



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

January 5, 2023

DIVISION MEMORANDUM
NO. 0019, s. 2023

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

TO: *Assistant Schools Division Superintendent*
Chiefs – CID and SGOD
Education Program Supervisors (EPS)
Head Functional Sections/Units
Public Schools District Supervisors/Acting PSDSs
Public Elementary and Secondary Schools Heads
All Others Concerned

1. The Civil Service Commission (CSC) Resolution No. 01-0490 “Rule on Sexual Harassment mandates the creation of a Committee on Decorum and Investigation (CODI) in every agency. The resolution provides that sexual harassment cases shall be filed with the CODI, which shall be created in all national or local agencies of the government, state colleges and universities including government- owned or controlled corporation with original charters.

2. It also stipulates that in a work-related environment, a CODI shall be composed of at least one (1) representative each from the management. Accredited union, if any, the second level employees, and the first level employees, duly selected by the unit concerned. And in compliance with the implementing Rules and Regulations of Republic Act No. 11313 dated April 17, 2019

3. Hence, pursuant thereto, the Division CODI is hereby reconstituted and shall be composed of the following:

Chairman:	Atty. Vanessa H. Quijano, JD – Legal Officer III
Members:	Generosa T. Castillo – Representative for the employees of Supervisory Rank
	Fermin M. Albutra – Representative for the rank and file
	Guy G. Aranjuez – Representative for the accredited Union
Secretariat:	Angellete A. Remolador
	Aian B. Dolautaa
	Marina H. Bernasor

4. The CODI shall perform the following functions (Sec. 7, of CSC Resolution No. 01-0490 dated May 21, 2001)

- a. Receive complaints on 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; and
 - d. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.
5. Members of the Division CODI shall serve a term of two (2) years unless replaced earlier.
6. Immediate dissemination and compliance with this memorandum is hereby directed.


BIANITO A DAGATAN EdD, CESO V
Schools Division Superintendent 



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