



Republic of the Philippines  
**Department of Education**  
**REGION X**  
**DIVISION OF CAGAYAN DE ORO CITY**

Office of the Schools Division Superintendent

November 2, 2021



DIVISION MEMORANDUM  
 No. 498, s. 2021

**ESTABLISHMENT OF COMMITTEE ON DECORUM AND INVESTIGATION**

TO: Assistant Schools Division Superintendent  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Secondary and Elementary School Heads  
 Non-Teaching Personnel  
 All Others Concerned

1. In compliance with DepEd Memorandum No. 288, s. 2004 (Promulgating Rules and Regulations in Investigating Sexual harassment Cases), and Civil Service Commission M.C. No. 17, s. 2001 (Administrative Disciplinary Rules on Sexual Harassment Cases in the Civil Service), the Division Committee on Decorum and Investigation (CODI) is hereby constituted as follows:

Role/Capacity	Name of Employee	Alternate
Chair	Alicia E. Anghay, PhD	Lorebina C. Carrasco, PhD
Co-Chair	Rosalio R. Vitorillo, PhD	Shirley A. Merida, PhD
Members:		
DepEd NEU CDO Rep	Nichol V. Salido	Romeo B. Aclo
Administrative Officer V	Risa Bea Socorro M. Borres	Romiel S. Vallente
Level I Representative	Rey P. Lubguban	Lourdes P. Maghanoy
President, PESPA	Celso L. Pagulon	PESPA VP/Representative
President, DAPSSHI	Roel R. Lamberte	DAPSSHI VP/Representative
President, Div. Teachers Organization	Roger L. Potane	Vice-President/Rep
Secretariat	Pureza V. Camonias	

2. Members of the CODI shall serve a term of three (3) years unless replaced earlier. The Alternate is designated to act as a member whenever the regular member is unable to attend a meeting of the CODI.



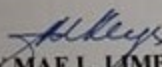

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3. When the member of the CODI is the complainant or the person complained of in a sexual harassment case, he/she shall be disqualified from being a member of the CODI.
4. The term of office for CODI members shall be for a maximum period of three (3) years, except for DAPSSHI and PESPA presidents who may be replaced by their successors in case their respective terms shall expire before their period of service with CODI expires.
5. The Division Legal Unit shall serve as consultant/Adviser to the CODI.
6. The CODI shall perform the following functions:
  - a. receives complaints of sexual harassment;
  - b. investigates sexual harassments complaints in accordance with prescribed procedures;
  - c. submits a report of its findings with the corresponding recommendation to the disciplining authority for decision; and
  - d. leads the conduct of discussion about sexual harassment within the agency to increase understanding and prevent incidents of sexual harassment.
7. Attached is the CODI Process Flow for reference.
8. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**CHERRY MAE L. LIMBACO-REYES**  
Schools Division Superintendent 

Encl.: As stated



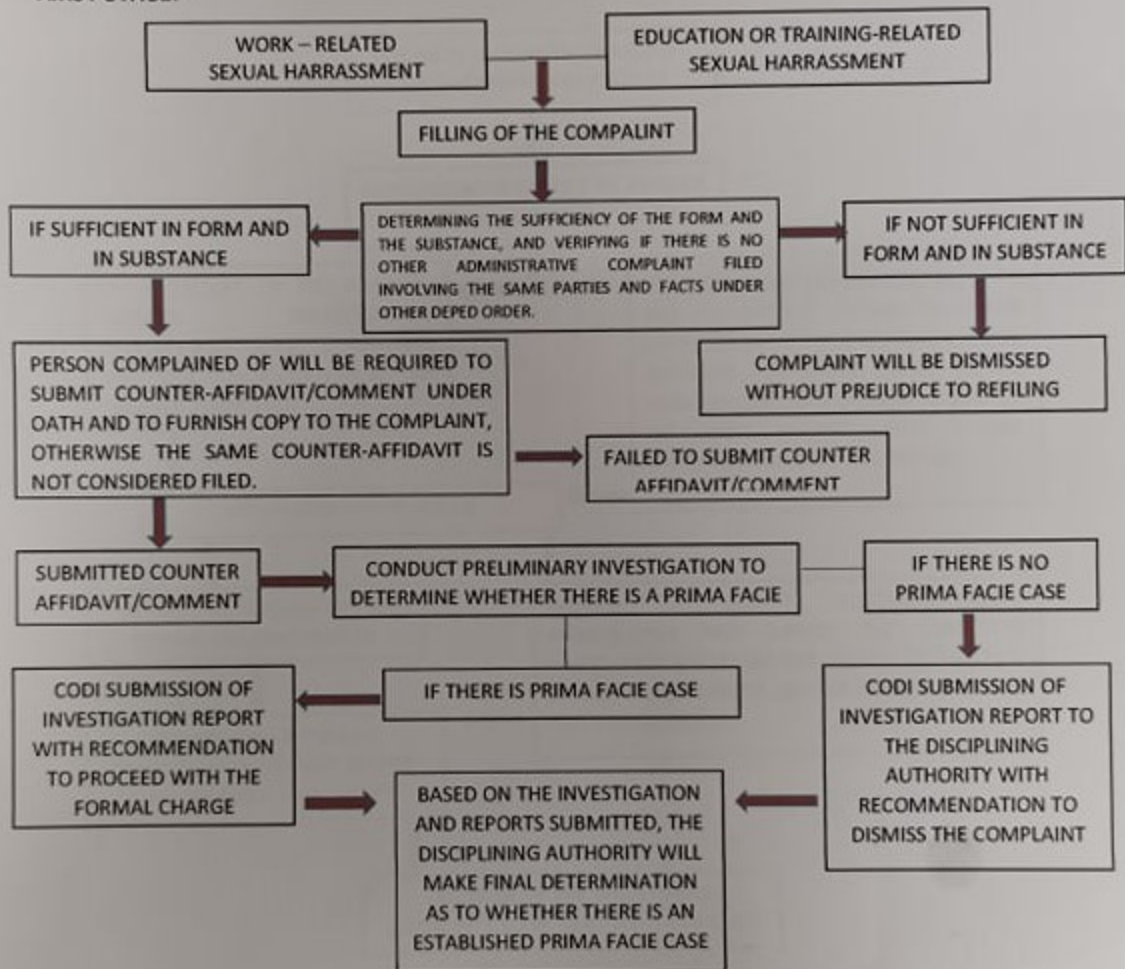
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**Administrative Sexual Harrassment Cases: CODI FLOW CHART**

