



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
Schools Division of Bohol

**Office of the Schools Division  
Superintendent**

**March 25, 2024**

**DIVISION MEMORANDUM**

No. 155 s. 2024

**RECONSTITUTING THE DIVISION COMMITTEE ON DECORUM AND INVESTIGATION (CODI)**

TO: Assistant Schools Division Superintendent  
Chief of CID & SGOD  
Education Program Supervisors  
Heads Functional Sections/Units  
Public Schools District Supervisors/Acting PSDS  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Civil Service Commission (CSC) Resolution No. 01-0490 "Rules 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 Regulation 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: Fay C. Luarez PhD, EdD, TM, CESO VI.  
Assistant Schools Division Superintendent

Vice-Chairman: Atty. Vanessa H. Quijano  
Legal Officer III

Members: Marcela R. Bautista DevD - Chief SGOD  
Flora R. Virtudazo - P-IV, President NAPSHI  
Renato D. Calamba - PSDS, President BAPSMA  
Victor Tumanda - Pres. Teachers Association



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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;
- 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. All schools are enjoined to establish their own Committee on Decorum and Investigation, and ensure its functionality as stated in Republic Act 11313.

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

  
**CASIANA P. CABERTE PhD, CESO VI**  
OIC-Schools Division Superintendent 