



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS
SCHOOLS DIVISION OF TACLOBAN CITY

March 07, 2024

DIVISION MEMORANDUM

No. 203, s. 2024

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

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

1. The Civil Service Commission (CSC) Resolution No. 1701077 entitled “2017 Rules on Administrative Cases in the Civil Service (2017 RACCS)”, dated July 30, 2017, mandates the creation of a Committee on Decorum and Investigation (CODI) in all national and local agencies of the government, state/local colleges, and universities, including government-owned or controlled corporations with original charters to investigate and address complaints of sexual harassment.

2. Every CODI shall be headed by a woman and not less than half of its members shall be women. It 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. Hence, pursuant thereto, the Division CODI is hereby constituted and shall be composed of the following:

Designation	Regular Chairperson/Members	Alternate Chairperson/Members
Chairperson (Management Level)	Henreitta T. Managbanag <i>Assistant Schools Division Superintendent</i>	Melani D. Escobarte <i>Chief, School Governance & Operations Division</i>
Second Level	Francisco A. Anchojas <i>Administrative Officer V</i>	Maria Socorro T. Pancipanci <i>Legal Officer</i>
Union Representative	Facundo Gamez <i>President NEU, Tacloban City Division</i>	
	Raymund Remandaban <i>President, Teachers' Association, Tacloban City Division</i>	
First Level	Nida B. Anacta <i>Administrative Assistant III</i>	Aisa E. Abria <i>Administrative Aide VI</i>
Secretariat	Naisy M. Brosas <i>Administrative Officer II- Acting HRMO</i>	



4. The CODI shall perform the following functions as stated in Section 17 of CSC Resolution No. 2100064 dated January 20, 2021, to wit:

- a. Receive complaints on sexual harassment;
- b. Investigate sexual harassment complaints including preliminary investigation in accordance with the prescribed procedure;
- c. 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;
- d. Ensure the protection of the complainant from retaliation and guarantee confidentiality to the greatest extent possible as well as ensure that the respondent is given the opportunity to be properly notified of and respond to the charge/s and that parties are given information on the hearings and its outcomes; and
- e. Lead in the conduct of discussions about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.

5. Immediate dissemination of this Memorandum is desired.

Syba
SHERLITA A. PALMA EdD, CESO VI
OIC-Schools Division Superintendent

Enclosures: Civil Service Commission (CSC) Resolution No. 1701077

