



Republic of the Philippines  
**Department of Education**  
REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

DIVISION MEMORANDUM  
No. 27-B s. 2020

October 20, 2020

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

To: Assistant Schools Division Superintendent  
Chief, Functional Division  
Office/Unit Heads  
All 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 and 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 the 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 employee and first level employees, duly selected by the unit concerned.
3. Thus, the Committee on Decorum and Investigation is hereby created and shall composed of the following:

| DESIGNATION                 | NAME                            | POSITION TITLE                                |
|-----------------------------|---------------------------------|---|
| Chair                       | CRISTA JOY A. TORBILA PhD, CESE | OIC-Assistant Schools Division Superintendent |
| Alternate                   | ALEX B. REJUSO, PhD, Lib        | OIC-Chief CID                                 |
| Second Level Representative | MICHELLE D. CAGUIMBAL           | Administrative Officer V                      |
| Union Representative        | DEAH A. GAMAO, CPA              | Accountant III                                |
| First Level Representative  | FRANCIS RICO E. TOBES           | ADAS III                                      |

4. A quorum consisting of a majority of members of CODI shall be required for the transaction of business. However, in rendering and issuing its findings and recommendations all the CODI members are required except the chairman who shall only vote in case of a tie.
5. Whenever a complainant or the respondent is a 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.
6. The functions of the CODI are as follows:




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Telefax: (055) 500 9801  
Email: [northernsamar@deped.gov.ph](mailto:northernsamar@deped.gov.ph)  
Division Official Website: <https://northernsamar.deped.gov.ph>



- a. Receives complaints of sexual harassment;
  - b. Investigates sexual harassment complaints in accordance with the prescribed procedures;
  - c. Submits a report of findings with the corresponding recommendation to the disciplining authority for decision; and
  - d. Leads the conduct of discussion about sexual harassment within the agency or institution to increase understanding and prevent incidents of sexual harassment.
7. The members of the CODI shall serve for a term of three (3) years unless replaced earlier.
8. Immediate dissemination and compliance of with this Memorandum is directed.

Very truly yours,

  
**GORGONIO G. DIAZ, JR, PhD, CESO V**  
Schools Division Superintendent



**RELEASED**

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