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Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

20 January 2026

DIVISION MEMORANDUM

No. 086 s. 2026

TO : Assistant Schools Division Superintendent
 SDO Chiefs, Section/Unit Heads
 Education Program Supervisors
 Public Schools District Supervisors
 Elementary and Secondary School Heads
 All Other Concerned

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

- The CSC Memorandum Circular No. 11 s. 2021 (Revised Administrative Disciplinary Rules on Sexual Harassment Cases) mandates the creation of a Committee on Decorum and Investigation (CODI) in all or local agencies of the government, state/local colleges and universities, including government owned or controlled corporation with original charters.
- Pursuant thereto, the Division Committee on Decorum and Investigation(CODI) is hereby reconstituted and shall be compose of the following:

	REGULAR	PERMANENT ALTERNATE
Chairperson:	Mary Jean S. Romero	Rosario B. Vegim
Members:	1. Gina B. Pantino	Ma. Gina M. Templonuevo
	2. Eva S. Tolentino	Marichelle B. Llave
	3. Union or Employees Association where the parties involved are members	
	• Philippine Public School Teachers Association <i>Ruben Jose V. Tria</i>	Alliance of Concerned Teachers (ACT) <i>Jose D. Bonifacio</i>
	• DepEd National Employees Union (NEU) <i>Rommel G. Petajen</i>	<i>Aroline T. Borja</i>
	• Catanduanes Association of Secondary School Heads (CASSH) <i>Efren O. Matienzo</i>	Philippine Elementary School Principals Association (PESPA) <i>Ruben Jose V. Tria</i>
	• Education Program Supervisor Association <i>Gina L. Custodio</i>	<i>Jesslyn T. Taway</i>
	• Public Schools District Supervisor Association <i>Elias V. Abundo</i>	<i>Miguelito T. Rodriguez</i>



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3. The Division Committee on decorum and Investigation (CODI) shall perform the following functions:
 - a. Receive complaints of sexual harassment
 - b. Investigate sexual harassment complaints including preliminary investigation in accordance with prescribed procedure;
 - c. Within ten (10) days from the termination of the conduct of the investigation, 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 respondent 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 (*In reference to Section 13 of the IRR of RA No. 11313*)
 - e. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment;
4. The permanent alternate shall act in absence of the regular member and shall have the authority to render decision so as not to delay the proceedings being undertaken and to ensure continuity of deliberation.
5. The members of the CODI shall serve a term of Two (2) years unless replaced earlier.
6. This designation shall take effect on **January 20, 2026** until revised.
7. For information and compliance.


MA. JEANY T. ABAYON

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

References: Civil Service Commission MC No. 11s. 2021
RA No. 11313

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

COMMITTEE