



Republic of the Philippines  
**Department of Education**

REGION VIII  
SCHOOLS DIVISION OF NORTHERN SAMAR

*Office of the Schools Division Superintendent*

February 13, 2024

DIVISION MEMORANDUM

No. 018 s. 2024

**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:

<b>DESIGNATION</b>	<b>NAME</b>	<b>POSITION TITLE</b>
Chair	Rey F. Bulawan, EdD	Assistant Schools Division Superintendent
Alternate	Sylvia D. Villanueva	OIC-Chief CID
Second Level Representative	Michelle D. Caguimbal	Administrative Officer V
Employee Union Representative	Roberto T. Orias, Jr. DepEd NEU Northern Samar Chapter President	Senior Education Programs Specialist
First Level Representative	Atty. Vergel E. Buna	Administrative Officer II/ General Services in Charge

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



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar

Telefax: (055) 500 9801

Email: [northersamar@deped.gov.ph](mailto:northersamar@deped.gov.ph)

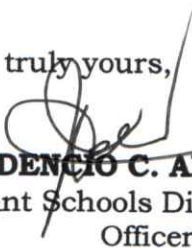
Division Official Website: <https://northersamar.deped.gov.ph>



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 -Catarman

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