



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

2 September 2024

DIVISION MEMORANDUM  
OSDS No. **145** s. 2024

RECONSTITUTION 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 CODI of this Division shall be created and shall be composed of the following:

	<b>Regular</b>	<b>Alternate</b>
Chairperson (Representative from the top management)	Levi B. Butihen	
Representative from the employee of supervisory rank	Cristopher T. Frusa	Marichu Jean R. Dela Cruz
Representative from rank and file	Lirio P. Espero	
Representative from the Union	Carlo P. Divedor, CPA	

- 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.
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 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 and compliance with this memorandum is desired.

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: None

Reference: 2017 RACCS

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

COMMITTEES      POLICY  
ORGANIZATIONS

RJS/DM-reconstitution of CODI  
0000/August 22, 2024



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