



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

Office of the Schools Division Superintendent

June 21, 2023

DIVISION MEMORANDUM

No. 88 s. 2023

**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 C. Abogadie PhD, CESE	Assistant Schools Division Superintendent
Alternate	Alex B. Rejuso, PhD, Llb	OIC-Chief CID
Second Level Representative	Michelle D. Caguimbal	Administrative Officer V
Employee Union Representative	Deah A. Gamao, CPA	Accountant III
First Level Representative	Francis Rico E. Tobes	Administrative Officer II/ Legal Assistant Designate

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



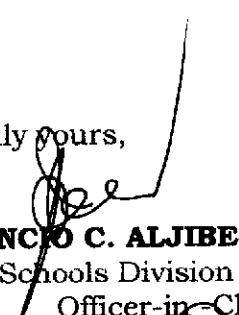
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and recommendations all the CODI members are required except the chairman who shall only vote in case of a tie.

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:
 - 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 two (2) years unless replaced earlier.
8. Immediate dissemination and compliance of with this Memorandum is directed.

Very truly yours,


GAUDENCIO C. ALJIBE, JR., CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Cc:

CSC Field Office -Cataraman

RELEASED

At
06/26/2023