**FIRST STAGE:**



*NOTE: Complaints should be filed in proper form and shall be acted upon by the CODI following the procedure in the FIRST STAGE of the process flow. If not filed in the proper form, the CODI will not act on it.*

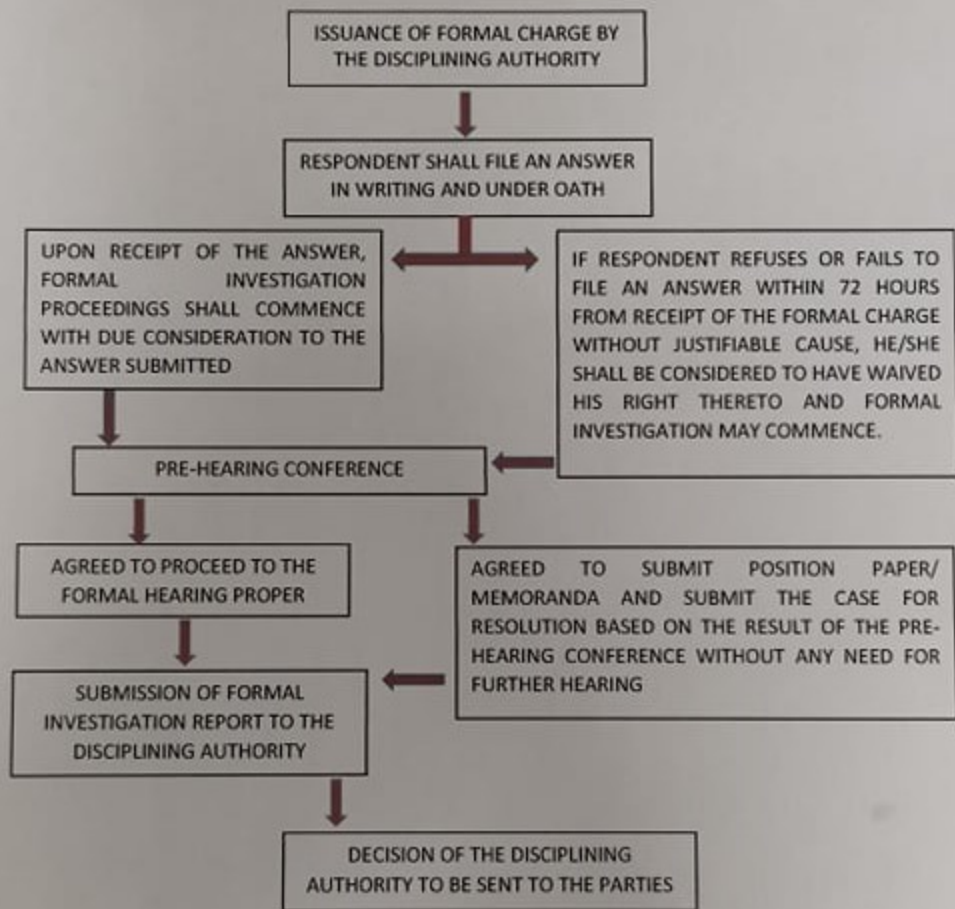


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**SECOND STAGE:**



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