



Republic of the Philippines
Department of Education
 MIMAROPA REGION
 SCHOOLS DIVISION OF OCCIDENTAL MINDORO

EDUCATIONAL MINDORO
 RELEASED
 DATE: AUG 01 2022
 DIVISION OFFICE
 OCCIDENTAL MINDORO

Office of the Schools Division
 Superintendent

DIVISION MEMORANDUM

000295

COMPOSITION OF THE DIVISION COMMITTEE ON DECORUM AND INVESTIGATION

TO : **OIC -Asst. Schools Division Superintendent**
Chief Education Program Supervisors
Education Program Supervisor
Public Schools District Supervisor/Coordinating Principal
Public Elementary and Secondary School Heads
SDO Section/Unit Heads
All Others Concerned

1. In adherence to Republic Act No. 11313 otherwise known as the "Safe Spaces Act and its Implementing Rules and Regulations", CSC Resolution No. 2100064, and CSC Memorandum Circular No. 11, s. 2021 entitled "Revised Administrative Disciplinary Rules on Sexual Harassment Cases (Amendment to the Sexual Harassment Provisions in the 2017 Revised Rules on Administrative Cases in the Civil Service)", the Committee on Decorum and Investigation (CODI) in the Schools Division of Occidental Mindoro is institutionalized. It shall be composed of:

	Primary	Alternate
Chairperson :	DR. RAQUEL P. GIRAO Chief Education Program Supervisor	MARILOU P. PANDIÑO SEPS, HRDS
Members :	MYLA R. SUGUITAN EPS I	MERRY ANN T. RAMIREZ Accountant III
	JOSEPH T. ABELEDA Administrative Assistant III	SUSAN A. SILVA Administrative Asst. III
	DR. DENNIS MICHAEL G. ABELEDA Administrative Officer V	MILESON P. DELA TORRE Administrative Officer V

2. The CODI shall serve as an independent internal mechanism to address and investigate complaints of sexual harassment.
3. Further, the following terms of reference shall serve as guide of the CODI and all other concerned.
 - a. A quorum consisting of the majority of the members of the CODI shall be required for the transaction of business

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- b. The alternate is designated to act as a member whenever the regular member is unable to attend a meeting of the CODI.
 - c. The functions of the CODI include but are not limited to the following:
 - i. Receive complaints of sexual harassment;
 - ii. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
 - iii. 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;
 - iv. Ensure the protection of the complainant from retaliation without causing her/him any disadvantage, diminution of benefits or displacement, and without compromising his/her security of tenure.
 - v. Guarantee gender-sensitive handling of cases, and confidentiality of the identity of the parties and the proceedings to the greatest extent possible.
 - vi. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment;
 - d. The members of the CODI shall serve a term of two (2) years unless replaced due to meritorious reasons.
4. Immediate dissemination of and compliance with this Memorandum is directed.

LYNN G. MENDOZA

Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent

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