



Department of Education
Region III
DIVISION OF ANGELES CITY
Jesus Street, PulungBulu, Angeles City
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RELEASED

SEP 14 2018

DIVISION
No. 389

MEMORANDUM
S 2018

CREATION OF THE DIVISION COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

TO: OIC - Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisor
Public Schools District Supervisor
Public Elementary and Secondary School Heads
Heads of Units
All Others Concerned

1. Pursuant to Civil Service Commission Resolution No. 01 – 0940 re: Administrative Disciplinary Rules on Sexual Harassment dated May 21, 2001, the **Division of Angeles City Committee on Decorum and Investigation of Sexual Harassment Cases** is hereby created with the following composition:

Chairperson: Maria Celina L. Vega, OIC – Asst. Schools Division Superintendent

Vice Chairperson: Atty. Cristina M. Ayson, Legal Officer

Members: Mr. Edgardo S. Nunag, Education Program Supervisor – EPS
Mr. Edgar L. Manabat, President – NEU
Mr. Enrique D. Pangilinan, Administrative Officer V
Mrs. Emelita C. Gomez, President – PESPA
Mrs. Estrelita D. Lecaros, President – PSSPA
Mrs. Lorna D. Lacsina, President – ACPUSTA
Mrs. Clarisa A. Lagman, PDO – Youth Formation Coordinator

2. The Committee shall perform the following functions:


(a) *Receive complaints of sexual harassment;*

(b) *Investigate sexual harassment complaints in accordance with the prescribed procedure;*

(c) *Submit a report of its findings with the corresponding recommendation to the disciplining authority for decision;*

(d) *Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment;*

3. Immediate dissemination and compliance with this memorandum is hereby directed.


LEILANI SAMSON-CUNANAN, CESO VI
Schools Division Superintendent