



Republic of the Philippines
Department of Education
 REGION XII

SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
 Superintendent**

16 May 2023

DIVISION MEMORANDUM
 OSDS No. **050**, s. 2023

COMPOSITION OF THE COMMITTEE ON DECORUM AND INVESTIGATION (CODI)

To: Schools Division Office Personnel
 Public Schools District Supervisors/Principals In-Charge Public Elementary
 and Secondary School heads
 All Others Concerned

- Section 14, Rule 3 of the 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS) states that the Committee on Decorum and Investigation (CODI) shall be created in all national or local agencies of the government, state/local colleges and universities, including government-owned or controlled corporations with original charters.
- The said Rule also states that in a 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 employees, and the first level employees, duly selected by the unit concerned.
- Anent this, the Committee on Decorum and Investigation shall be created and shall be composed of the following:

	Regular	Alternate
Chairperson (representative from the top management)	Jasmin P. Isla	
Representative from the employee of supervisory rank	Lalaine SJ Manuntag	Cristopher T. Frusa
Representative from rank and file	Lirio P. Espero	Ronald Jim S. Somera
Representative from the Union	Carlo P. Divedor	

4. A quorum consisting of the majority members of CODI shall be required for the transaction of business. However, in rendering or issuing its findings and recommendation, all of the CODI members shall be required to do so except the Chairperson who shall vote only in case of a tie.

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5. The alternate is designated to act as a member whenever the regular member is unable to attend a meeting of the CODI.

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Address: Alunan Avenue, Koronadal City, South Cotabato 9506
 Telephone Number: (083)228-3801
 Email Address: south.cotabato@deped.gov.ph





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6. All Schools are likewise directed to create a Committee on Decorum and Investigation at their level which shall be composed of at least one (1) representative from the Administration, teaching, and nonteaching personnel and students, as the case may be, duly selected by the level concerned.
7. Whenever the complainant or the person complained of 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.
8. These are the functions of the CODI:
 - a. receives complaints of sexual harassment;
 - b. investigates sexual harassment complaints in accordance with the prescribed procedures;
 - c. submits report of its findings with the corresponding recommendation to the disciplining authority for the 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.
9. The members of the CODI shall serve a term of three (3) years unless replaced earlier.
10. Immediate dissemination of and strict compliance with this Memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: None

Reference: 2017 RACCS

To be indicated in the Perpetual Index under the following subjects:

COMMITTEES POLICY
ORGANIZATIONS

RJS/DM- composition of the committee on decorum and investigation (CODI)
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