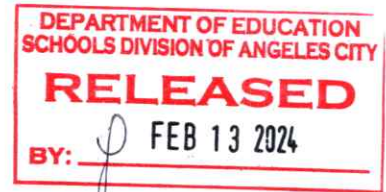




Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



12 Feb 2024

DIVISION MEMORANDUM
No. 066, s. 2024

**COMPOSITION OF THE COMMITTEE ON DECORUM AND INVESTIGATION
(CODI)**

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

1 Pursuant to section 14, Rule 3 of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) which states that the Committee on Decorum and Investigation (CODI) shall be created in all national or local agencies of the government, state/local colleges, and universities, including government-owned and controlled corporation with original charters.

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

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

DESIGNATION	NAME	POSITION TITLE
Chairperson, Management Level	ENRIQUE E. ANGELES JR. PhD, CESO VI	Assistant Schools Division Superintendent
Vice-Chairman	EDGAR L. MANABAT, PhD	Chief-ES, SGOD
Members	ATTY. PAUL NIKON T. ALCAYRO	Legal Officer III
	ELMER S. DAYRIT, EdD	PSSPA President
	EMELITA C. GOMEZ	PESPA President
	JEROME R. ESGUERRA	ACPUSTA President
Alternate Members	AMANDO C. YUTUC, PhD	Chief – ES, CID
	EDGARDO S. NUNAG	EsP/ Values Education Supervisor



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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 of 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;
 - 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. 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.

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

Reference: 2017 RACCS

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

COMMITTEE DECORUM INVESTIGATION SEXUAL HARASSMENT

MCS/AOV/February 12, 2024



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