



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUÑOZ

July 18, 2022

DIVISION MEMORANDUM

No. 385, s. 2022

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

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Education Program Supervisors
 Public School Heads
 All Others Concerned

1. In accordance 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.
2. Furthermore, such ruling states that a CODI shall be composed of at least one (1) representative each from the management, the credited union, the second level employee, and the first level employees, duly selected by the unit concerned.
3. Thus, the Committee on Decorum and Investigation is hereby created and shall be composed of the following:

Designation	Name	Position Title
Chairperson, Management Level	ZUREX T. BACAY, PhD	Assistant Schools Division Superintendent
Alternate	BERNARDO A. GARGABITE, EdD	Chief ES – SGOD
Second Level	LARRY B. ESPIRITU, PhD	Chief ES – CID
Alternate	FHRIESSY CRUZ S. BERMUDA, II	Administrative Officer V
Union Representative	JERRY I. CARRIDO	Administrative Aide VI





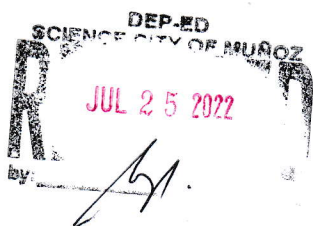
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Alternate	LAURENCIO CAIMOY	Administrative Aide IV – MNHS Main JHS
First Level	KIMBERLY JOAN N. TADEO	Administrative Assistant III
Alternate	GERALDINE E. PATACIL	Administrative Assistant II

4. 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.
5. The members of the CODI shall serve a term of three (3) years unless replaced earlier.
6. Immediate and wide dissemination of this Memorandum is desired.


DANTE G. PARUNGAO, CESO V
Schools Division Superintendent



ZTB/KJNT 2022



Loyal, Excellent, Accountable and Dedicated to Service

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