



Republic of the Philippines
Department of Education
MIMAROPA Region

SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

TO: Assistant Schools Division Superintendent
Chiefs, Functional Divisions
Public Schools District Supervisors
Education Program Supervisors
Section/Unit Heads
All Public Elementary & Secondary School Heads
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent
Office of the Schools Division Superintendent 

SUBJECT: ESTABLISHMENT OF THE DIVISION COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

DATE: July 7, 2023

1. In adherence to Section 14, Rule 3 of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) as amended by the Revised Administrative Disciplinary Rules on Sexual Harassment, a Committee on Decorum and Investigation shall be created in all national or local agencies of the government, state/local colleges and universities, including government-owned and controlled corporations with original charters.

2. The said rule also states that in the work-related environment, a CODI shall be composed of at least one representative each from the management, the employees from the supervisory rank, the rank-and-file employees, and the union/s or employees association.

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3. Thus, the Division Committee on Decorum and Investigation (CODI) is hereby created and shall be composed of the following:

DESIGNATION	REGULAR	ALTERNATE
Chairperson	LYNN G. MENDOZA, EdD Assistant Schools Division Superintendent OIC, Office of the Schools Division Superintendent	
Representative from the employee of supervisory rank	MA. CECILIA S. MANAY Chief Education Supervisor School Governance and Operations Division	MAITA M. LAZARES Education Program Supervisor
Representative from Rank-and-File	ATTY. AYSEL LEA R. PALMERO Attorney III	JOHN MARK S. SAPORNA Project Development Officer II, LRMS/Legal Assistant Designate
Representative from the Union	MAY BERNADETH O. DELA ROSA Administrative Officer V	MARIDELL F. HERMOSA Administrative Officer IV Personnel Section

4. A quorum consisting of a majority of the members of CODI shall be required for the transaction of business. However, in rendering and issuing its findings and recommendations, all the CODI members are required except the Chairperson, who shall only vote in case of a tie.

5. The alternate is designated to act as a member whenever the regular member is unable to attend a meeting of the CODI, in case he/she inhibits from any case, or when needed, so as not to cause any delay in the process being undertaken.

6. All Schools are likewise directed to create a Committee on Decorum and Investigation at their level which shall be composed of at least one (1) representative from the Administration, teaching and non-teaching personnel and students, as deemed appropriate. Aside from the regular members of the CODI, the School Head must designate their respective permanent alternate who shall act on their behalf in case of absence of the regular member and must have the authority to render decision so as not to delay the proceedings being undertaken and to ensure continuity of deliberation.

7. Whenever a complaint or the person complained of is a 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.

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8. The CODI shall perform the following functions:
 - a. Receive complaints of sexual harassment;
 - b. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
 - c. Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;
 - d. Ensure the protection of the complainant from retaliation and guarantee confidentiality to the greatest extent possible as well as ensure that the person complained of is given the opportunity to be properly notified of, and respond to the charge/s, and that parties are given information on the hearings and its outcomes;
 - e. Lead in the conduct of discussion about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.
9. The members of the CODI shall serve for a term of two (2) years unless replaced earlier.
10. Immediate dissemination of and compliance with this Memorandum are directed.

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