



Republic of the Philippines
Department of Education
 REGION III-CENTRAL LUZON

REGION III RECORDS SECTION
 OCT 29 2020

REGIONAL MEMORANDUM
 NO. 574 S. 2020

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

To : Assistant Regional Director
 Schools Division Superintendents
 All Concerned

- 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 or local agencies of the government, state/local colleges, and universities, including government-owned and controlled corporation with original charters.
- The said Rule also states that in 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.
- Thus, the Committee on Decorum and Investigation is hereby created and shall be composed of the following:

DESIGNATION	NAME	POSITION TITLE
Chairperson, Management Level	RHODA T. RAZON, EdD, CESO V	OIC-Assistant Regional Director
Alternate	PEDRO Q. PASCUA, PhD	Chief Administrative officer
Second Level	ANTONIO G. ARQUERO	Supervising Administrative Officer
Alternate	MARIZZA G. DAVID	TCE II
Union Representative	ROBERTO G. MACASIL JR.	Special Investigator
Alternate	PRECY C. ADRIANO	TCE II
First Level	NORMITA Y. DELA CRUZ	ADAS III
Alternate	ILUMINADO M. GARCIA JR.	ADAS II

- A quorum consisting of the majority of members of CODI shall be required for the transaction of business. However, in rendering of issuing its findings and






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recommendation, all of the CODI members are required except the Chairperson who shall vote only in the case of a tie.

5. The alternate is designated to act as a member whenever the regular member is unable to attend a meeting of the CODI.
6. 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.
7. The functions of the CODI are the following:
 - a. receives complaints of sexual harassment;
 - b. investigates sexual harassment complaints in accordance with the prescribed procedures;
 - c. submits a 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.
8. The members of the CODI shall serve a term of three (3) years unless replaced earlier.
9. Immediate dissemination of and strict compliance with this Memorandum is directed.


NICOLAS T. CAPULONG, PhD, CESO V
Director III
Officer-in-Charge

Office of the Regional Director

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