher/ Master Teacher
Members	Faculty Officers' Representative
	PTA Officers' Representative
	Division Legal Officer

4. A quorum consisting of the majority of members of CODI shall be required for the transaction of business. However, in rendering of issuing its findings and recommendation, all the CODI members are required except the Chairperson who shall vote only in the case of a tie.
5. The alternate is designated to act as a member whenever the regular member is unavailable to attend a meeting of the CODI.
6. Whenever the complainant or the person complained of is a regular 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.
7. The CODI shall perform the following functions:
 - 7.1 Receive complaints on sexual harassment;
 - 7.2 Investigate sexual harassment complaints in accordance with the prescribes procedure;
 - 7.3 Submit report of its findings with the corresponding recommendation to the disciplining authority for decision; and
 - 7.4 Lead the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.
8. The designated members of the Division CODI shall serve a term of three (3) years unless replaced earlier.
9. Immediate dissemination of and strict compliance with this Memorandum is directed.



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ENGR. EDGARD C. DOMINGO PhD CESO V 
Schools Division Superintendent

Encl: None
Reference: 2017 RACCS

To be indicated in the Perpetual Index under the following subject:

COMMITTEE DECORUM INVESTIGATION SEXUAL HARASSMENT

MCS/AOV/January 28, 2025



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